

**SHIV NADAR UNIVERSITY**  
**STATUTES**

**In exercise of the powers conferred by section 27 of the Shiv Nadar University Act, 2018 (Tamil Nadu Act 41 of 2018), the Executive Council of the Shiv Nadar University, hereby makes the following statutes of the Shiv Nadar University with the assent of the Management Committee**

**CHAPTER - 1**

**PRELIMINARY**

**1 Short title and commencement:-**

1.1 (a) These Statutes shall be called “the Statutes of Shiv Nadar University”;

(b) They shall come into force from the date of assent of the Management Committee.

1.2 Definitions:- In these Statutes, unless the context otherwise requires:

(1) “**Act**” means the Shiv Nadar University Act, 2018 (Tamil Nadu Act 41 of 2018);

(2) **Section means** a section of the Act;

(3) “**AICTE Regulations**” means regulations issued by the All India Council for Technical Education with respect to Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff and other regulations from time to time and any amendment thereof.

(4) “**Centre**” means an off-campus center, off-shore center, or centers of interdisciplinary studies and special studies and research centers, as well as specialized laboratories and distance learning centers declared and maintained by the University.

(5) “**Clear days**” means the number of days to be reckoned exclusive of both the first and last days.

(6) “**College**” means a School, College or Institution of the University as declared from time to time.

(7) “**Competent Statutory Authority**” means the University Grants Commission, the All India Council for Technical Education and other

## Statutes of the Shiv Nadar University

such statutory authority(ie) relevant to the University under the Act, from time to time, or as may be required under any law as may be applicable from time to time.

- (8) “**Dean**” means the Dean of a Faculty or the Dean of Students Welfare.
- (9) “**Department**” means a department of studies of a School or College or Institution or a Center of the University.
- (10) “**Director**” means the head of an Institution or School or College or a Center of the University.
- (11) “**Existing College**” means an existing independent college or school or institution or a center howsoever defined which imparts higher education and is proposed to be merged with, taken over, run or maintained by the University.
- (12) “**External Member**” means a visiting invitee to the University.
- (13) “**Head of Department**” means the professor in charge of a department of studies of a School or College or Institution or a Center of the University.
- (14) “**Institution**” means a School or College or Institution of the University as declared from time to time.
- (15) “**Management Committee**” means the management committee of Trust.
- (16) “**Motion**” means anything moved either by way of resolution or amendment.
- (17) “**Officers**”, “**Authorities**”, “**Professors**”, “**Associate Professor**”, “**Assistant Professors**”, “**Lecturers**”, “**Teachers**” and “**Servants**” means respectively Officers, Authorities, Professors, Associate Professor, Assistant Professors, Lecturers, Teachers and Servants of the University.

## Statutes of the Shiv Nadar University

- (18) **“Prescribed”** means as may be provided for in the Statutes, Ordinances, Regulations by the Competent Statutory Authority(ies), and applicable law as amended from time to time.
- (19) **“Resident student of Tamil Nadu”** means,— (i) a student who or either of whose parents has resided in the State of Tamil Nadu for a period of not less than five years preceding the relevant qualifying examination; or (ii) a student who has studied in any one of the educational institutions in the State of Tamil Nadu for a period of not less than five years leading to the relevant qualifying examination. It is clarified that the term “relevant qualifying examination” refers to the examination pursuant to which such student seeks admission into the University.
- (20) **“Resolution”** means substantive proposition originally moved and finally adopted.
- (21) **“School”** means an Institution, College or School of the University as declared from time to time.
- (22) **“Sponsors”** means HCL Corporation Private Limited and Vama Sundari Investments (Delhi) Private Limited, acting severally.
- (23) **“State Government”** means the Government of Tamil Nadu.
- (24) **“Statutes and Ordinances and Regulations”** means the Statutes and Ordinance (and Regulations) of the University as amended from time to time.
- (25) **“Trust”** means the SSN Trust created under the Indian Trusts Act, 1882 and registered on December 29, 1994 with sub-registrar office.
- (26) **“Trustees”** means the trustees of SSN Trust.
- (27) **“UGC Regulations”** means the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 and other regulations issued from time to time and any amendment thereto.

## Statutes of the Shiv Nadar University

- (28) **“University”** means the Shiv Nadar University established under section 3 of the Shiv Nadar University Act, 2018 (Tamil Nadu Act 41 of 2018).
- 1.3 Words and expressions defined in the Act but not defined in these statutes shall have the meaning assigned to them under the Act.
- 1.4 In the event of an irreconcilable conflict between the Act and any applicable rules, regulations, orders or directions of the Competent Statutory Authority binding on the University, and these Statutes or any Ordinance or (Regulations) framed thereunder, the following order of the priority shall be adopted to resolve such conflict:-
- (i) the Act;
  - (ii) applicable binding rules, regulations, orders or directions of the Competent Statutory Authority;
  - (iii) the Statutes;
  - (iv) any Ordinance framed pursuant to the statutes;
  - (v) any Regulations framed pursuant to the Statutes.
- 1.5 Any notice, intimation or information required to be given, and any paper, minutes or proceedings required to be sent to any person by the statutes shall be sent by the messenger or post to the address of that person.
- 1.6 Every officer of the University and every member of a University authority or body appointed under the statutes or ordinances shall, if required by the Registrar, give an address to which communications may be sent; and the posting of communications to that address shall be sufficient compliance with the requirements of the laws as to notice or despatch of papers.
- 1.7 Where by any statute or Ordinance or any rule framed in pursuance thereof, any action or meeting or proceeding is directed or allowed to be done or taken in the office of the Registrar or Vice-Chancellor, on a certain day or a prescribed period, and their office is closed on that day or the last day of the

## Statutes of the Shiv Nadar University

prescribed period, the act or proceeding shall be considered as done or taken in due time if it is done or taken on the day on which the office reopens.

### **2 Other Fundamental Matters in relation to the University:-**

- 2.1 The objects of the University are public charitable in nature, and are not commercial or with profit motive, as set out in Section 7 of the Act.
- 2.2 The objects of the University are not for the benefit of any particular caste, creed, religion or community.
- 2.3 The beneficiaries of the University are public at large and not specific individuals.
- 2.4 The activities of the University are restricted to India only.
- 2.5 The University shall not be dissolved and shall continue in perpetuity, except otherwise as provided under Section 46 of the Act. In case of dissolution, the remaining assets of the University shall be disbursed or transferred to SSN Trust, which is having similar objects as the University and registered under Section 12AB of the Income-tax Act, 1961, and no assets of the University shall be disbursed to any of the members or employees of the University.
- 2.6 The funds/ property of the University will be used only for the objectives of the University and not enure the benefit of any specified person as defined under Section 13 (1)(3) of the Income-tax Act, 1961.
- 2.7 Any sums accumulated in terms of Section 11(2)(b) of the Income-tax Act, 1961 shall be invested only in the modes prescribed under section 11(5) of the Income-tax Act, 1961.

\*\*\*\*\*

**CHAPTER - 2**

**POWERS OF THE UNIVERSITY**

**2.0 The University shall have the following powers:-**

- 2.1 (1) to provide for instructions in such branches of learning as the University may, from time to time, determine and to make provisions for research and for the advancement and dissemination and application of knowledge and skills;
- (2) to impart and promote the study of arts, science, engineering and technology, management, law, medical sciences and allied sciences and any other professional courses and also history, culture, commerce, economics, humanities, philosophy, art etc. through in campus, off-campus, and satellite centers or by distant educational programmes, in accordance with Law;
- (3) to honour educational stalwarts and persons of academic eminence with the decoration of Professor Emeritus;
- (4) to grant, subject to such conditions as the University may determine, diplomas or certificates, and confer degrees or other academic distinctions on the basis of examinations, evaluation or any other method of testing on persons, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;
- (5) to confer honorary degrees or other distinctions in such manner as may be prescribed;
- (6) to provide education and training including correspondence and such other courses, to such persons who are not members of the University, as it may determine;
- (7) to institute Directorships, Professorships, Associate Professorships, Readerships, Assistant Professorships, Lectureships and other

## Statutes of the Shiv Nadar University

- teaching or academic posts required by the University and to make appointments for the same;
- (8) to create administrative, ministerial and other posts and to make appointments thereto;
  - (9) to appoint or engage persons of eminence working in any other University or Organization permanently or for a specified period;
  - (10) to co-operate, collaborate or associate with any other university, college, institution or authority in India and abroad in such manner and for such purpose as the University may determine;
  - (11) to establish and maintain schools, centers, specialized laboratories or other units for research and instructions as are in the opinion of the University, necessary for the furtherance of its objects;
  - (12) to institute and award fellowships, scholarships, studentships, medals and prizes;
  - (13) to establish, maintain and supervise residences, hostels within the University and promote the health and general welfare activities for students and staff;
  - (14) to make provisions for research and consultancy, and for the purpose to enter into such arrangements with other universities, colleges, institutions, organizations, authorities or bodies as the University may deem necessary;
  - (15) to declare an institution or school or college or center, a department, as the case may be, in accordance with the statutes:
  - (16) to establish constituent colleges, regional centers, additional campuses and study centers at such places in the State as it deems fit subject to the norms of University Grants Commission and other national accreditation bodies;
  - (17) to determine standards for admission into the University, which may include examination, evaluation or any other method of testing;

## Statutes of the Shiv Nadar University

- (18) to fix fees and to demand and receive such fees as may be prescribed;
- (19) to create a corpus, and receive and manage the funds of the University;
- (20) to make all deposits as are required under the provisions of the Act;
- (21) to prescribe, demand and receive payment of fees and other charges;
- (22) to make special arrangements in respect of women and other disadvantaged students as the University may consider desirable;
- (23) to regulate and enforce discipline amongst the employees and students of the University and take such disciplinary measures in this regard as may be deemed necessary by the University;
- (24) to make arrangements for promoting the health and general welfare of the employees of the University;
- (25) to receive donations and to acquire, hold, manage and dispose through sale or lease or rent of any property, movable or immovable for the welfare of the University;
- (26) to borrow by way of hypothecation or mortgage against the property of the University with the approval of the Trust;
- (27) to appoint either on contract or otherwise, visiting professors, emeritus professors, consultants, fellows, scholars, artists, course writers and such other persons who may contribute to the advancement of the objects of the University;
- (28) to organize and to undertake extra-mural studies and extension services; and
- (29) to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the University.

### **3. ADMISSION OF STUDENTS AND EXAMINATIONS**

#### **3.1 Admission to the University :-**

- 3.1.1 Admission to the University for the different academic programmes shall be made in accordance with the applicable laws for the time being in force and in

## Statutes of the Shiv Nadar University

accordance with these statutes and the Ordinances and Regulations framed thereunder.

3.1.2 No candidate shall be admitted to any University examination unless he is enrolled as a member of the University, and has satisfied the requirements as to the attendance required for the same or unless he is exempted from such requirements of enrolment or attendance or both by an order of the Executive Council passed on the recommendation of the Academic Council. Exemptions granted under this section shall be subject to such conditions as the Executive Council may think fit.

3.2 Subject to statute 3.3 below, the University shall be open to persons of either sex and of whatever race, creed, caste or class, and the University shall not adopt or impose on any person any test whatsoever of religious belief or profession in order to entitle him to be admitted therein as a student or to graduate therefrom.

### 3.3 **Rule of Reservation:-**

(a) Subject to statute 3.1 hereof, and the standard admission process of the University, the University shall reserve thirty-five percent (35%) of seats in each course of study for Resident Students of Tamil Nadu.

(b). Admission of students to thirty-five percent of seats reserved for Resident students of Tamil Nadu under statute 3.3(a) above, shall be made following the reservation as per law in force.

3.4 Nothing contained in the foregoing shall require the University:-

(a) to admit to any course of study any person who does not possess the prescribed academic qualification and standard;

(b) to retain on the rolls of the University any student whose academic record is below the minimum standard required for the award of a degree or other academic distinction; or

(c) to admit any person or retain any student whose conduct is prejudicial to the interest of the University or the rights and privileges of other students and teachers.

## Statutes of the Shiv Nadar University

- 3.5 Admission shall be subject to compliance of all the requirements of the University including (a) eligibility, (b) payment of the fees, (c) acceptance by the student of the rules of the University, and (d) suitability of the student, as adjudged by the University, for the course applied for.
- 3.6. (1) No person shall be admitted to a course of study in the University for admission to the examinations for degrees, titles or diplomas of the University unless he,—
- (i) has passed the examination prescribed therefor; and
  - (ii) fulfills such other academic conditions as may be prescribed.
- (2) Every candidate for a University examination shall, unless exempted from the provisions of this statute by a special order of the Executive Council made on the recommendation of the Academic Council, be enrolled as a member of the University. Any such exemption may be made subject to such conditions as the Executive Council may think fit.
- (3) Any student or candidate for an examination, whose name has been removed from the rolls of the University by the orders or recommendation of the Academic Council or Controller of Examinations, as the case may be, and who has been debarred from appearing at the examinations for more than one year, may within ten days of the date of receipt of such order, appeal to the Vice-Chancellor to nullify the decision of the aforesaid authorities.
- (4) Any decision taken by the Vice-Chancellor in this regard shall be final.
- 3.7 An offer of admission may be withdrawn at any time by the University if it finds that a student has made a false or wrong declaration, or submitted a document which is found to be false or invalid, for the purpose of seeking admission.
- 3.8 The admissions policy of the University shall be evolved by the Executive Council. Special eligibility criteria for specific courses may be stipulated by the Academic Council, which shall be incorporated into the admissions policy by the Executive Council.

## Statutes of the Shiv Nadar University

- 3.9 A Fees Committee shall be set up in accordance with the Ordinance. Fees shall be fixed in accordance with the Ordinance. The University may modify the fees from time to time, as may be felt appropriate to ensure that the University is capable of financing itself.

**CHAPTER - 4**

**EMPLOYEES OF THE UNIVERSITY**

- 4.1 The qualifications and experience, pay and other emoluments and benefits of all academic employees including professors, lecturers, associate professor, assistant professors, teachers, and non-academic teaching staff including librarian, sports and other extracurricular staff shall be as adopted by the University and shall be not less than those as prescribed by the University Grants Commission, the AICTE Regulations or other applicable competent statutory authority or Government from time to time. The Executive Council shall be authorized to draw up employment contracts for different cadres, grades and classes of employees. Employment with the University shall commence only after such contract is duly executed between the University and the employee in question.
- 4.2 The eligibility criteria and wages and other benefits of the non-academic and non-teaching employees (including class IV employees) shall be as prescribed by law for the time being in force.
- 4.3 The University shall be open to persons of all sexes, races, creeds, castes or classes, and the University shall not adopt or impose on any person any test whatsoever of religious belief or profession in order to entitle him to be admitted as an officer, teacher of the University or staff member or to hold any office therein: Provided that reservation in the posts and recruitment of employees belonging to scheduled castes, scheduled tribes and other backward classes of citizens may be regulated by the applicable laws for the time being in force from time to time and any amendment thereof.
- 4.4 Subject to the provisions of the Act, the powers conferred on the University under the Act and these statutes shall be exercised by the Officers and Authorities of the University as laid down in these Statutes and the Ordinances and Regulations made pursuant hereto in conformity with the rules, regulations and orders of the Competent Statutory Authority, as amended from time to time.

\*\*\*\*\*

**CHAPTER - 5**

**OFFICERS OF THE UNIVERSITY**

**The following shall be the Officers of the University:**

**5.1 The Chancellor**

**(1) Appointment and tenure of the Chancellor:-**

The Management Committee of the Trust shall appoint the Chancellor from amongst the Trustees or any eminent person, who is in their opinion qualified to hold this position. The appointment of the Chancellor shall be for a term of 3 (three) years which may be renewed, at the pleasure of the Management Committee, for one successive term. The Management Committee shall have the authority to re-appoint the Chancellor for an additional (second) successive term in exceptional circumstances/ unforeseen events.

(2)(a) The Chancellor may resign his office at any time during the term of office, by giving a 3 (three) months' notice to the Management Committee: Provided that the Management Committee may, at its discretion, waive such notice or part thereof, and relieve the Chancellor from his duties, at any earlier date.

(b) The Chancellor shall function at the pleasure of the Management Committee.

(c) The Management Committee may remove the Chancellor from office, at any time, if the Chancellor ceases to enjoy the confidence of the Management Committee. Prior to such removal, Management Committee will give to the Chancellor a notice in this behalf, and shall conduct such inquiry as it considers fit and proper under the circumstances.

(d) If, at any time, the office of the Chancellor is vacant, the Pro Chancellor shall act as the Chancellor until such time as the Management Committee appoints a new Chancellor.

**(3) Functions and powers of the Chancellor:-**

The Chancellor shall perform such functions and exercise such powers as provided for hereunder:

- (a) The Chancellor shall by virtue of his position, be the head of the University and shall have all powers as may be conferred upon him by the Act and these Statutes and the Ordinances and Regulations framed hereunder.
- (b) The Chancellor shall on the basis of recommendation of the Management Committee constitute the interim Executive Council which shall hold office until the Executive Council is constituted in terms of these Statutes.
- (c) The Chancellor shall appoint the Vice-Chancellor on the basis of recommendation by the Management Committee within a period of 10 (ten) working days from the date of such recommendation by Management Committee.
- (d) The Chancellor may be invited to meetings of the Management Committee as a non-voting participant.
- (e) The Chancellor shall be a permanent (non-voting) ex-officio invitee to the Planning Board meetings.
- (f) The Chancellor shall be an ex-officio chairman of the Governing Council.
- (g) The Chancellor shall, if present, preside at the convocation and other ceremonial functions of the University for conferring degrees including any honorary degree or distinction.
- (h) The Chancellor shall have the right to conduct an inspection of a school or institution or college or center, department, hostel, office, or any other establishment or part of the University. The Chancellor may, while considering any matter referred to him or of his own accord call for such documents or information from the University, or parties concerned, as he may deem

necessary. Where the Chancellor calls for any documents or information from the University, it shall be the duty of the Registrar to ensure that such documents or information are promptly supplied to him.

- (i) If in the opinion of the Chancellor or Management Committee, the Vice-Chancellor willfully omits or refuses to carry out the provisions of the Act or abuses the powers vested in him and if it appears to the Chancellor or Management Committee that the continuance of the Vice-Chancellor in office is detrimental to the interests of the University, the Chancellor may on its own or on the recommendation of the Management Committee, after making such enquiry as he deems proper, recommend to the Management Committee the removal of the Vice-Chancellor or vice-versa. The Management Committee may approve the removal of the Vice-Chancellor by a resolution passed in a meeting of the Management Committee convened for the purpose, such decision shall be communicated to the Chancellor, pursuant to which the Chancellor shall remove the Vice-Chancellor within 10 (ten) working days of such recommendation by the Management Committee.
- (4) The office of the Chancellor shall be an honorary position. However, the Chancellor may be paid out of the funds of the University such honorarium as the Management Committee deems fit to compensate him for the time spent in discharge of his duties and functions as the Chancellor and he may be reimbursed out of University funds the expenses incurred by him as Chancellor of the University.

## **5.2 The Pro-Chancellor**

### **(1) Appointment and Tenure of the Pro-Chancellor:-**

The Pro-Chancellor shall be appointed by the Management Committee. The Pro-Chancellor shall hold office for a period of 3 (three) years which may be

## Statutes of the Shiv Nadar University

renewed for one successive term by the Management Committee, if it deems fit.

- (2) (a) The Pro-Chancellor may, in writing, under his hand addressed to the Management Committee resign from his post as Pro Chancellor at any time during the term of office, by giving a 3 (three) months' notice to the Management Committee: Provided that the Management Committee may, at its discretion, waive such notice or part thereof, and relieve the Pro-Chancellor from his duties, at any earlier date.
  - (b) The Pro-Chancellor shall hold office at the pleasure of the Management Committee.
  - (c) The Management Committee may remove the Pro-Chancellor from office, at any time, if the Pro Chancellor ceases to enjoy the confidence of the Management Committee. Prior to such removal, Management Committee will give to the Pro-Chancellor a notice in this behalf, and shall conduct such inquiry as it considers fit and proper under the circumstances.
  - (d) If, at any time, the office of the Pro-Chancellor is vacant, the Vice Chancellor shall act as the Pro-Chancellor until such time as the Management Committee appoints a new Pro-Chancellor.
- (3) **Functions and powers of the Pro-Chancellor:-**
- (a) The Pro-Chancellor shall perform such functions and exercise such powers as provided for hereunder:
  - (b) The Pro-Chancellor shall assist the Chancellor in discharging his duties and on the specific instructions of the Chancellor, act on the Chancellor's behalf;
  - (c) in the absence of the Chancellor, the Pro-Chancellor shall represent the University at convocations, corporate and cultural functions.
- (4) The office of the Pro-Chancellor shall be an honorary position. However, the Pro-Chancellor may be paid such honorarium out of the funds of the University as the Management Committee may deem fit to compensate him for the time spent in discharge of his functions and duties as Pro-Chancellor. He may be reimbursed such expenses as are incurred by him as Pro-Chancellor in or

relative to the affairs of the University as determined by the Management Committee.

**5.3 The Vice-Chancellor**

**(1) Appointment and tenure of the Vice-Chancellor:-**

The Vice-Chancellor shall be appointed by the Chancellor acting on the recommendation of the Management Committee as provided in statute 5.1(3) (c) for a term of 3 (three) years which may be renewed for one successive term in accordance with the same procedure as appointment.

**(2) Removal from the office of Vice-Chancellor:-**

(a) The Vice-Chancellor may, in writing, under his hand addressed to the Chancellor offer his resignation from his post as Vice-Chancellor in accordance with the terms of his appointment with University and the Chancellor may accept or reject the Vice-Chancellor's offer of resignation on the recommendation of the Management Committee.

(b) The Vice-Chancellor shall hold office at the pleasure of the Management Committee.

(c) The Chancellor, on the recommendation of the Management Committee shall remove the Vice-Chancellor as provided in statute 5.1-3(i) from his office in accordance with the terms of his appointment with the University.

(d) The appointment to the office of Vice-Chancellor shall be co-terminus with employment with the University.

(e) The office of the Vice-Chancellor shall be perpetual. If there is a vacancy due to any reason and till the time any ad-hoc or permanent appointment is made, the Pro-Vice Chancellor shall occupy the office of Vice-Chancellor for such interim period. If the post of the Pro-Vice Chancellor is also vacant then the Chancellor on the recommendation of the Management

## Statutes of the Shiv Nadar University

Committee shall appoint an official or teacher of the University to occupy the office of Vice-Chancellor for such interim period not exceeding 6 (six) months:

Provided that such interim Vice-Chancellor shall carry out only the routine business of the University and shall not take any financial or policy decision of the University.

- (f) The Vice-Chancellor shall be a whole-time salaried officer of the University. The emoluments and other terms and conditions of service of the Vice-Chancellor shall be determined by the Chancellor on the recommendation of the Management Committee.

### (3) **Functions and Powers of the Vice-Chancellor:-**

The Vice-Chancellor shall perform such functions and exercise such powers as provided for hereunder:

- (a) The Vice-Chancellor shall be the principal executive and academic officer of the University, and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of its officers and authorities.
- (b) The Vice-Chancellor shall be responsible for the maintenance of discipline in the University including, but not limited to the resolution or settlement of disputes between employees, students and the University.
- (c) The Vice-Chancellor shall be an ex-officio member of the Governing Council.
- (d) The Vice-Chancellor shall be an ex-officio chairman of the Academic Council, Planning Board, Board of Faculty, Admission Committee (Post Graduate or PHD), Disciplinary Committee and Examination Committee and any other authority of the

## Statutes of the Shiv Nadar University

University as may be provided for by these Statutes from time to time.

- (e) In the absence of the Chancellor and Pro-Chancellor, the Vice-Chancellor shall preside at any convocation of the University.
- (f) The Vice-Chancellor may call for convening meetings of any authority of the University, except the Governing Council, Nomination Committee and Asset Management Committee if he so deems necessary.
- (g) If in the opinion of the Vice-Chancellor, it is reasonable and necessary to take immediate action on any matter or exercise any power conferred on any Authority of the University under the Act, he may do so and convey to such authority the action taken by him on such matters:

Provided, that any Authority or any person in the service of the University, who is aggrieved by the action taken by the Vice-Chancellor, can prefer an appeal to the Chancellor within 1 (one) month from the date of communication of the order. The Chancellor may confirm, modify or reverse the action taken by the Vice-Chancellor.

- (h) Nothing in statute 5.3 (3) (g) above shall be deemed to empower the Vice-Chancellor to incur any expenditure not duly authorized and provided for in the budget.
- (i) The Vice-Chancellor shall have power to call for such documents and information from an institution or college or school or center, faculty or department of the University in respect of any matter connected with teaching, examination, research, finance or any matter affecting the discipline or efficiency of teaching in the University.
- (j) Where the Vice-Chancellor calls for any documents or information from the University under statute 5.3(3)(i) above,

## Statutes of the Shiv Nadar University

it shall be the duty of the Registrar to ensure that such documents or information are promptly supplied to him.

- (k) The Vice-Chancellor shall after taking into consideration the recommendations of the Examination Committee and subject to these Statutes be responsible for holding and conducting the University examinations properly and at due time and for ensuring that the results of such examination are published expeditiously and that the academic sessions of the University start and end on proper dates.
- (l) If in the opinion of the Vice-Chancellor any academic staff including professor, associate professor, assistant professor, lecturer, teacher, or non-academic staff including librarian, sports and extra-curricular staff or other employee of the University, willfully omits or refuses to carry out the provisions of the Act or his duties or abuses the powers vested in him or if it appears to the Vice-Chancellor that the continuance of the employee is not in the interests of the University or that disciplinary action should be taken against any such person for any act or omission, the Vice-Chancellor may, after making or causing to be made such enquiry as he deems proper and taking into consideration the recommendations of the Disciplinary Committee, remove the employee or take disciplinary action against the employee under statute 5.3.(3)(m) below or warn or caution the employee in writing.
- (m) The power to take disciplinary action under statute 5.3.(3)(l) above shall include the power to order dismissal, discharge, reduction in rank, reversion to an earlier position, withholding of promotion, withholding of increment(s), a disciplinary caution or compulsory retirement of an employee , and shall also include the power to suspend such employee during the pendency, of an inquiry:

Provided that no order shall be made under this statute 5.3.(3)(m) except after an inquiry in which the employee has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges:

Provided further that where it is proposed after such inquiry, to impose upon him any penalty, such penalty may be imposed on the basis of evidence adduced during such inquiry and it shall not be necessary to give such person any opportunity of making representation on the penalty proposed.

- (n) The employee referred to in statute 5.3.(3)(l) aggrieved by an order may prefer an appeal through the Registrar to the Chancellor within 1 (one) month from the date of service of such order on him, and the decision of the Chancellor shall be final.
- (o) (i) Any dispute arising between the University and any of its employees appointed (other than those under the control of the Director), shall be referred to the Vice-Chancellor who shall decide the dispute after affording an opportunity to the employee within 3 (three) months from the date of its reference.  
(ii) The aggrieved employee may file an appeal against the order of the Vice-Chancellor to the Chancellor within 1 (one) month from the date of service of such order on him and the decision of the Chancellor shall be final.
- (p) The Vice-Chancellor shall exercise such other powers including disciplinary powers over students as may be prescribed by the Statutes and the Ordinances of the University from time to time.

5.4 **The Pro-Vice-Chancellor**

**(1) Appointment and Tenure of the Pro-Vice-Chancellor:-**

## Statutes of the Shiv Nadar University

The Pro-Vice-Chancellor shall be appointed by the Executive Council of the University and shall discharge his duties as Pro-Vice-Chancellor in addition to duties as a Professor. The term of office of the Pro-Vice-Chancellor shall be for 3 (three) years which may be renewed by the Executive Council for one successive term, if it so deems fit.

### **(2) Removal from the office of Pro-Vice-Chancellor :-**

- (a) The Pro-Vice-Chancellor may, in writing, under his hand addressed to the Executive Council offer his resignation from his post as Pro-Vice-Chancellor in accordance with the terms of his appointment with University and the Executive Council at its sole discretion may accept or reject the Pro-Vice-Chancellor's offer of resignation.
- (b) The Executive Council may terminate the appointment of the Pro-Vice-Chancellor at any time in accordance with the terms of his appointment with University.
- (c) In the event that the Pro-Vice-Chancellor is also an employee of the University, his appointment to the office of Pro-Vice-Chancellor shall be co-terminus with his employment with the University.

### **(3) Functions and Powers of the Pro-Vice-Chancellor:-**

The Pro-Vice-Chancellor shall assist the Vice-Chancellor in discharging his day to day duties as and when required by the Vice-Chancellor. He shall exercise such powers and perform such duties as delegated to him by the Vice-Chancellor:

Provided that the Pro-Vice-Chancellor shall carry out only routine business and will not take any financial or policy decision of the University.

- (4) In the event the Pro-Vice-Chancellor is also an employee of the University, he shall not receive any additional emoluments or compensation for discharging his duties in the capacity of Pro-Vice-

Chancellor. However, the Pro-Vice-Chancellor may be paid such honorarium out of the funds of the University as the Executive Council may deem fit to compensate him for the additional time spent in the discharge of his functions and duties as Pro-Vice-Chancellor. He may also be reimbursed such expenses as are incurred by him as Pro-Vice-Chancellor in or relative to the affairs of the University as the Executive Council deems fit.

## **5.5 Directors**

(1) Appointment and Tenure of the Director of a school or college or institution or a center:-

(a) Every Director shall be appointed by the Executive Council for a term of 3 (three) years which may be renewed by the Executive Council for one successive term.

(b) Every Director shall be appointed by the Executive Council on the terms of employment as the Executive Council deems fit.

(2) **Removal from the office:-**

(a) A Director may, in writing, under his hand addressed to the Executive Council offer his resignation from his post in accordance with the terms of his appointment with University and the Executive Council may at its sole discretion accept or reject the offer of resignation.

(b) Every Director shall hold office at the pleasure of the Executive Council.

(c) The Executive Council may terminate the appointment of a Director at any time, in accordance with the terms of his appointment with University. The appointment to the office of a Director shall be co-terminus with employment with the University.

(d) All Directors shall be whole-time salaried officers of the University. They shall not accept any other employment

whatsoever during their tenure with the University. The qualifications and experience, pay and other emoluments of the Director shall be as adopted by the University and shall be not less than those as prescribed by the University Grants Commission, the AICTE Regulations or other applicable Competent Statutory Authority from time to time. If no such eligibility qualifications are prescribed by the relevant Competent Statutory Authority, the eligibility criterion will be decided by the Executive Council.

**(3) Functions and Powers of the Directors:-**

- (a) The Director shall be the principal officer of the school or institution or college or center as the case may be.
- (b) The Director shall have the following powers and duties, namely:-
  - (i) co-ordinate the planning and progress of research conducted by the school or college or institution or center, accepting research done by students to meet degree requirements and by teachers of the school or college or institution or center to improve teaching abilities;
  - (ii) prepare annual budget estimates for such research as may be required by the University and submit the proposal to the Academic Council and Planning Board;
  - (iii) assist the appropriate Deans to fulfill their responsibilities for direct supervision of the members of the school or college or center or institution engaged on approved research programmes;
  - (iv) supervise the compilation and publication of research results;

## Statutes of the Shiv Nadar University

- (v) countersign in approval of all bills or invoices of service providers and contractors of and suppliers to the school or college or center or institution in relation to functions under his charge;
- (vi) countersign in approved bills and sanction leave of any nature admissible to the employees working under him;
- (vii) be a non-voting invitee to the meetings of the Admission Committee and Examination Committee;
- (viii) be an ex-officio member of Academic Council and Board of Faculty;
- (ix) ensure that the time tables or academic calendar of the school or college or center or institution are prepared in a timely manner;
- (x) inspect the attendance registers of students and employees and report incidence of repeated irregularity to the Disciplinary Committee or Proctoral Board as the case may be;
- (xi) exercise administrative control over the student magazines and newspapers and any other student publications;
- (xii) be in-charge of the buildings, hostels, library, recreation rooms, mess, lawns, grounds, electricity and water, classrooms, equipment and furniture of the school or college or center or institution under him and ensure the general maintenance and repairs and may, with the approval of the Vice-Chancellor appoint persons to assist him, as required;
- (xiii) supervise the organization of all the school or college or center or institution functions;

## Statutes of the Shiv Nadar University

- (xiv) receive and coordinate the activities of all the visitors to the school or college or institution or center;
- (xv) exercise supervision and disciplinary control over the non-teaching staff and employees of the school or college or center or institution under him;
- (xvi) exercise supervision over all the service providers and contractors and suppliers, report any deficiencies and complaints to the Vice-Chancellor and evaluate their performance and quality bi-annually, and submit his findings and recommendations to the Vice-Chancellor and the Executive Council;
- (xvii) be in-charge of the health and well being of all the residential students of school or college or center or institution under him;
- (xviii) ensure that the medical aid room is manned by a 24 hour nurse and is equipped with medical supplies and coordinate the procedure to be followed in case of any medical emergency;
- (xix) apprise himself of all litigation involving the University;
- (xx) the Director shall be responsible for the organization of teaching and co-curricular activities of the school or college or center or institution;
- (xxi) the Director shall sanction increments to the non-teaching staff and other employees under him with the prior approval of the Executive Council;
- (xxii) (i) take disciplinary action against the non-teaching staff and all other non-academic and class IV employees of the school or college or center or institution under him, and to his end, if the Director is of opinion that any such member of the

staff has willfully omitted or refused to carry out the provisions of the Act or his duties or has abused the powers vested in him, or if it appears to the Director that the continuance of his employment is not in the interest of the University, or that disciplinary action should be taken against any such person for any act or omission, the Director may, after making or causing to be made such enquiry as he deems proper, by order remove the employee or inflict any penalty under item (ii) below;

- (ii) the power to take disciplinary action under item (i) above shall include the power to order dismissal, removal, reduction in rank, reversion to a previous position, termination or compulsory retirement of an employee referred to in the said sub-clause, and shall also include the power to suspend such employee during the pendency, or in contemplation of an inquiry;
- (iii) no order shall be made under item (ii) above except after an inquiry in which the employee has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges:

Provided that where it is proposed after such inquiry, to impose upon him any such above mentioned penalty, such penalty may be imposed on the basis of evidence adduced during such inquiry and it shall not be necessary to give such person any opportunity of making representation on the penalty proposed;

## Statutes of the Shiv Nadar University

- (iv) an employee of the University aggrieved by an order referred to item (ii) above in may prefer an appeal through the Registrar to the Vice-Chancellor within 1 (one) month from the date of service of such order on him. The decision of the Vice-Chancellor on such appeal shall be final.
  - (xxiii) the Director is responsible to have in place a disaster management plan; and
  - (xxiv) the Director shall always be available to hear grievances of all nature by students, faculty, non-faculty staff and employees, suppliers and contractors providing services of all types including canteen, transport, landscaping, security, etc. to the University and shall report such grievances to the Vice-Chancellor or the appropriate authority of the University, as the case may be, for appropriate action or direction.
- (4) The Director shall be responsible to and shall report to the Vice-Chancellor in exercise of the powers and discharge of his duties under the Act, Statutes and Ordinances.
- (5) The Director shall not accept the membership of the Governing Body of any other educational institution outside the University.
- (6) (a) Any disputes arising between the school or college or center or institution and any of the teaching, non- teaching staff and administrative staff, or other non-academic and class IV employees above, shall be referred to the Director who shall decide the dispute after affording an opportunity to the employee within (3) three months from the date of its reference.
- (b) The aggrieved employee may file an appeal through the Registrar to the Vice-Chancellor within 1 (one) month from the date of service of such order on him. The decision of the Vice-Chancellor on such appeal shall be final.

- (7) Any dispute in respect of any employee engaged temporarily or on ad-hoc or part time or casual basis under him shall be heard and decided finally by the Director.

**5.6 The Registrar**

**(1) Appointment and tenure of the Registrar:-**

- (a) The Registrar shall be appointed by the Executive Council on the terms of employment as the Executive Council deems fit.
- (b) The Registrar shall be a whole-time salaried officer of the University. He shall not accept any other employment whatsoever during his tenure with the University. The qualifications and experience and emoluments and conditions of service for the post of the Registrar shall be as prescribed by the Competent Statutory Authority. If such criteria have not been prescribed by the Competent Statutory Authority, the criterion will be determined by the Executive Council.
- (c) In the case of any casual vacancy in the office of the Registrar, the Executive Council may direct the Finance Officer to act as the Registrar and perform all duties and exercise the powers of the Registrar:

Provided that such interim Registrar shall carry out only routine business and will not take any policy decisions of the University.

**(2) Removal from the office of Registrar:-**

- (a) The Registrar may, in writing, under his hand addressed to the Executive Council offer his resignation from his post as Registrar in accordance with the terms of his appointment with University and the Executive Council at its sole discretion may accept or reject the Registrar's offer of resignation.
- (b) The Executive Council may at any time, suspend the Registrar, institute inquiry and take appropriate action against him.

- (c) The Executive Council may terminate the appointment of the Registrar at any time, in accordance with the terms of his appointment with the University.

**(3) Functions and powers of the Registrar:-**

The Registrar shall perform such functions and exercise such powers as provided for hereunder:

- (a) to enter into agreements, sign documents and authenticate records on behalf of the University:

Provided, that the Registrar shall seek the prior approval of the Executive Council before entering into any agreement on behalf of the University;

- (b) to be the custodian of the records and the common seal of the University;
- (c) shall be non-member ex-officio secretary of the Governing Council, Executive Council and Academic Council and responsible for maintaining minutes of the bodies.
- (d) shall be bound to place before the authorities all such information as may be necessary for the transaction of their business; and
- (e) shall perform such other duties as may be prescribed by the Statutes and Ordinances or required by the Executive Council or the Vice-Chancellor, from time to time.

**(4) Subject to the provisions of the Act, it shall be the duty of the Registrar:**

- (a) to conduct the official correspondence of the authorities of the University;
- (b) to exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Chancellor, Vice-Chancellor and various authorities of the University of which he acts as secretary, member or non-member;

## Statutes of the Shiv Nadar University

- (c) To represent the University in suits or legal or judicial proceedings by or against the University, upon the instructions of the Executive Council, and with respect thereto to sign powers of attorney and to sign and verify pleadings;
  - (d) to arrange and superintend the examinations of the University as directed by the Examination Committee: and
  - (e) to issue all notices convening the meetings of the Executive Council, Academic Council etc.
- (5) The Registrar shall maintain in his office a register of registered Graduates, called the “**Register**”, which shall contain the following particulars:-
- (a) The names and addresses of the registered graduates.
  - (b) The year of their graduation.
  - (c) The names of the school or institution or college or center from which they graduated.
  - (d) The course(s), degree(s) or examination(s) in respect of which the person graduated.
  - (e) The date on which the name of the graduate was entered in the Register.
  - (f) Such other details as the Executive Council may from time to time direct.
- (6) Every graduate of the University from the date of the convocation at which the degree by virtue of which he is to be registered was conferred or would have been conferred on him if he were present thereat shall, on an application in the form approved by the Executive Council and on payment of fee as may be determined by the Executive Council, be entitled to have his name registered in the Register. The application shall be made by the graduate himself, and may either be

delivered to the Registrar personally or sent by post or courier with a record of delivery.

- (7) On receipt of the application, the Registrar shall, if he finds that the graduate is duly qualified and the prescribed fee has been paid, enter the name of the applicant in the Register.
- (8) The Registrar shall on the basis of the entries in the Registrar or otherwise on such basis as he considers proper on enquiry, promptly grant on application accompanied by the fee prescribed by the Executive Council in this behalf, such certificates or certified copies as are reasonably required by the applicant.

#### **5.7 The Controller of Examinations**

##### **(1) Appointment and tenure of the Controller of Examinations:**

- (a) The Controller of Examinations shall be appointed by the Executive Council for a term of (3) years which may be renewed by the Executive Council for one successive term as it deems fit.
- (b) The Controller of Examinations shall be a whole-time salaried officer of the University and shall not accept any other employment whatsoever during his tenure with the University. The qualifications and experience and emoluments and conditions of service for the post of the Controller of Examinations shall be as prescribed by the Competent Statutory Authority. If such criteria have not been prescribed by the Competent Statutory Authority, the criterion will be determined by the Executive Council.

##### **(2) Removal from the office of Controller of Examinations:-**

- (a) The Controller of Examinations may, in writing, under his hand addressed to the Executive Council offer his resignation from his post as Controller of Examination in accordance with the terms of his appointment with the University and the Executive

## Statutes of the Shiv Nadar University

Council at its sole discretion may accept or reject the Controller of Examinations offer of resignation.

- (b) Notwithstanding the provisions of statute 5.7(1) or anything contained in the Ordinances and Regulations framed hereunder, there shall be no obligation on the Executive Council to renew the appointment of the Controller of Examinations for a further term.
- (c) The Executive Council may, at any time suspend the Controller of Examinations, institute inquiry and take appropriate action against him.
- (d) The Executive Council may terminate the appointment of the Controller of Examinations at any time, in accordance with the terms of his appointment with University. The appointment to the office of the Controller of Examinations shall be co-terminus with his employment with the University.

### (3) **Functions and Powers of the Controller of Examinations:-**

The Controller of Examinations shall perform such functions and exercise such powers as provided for hereunder:-

- (a) The Controller of Examinations shall be the principal officer-in-charge of the conduct of examinations and tests of the University and the declaration of their results. He shall discharge his functions under the superintendence, direction and guidance of the Examination Committee;
- (b) prepare and announce in advance of each year the calendar of examinations for the year;
- (c) arrange for printing of examination papers set by the Examination Committee;
- (d) arrange to have the performance of the candidates at the examinations properly assessed, and process the results;

## Statutes of the Shiv Nadar University

- (e) arrange for the timely publication of results of examinations and other tests;
  - (f) recommend to the Examination Committee the postponement or cancellation of examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and to recommend to the Examination Committee disciplinary action or the institution of any civil or criminal proceedings against any person or a group of persons, including an employee, Officer or teacher of the University or an Existing College alleged to have committed malpractices;
  - (g) recommend disciplinary or other action to the Vice Chancellor against candidates, paper-setters, examiners, moderators, or any other persons connected with examinations who are in the opinion of the Controller of Examinations guilty of malpractices in relation to examinations;
  - (h) review in conjunction with the Examination Committee from time to time the results of the examinations of the University and forward findings thereon to the Academic Council; and
  - (i) exercise all such other powers and performs such other duties as may be prescribed or assigned to him, from time to time, by the Examination Committee, the Executive Council and the Ordinances framed hereunder.
- (4) The Controller of Examinations shall be an ex-officio member of the Examination Committee.

### **5.8 The Deans and Associate Deans**

There shall be two Deans and one Associate Dean of the University:-

- (1) Dean of Student Welfare
- (2) Dean of Faculty, and
- (3) Associate Dean of Student Welfare

**5.8 (a) The Dean and Associate Dean of Students Welfare**

**(1) Appointment and Tenure of the Dean of Students Welfare and Associate Dean of Students Welfare**

- (a) The Dean of Students Welfare shall be appointed by the Executive Council from amongst the teachers of the University for a term of (3) three years which may be renewed by the Executive Council for one successive term as it deems fit.
- (b) The teacher who is appointed as Dean of Students Welfare shall perform his duties as Dean of Students Welfare in addition to his own duties as teacher and may be paid such honorarium as the Executive Council may determine for the additional duties undertaken by him as Dean of Students Welfare.
- (c) In the event the Dean of Students Welfare is a male teacher of the University, an Associate Dean of Students Welfare shall be appointed in the manner prescribed at statute 5.8(a)(1)(a) above from amongst the female teachers of the University, who shall look after the welfare of the female students. However, if the Dean of Students Welfare is a female teacher of the University, then the Associate Dean of Students Welfare shall be a male teacher of the University. The Associate Dean of Students Welfare shall carry out her duties under the general supervision of the Dean of Students Welfare.
- (d) If a casual vacancy occurs in the office of the Dean of Students Welfare or the Associate Dean of Students Welfare the senior-most professor, and where no professor is available in that faculty, the senior-most associate professor in the faculty shall perform the duties of the Dean of Students Welfare or the Associate Dean of Students Welfare, as the case may be, until such time that a regular appointment is made.

**(2) Removal from the office of Dean of Students Welfare and Associate Dean of Students Welfare**

## Statutes of the Shiv Nadar University

- (a) The Dean of Students Welfare and the Associate Dean of Students Welfare may, in writing, under his hand addressed to the Executive Council offer his resignation from his respective post as Dean of Students Welfare or Associate Dean Of Students Welfare in accordance with the terms of his appointment with the University and the Executive Council at its sole discretion may accept or reject the offer of resignation.
  - (b) Notwithstanding the provisions of statute 5.8 (a) (1) or anything contained in the Ordinances and Regulations framed hereunder, there shall be no obligation on the Executive Council to renew the appointment of the Dean of Students Welfare or the Associate Dean of Students Welfare for a further term.
  - (c) The Executive Council may at any time remove the Dean of Students Welfare or the Associate Dean of Students Welfare from his post, in accordance with the terms of his appointment with the University.
  - (d) The appointment of the Dean of Students Welfare and the Associate Dean of Students Welfare shall be co-terminus with his employment as a Teacher of the University.
- (3) **Functions and Powers of the Dean of Students Welfare and the Associate Dean of Students Welfare**

The Dean of Students Welfare and the Associate Dean of Students Welfare shall perform such functions and exercise such powers as provided for hereunder:

- (a) It shall be the duty of the Dean of Students Welfare and the Associate Dean of Students Welfare to assist generally the students in matters requiring help and guidance, and in particular, to help and advise students and prospective students in—

## Statutes of the Shiv Nadar University

- (i) providing information on the University to prospective students by holding information sessions and admission fairs;
  - (ii) obtaining admission to the University and its courses;
  - (iii) the choice of suitable courses and hobbies;
  - (iv) finding living accommodation;
  - (v) making messing arrangements;
  - (vi) obtaining medical advice and assistance;
  - (vii) securing scholarships, stipends, part-time employments and other pecuniary assistance;
  - (viii) obtaining travel facilities for holidays and educational excursions;
  - (ix) securing facilities for further studies abroad;
  - (x) conducting themselves in proper pursuit of academic studies so as to maintain the traditions of the University; and
  - (xi) advise, guide and assist the students in career placement opportunities.
- (b) the Dean of Students Welfare and the Associate Dean of Students Welfare may communicate with the guardian of a student in respect of any matter requiring his assistance when necessary;
- (c) the Dean of Students Welfare shall be a member of the Proctoral Board.

### **5.8(b) The Dean of Faculty**

- (1) There shall be a Dean of Faculty for every faculty and shall be the head of the faculty concerned.
- (2) **Appointment and tenure of a Dean of Faculty**

## Statutes of the Shiv Nadar University

- (a) A Dean of Faculty shall be appointed by the Executive Council from amongst the teachers of a faculty for a term of 3 (three) years which may be renewed by the Executive Council for one more successive term. The teacher who is appointed as a Dean of Faculty shall perform his duties as a Dean of Faculty in addition to his own duties as a teacher and may be paid such honorarium as the Executive Council may determine for the additional duties undertaken by him as a Dean of Faculty.
- (b) If a casual vacancy occurs in the office of a Dean of Faculty the senior-most professor, and where no professor is available in that faculty, the senior-most associate professor in that faculty shall perform the duties of that Dean of Faculty until such time that a regular appointment is made.

### (3) **Removal from the office of Dean of Faculty**

- (a) A Dean of Faculty may, in writing, under his hand addressed to the Executive Council offer his resignation from his post as a Dean of Faculty in accordance with the terms of his appointment with the University and the Executive Council at its sole discretion may accept or reject the offer of resignation.
- (b) The Executive Council, may, at any time remove a Dean of Faculty from his post in accordance with the terms of his appointment with the University.
- (c) The appointment of a Dean of Faculty shall be co-terminus with his employment as a teacher of the University.

### (4) **Functions and Powers of a Dean of Faculty**

A Dean of Faculty shall perform such functions and exercise such powers as provided for hereunder:-

- (a) will make sure that the various decisions of such Board of Faculty are implemented;

## Statutes of the Shiv Nadar University

- (b) bring to the attention of the Executive Council and Planning Board equipment and facilities needed by the faculty;
- (c) take necessary measures for the proper custody and maintenance of libraries, laboratories and other assets of the departments comprised in the faculty;
- (d) evaluate the performance of the teachers of the faculty and send an annual report to the Academic Council along with recommendations;
- (e) take stock of the supplies in the laboratories and library and other equipment and facilities of the faculty from time to time and submit requisitions in respect thereof to the Executive Council;
- (f) recommend to the Executive Council improvement and additions of facilities and equipment to the faculty;
- (g) recommend to the Executive Council additional requirements of faculty and staff; and
- (h) nominate the academic counselor from amongst the professors to be assigned to the student(s).

### **5.9 The Proctor**

#### **(1) Appointment and tenure of the Proctor**

- (a) The Proctor shall be appointed by the Executive Council from amongst the teachers of a faculty for a term of 3 (three) years which may be renewed by the Executive Council for one successive term as it deems fit.
- (b) The teacher who is appointed as the Proctor shall perform his duties as the Proctor in addition to his own duties as a teacher and may be paid such honorarium as the Executive Council may determine for the additional duties undertaken by him as the Proctor.

## Statutes of the Shiv Nadar University

- (c) If a casual vacancy occurs in the office of the Proctor, the Dean of Students Welfare shall perform the duties of the Proctor until such time that a regular appointment is made.

### (2) **Removal from the office of the Proctor**

- (a) The Proctor may, in writing, under his hand addressed to the Executive Council offer his resignation from his post as the Proctor in accordance with the terms of his appointment with the University and the Executive Council at its sole discretion may accept or reject the offer of resignation.
- (b) The Executive Council, may at any time, remove the Proctor from his post in accordance with the terms of his appointment with the University.
- (c) The appointment of the Proctor shall be co-terminus with his employment as a teacher of the University.

### (3) **Functions and Powers of the Proctor**

The Proctor shall perform such functions and exercise such powers as provided hereunder:

- (a) Assist the Vice-Chancellor in the exercise of his disciplinary authority in respect of students of the University;
- (b) shall be the Chairman of the Proctoral Board and shall communicate the recommendations of the Proctoral Board;
- (c) exercise such power and perform such duties in respect of discipline amongst the students of the University as may be assigned to him by the Vice-Chancellor in this regard, and
- (d) Proctor shall perform the duties cast upon him, and exercise the powers conferred upon him under the Ordinances.

## **5.10 The Finance Officer**

### (1) **Appointment and tenure of the Finance Officer:-**

## Statutes of the Shiv Nadar University

- (a) The Finance Officer shall be appointed by the Executive Council on the terms of employment as the Executive Council deems fit.
- (b) The Finance Officer shall be a full-time salaried officer of the University and shall not accept any other employment whatsoever during his tenure with the University. The qualifications, experience, emoluments and conditions of service for the post of the Finance Officer shall be determined by the Executive Council.
- (c) In the case of any casual vacancy in the office of the Finance Officer, the Executive Council may direct any person as it may deem fit to act as the Finance Officer and perform all duties and exercise the powers of the Finance Officer;

Provided that such interim Financial Officer shall carry out only routine business and will not take any financial or policy decisions of the University.

### (2) **Removal from the office of Finance Officer**

- (a) The Finance Officer may, in writing, under his hand addressed to the Executive Council offer his resignation from his post as Finance Officer in accordance with the terms of his appointment with the University and the Executive Council at its sole discretion may accept or reject the Finance Officer's offer of resignation.
- (b) Notwithstanding the provisions of statute 5.10(1) or anything contained in the Ordinances and Regulations framed hereunder, there shall be no obligation on the Executive Council to renew the appointment of an incumbent Finance Officer for a further term.
- (c) The Executive Council may at any time suspend the Finance Officer, institute inquiry and take appropriate action against

him including removal in accordance with the terms of his appointment with the University.

- (d) The appointment to the office of the Finance Officer shall be co-terminus with his employment with the University.

**(3) Functions and Powers of the Finance Officer**

The Finance Officer shall perform such functions and execute such powers as provided hereunder:

- (a) establish and maintain the University's accounting principles, financial policies, practices, procedures, and cost control initiatives and make recommendations to the Executive Council in respect thereof;
- (b) advise on any financial matter either *suo motu* or on his advice being sought;
- (c) supervise the state of the cash and bank balances of the University and of the status of investments;
- (d) ensure that the registers of building, land, furniture and equipment are maintained up-to-date and that stock checking of equipment and other consumable materials is conducted regularly in the University;
- (e) probe into any unauthorized expenditure and other financial irregularities and inform the Executive Council of any such irregularity;
- (f) call for any information or return from any department or unit of the University that he may consider necessary for the performance of his duties;
- (g) arrange, on receipt of instructions from the Executive Council, for internal audits of the accounts of the University, and pre-audit such bills as may be required in accordance with any standing orders in that behalf;

## Statutes of the Shiv Nadar University

- (h) subject to the control of the Executive Council or Asset Management Committee as applicable, manage the investments of the University and be responsible for the preparation and presentation of the annual estimates to the Finance Committee;
  - (i) ensure that all monies are expended for the purposes for which they are granted or allotted and for no other purpose;
  - (j) examine and counter sign the weekly expense report presented by the Finance Officer; and
  - (k) perform such other functions in respect of financial matters as may be assigned to him by the Executive Council.
- (4) The Finance Officer shall be a non-voting Secretary of the Finance Committee.
- (5) The Finance Officer shall be a non-voting invitee of the Admission Committee.

### **5.11 President**

#### **(1) Appointment and tenure of the President**

- (a) The President shall be appointed by the Executive Council for a term of 3 (three) years which may be renewed by the Executive Council for one successive term.
- (b) The President shall be appointed by the Executive Council on the terms of employment as the Executive Council deems fit.

#### **(2) Removal from the office of President**

- (a) The President may, in writing, under his hand addressed to the Executive Council offer his resignation from his post as President in accordance with the terms of his appointment with University and the Executive Council may at its sole discretion accept or reject the President's offer of resignation.

Statutes of the Shiv Nadar University

- (b) Notwithstanding the provisions of statute 5.11(1)(b) or anything contained in the Ordinances and Regulations framed hereunder, there shall be no obligation, on the Executive Council to renew the appointment of the President for a further term.
- (c) The Executive Council may terminate the appointment of the President at any time, in accordance with the terms of his appointment with University. The appointment to the office of President shall be co-terminus with employment with the University.
- (d) The President shall be a whole-time salaried officer of the University or can be appointed on retainer basis. He shall not accept any other employment whatsoever during his tenure with the University. The eligibility criteria and desired qualification for the President shall be prescribed by the Executive Council.

**(3) Functions and Powers of the President**

The President shall perform such functions and exercise such powers as delegated by the Executive Council of the University from time to time.

**5.12 Any such other officers as may be declared by the Statutes to be Officers of the University.**

The manner of appointment, powers and duties and emoluments of other Officers of the University shall be as prescribed by the Statutes from time to time.

\*\*\*\*\*

**CHAPTER – 6**

**AUTHORITIES OF THE UNIVERSITY**

**6.0 The following shall be the Authorities of the University:-**

- (a) the Governing Council;
- (b) the Executive Council;
- (c) the Academic Council;
- (d) Asset Management Committee;
- (e) the Finance Committee;
- (f) the Planning Board;
- (g) the Nomination Committee;
- (h) Board of Faculty;
- (i) Admissions Committee;
- (j) Examinations Committee;
- (k) Disciplinary Committee; and
- (l) Proctoral Board.

**6.1 The Governing Council**

- (1) The Governing Council shall have a maximum of 15 (fifteen) voting members and its constitution shall be as follows:-
  - (a) Chancellor (ex-officio chairman)
  - (b) Pro-Chancellor (ex-officio member)
  - (c) Vice-Chancellor (ex-officio member)
  - (d) Up to 12 members to be nominated by the Nomination Committee
  - (e) Chairman may invite field experts to meetings of the Governing Council (non-voting)

## Statutes of the Shiv Nadar University

- (2) The Registrar shall be the non-member, ex-officio secretary of the Governing Council.
- (3)
  - (a) The ex-officio members shall continue to be members of the Governing Council as long as they hold office.
  - (b) The term of each of the nominated members of the Governing Council, except for the Trustees of the Trust nominated by the Nomination Committee, shall be 3 (three) years renewable for one successive term by the Nomination Committee. For avoidance of doubt, the restriction on the tenure of 3 (three) years renewable for one successive term is not applicable on the Trustees of the Trust nominated by the Nomination Committee.
  - (c) Any nominated member shall cease to be a member of the Governing Council on the date that he is removed or is replaced by the Management Committee in accordance with the provisions hereof.
- (4) The following shall be the powers and functions of the Governing Council;
  - (a) to review from time to time, the broad policies and programmes of the University and suggest measures for the working, improvement and development of the University;
  - (b) to consider and pass resolutions on the Annual Report and the Annual Accounts of the University and Audit Report of such accounts;
  - (c) to advise in respect of any matter which may be referred for advice by the Chancellor;
  - (d) to exercise general supervision over the Permanent Endowment Fund, the General Fund and Development Fund of the University and make investment recommendations to the Asset Management Committee; and

## Statutes of the Shiv Nadar University

- (e) to perform such other advisory functions that may be assigned to it by the Statutes or by the Chancellor provided that such functions are consistent with the provisions of the Act.
- (5) The Governing Council shall meet at least once in a year to exercise its powers and functions.
- (6) The annual meeting of the Governing Council shall be held on the date fixed by the Chairman unless some other date has been fixed by the Governing Council in respect of any year.
- (7) At the annual meeting of the Governing Council, the Annual Report of the University together with the Annual Accounts comprising at least a statement of receipts and expenditure of the University together with the audited balance sheet of the University shall be considered.
- (8) Special meetings of the Governing Council may be convened by the Chairman and shall be convened, if the Chairman receives a requisition for a meeting, signed by not less than a half of the total numbers of members.
- (9) The meetings of Governing Council shall be called by the Registrar under the directions of the Chairman.
- (10) To form a quorum of a meeting of the Governing Council will require the attendance of at least 50% (fifty percent) of the members of the Governing Council. All decisions of the Governing Council may be effected by a resolution passed by a majority of its members present and voting at a duly quorate meeting of the Governing Council.
- (11) The minutes of the meeting of the Governing Council shall be recorded by the Registrar and circulated to the Chairman and other members of the Governing Council within 7 days of such meeting, and shall on finalization be put up to the Chairman for signature, and when signed by the Chairman, shall constitute the minutes of the meeting of the Governing Council.

- (12) The positions of the members of the Governing Council shall as such be honorary. However, the members may be paid such honorarium out of the funds of the University as the Executive Council may deem fit to compensate them for the time devoted in and relating to meetings of the Governing Council. The members shall be reimbursed the expenses incurred by them for attending the meetings.

**6.2 The Executive Council**

- (1) The Executive Council shall be the principal and chief executive body of the University and shall have maximum of 10 voting members.
- (2) The Executive Council shall be constituted in accordance with the Act. The constitution of the Executive Council shall be as follows:
- a. Chancellor (ex-officio)
  - b. Pro-Chancellor (ex-officio)
  - c. Vice-Chancellor (ex-officio);
  - d. The Secretary to Government in-charge of Higher Education Department, ex-officio;
  - e. The Director of Collegiate Education, ex-officio; and
  - f. Upto five (5) persons as nominated by Nomination Committee, of whom one shall be a nominee of the Sponsors.
- (3) The Registrar shall be the non-member, ex-officio secretary of the Executive Council.
- (4) (a) The term of the nominated members of the Executive Council, except for the member nominated by sponsors and/or Trustees of the Trust nominated by the Nomination Committee, shall be 3 (three) years renewable for one successive term by the Nomination Committee. For avoidance of doubt, the restriction on the tenure of 3 (three) years renewable for one successive term is not applicable on the member nominated by sponsors and/or Trustees of the Trust nominated by the Nomination Committee.

## Statutes of the Shiv Nadar University

- (b) The ex-officio members shall continue as long as they hold their respective offices.
  - (c) Any nominated member shall cease to be a member of the Executive Council on the date that he is removed or is replaced by the Management Committee in accordance with the provisions hereof.
  - (d) The term of the member nominated by sponsors shall be stipulated by the sponsors.
- (5) The Chairman may invite any member of any of the other Authorities of the University, a lawyer or accountant or any other person to a meeting.
- (6) The Executive Council shall have the following powers:
- (a) supervise and control the affairs of the University and regulate and determine all matters concerning the University in accordance with the Act, Statutes, Ordinances, Regulations of the University and the rules, regulations and orders of the competent Statutory Authority;
  - (b) dispense the funds of the university as directed by the Asset Management Committee;
  - (c) approve the academic programmes;
  - (d) make, amend or repeal the Statutes and Ordinances subject to the approval of the Management Committee;

Provided that the Executive Council shall not make, amend or repeal any Statute affecting the powers or constitution of any Authority of the University until such Authority has been given an opportunity of expressing an opinion in writing on the proposed changes, and any opinion so expressed has been considered by the Executive Council;

- (e) a statute or ordinance or an amendment thereto, or repeal of, a statute or ordinance passed by the Executive Council shall be

## Statutes of the Shiv Nadar University

submitted to the Management Committee who may assent thereto or withhold its assent. A statute or ordinance or an amendment to, or repeal of a statute passed by the Executive Council shall have no validity until it has been assented by the Management Committee;

- (f) consider and approve the budget of the University presented by to it by the Finance Committee;
- (g) administer any funds placed at the disposal of the University;
- (h) acquire or transfer any moveable property of the University other than intellectual property with the prior approval of the Asset Management Committee;
- (i) direct the form and use of the seal of the University;
- (j) constitute or appoint such committees other than those provided for under these Statutes as may be required for the proper functioning of the University;
- (k) determine the emoluments and terms and conditions of service of the officers, teaching and non-teaching personnel and administrative staff of the University and honorariums where prescribed;
- (l) determine on the recommendations of the Academic Council the number, qualifications, emoluments and conditions of service of the faculty required for imparting instructions in different subjects involved for the grant of degrees in the different courses offered by the University;
- (m) institute scholarships, fellowships, bursaries, medals, rewards and distinctions to be awarded by the University;
- (n) appoint professors, teachers and other faculty and staff of the University and to define their duties and functions, and to provide for the filling of temporary and casual vacancies in accordance with the Statutes or as prescribed by the applicable

## Statutes of the Shiv Nadar University

rules, regulations and orders of the Competent Statutory Authority;

- (o) fix the fees emoluments and traveling and other allowances of the examiners;
- (p) arrange for and direct the inspection of schools or institutions or colleges or centers or departments, halls, hostels and other places of residence of students;
- (q) regulate and enforce discipline among members of the teaching, administrative and other staff and personnel of the University and its students;
- (r) manage and regulate the finance, accounts, property, business and all other administrative affairs of the University, and for that purpose, subject to the provisions of these Statutes and any Ordinances framed thereunder, or to appoint agents, accountants or auditors for the exercise of any power in respect thereof;
- (s) arrange for funds other than loans and donations for smooth functioning and development of the University;
- (t) advise the Asset Management Committee on the investment of any money belonging to the University and on the requirement, arrangement or acquisition of additional land, buildings or other investment or the conduct of the University or for its expansion, including on the raising of funds, finances for the purpose through sale, lease, licence or other arrangements or through loans, advances, borrowings or other means of finance with or without security over the assets or other properties of the University on its back debts or receivables;
- (u) coordinate with the committee established for management of the assets of the University vide statute 6.4 below (“**Asset Management Committee**”), and advise the Asset Management

## Statutes of the Shiv Nadar University

Committee on the acquisition, transfer or utilization of intellectual property or to grant release acquire or franchise any other rights with respect to intellectual property, know-how or expertise of any kind;

- (v) provide or arrange the buildings, premises, furniture and equipment and other means needed for carrying on the work of the University, including course materials, study tools, off sites and electronic courses and study materials and tools, and outsourcing;
- (w) enter into, vary, carry out and cancel contracts on behalf of the University other than those which fall within the domain of the Asset Management Committee;
- (x) regulate and determine all other matters concerning the University as well its school or college or center or Institution in accordance with the Act, the Statutes, Ordinances, Regulations and the rules, regulations and orders of the Competent Statutory Authorities;
- (y) frame Regulations for procedures and matters for the University's smooth functioning;
- (z) declare schools, colleges, institutions and centers of the University;
- (aa) create supernumerary posts of teacher including the post of professor emeritus on terms and conditions as may be decided by the Executive Council;
- (bb) make provisions for establishment of centers of interdisciplinary studies and special studies as well as specialized laboratories; and
- (cc) perform or provide for the performance of such other functions and duties as the Executive Council is in terms of these Statutes required to perform or which the University is required or

## Statutes of the Shiv Nadar University

authorized to perform under the Act or these Statutes and Ordinances and Regulations framed thereunder and for which no other provision has been made in the Statutes.

- (7) The Executive Council shall have at least 3 (three) meetings in a year with a gap of not more than four months between any two meetings.
- (8) The Executive Council may, by a resolution passed by a majority of its total membership, delegate such of its powers as it deems fit to an officer or authority of the University or to a sub-committee appointed by it subject to such conditions as may be specified in the resolution.
- (9) The meetings of Executive Council shall be called by the Registrar under the directions of the Chairman of the Executive Council or if the Chairman receives a requisition for a meeting, signed by not less than a half of the total number of members of the Executive Council, the Chairman shall call a meeting of the Executive Council.
- (10) A quorum for a meeting of the Executive Council will require the presence and attendance of at least of 50 % (fifty percent) of the members on the Executive Council.
- (11) At the beginning of the academic year, the Executive Council at a duly quorate meeting of the Council shall appoint a Chairman of the Executive Council to function for the academic year. Such appointment shall be subject to the approval of the Management Committee. Unless terminated earlier by a duly quorate meeting of the Executive Council with the permission of the Management Committee, such appointment shall inure upto the commencement of the next academic year. If the Chairman is not present at a meeting of the Executive Council, the members present shall elect a Chairman from amongst them to preside over that meeting.
- (12) All decisions of the Executive Council may be effected by a resolution passed by a simple majority of its members present and voting at a duly quorated meeting provided that if there is an equality of votes of the members present and voting at the meeting, the Chairman shall have a an affirmative vote.

## Statutes of the Shiv Nadar University

- (13) The minutes of the meeting of the Executive Council shall be recorded by the Registrar and circulated to the members of the Executive Council and the Chairman of the Governing Council, and the Management Committee within 7 days of such meeting and shall on finalization be put to the Chairman for signature, and when signed by the Chairman shall constitute the minutes of the meeting of the Executive Council.
- (14) The Executive Council shall give due consideration to every resolution of the Governing Council and the Management Committee, and take such action thereon as shall be required and shall report to the Governing Council and Management Committee of the action taken as the case may be.
- (15) The positions of the members of the Executive Council shall as such be honorary. However, the members may be paid such honorarium out of the funds of the University as the Management Committee may determine, and shall be reimbursed the expenses incurred by them in relation to carry out their functions as members of the Executive Council or any sub-committee thereof.

### **6.3 The Academic Council**

- (1) The Academic Council shall have maximum of 15 voting members and its constitution shall be as follows:-
- (a) The Vice-Chancellor (ex-officio Chairman);
  - (b) Up to 4 members to be appointed by the Executive Council;
  - (c) Up to 10 members shall be nominated by the Vice Chancellor from amongst the Directors or Professor or Dean of Faculty as the members of the Academic Council (ex-officio);
  - (d) Chairman may invite any faculty to the Academic Council's meeting and such invitees will not have any voting rights.
- (2) The Registrar shall be the non-member ex-officio secretary of the Academic Council.

## Statutes of the Shiv Nadar University

- (3) The term of each of the nominated members of the Academic Council shall be 3 (three) years, renewable for one more successive term by the nominating body.
- (4) The ex-officio members shall continue as long as they hold their respective offices.
- (5) Any member shall cease to be a member of the Academic Council on the date that he is removed or is replaced by the nominating body at its sole discretion.
- (6) The positions of the members of the Academic Council shall as such be honorary. However, the members may be paid such honorarium out of the funds of the University as the Executive Council may determine. The members of the Academic Council shall be reimbursed the expenses incurred by them in relation to carrying out their functions as members of the Academic Council.
- (7) Subject to the provisions of the Act, these Statutes and the Ordinances, the Academic Council shall have the following powers, namely:
  - (a) be the principal academic body of the University and shall be responsible for setting and maintaining the standard of instruction, education and examination in the University;
  - (b) it will advise the Executive Council on all academic matters, and shall forward its recommendations to the Executive Council;
  - (c) it will scrutinize and make its recommendations on proposals submitted by the Board of Faculties in regard to the courses of study and recommend principles and criteria on which examiners and the inspectors may be appointed for the consideration of the Executive Council;
  - (d) it will advise the Executive Council in regard to the recognition of the diplomas and degrees of other educational institutions in regard to their equivalence with the diplomas and degrees of the University;

## Statutes of the Shiv Nadar University

- (e) it will put forward the recommendations submitted by the Boards of Faculty, the Admissions Committee, the Examination Committee and the Disciplinary Committee to the Executive Council with its comments;
- (f) it will advise the Executive Council in regard to the qualifications required to be possessed by persons imparting instruction in particular subjects for the various degrees of the University as prescribed by the Competent Statutory Authorities ;
- (g) recommend to the Executive Council for establishment of centers of interdisciplinary studies and special studies as well as specialized laboratories;
- (h) to plan and monitor the development and maintenance of the academics of the University, and shall conduct academic audits of the University's departments or colleges or institutions or centers or schools. It shall also plan, monitor, guide and co-ordinate undergraduate and post-graduate academic and developmental programmes;
- (i) recommend to the Executive Council, collaboration and joint ventures and other associations and exchanges with national and international universities and other institutions;
- (j) suggest measures to create links and develop specific schemes of interaction among universities and between the University on the one hand and related organizations or institutions working in the fields of science, technology and other activities relevant to the activities of the University;
- (k) recommend to the Executive Council, development and collaborative programmes for faculties, departments and specific programmes and activities of the University;

## Statutes of the Shiv Nadar University

- (l) monitor and report the progress of all such approved development and collaborative programmes to the Executive Council at least once a year;
  - (m) assess the future requirements of trained manpower in different disciplines and accordingly make necessary recommendations to the Executive Council regarding introduction and strengthening of relevant programmes and courses of study for implementation by the Academic Council;
  - (n) monitor and audit the progress of ongoing research programmes and projects being undertaken by the University and to recommend future research programmes and projects to the Executive Council.
  - (o) to perform in relation to academic matters all such duties and to do all such acts as may be assigned to it under these Statutes , Ordinances and Regulations framed thereunder; and
  - (p) to have power to constitute sub-committees like graduate and undergraduate sub-committees to exercise its powers and implement the decisions.
  - (q) exercise all powers conferred upon it under the Ordinances.
- (8) The meetings of the Academic Council shall be called by the Registrar under the directions of the Chairman of the Academic Council. The Academic Council shall have a minimum of 3 (three) meeting per academic year:
- Provided that if the Vice-Chancellor as the Chairman of the Academic Council receives a requisition for a meeting, signed by not less than a half of the total number of members of the Academic Council, the Chairman shall call a meeting of the Academic Council.
- (9) A quorum will require the presence of the Chairman and the attendance of at least 50% (fifty percent) of its members.

## Statutes of the Shiv Nadar University

- (10) All decisions of the Academic Council shall be by resolution passed by the majority of the members of the Academic Council attending a duly quorate meeting.
- (11) The minutes of the meeting of the Academic Council shall be recorded by the Registrar and circulated to the members of the Academic Council and the Chairman of the Executive Council within 7 (seven) days of such meeting, and shall on finalization be put to the Chairman of the Academic Council for signature, and when signed by the Chairman shall constitute the minutes of the meeting of the Academic Council.

### **6.4 The Asset Management Committee**

- (1) The Asset Management Committee shall have maximum of 5 (Five) voting members. Its constitution shall be as follows:
  - (a) Up to Four (4) Trustees or other persons to be nominated by the Nomination Committee. A person who is not a Trustee may be nominated for a fixed term.
  - (b) One (1) member may be nominated by the Chancellor who shall hold office for a term of 3 (three) years or at the pleasure of the Chancellor.
- (2)
  - (a) The members shall elect one of the nominated Trustees as Chairman of the Asset Management Committee, and failing the nomination of a Trustee by the Management Committee the Asset Management Committee shall nominate a member from among those nominated by the Management Committee as Chairman of the Asset Management Committee.
  - (b) The Chancellor shall be a permanent invitee to the meetings of the Asset Management Committee.
  - (c) The Secretary (non-voting) shall be nominated by the Asset Management Committee.
- (3) The Asset Management Committee shall be the sole authority of the University authorized to exercise the following powers:

## Statutes of the Shiv Nadar University

- (a) the acquisition of title or right to possess or use by purchase, lease, license or other arrangement(s) any land, building(s) or other construction or infrastructure of or for the University;
- (b) the transfer or surrender of title or right to possess or use by sale, lease, license or other arrangement(s) any land, building(s) or other construction or infrastructure of or over which the University has title, possession or use;
- (c) investment of the funds of the University in the construction of any building(s) or other structure or infrastructure of or for the University;
- (d) the investment of any funds or monies of the University lying in the Permanent Endowment Fund, the General Fund, the Development Fund or otherwise, subject to the general supervision and control of the Governing Council under section 44 of the Act;
- (e) the acquisition of any intellectual property or rights in intellectual property or goodwill for the University, including franchise or by any other arrangement to impart, exploit or otherwise deal with the programmes or goodwill of another;
- (f) the disposition of any intellectual property or rights in intellectual property or goodwill of the University including franchise or by any other arrangements to impart, exploit or otherwise deal with the programmes or goodwill of the University;
- (g) the raising of loans and advances by the University other than by security deposits, caution money, and other advances from students;
- (h) the grant of loans and advances by the University other than trade advances and security deposits made within such limits as

## Statutes of the Shiv Nadar University

the Asset Management Committee may from time to time determine;

- (i) to recommend to the Executive Council the acquisition or transfer of movable property of the University; and
- (4) The Asset Management Committee shall meet at least twice in a year.
- (5) The meetings of the Asset Management Committee shall be held on the date fixed by Asset Management Committee itself or by the Chairman of the Committee.
- (6) Special meetings of the Asset Management Committee may be convened by the Chairman and shall be convened, if the Chairman receives a requisition for a meeting, signed by not less than half of the total number of members of the Committee.
- (7) The meetings of the Asset Management Committee shall be called by the Secretary under the directions of the Chairman.
- (8) A quorum for a meeting of the Asset Management Committee will require the presence of at least 3 (three) members including the Chairman and two Trustees or other persons nominated by the Management Committee.
- (9) All decisions of the Asset Management Committee shall be effected by a resolution passed by a majority of its members present and voting at a duly quorate meeting of the Committee. In the event of an equality of votes, the Chairman shall have a second or casting vote.
- (10) The minutes of the meeting of the Asset Management Committee shall be recorded by the Secretary and circulated to the Chairman and other members of the Committee within 7 (seven) days of such meeting, and shall on finalization be put up to the Chairman for signature, and when signed by the Chairman, shall constitute the minutes of the meeting of the Asset Management Committee.
- (11) The position of the members of the Asset Management Committee shall as such be honorary. However, the members maybe paid such

honorarium out of the funds of the University as the Nomination Committee may deem fit. The members shall be reimbursed the expenses incurred by them for in relation to carrying out their functions as members of the Asset Management Committee.

- (12) The Trustees nominated on the Asset Management Committee shall be the members for life.
- (13) Any other member of the Asset Management Committee shall cease to be a member of the Committee on the date that he is removed or is replaced by the Nomination Committee and Chancellor respectively.
- (14) If the Asset Management Committee ceases to exist for any reason, the powers of the Asset Management Committee shall be automatically vested in the Management Committee of the Trust.

#### **6.5 The Finance Committee**

- (1) The Finance Committee shall have maximum of 5 (five) voting members and its constitution shall be as follows:-
  - (a) The Vice-Chancellor (Ex-Officio Member)
  - (b) One representative, nominated by Board of Directors of Sponsors
  - (c) Up to three members to be nominated by the Nomination Committee (Voting Members)
  - (d) The Finance Officer (Ex-officio Non-Voting Secretary)
  - (e) Chairman may invite an external field expert to meetings (Non-Voting)
- (2) The term of the nominated members of the Finance Committee, except for the member nominated by sponsors and/or Trustees of the Trust nominated by the Nomination Committee, shall be 3 (three) years renewable for one successive term by the Nomination Committee. For avoidance of doubt, the restriction on the tenure of 3 (three) years renewable for one successive term is not applicable on the member

## Statutes of the Shiv Nadar University

nominated by sponsors and/or Trustees of the Trust nominated by the Nomination Committee.

- (2a) The term of the member nominated by sponsors shall be stipulated by the sponsors themselves.
- (3) The *ex-officio* members shall continue as long as they hold their respective offices.
- (4) Any nominated member shall cease to be a member of the Finance Committee on the date that he is removed or is replaced by the Nomination Committee at its sole discretion.
- (5) The Finance Committee meetings shall be called by the Finance Officer as and when required or if so directed by the Vice-Chancellor or by the Chairman of the Executive Council or the request of any two members of the Finance Committee.
- (6)
  - (a) The Finance Committee shall have a minimum of 4 (four) meetings, every 3 (three) months in each financial year to examine the accounts of the University and to scrutinize the proposals for expenditure.
  - (b) In Addition, the Finance Officer shall summon a meeting of the Finance Committee to consider new expenditure above the limits or at variance with the procedures prescribed by the Finance Committee in this behalf.
- (7) The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration. The Finance Committee shall submit an annual report and the annual accounts and balance sheet to the Executive Council and present its recommendations.
- (8) The Finance Committee, shall, at its meetings consider all the proposals and recommendations put forward by the Finance Officer, and shall review the budget and accounting statements submitted by the Finance Officer and shall make and communicate to the Executive Council as

## Statutes of the Shiv Nadar University

soon as may be, its recommendations thereon for its consideration and approval. It shall, having regard to the income and resources of the University, fix limits for the total recurring and non-recurring expenditures for the ensuing financial year and may for any reasons in writing revise during the financial year the limit of expenditure so fixed and present the same to the Executive Council. Financial Committee recommends ways and means to augment the financial resources of the University through ancillary business activities;

- (9) The Finance Committee shall also submit half-yearly financial reports to the Executive Council that shall inter-alia contain the following:
  - (a) limits and procedure of non budgeted for expenditures incurred by the University as determined by the Finance Committee;
  - (b) major discrepancies between the approved budget and actual expenditures;
  - (c) any discrepancies in the financial statements; and
  - (d) any revision in the total recurring and non-recurring expenditures for the on-going financial year.
- (10) The Finance Committee shall advise the Executive Council on matters relating to the day to day administration of property and funds of the University and to the Asset Management Committee on strategic matters related to infrastructure, properties and funds including the funds defined in the Act.
- (11) The Finance Committee shall having regard to the income and resources of the University, fix limits for the total recurring and non-recurring expenditures for the ensuing financial year and may for any reasons revise during a financial year the limit of expenditure so fixed and present the same to the Executive Council.
- (12) Any irregularities or discrepancies in the finances of the University may be examined and investigated by the Finance Committee suo-moto or on reference of the Finance Officer. The irregularities are to be brought

## Statutes of the Shiv Nadar University

to the immediate attention of the Executive Council. The Finance Committee shall report to the Executive Council as early as possible the result of its examination or investigation. The Executive Council shall report its findings to the Asset Management Committee.

- (13) If the Executive Council, at any time after the consideration of the annual budget or any financial report proposes any revision thereof, the Executive Council shall refer the proposal to the Finance Committee for appropriate revision and action and submit a copy of the same to the Asset Management Committee.
- (14) The quorum of a meeting of the Finance Committee shall be the attendance and presence of at least 50% (fifty per cent) of its members who shall from among themselves elect a chairman to preside over the meeting.
- (15) All decisions of the Finance Committee shall be, by resolution, passed by the majority of the members attending a duly quorated meeting. A dissenting member may submit a dissenting note.
- (16) The Minutes of the meeting of the Finance Committee shall be recorded by the Finance Officer and shall be circulated to the members of the Finance Committee and Chairman of the Executive Council and Asset Management Committee within 7 (seven) days of the meeting. The Finance Officer shall then cause the minutes to be finalized as soon as possible and, and shall on finalization submit the Minutes to the Vice-Chancellor to be signed by him as the Chairman, and when so signed, the minutes shall constitute the minutes of meeting of the Finance Committee.
- (17) The positions of the members of the Finance Committee shall as such be honorary. However, the members may be paid such honorarium out of the funds of the University as the Executive Council may deem fit.. The members of the Finance Committee shall also be reimbursed the expenses incurred by them in and relation to carrying out their functions as members of the Finance Committee.

**6.6 The Planning Board**

- (1) The Planning Board shall have maximum of 7 (Seven) voting members and its constitution shall be as follows:
  - (a) Vice Chancellor (ex-officio Chairman)
  - (b) One representative nominated by Board of Directors of sponsors
  - (c) Up to Five members to be nominated by the Nomination Committee
  - (d) Chancellor to be permanent invitee
  - (e) Chairman may invite Director or Deans of Faculty, HOD's, field experts, to meetings as required (non-voting invitees)
- (2) The Registrar shall be the non-member-secretary of the Planning Board.
- (3) The Planning Board shall be responsible for planning and monitoring the physical and infrastructural development of the University and ensuring that the facilities of the University and related support services meet the current and future needs of the University.
- (4) The functions of the Board shall include the following:
  - (a) plan and monitor the development and maintenance of the University's physical infrastructure, including buildings, roads, power, water and other utilities and facilities, both physical and academic, and shall conduct academic audits of the University's departments or colleges or institutions or centers or schools. It shall also plan, monitor, guide and co-ordinate undergraduate and post-graduate academic and developmental programmes;
  - (b) plan and monitor the implementation of facilities management and other support services required to support the Universities activities;

## Statutes of the Shiv Nadar University

- (c) ensure compliance of the norms laid down by the Competent Statutory Authorities in respect of infrastructure and support services;
  - (d) assess the need and plan the utilization of the infrastructure as per the guidelines of the Competent Statutory Authority and the requirements of the University;
  - (e) plan the development of the University campus and oversee its implementation;
  - (f) prepare both short-term and long-term infrastructure development plans for the University and its institutions or schools or colleges or centers, keeping in view the objectives of the University as laid down in the Act and these Statutes and with due regard to the State and National Educational Policies; and
  - (g) organize infrastructure audit of buildings, facilities, schools, colleges, institutions, departments and centers, at least once in every 2 (two) years and to make recommendations to the Executive Council;
- (5) (a) The term of office of the nominated members of the Planning Board, except the member nominated by Sponsors, shall be for 3 (three) years which is renewable for one successive term.
- (b) The term of the member nominated by Sponsors shall be as specified by sponsors themselves.
- (6) The ex-officio members shall continue as long as they hold their respective offices.
- (7) Any nominated member shall cease to be a member of the Planning Board on the date that he is removed or is replaced by the Nomination Committee at its sole discretion.
- (8) The positions of the members of the Planning Board shall as such be honorary. However, the members may be paid such honorarium out of the funds of the University as the Executive Council may deem fit. The

## Statutes of the Shiv Nadar University

members shall also be reimbursed the expenses incurred by them in relation to carrying out the functions as the members of the Planning Board.

- (9) The Planning Board shall meet at least once in a year. The meetings of the Planning Board shall be called by the Registrar under the orders of the Chairman or upon a requisition for a meeting by not less than 3 (three) members of the Planning Board.
- (10) The presence of not less than 50 % (fifty percent) of the members of the Planning Board at a meeting of the Board including the Chairman and at least 2 (two) members nominated by the Nomination Committee, to constitute a quorum for a meeting of the Planning Board.
- (11) All decisions of the Planning Board shall be by a resolution passed by a majority of its total membership at a duly quorate meeting.
- (12) The minutes of the meeting of the Planning Board shall be recorded by the Registrar and circulated to the members of the Planning Board and the Chairman of the Executive Council within 7 (seven) days of such meeting. The minutes when finalized shall be submitted to the Chairman and when signed shall constitute the minutes of the meeting of the Planning Board.

### **6.7 The Nomination Committee**

- (1) The Nomination Committee shall have maximum of 5 (five) voting members. Its constitution shall be as follows:-
  - (a) Up to 4 (four) Trustees or other persons to be nominated by the Management Committee. A person who is not a Trustee may be nominated for a fixed term or at the pleasure of the Management Committee.
  - (b) One (1) member may be nominated by the Chancellor who shall hold office for a term of three years or at the pleasure of the Chancellor.
- (2) (a) The members shall elect one of the nominated Trustees as Chairman of the Nomination Committee, and failing the

## Statutes of the Shiv Nadar University

nomination of a Trustee by the Management Committee the Nomination Committee shall nominate a member from among the members nominated by the Management Committee as its Chairman.

(b) The Chancellor shall be a permanent invitee to the meetings of the Nominations Committee.

(c) The Secretary (non-voting) shall be nominated by the Nomination Committee.

(3) The Nomination Committee shall have the following powers:-

(a) **In relation to Governing Council and Executive Council**

i. Appointments and Nominations: The Nomination Committee shall have the right to make nominations and appointments for the members of the said Councils; and

ii. Removal: the Nomination Committee shall make recommendations to the Management Committee for removal of the members of Governing Council and Executive Council wheresoever warranted. The Management Committee shall have the power to take all actions necessary for removal of members of the Governing Council and Executive Council on the basis of such recommendations.

(b) **In relation to Finance Committee, Asset Management Committee and Planning Board:**

The Nomination Committee shall possess and exercise the power to appoint, nominate and remove the members of the Finance Committee, the Asset Management Committee and the Planning Board.

(c) The Nomination Committee shall follow the procedure for making appointments, nominations, removals and recommendations in such manner as may be prescribed under the Statutes or as deemed appropriate by the Nomination Committee. The Nomination Committee shall be free to evolve appropriate procedures in relation to the above from time to time. The Nomination Committee shall be

## Statutes of the Shiv Nadar University

entitled to exercise all powers ancillary to the exercise of the foregoing powers.

- (d) The Nomination Committee shall be authorized to constitute (wherever it deems fit) necessary Search Committees or engage external advisors, to assist it in identifying suitable persons for appointment to the bodies of the University.
- (4) The Nomination Committee shall meet as and when necessary.
- (5) The meetings of the Nomination Committee shall be held on the date fixed by Nomination Committee itself or by the Chairman of the Committee.
- (6) Special meetings of the Nomination Committee may be convened by the Chairman and shall be convened, if the Chairman receives a requisition for a meeting, signed by not less than half of the total number of members.
- (7) The meetings of the Nomination Committee shall be called by the Secretary under the directions of the Chairman of the Committee.
- (8) A quorum for a meeting of the Nomination Committee will require the presence of at least 3 (three) members including the Chairman and two Trustees or other persons nominated by the Management Committee.
- (9) All decision of the Nomination Committee shall be effected by a resolution passed by a majority of its members present and voting at a duly quorated meeting of the Committee. In the event of an equality of votes, the Chairman shall have a second or casting vote.
- (10) The minutes of the meeting of the Nomination Committee shall be recorded by the Secretary and circulated to the Chairman and other members of the Committee within 7 (seven) days of such meeting, and shall on finalization be put up to the Chairman for signature, and when signed by the Chairman, shall constitute the minutes of the meeting of the Nomination Committee.
- (11) All appointments, nominations and removals made by the Nomination Committee shall be recommended under the signature of its Chairman.

## Statutes of the Shiv Nadar University

- (12) The position of the members of the Nomination Committee shall as such be honorary. However, the members maybe paid such honorarium out of the funds of the University as the Management Committee may deem fit. The members shall be reimbursed the expenses incurred by them in relation to carrying out their functions as member of the Nomination Committee.
- (13) The Trustees nominated on the Nomination Committee shall be the members for life.
- (14) Any other member of the Nomination Committee shall cease to be a member of the Committee on the date that he is removed or is replaced by the nominating Authority.
- (15) If the Nomination Committee ceases to exist for any reason the power of the Nominations Committee shall be automatically vested in the Management Committee of the Trust.

### **6.8 The Board of Faculty**

- (1) The University shall have a Board of Faculty with uncapped membership.
- (2) (a) The constitution of Board of Faculty shall be as follows:-
  - (i) Vice Chancellor (Chairman)
  - (ii) The Dean of Faculty
  - (iii) The Head of Department of Each faculty
  - (iv) The Director of the school or institution or college or Center
  - (v) All Deans and Professors shall be members.
  - (vi) Secretary shall be nominated by the Board of Faculty (non-member)
- (b) In addition, the Chairman is authorized to invite experts from outside the University, if and when required, to attend at a meeting or meetings of the Board of Faculty and to give their suggestions (non-voting).

## Statutes of the Shiv Nadar University

- (3) The term of each of the nominated members of the Board of Faculty shall be 3 (three) years, renewable for one more successive term by the nominating body.
- (4) The ex-officio members shall continue as long as they hold their respective offices.
- (5) Each Board of Faculty will meet at-least 3 (three) times a year and at-least once every four months. The meetings shall be called by the Dean of Faculty provided that, if the Chairman receives a requisition for a meeting by not less than three members, the Chairman shall call a meeting of the Board of Faculty.
- (6) A quorum for a meeting of the Board of Faculty requires the presence of a minimum of 50% (Fifty percent) members including the Chairman.
- (7) All decisions of the Board of Faculty shall be by a resolution passed by a majority of the total members present at a duly quorated meeting.
- (8) The minutes of the meeting of the Board of Faculty shall be caused to be recorded by the Head of Department and circulated to the members of the concerned Board and to the Vice-Chancellor, as Chairman of the Academic Council within 7 (seven) days of such meeting. The finalized minutes signed by the Dean of Faculty shall constitute the minutes of the meeting of the Board of Faculty.
- (9) The powers and function of Board of Faculty shall be as follows:
  - (a) it will be responsible for monitoring the teaching and research activities of the faculty and for implementing in the faculty the policies of the University and the decisions of the Executive Council;
  - (b) it shall identify academic and welfare issues relevant to students within the faculty, and ensure up to date knowledge of the academic activities within the faculty;

## Statutes of the Shiv Nadar University

- (c) responsible to assess the quality of, and provide direction to, the academic work of the faculty including teaching, learning, scholarship, research and research training;
  - (d) advise the Academic Council on the strategic academic direction of the faculty, the academic standard and academic quality assurance, and the management of academic risk in the faculty;
  - (e) develop and consider proposals for the introduction of new courses, for changes to existing courses, re-accreditation or discontinuation of existing courses, changes in course nomenclature or course classification as warranted, and make recommendations on these to the Academic Council;
  - (f) maintain and develop courses to ensure a vital and contemporary relationship between the faculty and the professional fields which it seeks to serve;
  - (g) recommend to the Academic Council the minimum requirements that will provide eligibility for entry to particular courses of study of the faculty;
  - (h) submit to the Academic Council the names of students who have completed courses of study together with recommendations as to the award (including the grading) which should be made in each case;
  - (i) nominate the academic counsellors in the faculty; and
  - (j) select the Head of Department in the faculty.
- (10) The positions of the members of the Board of Faculty and invitees shall as such be honorary. However, the members and the invitees may be paid such honorarium out of the funds of the University as the Executive Council may deem fit. They shall also be reimbursed the expenses incurred by them in relation to carrying out their functions as members of the Board.

### 6.9 **The Admission Committees**

## Statutes of the Shiv Nadar University

The University shall have an Under Graduate and Post Graduate and PHD Admission Committees.

### **A) Under Graduate Admission Committee –**

- (1) The Under Graduate Admission Committee - shall have Maximum of 7 (seven) voting members and its constitution shall be as follows:-
  - (a) The Head of Admissions (Ex-officio voting member)
  - (b) Up to 6 members to be appointed by the Executive Council
  - (c) The Chairman of this committee shall be appointed by the Committee from amongst the members appointed by the Executive Council
  - (d) Directors or Dean of Faculty shall be non-voting invitees
  - (e) Finance Officer shall be non-voting Invitee
  - (f) Vice-Chancellor shall be a permanent invitee (non-voting)
- (2) The term of membership of the nominated members shall be 3 (three) years and may be renewed for one more successive term.
- (3) The ex-officio members shall continue as long as they hold their respective offices.
- (4) Any nominated member shall cease to be a member of the Under Graduate Admission Committee on the date that he is removed or is replaced by the Executive Council at its sole discretion.
- (5) The head of admission shall be appointed by the Executive Council and shall exercise the powers as specified by the Executive Council.

### **B) Post Graduate and PHD Admission Committee**

- (1) The Post Graduate and PHD Admission Committee shall have Maximum 7 (seven) voting members and its constitution shall be as follows:-
  - (a) Vice Chancellor (Ex-officio Chairman);
  - (b) Up to 4 members shall be nominated by the Vice-Chancellor from amongst the Director of each School and respective Deans;

## Statutes of the Shiv Nadar University

- (c) Up to 2 other persons as members shall be nominated by the Executive Council.
- (2) The term of membership of the nominated members shall be 3 (three) years and may be renewed for one more successive term.
- (3) The ex-officio members shall continue as long as they hold their respective offices.
- (4) Any nominated member shall cease to be a member of the Post Graduate and PHD Admission Committee on the date that he is removed or is replaced by the Executive Council at its sole discretion.

### **(C) Functions of the Admission Committees:**

- (1) The powers and function of the Admissions Committees shall be as follows:
  - (a) to determine the criteria for admission into the University at the undergraduate, graduate level and for post graduate and diploma courses, which may include internal and standardized examination marks, other evaluation criteria such as extra-curricular activities and leadership or any other method of testing as prescribed by the Competent Statutory Authority;
  - (b) to implement the admission policies of the University in an open and transparent manner;
  - (c) to determine the number of seats available in the different courses;
  - (d) to determine the procedure for admission based on the criteria by assigning weightage to each factor;
  - (e) to examine the applications for admission to the undergraduate and graduate programmes offered by the University bearing in mind the admissions requirements, and to select candidates for admission and to submit the names of selected candidates to the Executive Council;

## Statutes of the Shiv Nadar University

- (f) to offer admissions to the selected candidates approved by the Executive Council;
  - (g) to review the admissions criteria and procedures and suggest any recommendations and submit any proposals to the Academic Council for consideration;
  - (h) to review and evaluate the performance of the undergraduate students in relations to the admissions criteria and make recommendations accordingly to the Academic Council;
  - (i) to contemplate the applications of candidates falling in special categories such as weaker sections of society, NRI's, gifted candidates in the field of sports or other extracurricular activities and physically challenged candidates and refer the names of short-listed candidates to the Executive Council for approval;
  - (j) to hear appeals from rejected candidates and make recommendations accordingly to the Executive Council;
  - (k) to review applications for transfer both within the University from one program to another (intra-university migration) and applications for lateral transfer from and into the University to and from other institutions (inter university migration) and refer the names of short-listed candidates to the Vice-Chancellor for approval; and
  - (l) to debar an examinee from appearing at any future examination or examinations if in the opinion of the Committee, such examinee was guilty of misbehavior or of using unfair means at any examination conducted by the University.
- (2) The Admission Committees shall meet as and when required not being less than 1 (one) time in the academic year. The meetings shall be called by the Secretary on directions of the Chairman of the Committee or the Head or Director of Admissions. The Chairman shall call a meeting of

the Admission Committees if the Chairman receives a requisition for a meeting from not less than half the members.

- (3) A quorum for a meeting of the Admissions Committees will require the presence of a minimum of 50 % (fifty percent) members of the Committee and the Chairman.
- (4) All decisions of the Admission Committees shall be taken by a resolution passed by a majority of the members present and voting at the meeting.
- (5) The minutes of the meeting of the Admission Committees shall be recorded by the secretary of respective Admission Committee and circulated to the members of the concerned Admission Committee and the Chairman of the Academic Council and Executive Council within 7 days of such meeting. The minutes as finalized and signed by the Chairman of the concerned Admission Committee shall constitute the minutes of the meeting.
- (6) The positions of the members of the Admission Committees shall as such be honorary. However, the members may be paid such honorarium out of the funds of the University as the Executive Council may deem fit. The members shall also be reimbursed the expenses incurred by them in relation to carrying out their functions as members of the Admission Committees.
- (7) The non-member secretary shall be nominated by the respective Admission Committee.

**6.10 The Examination Committee**

- (1) The Examination Committee shall have maximum of 7 (seven) voting members and its constitution shall be as follows:-
  - (a) Vice-Chancellor (ex-officio Chairman)
  - (b) The Controller of Examinations (ex-officio member)

## Statutes of the Shiv Nadar University

- (c) Up to 5 (five) members to be nominated by the Executive Council
  - (d) Director, Deans of Faculty, HOD's may be invitees (non-voting)
  - (e) Registrar (Non-Member secretary)
- (2) The term of membership of the nominated members of the Examination Committee shall be 3 (three) years which may be renewed for one more successive term.
- (3) The ex-officio members shall continue as long as they hold their respective offices.
- (4) Any nominated member shall cease to be a member of the Examination Committee on the date that he is removed or is replaced by the Executive Council at its sole discretion.
- (5) The powers and function of the Examinations Committee shall be as follows:
- (a) to organize and conduct the examinations of the University in a fair and transparent manner;
  - (b) be responsible for all the academic matters related to examinations;
  - (c) shall have the question papers prepared and circulated to the Academic Council for comments;
  - (d) ensure that the examination papers set are free from error or mistake;
  - (e) prepare answer keys, which are to be kept in total secrecy until the examinations are over;
  - (f) ensure that examination papers are prepared one month in advance of the commencements of examinations;
  - (g) to have declared the results of examinations after obtaining the Executive Council's approval and consent;

## Statutes of the Shiv Nadar University

- (h) evolve methods for preventing and penalizing cheating and fraud in relation to examinations;
- (i) recommend the criteria for re-evaluation of examination results and ratify the final results of the re-evaluation of the test results for submission to the Academic Council;
- (j) recommend to the Executive Council the names of outstanding students of the University and awards to them;
- (k) review and ensure that the ultimate objectives of the courses have been achieved;
- (l) set semester examinations in order to assess whether or not the students have benefited from the courses to expectation;
- (m) evaluate the validity and reliability of the examinations items so as to make the necessary improvements;
- (n) based on the results of the evaluation of the content of the examinations, give feed-back and recommend to the Academic Council on how the course materials should be enriched;
- (o) at the end of each examination period submit examination status and incident report to the Executive Council;
- (p) recognize equivalent examinations taken at other universities or as part of other degree programs for inter-University migrations or exchanges in India and abroad;
- (q) consider the points raised by examiners in their reports on examinations and communicate the same to the Academic Council with its recommendations;
- (r) withhold the results of any student against whom disciplinary action has been taken or is pending;
- (s) ensure that all the students have requisite attendance to complete the program or sit for examinations, and report shortages to the Academic Council for action;

## Statutes of the Shiv Nadar University

- (t) recommend to the Academic Council and the Executive Council the conferment of honorary degrees and the withdrawal of any degree, diploma, certificate academic distinction conferred by the University upon any person; and
  - (u) perform such other functions as are cast upon it under the Ordinances, or are delegated to it or required by the Academic Council or Executive Council to be performed by the Examination Committee.
- (6) The Examination Committee shall meet as and when required not being less than 3 (three) times in the academic year. The meetings shall be called by the Secretary under the directions of the Chairman of the Examination Committee. The Chairman shall call a meeting of the Examination Committee if the Chairman receives a requisition for a meeting from not less than half the members.
- (7) A quorum of a meeting of the Examination Committee will require the presence of the Chairman and attendance of minimum of 50 % (fifty percent) members of the Committee.
- (8) All decisions of the Examination Committee shall be made by a resolution passed by a majority of the members present and voting at a meeting of the Examination Committee.
- (9) The minutes of the meeting of the Examination Committee shall be recorded by the Registrar and circulated to the members of the Examination Committee and the Chairman of the Academic Council and of the Executive Council within 7 days of such meeting. The minutes as finalized and signed by the Chairman of the Examination Committee shall constitute the minutes of meeting of the Examination Committee.
- (10) Students can within 15 (fifteen) days of examination results being declared lodge a complaint in writing with the Director on the execution of examinations or on grading by the examiner. The Director shall review or cause to be reviewed the results and make his decision

in consultation with the Examination Committee and submit his findings to the Vice-Chancellor whose decision shall be final.

- (11) The Examination Committee may debar an examinee from appearing at any future examination or examinations if in the opinion of the Committee, such examinee was guilty of misbehavior or of using unfair means at any examination conducted by the University.
- (12) The positions of the members of the Examination Committee shall as such be honorary. However, the members may be paid such honorarium out of the funds of the University as the Executive Council may deem fit. The members of the Examination Committee shall be entitled to be reimbursed the expenses incurred by them in relation to carrying out their functions as members of the Examination Committee.

**6.11 Disciplinary Committee**

- (1) The Executive Council shall constitute a Disciplinary Committee in the University to maintain discipline and ethics amongst the employees of the University and hold inquires.
- (2) The Disciplinary Committee shall have maximum of 5 (five) voting members and its constitution shall be as follows:-
  - (a) Vice-Chancellor (Ex-Officio - Chairman)
  - (b) Registrar (Ex-Officio Non-member Secretary)
  - (c) Up to 4 (Four) members to be appointed by the Executive Council
- (3) The term of membership of the nominated members of the Disciplinary Committee shall be 3 (three) years which may be renewed for one more successive term.
- (4) The ex-officio members shall continue as long as they hold their respective offices.

## Statutes of the Shiv Nadar University

- (5) Any nominated member shall cease to be a member of the Disciplinary Committee on the date that he is removed or is replaced by the Executive Council at its sole discretion.
- (6) No person against whom any disciplinary action is pending shall serve as a member of any of the Committees/Councils of the University.
- (7) The functions of the Disciplinary Committee shall be as follows:
  - (a) to hold inquiries into matter referred to it by the Vice-Chancellor or Executive Council or any matter or incident reported to it by any Officer or Authority of the University with respect to any employee;
  - (b) to hold such further inquiry into any case in which an appeal has been filed by an employee of the University against an order of an Officer or Authority of the University or on the direction of the Vice Chancellor;
  - (c) to present its findings to the Vice-Chancellor or Executive Council as the case may be; and
  - (d) evaluating the processes in place in the University to control discipline and maintain highest level of ethics amongst the employees of the University and make recommendations to the Executive Council regarding the same.
- (8) The Committee shall convene at least once annually and additionally at the behest of the Chairman or by a written requisition signed by at-least three members.
- (9) A quorum for a meeting of the Disciplinary Committee requires the presence 3 (three) members including the Chairman.
- (10) All decisions of the Disciplinary Committee shall be by a resolution passed by a majority of the total members present at a duly quorate meeting.

- (11) The decisions so passed shall be recorded by the Registrar and circulated to the members of the Disciplinary Committee and the Executive Council or the Vice-chancellor as the case may be within 7 (seven) days of a scheduled annual meeting or conclusion of a disciplinary proceeding convened at the behest of the Vice-Chancellor or the Executive Council.
- (12) The positions of the members of the Disciplinary Committee shall as such be honorary. However, the members may be paid such honorarium out of the funds of the University as the Executive Council may deem fit. The Members of the Disciplinary Committee shall be reimbursed the expenses incurred by them in and relation to carrying out their functions as members of the Disciplinary Committee.

#### **6.12 Proctoral Board**

- (1) The Executive Council shall constitute a Proctoral Board to maintain discipline amongst the student body of the University and hold inquiries.
- (2) The Proctoral Board shall consist of maximum of 7 (Seven) voting members and its constitution shall be as follows:-
  - (a) The Proctor (ex-officio chairman)
  - (b) Registrar (non-member secretary)
  - (c) Dean of Students Welfare
  - (d) Up to two members of the student body to be nominated by the Executive Council
  - (e) Up to two members to be nominated by the Proctor.
- (3) The term of membership of the nominated members of the Proctoral Board shall be 3 (three) years which may be renewed for one more successive term.
- (4) The ex-officio members shall continue as long as they hold their respective offices.

## Statutes of the Shiv Nadar University

- (5) Any nominated member shall cease to be a member of the Proctoral Board on the date that he is removed or is replaced by the nominating body at its sole discretion.
- (6) It shall be the duty of the Proctoral Board to review and maintain discipline among the student body of the University and shall in this behalf also exercise the following powers:
  - (a) Hold inquiries with respect to incidents of misconduct of a student(s);
  - (b) recommend to the Vice-chancellor disciplinary action to be taken against any student(s) engaging in misconduct;
  - (c) recommend to the Vice-Chancellor suspension of any student or any other interim action to be taken against the student against whom any inquiry or action is taken or prepared;
  - (d) evaluating the processes in place in the University to control discipline amongst the students; and
  - (e) exercise any other powers and functions as may be conferred upon it by the Executive Council.
- (7) The Proctoral Board shall convene at least once annually and additionally at the behest of the Vice-Chancellor or by the Chairman or by requisitions signed by at-least4 (four) members of the Board as and when required from time to time.
- (8) A quorum for a meeting of the Proctoral Board requires the presence at least 3 (three) of the members including the Chairman.
- (9) All decisions of the Proctoral Board shall be by a resolution passed by a majority of the total members present at a duly quorate meeting.
- (10) The decisions so passed shall be recorded by the Registrar and circulated to the members of the Proctoral Board and the Executive Council or the Vice-chancellor as the case may be within 7 (seven) days of a scheduled annual meeting or conclusion of a disciplinary

proceeding convened at the behest of the Vice-Chancellor or the Executive Council.

- (11) The positions of the members of the Proctoral Board shall as such be honorary. However, the members may be paid such honorarium out of the funds of the University as the Executive Council may deem fit. The Members of the Proctoral Board shall be reimbursed the expenses incurred by them in relation to carrying out the functions as members of the Proctoral Board.

**6.13 Vacancies**

- (1) The vacancies amongst the members (other than ex-officio members) of any Authority of the University shall be filled as soon as may be convenient by the person, body or Authority who appointed, nominated or co-opted the member(s) whose place has become vacant.
- (2) No proceeding of any Authority of the University shall be invalid merely by virtue of the existence of a vacancy or vacancies amongst its members, or the validity of due appointment(s) of any member(s) being challenged or questioned.
- .....

**CHAPTER 7**  
**FUNDS OF THE UNIVERSITY**

**The University shall have the following funds:**

**7.1 Endowment Fund**

- (1) The Trust shall establish a permanent endowment fund of at least rupees fifty crores (Rs. 50,00,00,000/-) for the University.
- (2) The University shall have the power to invest the permanent endowment fund of the University in such manner as may be recommended by the Asset Management Committee.
- (3) The University may transfer any amount from the general fund or the development fund to the permanent endowment fund.
- (4) Any amount over and above, the minimum amount specified in sub-section (1) may be withdrawn with approval of Asset Management Committee from the permanent endowment fund by the University for the purposes of development of the University.

**7.2 General Fund**

- (1) The University shall establish a general fund to which the following amounts shall be credited namely;-
  - (a) all fees which may be charged by the University;
  - (b) all sums received from any other source;
  - (c) all contributions made by the Trust; and
  - (d) all contributions made in this behalf by any other persons or body which are not prohibited by any law for the time being in force.
- (2) The moneys credited to the general fund shall be applied to meet all the recurring expenditures of the University with the approval of Asset Management Committee.

**7.3 Development Fund**

## Statutes of the Shiv Nadar University

- (1) The University shall establish a general fund to which the following amounts shall be credited, namely;-
  - (a) development fees which may be charged from the students;
  - (b) all sums received from other sources for the purpose of the development of the University;
  - (c) all contributions made by the Trust;
  - (d) all contributions made in this behalf by any persons or body which are not prohibited by any law for the time being in force;
  - (e) all incomes received from the permanent endowment fund.
- (2) The moneys credited to the development fund shall be applied to meet all the development activities of the University with the approval of Asset Management Committee.

### 7.4 **Maintenance of Funds**

The Endowment Fund, the General Fund and the Development Fund shall be under the general supervision and control of the Governing Council subject to such recommendations as may be made from time to time by the Asset Management Committee, and shall be regulated in such manner as is prescribed by these Statutes, the Ordinances or the Act.

\*\*\*\*\*

**CHAPTER 8**

**ACCOUNTS OF THE UNIVERSITY**

**8.1 Annual Report**

- (1) The annual report of the University shall be prepared under the direction of the Executive Council and shall be submitted to the Governing Council on or after such date as may be prescribed and the Governing Council shall consider the report in its annual meeting.
- (2) The Governing Council shall submit the annual report to the Chancellor along with its comments and the observations.

**8.2 Annual Accounts**

- (1) The annual accounts and balance sheet of the University shall be prepared under the directions of the Executive Council and shall once at least every year and at intervals of not more than fifteen months be audited by an experienced and qualified firm of chartered accountants.
- (2) A copy of the annual accounts, together with the audit report thereon shall be submitted to the Governing Council and the Chancellor along with the observations of the Executive Council.
- (3) The Governing Council shall consider and pass resolutions on the Annual Report and Annual Accounts of the University and Audit Report of such accounts.

**CHAPTER 9**

**MISCELLANEOUS MATTERS**

9.1 The Executive Council shall have the power in terms of section 8(o) of the Act to declare a particular establishment as a centre, or as an institution, or as a department, or as a school, of the University. On and from the time of such declaration, such establishment shall become a centre, an institution, a department, or a school of the University, as the case may be.

9.2 The Executive Council shall have the power to fix admission standards from time to time, in terms of section 9(1) of the Act.

**CHAPTER 10**

**AMENDMENTS**

10.1 The Executive Council may, from time to time, make statutes and amend or repeal the statutes in the manner hereinafter provided in this section.

10.2 A statute or an amendment to, or repeal of, a statute passed by the Executive Council shall be submitted to the Management Committee who may assent thereto or withhold its assent.

10.3 A statute or an amendment to, or repeal of, a statute passed by the Executive Council shall have no validity until it has been assented to by the Management Committee.

\*\*\*\*\*