



MAJOR S.D. SINGH UNIVERSITY

FATEHGARH DISTT. FARRUKHABAD(UP)-209749

FIRST STATUTES

Under clause 34 of the Uttar Pradesh Private Universities Act, 2019

**THE FIRST STATUTES OF
MAJOR S.D. SINGH UNIVERSITY, FATEHGARH DISTT. FARRUKHABAD, UTTAR PRADESH**
Under clause 34 of the Uttar Pradesh Private Universities Act, 2019

| Statutes | Description |
|---|--|
| Chapter - 1 PRELIMINARY | |
| 1 | Short Title, Scope and Commencement |
| 2 | Definitions |
| 3 | Seal, Flag, Anthem etc. of the University |
| 4 | Academic Calendar of the University |
| Chapter - 2 OFFICERS OF THE UNIVERSITY | |
| 5 | Appointment, Powers and Functions of the Chancellor |
| 6 | Appointment, Powers and Functions of the Pro Chancellor |
| 7 | Appointment, Powers and Functions of the Vice-Chancellor |
| 8 | Appointment, Powers and Functions of the Pro Vice-Chancellor |
| 9 | Appointment, Powers and Functions of the Registrar |
| 10 | Appointment, Powers and Functions of the Deans of Faculties |
| 11 | Appointment, Powers and Functions of the Dean of Students welfare (DSW) |
| 12 | Appointment, Powers and Functions of the Directors |
| 13 | Appointment, Powers and Functions of the Controller of Examinations |
| 14 | Appointment, Powers and Functions of chief proctor |
| 15 | Appointment, Powers and Functions of the Finance Officer |
| 16 | Appointment, Powers and Functions of chief operating officer |
| 17 | Appointment, Powers and Functions of the Head of Department |
| 18 | Appointment, Powers and Functions of the Chief Warden and Warden |
| 19 | Appointment, Powers and Functions of the Head, Human Resource (HR) |
| Chapter - 3 BODIES OF THE UNIVERSITY | |
| 20 | The Sponsoring Body |
| 21 | The Governing Body |
| 22 | The Executive Council |
| 23 | The Academic Council |
| 24 | The Finance Committee |
| 25 | The Planning Board |
| 26 | Board of Faculty, Board of Studies, Admissions Committee, Examinations Committee and other |

| | |
|----|--|
| | Authorities of the University |
| | Chapter - 4 TEACHERS AND EMPLOYEES OF THE UNIVERSITY |
| 27 | Minimum Qualifications of Teachers |
| 28 | The conditions of service of Employees |
| 29 | Disciplinary Action against Teachers of The University |
| 30 | Disciplinary action against Non-Teaching Employees |
| | Chapter - 5 MISCELLANEOUS PROVISIONS |
| 31 | Withdrawal of Degree, Diploma, Certificate and other Academic Distinctions |
| 32 | Institution of Fellowships, Scholarships, Studentships, Medals and Prizes |
| 33 | Maintenance of Discipline among the Students |
| 34 | The Establishment and Abolition of Faculties, Departments, Schools, Centres etc. |
| 35 | The Delegation of powers vested in the Authorities or Officers of the University |
| 36 | Conferment of Honorary Degrees and other distinctions |


 Chancellor
 Major S.D. Singh University
 Fatehgarh-Farrukhabad (U.P.)

CHAPTER 1 PRELIMINARY

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| Short title, Scope and Commencement | 1. | (1) | These Statutes may be called First Statutes 2023 of the Major S. D. Singh University, Fatehgarh-Farrukhabad (U.P.) |
| | | (2) | These Statutes shall come into force with effect from the date of publication by the University either by displaying it on its website or through newspapers or by both. |
| Definitions | 2. | | In these Statutes, unless the context otherwise requires: |
| | | (1) | "Act" means the Uttar Pradesh Private Universities Act, 2019 (U.P. Act No 12 of 2019); |
| | | (2) | "University" means the Major S. D. Singh University. |
| | | (3) | "Academic Council" and "Executive Council" means the Academic Council and Executive Council of the University, respectively ; |
| | | (4) | "Board" means the Faculty Board, the Board of Studies or the Planning Board, or any other Board of the University; |
| | | (5) | "Chancellor", "Pro-Chancellor", "Vice-Chancellor" and "Pro-Vice-Chancellor" means respectively the "Chancellor", "Pro-Chancellor", the "Vice-Chancellor" the "Pro-Vice-Chancellor" of the University; |
| | | (6) | "Controller of Examinations", means the person who has been put in charge to conduct the examination(s) of the university; |
| | | (7) | "Officer" means any officer of the University as may be prescribed by the act or the statutes. |
| | | (8) | "Employee" means any person duly appointed through appointment letter etc. by the University, and includes a teacher or any other member of the |

staff of the University;

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

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

**Academic
Calendar of the
University**

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


Chancellor
Major S.D. Singh University
Fatehgarh-Farrukhabad (U.P.)

CHAPTER II OFFICERS OF THE UNIVERSITY

The following; shall be the officers of university. The university may appoint all or any of the officers, as per the list below

1. The Chancellor
2. The Pro- Chancellor
3. The Vice- Chancellor
4. The Pro- Vice- Chancellor
5. The Registrar
6. The Dean of The Faculty/ School
7. The Dean of The Student's Welfare
8. The Director
9. The Controller of Examination
10. The Chief Proctor
11. The Finance Officer
12. The Head of The Departments (Academics)
13. The Dean Academic
14. The Dean Research
15. The Director Admissions
16. The Chief Operating officer
17. The Head , Human Resource (HR)


Chancellor
Major S.D. Singh University
Patehgarh-Farrukhabad (U.P.)

CHAPTER II OFFICERS OF THE UNIVERSITY

Appointment, Powers and Functions of Chancellor

5. (1) A person of eminence shall be appointed as the Chancellor by the Governing Body in the manner decided by the Sponsoring body *for a period of five years.*
- (2) The Governing body shall have the power to reappoint the Chancellor for the second or successive terms.
- (3) Subject to the provisions of the Act, the Sponsoring Body shall determine the salary of the Chancellor and Pro-Chancellor
- (4) The Chancellor shall have power to call for any information or summon any document from the University for the purposes of exercising his powers and functions under the Act.
- (5) The Chancellor shall have power to himself issue cheques and authorize payments or he may delegate this power to any other officer/officers or member of the Finance committee.
- (6) The Chancellor may delegate, subject to such terms and conditions as may be specified in writing, all or any of his powers to any Authority/Officer(s) at his discretion and have the right to modify or recall his order of delegation of such power.
- (7) Notwithstanding anything contained in the Statutes, the Chancellor may discharge all or any of the functions of the University for the purposes of carrying out the provisions of the Act and Statutes, when such Officer or Authority of the University is not available.
- (8) The Chancellor may, by addressing in writing to the Pro-Chancellor, resign from office. The Pro-Chancellor shall within a period of ten days from the date of receipt of such resignation place the same before the Governing Body for its decision
- (9) Decisions taken by the Chancellor shall be placed before the Governing Body, for information and ratification.
- (10)


Chancellor
Major S.D. Singh University
Fatehgarh-Farrukhabad (U.P.).

ratification.

- (10) The Chancellor shall be authorised to issue directions to any officer / authority of the University from time to time as necessary in the interest of the university.
- (11) The Chancellor shall have power to remove the Vice-Chancellor if it appears to the Chancellor that the continuance of the Vice-Chancellor in office is detrimental to the interest of the University, the Chancellor may after making such enquiry as he may deem proper, by order, remove the Vice-Chancellor.
- (12) The Chancellor shall have power to suspend the Vice-Chancellor any other officers of the University during the pendency or in contemplation of any enquiry.
- (13) If any vacancy arises in the office of the Vice Chancellor and it is not being possible to appoint a regular Vice Chancellor by following the procedure prescribed for appointing of such Vice chancellor, The Chancellor shall have the power to appoint a person as officiating Vice Chancellor for a period of six months, which can further be extended by not beyond four months.
- (14) The Chancellor may, in accordance with the provisions of clause (d) of sub-section 5 of section 15 of the Act, create such other post of officers to perform such functions as it deems necessary.

**Appointment,
Powers and
Functions of Pro
Chancellor**

- 6. (1) The Pro-Chancellor shall be appointed in accordance with Section 16 of the Act *for a period of Five years* and upon the expiry of the term he shall be eligible for re-appointment.
- (2) The Subject to the provisions of the Act, The Sponsoring body shall determine the salary of the Pro-Chancellor.
- (3) Chancellor shall exercise such powers as may be delegated to him in writing by the Chancellor.
- (4) The Pro-Chancellor Shall Preside over the

convocation of the University in absence of Chancellor.

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

8. (1) Vice-Chancellor shall be appointed by the Chancellor for a period of five years.
- (2) Vice-Chancellor shall be selected by a Search Committee to be constituted by the Chancellor if he may deem necessary.
- (3) If the need arises a Search Committee will be form which shall comprise of the following members:
(a) One member nominated by the Sponsoring Body.
(b) One serving or retired Professor from outside the University nominated by the Governing Body.
(c) One member nominated by the Chancellor.
- (4) The Search Committee shall recommend a panel of three names to the Governing Body within the period stipulated by the Chancellor in his order constituting the Search Committee.
- (5) The Governing Body shall after receipt of the recommendations of the Search Committee, approve one name from among the panel and submit to the Chancellor for appointment of the Vice-Chancellor.
- (6) In case, none of the recommended names are found suitable, the Chancellor shall advise the search committee to suggest a fresh panel.
- (7) The vice- chancellor shall be a whole-time salaried officer of the university, the salary, allowances and other conditions of this services, shall be such as decided by the governing body, and as amended from time to time in writing
- (8) The Vice chancellor shall have the following additional powers and functions:
- (a) The Vice Chancellor shall be entitled to be present at and to address any meeting of any authority or any Body of the University, except the Sponsoring body and Governing body;

- (b) It shall be the duty of the Vice Chancellor to see that the provisions of the Act, Rules, Statutes, Ordinances and Regulations of the University are duly observed.
- (c) The Vice Chancellor shall have power to grant leave to any officer, teacher, employee or student of the University, other than the Chancellor and Pro-Chancellor and make necessary arrangements for the discharge of the functions of such person during the period of his absence. Provided that the Vice-Chancellor may delegate such powers to any other Officer or Officers of the University with approval of Chancellor.
- (d) The Vice Chancellor shall have the power to convene or cause to be convened meetings of the various bodies/committees of the University other than the Sponsoring Body, finance committee, planning board and the Governing Body
- (e) The Vice-Chancellor may by writing addressed to the Chancellor, resign his office, and his resignation shall be effective from the date of acceptance by the Chancellor.
- (f) The Vice-Chancellor Shall has all the powers necessary for the maintenance of Discipline in the University be it the faculty or staff or student.
- (g) The Vice - Chancellor shall preside over the convocation of the University in the absence of the Chancellor and the Pro-Chancellor.
- (h) The Vice-Chancellor Shall have the powers to enter into agreements on behalf of the university, as approved by the respective and relevant statutory Committees and approved by the Chancellor.
- (9) After expiration of term of five years the vice chancellor shall continue to hold his office with prior approval of Chancellor for a period not exceeding six months prior approval of chancellor/ till regularly appointed vice Chancellor takes over his office, whichever is earlier provide further that if no vice chancellor could be appointed by the governing body during the aforesaid period of six

months the governing body /Chancellor shall have the power to further extend the term of office of the vice chancellor for a period of not beyond four months.

(10) Subject to provision of section 17 (3) of the act, the services of Vice - Chancellor can be terminated by the chancellor with the prior approval of governing body by giving him three months' notice or three months' salary in lieu of notice. If, any time, up on representation made / otherwise and after making such enquiry as may be deemed necessary , the situation so warrens that the continues of the Vice - Chancellor is not in the interest of the university, the governing body may by an order in writing stating the reason there for as the Vice - Chancellor to relinquish his office before expiration of his tenure from such date as may be specified in the order provided that before the action under this sub section the Vice - Chancellor shall be given an opportunity of being heard.

(11) Vice – Chancellor shall be principle executive and academic officer of the university and shall excesses general superintendence and control over the affairs of the university and shall be chair person of the Executive Council and other competent bodies and the state government made under the provisions of the act and statutes, ordinances and regulations made their under.

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

9. (1) The Executive Council shall appoint the Pro-Vice Chancellor from among the Professors of the University on the advice of the Vice-Chancellor and shall exercise such powers and perform such functions as may be prescribed in the terms of reference in regard to his or her appointment, by the statutes and provided in the ordinance and the regulations.

(2) In the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall discharge the day-to-day duties of the office of the Vice-Chancellor unless otherwise directed by the Vice-Chancellor or the Chancellor.

(3) The Pro- Vice- Chancellor appointed under sub-

section (1) of the section 18 of the act, shall discharge his duties in addition to his duties as a professor.

(4) The Pro-Vice-Chancellor Shall get Honorarium such an amount as may be determined by the Sponsoring Body.

(5) The appointment of Pro-Vice-Chancellor shall be for a period of 3 Years and can be terminated by the Executive Council or Chancellor by without assigning any reason.

**Appointment,
Powers and
Functions of
Registrar**

10 (1) The Registrar shall be appointed by the Chancellor of the University.

(2) The qualification, term of office, conditions of service and procedure of appointment of the Registrar shall be determined by the Chancellor/Governing Body.

(3) The Power and Functions of the Registrar shall be as may be determined by the Chancellor/Governing Body.

(4) The Registrar shall work directly under the superintendence, and directions of the Vice-Chancellor and or the Chancellor.

(5) The Registrar Shall is the custodian of the records and common seal of the University and has the power to authenticate records on behalf of the University.

(6) Conduct the external official correspondence of the University on behalf of all or any of its authorities.

(7) As secretary to set otherwise, as above, he shall issue notices conveying the dates of meeting of the University Authorities to the members and make necessary arrangements for the conduct of such meetings. Further, he shall supply to the Chancellor or Chairman of Various authorities or statutory committees, copies of the agenda and the minutes of the meetings as soon as they are issued.

(8) In an emergency, when the Vice-Chancellor is not able to act, call a meeting of the executive council forthwith, and take its directions for carrying on the

works of the university.

- (9) Represent the University in Suite or proceedings by or against the University, sign powers of attorney and verify pleading or depute his representative for the purpose by approval of Chancellor.
- (10) Responsible for implementation of admission or scholarship policies of the University, issue of the admission offers to the candidates and registration of all, new and returning students as per academic Calendar and Announced schedule with prior approval of Vice- Chancellor.
- (11) Shall be key coordinator for conduct of convocation, obtaining approvals for award of degrees, preparation and maintaining scroll of degrees.
- (12) Maintaining academic archives or records and issue of academic credentials or certificates or relevant documents etc to the students.
- (13) Arranging the issue of medals and prizes to the students as per the defined policies.
- (14) Update the handbook of the statutes ordinances and regulations approved by the relevant authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the University.
- (15) Shall be responsible for preparations of annual reports of the University.
- (16) Have the power to seek information in regard to any matter of the University, from the dean, schools, finance and any other officers of the University for submission to the state government and other external agencies or regulatory bodies.
- (17) Perform such other duties and function as may be specified in the statutes of prescribed by the ordinance or as may be required, from time to time, by the chancellor, Executive Council or Vice-Chancellor.

- (18) The registrar may be writing addressed to the Chancellor, resign his office with three months prior notice, and his resignation shall be affective from the date of acceptance by the Chancellor.
- (19) The services of the Registrar can be terminated by the Chancellor by giving him 3 Months' Notice or 3 Month salary in lieu of notice, without assigning any reason.
- (20) Provided that if, at any time, upon representation made or otherwise, and after making such inquiry, as may be deemed necessary, the situation so warrants that the continuance of the registrar is not in the interest of the University, the Executive Council may, by an order in writing stating the reason therefore, ask the registrar to relinquish his office from such date as may be specified in the order.
- (21) Provided that before taking an action, the registrar shall be given an opportunity of being heard.

**Appointment,
Powers and
Functions of Dean
of Faculties**

- 11 (1) Dean of every Faculty shall be appointed by the Executive Council/Chancellor from amongst the Professors of the concerned Faculty.
- (2) The Dean shall preside over the meeting of the Faculty Board.
- (3) The Dean shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances or Regulations.
- (4) Further the Dean of faculty shall have following functions, roles or powers;
- (5) (a) He shall work directly under the superintendence, direction and control of Vice-Chancellor
- (b) Be responsible for academic planning, conduct of the programmes and implementation of academic policies approved by the academic council in respect of academic development, maintenance of quality education, standard of teaching and research and

training of teachers within his faculty.

- (c) Co-ordinate quality related activities, including adoption and dissemination of good practices, development and maintenance of its institutional data base, through management information system for the purpose of maintaining or enhancing institutional quality.
 - (d) Recommended to academic council, offering of new programmes of discontinuation of existing once.
 - (e) Facilitate the creation of a learner-centric environment, conducive for quality education.
 - (f) Ensure implementation of measures decided, based on feedback of students or take remedial measures to address the points given by internal quality assurance cell (IQAC)
 - (g) Organize inter-institutional and intra-institutional workshops, seminars, conferences etc on quality related themes and promotion of quality circles.
 - (h) Be responsible for development of quality culture in the school.
 - (i) Control, regulate and co-ordinate research activities in the school.
 - (j) Be empowered to ask controller of examination to withhold hall ticket of the student for examination for valid reasons as per policy.
 - (k) Render necessary assistance for redressal of Governance of academic quarries of the students or parents or stake holders in the faculty or school.
- (6) Exercise such other powers and perform such other functions, as may be delegated or assigned to him by the Vice-Chancellor.
- (7) The appointment of the Dean can be terminated by the Executive Council or Chancellor by giving him 3 Months' notice or 3 Months' salary in lieu of notice, without assigning any reasons.

Dean of Students' Welfares shall be appointed by the Vice-Chancellor.

1. Dean students' welfare shall be appointed by the executive council, based on recommendations of the Vice Chancellor from amongst the faculty members, but not below the rank of Professor and as specified in the Ordinance of the University. The DSW appointed section 22 of the Act, shall discharge his duties in addition to his duties as a Professor.

2. The Dean student welfare shall exercise such other power and discharge such other function as may be laid down by the Ordinance or such duties as may be delegated/assigned to him/her by the Vice-Chancellor.

3. The scope of DSW shall generally encompass non-academic aspects of student life. DSW shall plan and direct University activities related to student services and campus life. DSW shall generally be responsible for serving as a point of information for students and responding to students needs, He/she shall look after the general welfare of the students implement initiatives to obtain a harmonious blend of intellectual and social life for the students. DSW shall attend to all aspects of the University life which fall outside the classroom and which contribute to the students' development as mature ethical and responsible human beings.

4. The Dean of student welfare shall have following general functions, roles and powers:

(a) Strengthen the value-added services for student's welfare on campus.

(b) Campus life including all extracurricular pursuits and student discipline not covered under roles of Chief Proctor.

(c) Hostel administration

(d) Promoter student personality grooming through various Clubs, student Forum, Sports etc.

(e) Create social consciousness and responsibility through avenues such as NSS, Red Cross, and NCC and through working with NGOs.

(f) Oversee campus cafeteria & eateries, their modernization, upkeep and quality delivery

5. further DSW shall guide the students of the University of the University in matters relating to the following:

(a) Organisation and development of students' bodies;

(b) Counselling and guidance facilities for students;

(c) Promotion of students' participation in co-curricular and social activities;

(d) Recommend of financial aid to the students as per policies in effect from time to time.

(e) Foster healthy relationship between the students and academic Faculty as well as with the administration staff members;

(f) Maintain close liaison with carrier advice services and guide students accordingly;

(g) Health and Medical Services for the students;

(h) Residential life of the students;

(i) Arrange facilities for the students Educational Tours and Excursions, other than those prescribed as part of academic curricula;

(j) Securing facilities for students for further studies in the country and/or abroad, and career advancement'

(k) Any other problems of the students relating to the University.

6. In addition, DSW Shall:

(a) Coordinate the activities of various Halls of Residence and have power of shifting a resident student from one Hall/Hostel to another, if deemed necessary;

(b) Make arrangement with the Railway and Airlines for the issue of concessional tickets to students during vacations for educational tours and for students' participation in extra- curricular activities and sports;

(c) Maintain the register of Alumni and foster communication;

(d) Perform such other duties and discharge such others responsibilities, as may be assigned to him by

the Academic Council/Vice Chancellor from time to time.

7. DSW shall hold office for a period of two years from the date of appointment and may be re-appointed at the end of term.

8. DSW may delegate any part of the duties/responsibilities to Student Welfare Officer or any other person, with approval of the Vice Chancellor.

9. The DSW may be given honorarium of such an amount as may be determined by Executive Council.

10. The appointment of DSW can be terminated by the Executive Council/Chancellor by giving him three months' notice or three months' salary in lieu of notice. In case of direct recruit or withdrawn if selected amongst existing professor, without assigning any reason.

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| Appointment, Powers and Functions of Directors | 13 | (1) | The Director shall be appointed by the Executive Council <i>from amongst the Professors of the concerned Institute.</i> |
| | | (2) | The qualification, term of office, conditions of service and procedure of appointment of the Director shall be determined by the Vice-Chancellor. |
| Appointment, Powers and Functions of Controller of Examinations | 14 | (1) | The Controller of Examination shall be appointed by the Vice-Chancellor in consultation with the Chancellor and to be ratified in the next Executive Council Meeting. |
| | | (2) | The qualification, term of office, conditions of service and procedure of appointment of the Controller of Examinations shall be determined by the Executive Council. |
| | | (3) | In the absence of a permanent controller of Examinations in the University, any officer/faculty of the University may be given a charge or appointed as a Controller of Examination with duration of three years which may be renewed for another term. |
| | | (4) | The Controller of Examination Shall be the principal officer in charge and without prejudice to generality of the provisions of the ordinances of the University, |

shall be responsible for making all the arrangements necessary for holding free and fair examination maintaining highest integrity and ensuring compliance to the rules and procedures as per ordinance related to examinations, beside declaration of results.

- (5) He shall be member/secretary of the "University Examination Committee" appointed by Executive Council; and perform all such functions as part of the committee as specified in the ordinance and evolve and implement the process for proper and smooth conductance of examination and evaluations.
- (6) He shall discharge his functions under the direction guidance of the Vice-Chancellor.
- (7) The controller of Examination shall be Ex-officio special invitee in the meeting of academic council, in case not included as professor or other designation.
- (8) The Controller of examination shall perform such other functions as prescribed by the ordinances and approved by the Executive Council. The function shall include all, but not restricted to
 - (a) Monitor examination schedule as per the announced academic calendar of university. He may Postpone or cancel examination in part or in whole, in the event, when need such arises, with prior approval from the Vice-Chancellor.
 - (b) Issue suitable guidelines and notice to all concerned on impending examination of all nature including supplementary examination or examination of additional semester or internship etc.
 - (c) Issue the date sheet for conducting different programmes, theory as well as practical examinations based on academic Calander.
 - (d) Co-ordination of paper setting work, including printing, sealing and safety custody
 - (e) Issue Invigilation plan and duties, examiners etc
 - (f) Preparation of seating plan or hall preparation.
 - (g) Finalise the students list eligible to take examinations in co-ordination with school or ERP system, announce the list and were required declared list of students who shall not be provided hall ticket due to shortage of attendance or any disciplinary action.

(h) Nomination of flying squads or such like committee to ensure smooth and fair conduct of exams. It may involve appointing external agency(s) or observer(s) for conducting and monitoring the examination.

(i) To arrange for the answer books and their safe custody

(j) Manage and conduct of examinations on daily bases

(k) To arrange to evaluation and to process the timely publication of results and declaration of same to the students.

(l) In case of reported incidence of unfair means initiate necessary action including calling for meeting of UFM committee to investigate the incidence further rules on UFM and promulgate orders based on the report or finding.

(m) Recommended disciplinary action where necessary, against the students, paper setters, examiners, moderators, any other persons connected with examinations and evaluation, found guilty of malpractices in relation to examinations and evaluation.

(n) Ensure innovative and effective use of information and communication technology in the entire process of the conduct of examination and evaluation.

(o) Provide to register a hard copy of signed results and after same are uploaded or locked on the ERP system to enable issue of grade sheets and transcripts.

(p) To submit report regarding examination and results review to Vice-Chancellor and to the University Examination committee.

(q) The controller of the examination may initiate proposal to the Vice-Chancellor to carryout suitable changes in the ordinance of the University dealing with examination and courses there to.

(r) To carry out all other duties and functions assigned to him by the University Examination committee, under take any other task assigned to him or her by the University authority to carry out the objectives of examination and evaluation, and to ensure that the objectives of the University or accomplished.

(s) Exercise such other powers and perform such other duties as prescribed by or under the act or assigned to him by the Vice-Chancellor, from time to time.

Appointment, 15 (1)

The Chief Proctor shall be appointed by the Vice-

**Powers and
Functions of
Chief Proctor**

Chancellor amongst the teachers of the University for the period of three years which can be extended for one/more term.

- (2) The Chief Proctor shall assist the Vice-Chancellor in maintaining discipline among the students of the University.
- (3) The Vice-Chancellor may nominate as many Deputy Proctors and Assistant Proctors as he deems proper to assist the Chief Proctor.
- (4) The Chief Proctor shall exercise such powers as may be delegated or assigned to him or her by the Executive council. In addition, Chief Proctor shall;
formulate, update and implement the discipline rules and orders as per ordinance or rules of the University.
 - (a) Monitor the disciplinary climate prevailing in the student community
 - (b) Take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts individual or collective indiscipline
 - (c) Shall be responsible for liaison with district administration in matters related to law and order in the campus.
 - (d) Collect relevant facts about the incidence of the indiscipline, evaluate the evidence and decide and recommend the quantum of punishment to be enforced on erring students. Whenever considered necessary and in case of serious breach of discipline, the Chief Proctor shall play the relevant information before the Vice-Chancellor for his decision.
 - (e) Provide all relevant details like investigation reports and directions on same, to the registrar for issue of orders relating to disciplinary proceedings against the students.
 - (f) The Chief Proctor shall have the power to take cognizance of any breach of discipline and if the circumstances so require to take immediate

disciplinary action in case of minor offences or in case of serious breach of discipline refer the case to proctorial committee, for investigation and or seek directions from the Vice-Chancellor further he/she may

- (5) To institute the proceeding in case of breach of discipline, refer to him or her by the Vice-Chancellor or reported to him/her by any other person or noticed the same by him or herself.
- (6) To suspend or gate any student up to the maximum period of one week suspension beyond which shall be approved by the Vice-Chancellor.
- (7) To impose a monetary fine up to Rs. 1000, beyond which approval of Vice-Chancellor shall be required
- (8) In Case of Disciplinary action where the chief Proctor dealing with the matter considers that a higher punishment than, he or she has power to impose is required, he/she shall report same to Vice-Chancellor for suitable action.
- (9) The appointment of chief Proctor, can be terminated by the Executive Council or Chancellor by giving him 3 months' notice or 3 months salary in lieu of notice, in case of direct recruit or withdraw if selected amongst existing Professor, without assigning any reason.

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

- 16 (1) The Finance Officer shall be appointed by the Executive Council of the University on the recommendation of the Governing body.
- (2) The qualification, term of office, conditions of service and procedure of appointment of the Finance Officer shall be determined by the Governing Body.
- (3) The power and functions of the Finance Officer shall be as may be determined by the Governing Body
- (4) The finance officer shall be a whole-time salaried officer Off the University The term of office the term of office and conditions of service of the finance officer shall be determined by governing body

- (5) The power and functions of the finance officer shall be as may be determined by the governing body
- (6) The Finance Officer Shall –
- (a) Exercise general supervision of the funds of the University and advise it as regards its financial policy;
 - (b) Supervise and manage the property and investments including endowed property for furthering any of the objects of the University;
 - (c) Subject to the powers of the Officers of the University, see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for one year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
 - (d) Be responsible for the preparation of the annual accounts and the budget of the University for the next financial year and for their presentation to the
 - (e) Finance Committee;
 - (f) Keep a constant watch on the state of the cash and bank balances and on the state of investments, if any;
 - (g) Watch the progress of collection of revenue and advise on the methods collection employed;
 - (h) Have the account of the University regularly audited by the auditors as may appointed for the purpose;
 - (i) Call for from any office under the University any information or return that he may consider necessary to discharge his financial responsibilities.
 - (j) The Finance Officer shall be the ex-officio secretary of the Finance Committee and shall not have right to vote.
- (7) The Finance Officer shall be responsible for all regulatory compliances, with all authorities, related to Accounts, Tax and any other financial related matter.

- (8) The Finance Officer may by writing under his hand addressed to the Vice-Chancellor, resign his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. The resignation shall be forwarded to the Chancellor with specific recommendation by the Vice-Chancellor for consideration and acceptance.
- (9) The services of the Finance Officer can be terminated by the Chancellor on his/her own or as advised by the Vice-Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.
- (10) Provided that if, at any time, upon representation made or otherwise, and after making such inquiry, as may be deemed necessary, the situation so warrants that the continuance of the Finance Officer is not in the interest of the University, the Executive Council may, on advice of the Governing Body, by an order in writing stating the reasons. Therefore, ask the Finance Officer to relinquish his office from such date as may be specified in the order.
- (11) Provided that before taking an action, the Finance Officer shall be given an opportunity of being heard.

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

- (1) Chief Operating Officer shall be appointed by the Executive Council, based on recommendations of the Governing Body and/or as specified in the Ordinances of the University. The Chief Operating Officer shall assist the Vice Chancellor in all Non- Academic and corporate functions of the University and report to the Chancellor/Pro Chancellor/Vice Chancellor.
- (2) Chief Operating Officer shall be a whole-time salaried officer of the University; the salary and allowances and other conditions of services of the Chief Operating Officer at the time of appointment shall be such as decided by the Governing Body, based on recommendations of the Chancellor, and as amended from time to time.
- (3) During the temporary absence of the Chief Operating Officer by reason of leave, illness or any other cause.

The Chancellor may make such arrangements as he deems fit for carrying on the duties of Chief Operating Officer.

- (4) Subject to Provisions of the Act, the powers, roles and responsibilities of the Chief Operating Officer shall include overseeing all the non-academic and corporate functions of the University (under supervision and control of the Vice Chancellor) including but not limited to:
- (5)
 - (a) Marketing & Brand Building
 - (b) Admissions/ Enrolments,
 - (c) Placements and Corporate Relations,
 - (d) Human Resources,
 - (e) Finance, Accounts, Taxation, MIS, Budgeting/ overall Financial Target management,
 - (f) Project Management,
 - (g) Administration & Compliance,
 - (h) Information Technology:
 - (i) have the power to seek information in regard to any matter of the University, from the Registrar, Deans, Finance Officer, and any other officer of the University for submission to the State Government and other external agencies/regulatory bodies, and Exercise such other powers and perform such other functions, as may be delegated or assigned to him by the Vice- Chancellor, in consultation with the Chancellor/Pro Chancellor
- (6) Chief Operating Officer shall attend the meetings of all authorities of the University including but not limited to the Academic Council, Planning Board and Finance Committee, etc
- (7) Chief Operating Officer may by writing under his hand addressed to the Vice-Chancellor, resign his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. The resignation shall be forwarded to the Chancellor with specific recommendation by the Vice-Chancellor for consideration and acceptance.
- (8) Provided that if, at any time, upon representation made

or otherwise, and after making such inquiry, as may be deemed necessary, the situation so warrants that the continuance of the Chief Operating Officer is not in the interest of the University, the Chancellor, after taking approval from the Governing Body, may, by an order in writing stating the reasons there for, ask the Chief Operating Officer to relinquish his office from such date as may be specified in the order.

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

17 (1)

The Head of Department shall be appointed by the Vice-Chancellor from amongst the Professors of the concerned Department.

(2)

The Vice-Chancellor shall have power to remove the Head, if he is found guilty of any misconduct or if he fails to perform the duties of his office.

(3)

The Head of Department shall preside over the meetings of the Board of Studies.

(4)

The Head of Department shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances and Regulations.

(5)

The appointment of Head of Department shall be for a period of five Years from the date of such appointment.

(6)

The Head of Department shall preside over the meetings of the Board of Studies.

(7)

The Head of Department shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances and Regulations and may include:

(a) Be the academic head of the Department and shall convene and preside over the meetings of the faculty in the Department and the Board of Studies;

(b) Maintain discipline in the classrooms and Laboratories through teachers of the Department;

(c) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;

(d) Be responsible for the coordination and

supervision of teaching and research in the Department both for students and faculty;

(e) Be responsible for monitoring and mentoring the academic progression and reaching learning of the students, including identifying weak students and providing requisite guidance;

(f) Ensure that the academic rules are fully implemented and complied by the faculty and students of the department in all spheres of the academics from conduct of classes, evaluation and assessment;

(g) Inculcate the good academic practices;

(h) Recommend /approve leave application of the members and other staff of the Department to the Dean of the School according to the rules framed for the purpose;

(i) Be responsible for the records, and equipment of the Department and the books of the Departmental Library;

(j) Operate the Budget of the Department in consultation with the Dean of School; and Have such other powers and perform such other functions, as may be assigned to him by the Academic Council, the Vice Chancellor or the Dean of the School concerned.

The appointment of Head of Department (Academics), can be withdrawn by the Chancellor, without assigning any reason.

**Appointment,
Powers and
Functions of
Chief Warden
and Wardens.** 18 (1)

The Chief Warden and Wardens shall be appointed by the Vice-Chancellor for a period of two years which can be extended for one/more term.

**Appointment
Powers and
Functions of
Head, Human
Resource (HR)** 19 (1)

(2) The Chief Warden and Wardens shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances and Regulations.

The roles and responsibilities qualification, term of office, conditions of service and procedure of appointment of the Head, Human Resource shall be approved by the Chancellor and/or as specified by the Ordinances of the University

(2) The Qualification and procedure for the selection of

head of HR shall be appointed by the executive council, based on recommendation of chancellor as direct recruitment as per procedure laid down by the executive council.

- (3) The power, functions and responsibilities of HR Shall be as may be determined by the Governing body and include
- (a) Develop and implement HR strategies and initiatives aligned with the overall working strategy
 - (b) Bridge management and employee relations by addressing demands, grievances or other Issues
 - (C) Manage the recruitment and selection process
 - (d) Support current and future programs and plan needs through the development, engagement, motivation and preservation of human capital
 - (e) Develop and monitor overall HR strategies, systems, tactics and procedures across the Organization
 - (f) Nurture a positive working environment
 - (g) Oversee and manage a performance appraisal system that drives high performance Maintain pay plan and benefits program
 - (h) Maintain pay plan and benefits program
 - (i) Assess training needs to apply and monitor training programs
 - (j) Report to Chancellor and provide decision support through HR metrics
 - (k) Ensure legal compliance throughout human resource management.

**The Dean
Research.**

(a) Appointment. The Director, Research & Consultancy shall be appointed by the Vice Chancellor with the approval of Executive Council and hold the office at the pleasure of the Vice Chancellor.

(b) Powers & Duties. The Director, Research & Consultancy shall be responsible for the duties prescribed as under:

1) He/She shall be responsible for overall coordination of research Board' constituted to decide the research

and development road-map and to provide the leadership for promoting various R&D related activities in the University.

2) He/She shall be responsible for the overall coordination of Research Degree Committee (RDC) and Faculty Research Committee (FRC) of the various Faculties of the University.

3) He/She shall be responsible for the quality of research conducted as well as the standards and quality of research supervision and training.

4) He/She shall be responsible for creating an interest and involving the Undergraduate & Postgraduate students in research activities.

5) He/She shall be responsible for encouraging and support the faculty members in sourcing opportunities for research grants/funds.

6) He/She shall be responsible for monitoring and maintenance of record for the ongoing research projects in the University.

Director Admission

(a) Appointment. The Director, Admission & Public Relations shall be a whole time salaried officer of the University. He shall be appointed by the Vice Chancellor with the approval of Executive Council and hold the office at the pleasure of the Vice Chancellor.

(b) Powers & Duties. The Director, Admission & Public Relations shall be responsible for:

1) He/She shall be responsible for the development, execution, and assessment of policies, procedures and data processing systems of the Admission & Public Relations Cell.

2) He/She shall be responsible for the overall coordination, supervision, and entire management of Admission & Public Relations Cell personnel.

3) To attend conventions, meetings, and conferences as necessary to maintain knowledge of existing and new admissions, admission policies, practices, and procedures.

- 4) To conduct workshops, career counselling sessions and other educational activities in various institutions/colleges for the analysis of current trends in education.
- 5) To explore and develop the marketing & branding strategies for the University.
- 6) To oversee the design of promotional literature and display materials for admissions.
- 7) To manage and supervise the admissions, admission process and to ensure the correctness of admission criterion for the admitted candidates.
- 8) Submission of report on Admission Policy, Admission Analysis including the popularity index of. The courses/programmes offered in the University.
- 9) As a Member-Secretary of Admission Committee, he/she shall be responsible to hold the meeting as per statutes.
- 10) Any other task assigned by the University Authorities.



Chancellor

Major S.D. Singh University
Fatehgarh-Farrukhabad (U.P.)

CHAPTER III BODIES OF THE UNIVERSITY

Authorities of the University

1. The Sponsoring Body
2. Governing Body;
3. the Executive Council;
4. the Academic Council;
5. the Finance Committee;
6. the Planning Board;
7. the Board of Faculties;
8. the Board of Studies;
9. the Admissions Committee;
10. The Examinations Committee; and such other authorities as may be required in the interest of the University, as advised by Governing Body, in consultation and advice from the Sponsoring Body.

**The Sponsoring
Body** 19. (1)

The Sponsoring Body shall have power to mortgage the land or other assets of the University to any bank or other financial institutions for purposes of availing loan as per the provisions of the Act.

(2) The Sponsoring Body of the University shall have power to determine the limits of the financial powers of any officer, authority, teacher or employee of the university from time to time.

(3) The Sponsoring Body shall have powers to take decision in all such matters which have not been specifically conferred on any Officer or Authority of the University.

**The Governing
Body** 20. (1)

The Governing Body shall consist of following members:

- (a) The Chancellor - Chairperson
- (b) The Pro-Chancellor
- (c) The Vice-Chancellor
- (d) One member to be nominated by the Sponsoring Body.
- (e) One eminent educationist to be nominated by the Sponsoring Body.
- (f) One member from industry/corporate to be nominated by the Sponsoring Body.
- (g) One legal expert to be nominated by the Sponsoring Body.
- (h) One financial expert to be nominated

- by the Sponsoring Body.
- (i) Registrar as ex-officio Secretary who shall have right to speak at the meeting but not the right to vote.
 - (j) The Sponsoring body shall have the power to nominate up to six additional *persons* as members to the governing body.

Provided that the number of members of the Governing body shall not be less than nine and more than fifteen.

The Governing Body shall meet once a year on the date to be fixed by the Chancellor and such meeting shall be called the annual meeting of the Governing Body.

- (2) The term of nominated members shall be three years or till further orders.
- (3) The term of office of ex-officio members shall continue so long as they hold the office by virtue of which they are members.
- (4) The Sponsoring Body shall have power to remove any member of the Governing Body for reasons to be recorded in writing.
- (5) The other terms and conditions of nomination of the members to the Governing Body including their remuneration, if any, shall be determined by the Sponsoring Body from time to time and its decision thereon shall be final. The governing body shall have the right to review and modify nominations made by it.
- (6) Meetings of the Governing Body shall be convened by the Chairperson either on his own initiative or on a requisition signed by not less than four members of the Governing Body.
- (7) Decisions on all issues considered in the meetings of the Governing Body shall be taken by majority votes of the members present and voting including the Chairperson. If the votes be equally divided, the Chairperson shall have a second or casting vote.

- (8) The Chancellor, if present, shall preside at the meetings of the Governing Body. In his absence, Pro-Chancellor shall preside over the meeting.
- (9) A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting.
- (10) Provided that the Chairperson may call a special meeting of the Governing Body at short notice to consider any urgent matter.
- (11) The notice may be delivered either by hand or e-mail or sent by registered post at the address of each member as recorded in the office and if so sent, the same shall be deemed to have been duly delivered within the time when the same thought to have been delivered in the ordinary course.
- (12) Agenda duly approved by the Chairperson, shall be circulated by the Registrar to the members at least 10 days before the meeting except in case of emergent meeting.
- (13) Notices of motions for inclusion of any item on the agenda must reach the Registrar at least ten days before the meeting. The Chairperson may, however, permit inclusion of any item for which due notice has not been received.
- (14) The ruling of the Chairperson in regard to all the questions of procedure shall be final.
- (15) The minutes of the proceedings of the Governing Body shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all members of the Governing Body. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed and signed by the Chairperson, the same shall be recorded in a book of minutes which shall be kept open for inspection during office hours by the members of the Governing Body.
- (16) If a member of the Governing Body fails to attend three consecutive meetings without due notice, he

shall cease to be a member of the Governing Body unless the Chairperson desires otherwise.

The Executive Council

(17) The Governing Body may, in accordance with the provisions of clause (d) to sub-section (3) of section 24 of the Act, create such other posts of officers, teachers and employees of the University to perform such functions as it deems necessary.

(18) The quorum of the meeting of the Governing Body shall be minimum 50 percent of the total members. The Executive Council shall consist of following members.

- 1- Vice-Chancellor- Chairperson
- 2- Three Members Nominated by the Governing Body.
- 3- Two Eminent educationalist nominated by President /Chancellor
- 4- One officer of state government not below the rank of joint secretary of the government of Uttar Pradesh.
- 5- One Professor and one Associate Professor of the university in order of seniority on rotation basis for period of one year.
- 6- One educationalist not below the rank of Associate Professor from panel of three name to be approved by the state Government for which the university shall submit a list of three name of eminent educationalist.
- 7- The Registrar, Ex-Officio, Member secretary.
- 8- Finance officer shall have right to speak but not shall and titled to right to vote.
- 9- The quorum of the meeting shall not be less than six members.

(1) The Executive Council shall meet as often as may be necessary but not less than once during an academic year.

(2) Meetings of the Executive Council shall be convened by the Vice- Chancellor suomoto or on a requisition signed by not less than four members of the Executive Council.

(3) A written notice of every meeting shall be sent by the Registrar to every member of the Executive Council at least two weeks before the date of the

meeting. The notice shall state the place, date and time of the meeting; Provided that the Chairperson may call a special meeting of the Executive Council at short notice to consider urgent/ special matters.

- (4) The notice may be delivered either by email or by hand or sent by registered post at the address of each member as recorded in the office and if so sent, the same shall be deemed to have been duly delivered within the time when it ought to have been delivered in the ordinary course.
- (5) Agenda shall be circulated by the Registrar to the members at least one week before the meeting. Requests for inclusion of any item on the agenda must reach the Registrar at least 10 days before the meeting. The Chairperson may, however, permit inclusion of any item for which due notice has not been received.
- (6) The ruling of the Chairperson in regard to all questions of procedure shall be final.
- (7) The minutes of the proceedings of the meetings of the Executive Council shall be drawn up by the Registrar with the approval of the Chairman and circulated to all members of the Executive Council. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Executive Council. After the minutes are confirmed and signed by the Chairman, the same shall be recorded in a book of minutes which shall be kept open for inspection during office hours by the members of the Executive Council.
- (8) The minutes of the Executive Council shall be placed before the Governing Body.
- (9) If a member of the Executive Council fails to attend three consecutive meetings without due notice, he shall cease to be a member of the Executive Council, unless the Chairperson desires otherwise.
- (10) The Executive Council may delegate such of its powers to the Chancellor, Pro-Chancellor and Vice-Chancellor or Pro Vice-Chancellor, as it may deem appropriate.

- (11) However, the decisions taken under delegated powers shall be reported to the Executive Council in its next meeting
- Decisions on all issue considered in the meetings of the Executive Council shall be taken by majority votes of the members present and voting including the chairperson. If the votes be equally divided, the chairperson shall have a second or casting vote.
- The Academic Council shall consist of the following members, namely-
- (a) The Vice-Chancellor-Ex-Officio Chairman
 (b) The Pro-Vice-Chancellor-Ex-Officio
 (c) All Deans -Ex-Officio
 (d) All Directors -Ex-Officio
 (e) All Heads of Departments-Ex-Officio
 (f) Two Associate Professors and two Assistant Professors of the University to be nominated by the Chairperson.
 (g) Two distinguished academicians from outside the University to be nominated by the Chancellor
 (h) The Registrar - Secretary (Ex-Officio)
- The Academic Council 22. (1)
- (2) The term of office of the ex-officio members shall continue so long as they hold the office by virtue of which they are members. All members of the Academic Council, other than the ex-officio members, shall hold office for a term of two years.
- (3) The procedure for the meetings of the Academic Council shall be as follows:
- (a) The Academic Council shall meet as often as may be necessary but not less than two times during an academic year. Meetings of the Academic Council shall be convened by the Chairman either suomoto or on a requisition signed by not less than 20% members of the Academic Council.
- (b) A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting; Provided that the Chairman may call a special meeting of the Academic Council at short notice to consider urgent matters.
- (c) Agenda shall be circulated by the Registrar to the members at least one week before the meeting.

- (d) All questions considered at the meetings of the Academic Council shall be decided by a majority of the votes of the members present and voting including the Chairman. If the votes be equally divided, the Chairman shall have a second or casting vote.
- (4) In emergent cases, the Chairman of the Academic Council may exercise the powers of the Academic Council. In case, the Chairman exercises any of the powers of the Academic Council, the members shall be informed through email, *ex-post facto*, and such decision of the Chairman shall be placed at the next meeting of the Academic Council for its ratification.
- (5) The minutes of the proceedings of the meetings of the Academic Council shall be drawn up by the Registrar with the approval of the Chairman and circulated to all members of the Academic Council. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Academic Council. After the minutes are confirmed and signed by the Chairman, they shall be recorded in a book of minutes which shall be kept open for inspection during the office hours by the members of the Academic Council.
- (6) The recommendations of the Academic Council shall be placed before the Executive Council for its decision.
- (7) Subject to the provisions of the Act, the Academic Council shall, in addition to all other powers vested in it, have the following powers and functions-
- (a) To consider the proposals submitted by the Board of Faculties of the University;
- (b) To recommend to the Executive Council the recognition of degrees and diplomas of other Universities and institutions and to determine their equivalent degree and diplomas of the University.
- (8) The quorum of the meeting of the Academic Council shall be minimum 50 percent of the total members.

- (a) To review achievements in research and consultancy and to ensure that the spirit of research and entrepreneurship percolates to all Schools and Departments,
- (b) To report on any matter referred to it by the Chancellor or Governing body or Executive Council, as the case may be,
- (c) To make proposals to the Management for the establishment of Departments, Special Centre's, Specialized Laboratories Libraries and museums,
- (d) Frame and revise curricula and syllabi for the courses of studies for the various Departments/Academic Centres,
- (e) To promote research within the University and to requisition from time-to-time reports on such research;
- (f) To recommend to the Executive Council the recognition of degrees and diplomas of other Universities and institutions and to determine their equivalent degree and diplomas of the University,
- (g) Appoint advisory committees or expert committees or both for the Departments and the Academic Centre's of the University to make recommendation on academic matters connected with the working of the Department/Academic Centre. The Head of the Department concerned shall act as convener of such Committees;
- (h) Appoint Committees from amongst the members of the Academic Council, other teachers of the University and experts from outside to advise on such specific academic matters as may be referred to any such Committee by the Academic Council; consider the recommendations of the Advisory Committee attached to various Departments and Academic Centres and that of Expert and other committees and take such action (including the making of recommendations to the Executive Council) as circumstances of each may require.
- (i) Make periodical review of the activities of the Departments and take appropriate action (including

the making of recommendations to Management);

- (j) Supervise the working of the Library;
- (k) To publish lists of prescribed or recommended text books and to publish the syllabi of prescribed courses of study;
- (l) To make such arrangements for the instruction and examination of persons, not being members of the University as may be necessary;
- (m) To recommend to the Management the draft Ordinances regarding examinations of the University and the conditions on which student should be admitted to such examinations;
- (n) To make recommendation to the Management in regard to the appointment of examiners and, if necessary, their removal and the fixation of their fees, emoluments and travelling and other expenses;
- (o) To make recommendations for the conferment of honorary degrees and to confer degrees, academic distinction, honours, diplomas, licenses, title and marks of honour;
- (p) To make proposals to the Management for the institutions of fellowships, Assistantship, studentships medals and prizes and to award the same;
- (q) Provide for the inspection of the classes and the Halls of Residence/Hostels in respect of the instructions and discipline there in, supervise the co-curricular activities of the students of the Institute and submit reports thereon to the Management;
- (r) To promote the health and welfare of students and frame rules/constitute committees consisting of such number of teachers and students as may be necessary to advise the Academic Council on matters relating to the welfare of the students;
- (s) To ensure that the academic calendar of the University for the subsequent academic semester/year as per the guidelines from the University Grants

Commission and the State Government; and to perform, in relation to academic matters, all such duties and to do all such acts as maybe necessary for the proper carrying out of the provisions of the Act these Statutes and Ordinances.

**The Finance
Committee**

23. (1)

The Finance Committee shall consist of the following:

- (a) The Chairperson shall be nominated by the Sponsoring body.
 - (b) The Vice-Chancellor-Ex-Officio member
 - (c) The Pro-Vice-Chancellor-Ex-Officio
 - (d) One member nominated by the Governing Body.
 - (e) One member nominated by the Executive Council.
 - (f) One Professor nominated by the Chancellor
 - (g) One Financial Expert nominated by the Sponsoring Body
 - (h) The Finance Officer-Ex-Officio Secretary
 - (i) Any special invitee whom the sponsoring body deems fit.
- (2) (a) The term of office of ex-officio members shall continue so long they hold the office by virtue of which they are members.
- (b) The term of office of a nominated member shall be three years.
- (3) Four members of the Finance Committee including the Chairperson and minimum one nominee of the Sponsoring Body shall form a quorum for a meeting of the Finance Committee.
- (4) In the event of absence of the Chairperson, a member chosen from among the present members shall preside over the meeting.
- (5) The procedure for the meetings of the Finance Committee shall be as follows:
- (a) The Finance Committee shall meet as often as may be necessary but not less than two times during an academic year. Meetings of the Finance Committee shall be convened by the Chairman either on his own initiative or on a requisition signed by not less than *three* members of the Finance Committee.
 - (b) A written notice of every meeting shall be sent by the Finance Officer to every member at least

two weeks before the date of the meeting; Provided that the Chairman may call a special meeting of the Finance Committee at short notice to consider urgent matters.

(c) Agenda shall be circulated by the Finance Officer to the members at least one week before the meeting.

(d) All questions considered at the meetings of the Finance Committee shall be decided by a majority of the votes of the members present and voting including the Chairman. If the votes be equally divided, the Chairperson shall have a second or casting vote.

(6) In emergent cases, the Chairman of the Finance Committee may exercise the powers of the Finance Committee. In case, the Chairman exercises any of the powers of the Finance Committee, the members shall be informed through email, *ex-post facto*, and such decision shall be placed at the next meeting of the Finance Committee for its ratification.

(7) The Finance Committee shall have the following powers and functions:

(a) To examine, scrutinize the Finances of the University.

(b) To give its views on any financial matter solicited from it by any officer or authority of the University.

(8) Provided that every recommendation of the Finance Committee shall be placed before the Executive Council for its decision.

The Planning Board

24. (1) The Planning Board shall consist of the following:

(a) The Chairperson shall be a nominee of the Sponsoring Body

(b) Vice Chancellor - ex officio

(c) Pro Vice Chancellor – ex officio

(d) One Architect/Engineer to be nominated by the Chancellor

(e) Such other persons from whom planning board needs any assistance from.

(f) The Finance Officer-Ex-Officio

(g) The Registrar -Ex-Officio- Secretary

(a) The term of office of an ex-officio member shall continue so long as he/she holds the office by virtue

**Board of
Faculties, Board
of Studies,
Admissions
Committee,
Examinations
Committee and
other Authorities
of the University**

25.

- of which he/she is a member.
- (b) The term of office of nominated members shall be two years.
- (2) The Planning Board shall meet as often as is necessary but not less than twice a year.
- (3) The Planning Board shall advise the Executive Council to ensure that the necessary infrastructure and academic support systems are available to the University as per the norms of the Regulatory Bodies; Provided that the Planning Board shall provide the estimate of the expenditure likely to be incurred for such infrastructure or the Academic Support systems together with its advice tendered to the Executive Council.
- (4) The Planning Board shall be free to adopt its own procedure for such meetings.
- The constitution, powers and functions of the Board of Faculties, the Board of Studies, the Admissions Committee, the Examinations Committee and of such other authorities of the University which may be declared by the Statutes to be the authorities of the University, shall be as may be laid down in the Ordinances of the University.

A Board Of Faculties:

Shall imply the complete faculty or limited nominated members of the School/Department, as constituted by the Dean.

It shall be an internal board of the School/Centre. Generally, it shall function as below

The faculty board shall meet frequently, to review the academic activities in the schools,

Shall carry out internal audit and take corrective measures where needed.

The Faculty Board shall also discuss points from individual faculty members or those received from Dean or reverted for consideration by Academic Council/Board of studies,

Review the existing curricula and suggest changes

which can then be taken up with Board of studies or implement same, if no approvals are needed.

It shall also consider and recommend research schemes; appoint research supervisors for various PhD students, Propose and constitute RAC in the school and get an approval of same from Dean (R&C);

Review, propose and organize Lectures, Seminars, Symposia, conferences etc. From time to time;

B Board of Studies:

Every School/Centre/Department shall have a Board of studies consisting of the all or less of following members, namely:

The Dean of the School/Director of Centre/HOD of Department as Chairperson respectively;

The Heads of Departments (for Schools having departments);

The Professors in the Departments in the school;
One Associate and Assistant Professor each, by rotation according to seniority, from each Department in the School;

Two members elected by the Academic Council for their special knowledge in any subject assigned to the school or in any allied branch of knowledge, based on recommendations made by the schools;

All members of Boards of studies, other than ex-officio members shall hold office for a term of three years. Term of members shall commence from such date as may be notified.

Every Board shall have such powers and shall perform such duties as:

- a. organize instructions and research in the subjects under the general supervision of the Dean and the Academic Council;
- b. consider and make recommendation to the Dean of school and the Academic Council on any academic matter pertaining to its sphere of work, as

may appear to it necessary or on any matter referred to it by the Dean, or the Academic Council;

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

d. recommend introduction, alteration and modification of courses in the Program;

e. recommend introduction of new degree or diploma programs or discontinuation of existing ones in the Schools/Department;

f. to suggest to the Dean of the faculty concerned, organization of orientation and refresher courses in the subject; and recommend creation, abolition and upgrading of research posts in the Department in accordance with its needs;

C Admission Committee:

The University shall have an Admission Committee which shall be responsible to plan, organize and control the admissions to various programs conducted by the University.

The Admission Committee shall comprise

- A. One member nominated by Chancellor/Chairman
- B. Two members nominated by Governing Body
- C. Vice-Chancellor (ex-officio)
- D. Pro Vice Chancellor (if appointed),
- E. Chief Operating Officer, as ex-officio member
- F. Dean of the Faculty/School concerned (ex-officio),
- G. Head of the Department concerned (ex-officio),
- H. Registrar (ex-officio) non-voting member-
- I. Dean of Academics.

The Admission Committee shall also be responsible for ensuring;

- 1. Compliance to all regulatory requirements in respect of admissions to various programs.
- 2. Review and dispose any representations from candidates.

Ensure that admissions policies, if any, approved by the Executive Council are approved and complied.

The Chairman shall form a quorum for a meeting of the Admission Committee. Presence of one member amongst Chairman and or one person nominated by the Governing Body is mandatory and they should be in agreement with all recommendations of the Admission Committee. Any decision taken without their written consent of the Governing Body will be treated as null and void

Chief Operating Officer shall be entitled to attend and vote at the meeting of the Planning Board.

Examination Committee:

D

Shall be the authority to deal with all matters relating to examinations and evaluation and shall be assisted by Controller of examination.

It shall comprise

- a. the Vice-Chancellor - Chairperson;
- b. the Pro-Vice-Chancellor
- c. the Deans of Faculties/Schools;
- d. one expert in the field of evaluation in computerized environment, nominated by the Vice-Chancellor/Head IT;
- e. Registrar
- f. Controller of Examination (Member Secretary)

The Examinations committee shall meet at least twice in an academic year.

It shall have following roles and powers

1. to devise policy, mechanism and operational strategies to do the tasks relating to assessment of performance of students efficiently and in a time bound manner.
2. to ensure proper organization of examinations and tests of the University, including moderation, tabulation, evaluation and timely declaration of results.
3. to prepare the financial estimates relating to examinations and evaluation for incorporation in the annual financial estimates (budget) of the University and shall submit the same to the Finance Committee:
4. to arrange for strict vigilance during the

conduct of examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors.;

5. to undertake examination and evaluation reforms in order to make examination and evaluation system more efficient;

6. to review the results of university examinations

7. to hear and decide the complaints relating to conduct of examinations and evaluation



Chancellor

Major S.D. Singh University
Fatehgarh-Farrukhabad (U.P.)

CHAPTER IV TEACHERS AND EMPLOYEES OF THE UNIVERSITY

**Minimum
Qualifications of
Teachers
The appointment
of Teachers of the
University and
other Academic
and
Administrative
staff and their
emoluments**

26 (1)

The minimum eligibility for appointment and career advancement of teachers in the University shall be such as may be prescribed by the Executive Council in conformity with the guidelines of the relevant Regulatory Bodies.

(2)

NET/SLET/PhD/SET shall be the minimum eligibility condition for recruitment and appointment of Assistant Professors and Assistant Librarian/Librarian. Provided that, NET/SLET/SET shall not be required for such disciplines for which the NET/SLET/SET is not conducted.

27 (3)

All regular/contractual appointments of teachers and other academic and administrative staff shall be made on the recommendation of a duly constituted selection committee.

The Selection Committee for Professors, Associate Professors and Assistant Professors will comprise of the following:

1. The Vice Chancellor – Chairman.
2. One nominee of the Chancellor.
3. Three *subject* experts to be nominated by the Chancellor.
4. Dean/Director of the concerned *Faculty / School/ Centre*.
5. Head of the concerned *Department*.
6. The Registrar – ex officio non-member secretary.
7. Dean Academic.

(4)

Recommendations of Selection Committees will be placed before the Executive Council for its decision. Provided that in case the Executive Council disagrees with the recommendations of the selection committee the matter shall be referred to the Chancellor for final decision.

(5) Teaching positions shall be advertised in at least two leading National Dailies and the University Website as per the norms prescribed by the UGC or any other Regulatory Body for wide circulation at least one month before the last date for application.

(6) The salary and allowances shall be paid to the teachers and employees online into their bank accounts.

(7) For Non teaching Staff the Constitution of the selection committees shall be decided by the Executive Council.

The conditions of service of employees

(1) Every teacher and salaried officer and such other employees as are mentioned in the Statutes shall be appointed under a written contract on such terms and conditions as may be agreed to between the parties which shall be lodged with the University, and a copy thereof shall be furnished to the officer or teacher or employee concerned.

(2) Subject to the conditions laid down in the Ordinances, the terms and conditions of service shall be made in the form of service rules and approved by the Executive council. It would cover all the conditions as would be applicable to an employee and would generally include, but not be restricted to following -

- (a) Recruitment norms
- (b) Personnel policies
- (c) Pay & Allowances
- (d) Travel Rules.
- (e) Leave Rules:
- (f) Policy covering health and wellbeing/medical/Insurance
- (g) Policy on Loans and Advances
- (h) Dependent's Policy
- (i) Appraisal and Career progression
- (j) Ethics policy and code of conduct
- (k) Policy on Sponsored Projects and Consultancy
- (l) Policy on dealing with sexual harassment at work places
- (m) Discipline Policy
- (n) Gratuity, Provident fund
- (o) Honorarium rates and rules

Disciplinary Action against Teachers of The University

(1) A teacher of the University shall at all times maintain absolute integrity and devotion to duty and shall observe the Code of Professional Ethics, which shall form part of the agreement to be signed by the teacher at the time of appointment.

(2) A breach of any of the provisions of the Code of

Professional Ethics of the University shall be deemed to be misconduct.

- (3) A teacher of the University may be removed or his services terminated on one or more of the following grounds: -

- (a) Wilful neglect of duty;
- (b) Misconduct;
- (c) Breach of any of the terms of contract of service;
- (d) Dishonestly connected with University Examination;
- (e) Scandalous conduct or conviction for an offence involving moral turpitude;
- (f) Physical or mental unfitness;
- (g) Incompetence;
- (h) Abolition of the post;

- (4) No order of dismissal, removal or termination of the services of a teacher of the University on any ground mentioned in clause (1) (except in the case of a conviction for an offence involving moral turpitude or of abolition of post), shall be passed unless a charge has been framed against the teacher and communicated to him with a statement of the grounds on which it is proposed to take action and he has been given adequate opportunity of hearing.

- (a) Of submitting a written statement of his defence;
- (b) of being heard in person, if he/she so chooses; and
- (c) of calling and examining such witnesses in his/her defence as he/she may wish.

Provided that the Executive Council or an officer authorized by it to conduct the enquiry may, for sufficient reasons to be recorded in writing, refuse to call any witness.

- (5) The Executive Council may, at any time ordinarily within two months from the date of the Inquiry Officer's report, pass a resolution dismissing or removing the teacher concerned from service or terminating his/her services mentioning the ground of such dismissal, removal or termination.
- (6) The resolution shall forthwith be communicated to the teacher concerned.
- (7) The Executive Council may instead of dismissing, removing or terminating the services of the teacher, pass a resolution inflicting a lesser punishment by reducing the pay of the teacher for a specified period not exceeding three years and or by stopping increments of his/her salary

**Disciplinary
action against
Non-Teaching
Employees**

30 (1)

(8)

for a specified period or may deprive the teacher of his/her pay during the period of his/her suspension, if any.

A teacher of the University shall be deemed to have been placed under suspension:

(a) With effect from the date of his/her conviction, if in the event of a conviction for an offence, he/she is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed consequent to such conviction.

(b) In any other case, for the duration of his/her detention if he/she is detained in custody, whether the detention is for any criminal charge or otherwise.

Where there is an allegation of misconduct against an employee, the Vice-Chancellor shall institute an inquiry committee for the purpose. The Vice-Chancellor may, if he thinks fit, by order in writing, place the employee under suspension.

(2)

Based on the report of inquiry committee, the Vice-Chancellor may decide course of action including suspension depending on the severity of the misconduct, for taking action to the extent of termination of services of the employee concerned.

(3)

No employee shall be removed until he has been given a reasonable opportunity to show cause against the action proposed to be taken in regard to him/her.

(4)

The removal of an employee shall take effect from the date on which the order of removal is made.

(5)

Notwithstanding anything contained in the terms of his contract of service or of his appointment, an employee of the University, other than a teacher, may be removed by the authority which is competent to appoint the employee if:-

(i) he/she is of unsound mind;

(ii) he/she is an undercharged insolvent;

(iii) he/she has been convicted by a court of law of any criminal offence or an offence involving moral turpitude and;

(iv) he/she is otherwise guilty of misconduct

Provided that no employee of the University shall be removed unless resolution to that effect is passed by the Executive Council.

The Principles Governing Seniority of service of employees

1. Subject to the provisions of the Act, following shall be the principal governing the seniority of employees. The inter-se seniority of a direct recruit shall be determined with

reference to the date of joining, and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the Central/State Government, as applicable shall apply, for all other matters of seniority.

2. The seniority of teachers appointed or promoted under the merit promotion scheme shall be determined from the date of their appointment (joining) or promotion to the post:

a. Provided that if the date of appointment/promotion of two or more teachers is the same, their seniority shall be determined:

1. in the case of Assistant Professors, on the basis of the order of merit recommended by the Selection Committee; and

2. In the case of Professors and Associate Professors, on the basis of their length of continuous service in the University in the lower post of Associate Professor or Assistant Professors, as the case may be;

b. Provided further that if both the date of appointment/promotion and the length of service in the lower post happen to be the same, the seniority in age shall be given priority.

c. The seniority of the teachers whose services are obtained on deputation will be counted from the date they are permanently absorbed in the service of the University

d. The period of appointment of teachers on adhoc basis shall not be counted for the purpose of seniority unless such appointment had been made on the recommendations of a Selection Committee and is followed without break by a regular appointment to the same post

e. The period of appointment under various projects in the University sponsored by outside agencies shall not be taken into account for determining their seniority.

f. Subject to the foregoing provisions, seniority of Fellows and Senior Fellows shall be determined separately from that the date of Associate Professors and Professors respectively.

The procedure for settlement of disputes between the employees or students and the University

1. Subject to provisions of section 38 of the Act, the

University shall provide a fair and reasonable opportunity to employees or students who have any grievance with regard to any aspects of their employment/rules/grievance with the University. An employee who has a grievance shall present the same in person or in writing to the Vice Chancellor; who shall decide the dispute after affording an opportunity to the employee within three months from the date of receipt of its reference

2. or wherever necessary, the Vice Chancellor will constitute a grievance hearing committee; members of which will be appointed by him. Based on the report of the grievance hearing committee, the Vice Chancellor may dispose of the grievance case of the employee or refer it to the Chancellor. The decision of the authorities to whom case is finally referred in this regard will be final unless the Chancellor feels otherwise. Cases of such grievances dealt, shall be reported to the Executive Council for information.

3. Any dispute in respect of any employee engaged temporarily or on ad-hoc or part time or casual basis shall be heard and decided by the Vice-Chancellor.

4. University shall adhere to grievance redress guidelines for students, as issued by UGC

The Procedure for Appeal to the Executive Council by any Employee or Student against the action of any officer or other Authority of the University;

1. Once the decision has been given on any dispute arising between the University and any of its employees or students, the aggrieved party has the right to appeal against such decision to the Executive Council unless such a decision was taken by the Executive Council.

2. The aggrieved party should submit an appeal in writing addressed to chairman of the Executive Council giving full details of the case and reasons for appeal.

3. The appeal shall be considered by the Executive Council in regular or special meeting or through the circulation note.

4. The decision of Executive Council shall be final.

5. Further, Subject to provisions at section 39 of the Act, an aggrieved person may prefer an appeal to the Chancellor against any decision of an officer or authority of the University within a period of three months from the date of receipt of such decision:

6. Provided that the Chancellor shall have power to condone the delay if he is satisfied that the appellant for sufficient reasons could not have preferred his appeal

within the stipulated time.

7. Any decision taken by the Chancellor in such an appeal shall be final.



Chancellor
Major S.D. Singh University
Fatehgarh-Farukhabad (U.P.)

CHAPTER V MISCELLANEOUS PROVISIONS

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|---|-----|-----|--|
| Withdrawal of Degree, Diploma, Certificate and other Academic Distinctions | 31. | (1) | <p><i>The Executive Council, on the recommendation of the Academic Council, may by a special resolution passed by a majority of not less than two-third of the members present and voting, recommend withdrawal of any Degree or academic distinction conferred on, or any Certificate or Diploma granted to, any person by the University for good and sufficient cause.</i></p> <p>Provided that no such resolution shall be passed until, a notice in writing has been given, calling upon him to show cause within such time as may be specified in the notice as to why such resolution should not be passed and until his objections, if any, and any evidence he produces in support of them, have been considered by the Academic Council.</p> |
| | | (2) | <p>The decision stating the reasons there for shall be communicated to the person concerned.</p> |
| | | (3) | <p>Any person aggrieved by the decision taken by the Executive Council may appeal to the Chancellor within thirty days from the date of such decision.</p> |
| Institution of Fellowships, Scholarships, Studentships, Medals and Prizes | 32. | | <p>The Rules as provided for in the Ordinances of the University shall be applicable.</p> |
| Maintenance of Discipline among the Students | 33. | (1) | <p>All powers relating to discipline and disciplinary action in relation to the students shall vest in the Vice Chancellor.</p> |
| | | (2) | <p>Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice- Chancellor may in the exercise of his powers aforesaid, order that any student be expelled from the University , or be fined a sum that may be specified in the Ordinances, or be debarred from taking an examination or examinations for one or more years or that the results of the examination or examinations in which he/she has appeared be cancelled.</p> |
| | | (3) | <p>The Vice-chancellor may delegate all or such of his/her powers, as he/she deems proper, to the chief Proctor, and to such other persons as he/she may specify on</p> |

**The
Establishment
and Abolition of
Faculties,
Departments,
Schools, Centres
etc.**

34. (1)

his/her behalf.

The Executive Council based on the advice of the Academic Council may establish Faculties, Departments, Schools, Centres in the campus of the University.

(2)

The University shall offer such programs in the Faculties, Departments, Schools, Centres as the Executive Council may approve on the recommendation of the Academic Council, through Ordinances.

(3)

The Executive Council may reconstitute a Faculty, Department, Centre or School on recommendation of the Academic Council.

(4)

The Executive Council based on the advice of the Academic Council may phase out any Faculty, Department, School or Centre based on the following:

- (a) When the courses offered by the Department become obsolete.
- (b) When the subscription to such courses becomes untenable to continue.
- (c) When alternate and better programs become available.
- (d) Before approving such discontinuation, the Executive Council shall ensure that the existing students in the Programs are allowed to complete their courses in which they are registered.

**The Delegation
of Powers vested
in the
Authorities or
Officers of the
University**

35.

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

**Conferment of
Honorary
degrees and
other
distinctions.**

36.

Subject to the provision of sub-section (e) of section 11 of the Act, the Executive Council shall send recommendations to the State Government for approval for granting of honorary degrees and other distinctions.

All Other Matters, Which May Be, By the Act, Are to Be or May Be Prescribed

1. Provision Regarding Fee to be charged from the Students Subject to the provisions of the Act, the fee to be charged by the University shall be as defined in the relevant Ordinances of the University and approved by the Executive Council.

A. All the Programs in the University will be run in self-finance mode:

B. The types of fees which may be charged from the students shall be as per the ordinance,

C. The University can introduce any other heads of fees from time to time in addition, charges for duplicate mark sheets, certificates, issuance of degree, penalties and such other fee related to examinations or result, may be charged from the students, as prescribed in the Ordinance

2. Administration of Endowments for award of Fellowships, Scholarships, Medals, Prizes etc.

Administration of Endowments for the award of fellowships, Scholarships, Medals, Prizes etc in the University-in addition to regular scholarships/ Fellowships/ Assistantships for Ph D. Chancellor's Medals, Vice-Chancellor's Medals shall be as follows

b. The Executive Council may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals, and Prizes etc

c. The Executive Council shall administer all such endowments.

d. The award shall be made out of the annualizing amount accruing from the Endowment Any part of the income which is not so utilized shall be added to the endowment

e. The Executive Council shall prescribe the conditions of depositing the endowment in a bank

f. The value of endowment necessary for instituting an award shall be prescribed by the Executive Council.

g. In case any endowment is accepted by the Executive Council, the Executive Council shall make a regulation for it. giving such details as the name of the donor, name of endowment. Initial value and the purpose of the endowment, etc.

Annual Report and the Annual Balance Sheet

A. The Annual Report of the University shall be prepared under the direction of the Executive Council

and shall be submitted to the Governing Body on such date as maybe prescribed and the Governing Body shall consider the report in its annual meeting. The Governing Body shall submit its comments on the Annual Report to the Executive Council for its considerations.

B. The Annual report shall cover the period of Academic Year e 01 July of preceding year and 30 June of the reporting year.

A. 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 of repute.

B. Any observations made by the Chancellor on the annual accounts shall be brought to the notice of the Governing Body and the Executive Council and the observations, if any, shall, after review by the Executive Council, be submitted to the The Annual audited accounts shall be for financial year (April to March)

C. A copy of the Annual Report and the Annual Accounts prepared under Sub-section (1) above shall be presented to the Sponsoring Body, after approval by the Governing Body.

Resignation

a. Resignation rendered by an employee shall be processed as per the regulations prescribed for the purpose and defined in the terms and conditions of service.

b. Any member may resign by a letter addressed, in writing, to the Vice Chancellor, ex- officio member of the Governing Body, the Executive Council, the Academic Council or any other authority of the University or Committee, may resign through a letter addressed in wanting chairman of respective authority. The resignation, once accepted, shall take effect as soonas the letter is received by the Head HR or the respective authority

c. Any Officer of the University, (whether salaried or otherwise) may resign his office by a letter addressed in writing to the Head HR, unless otherwise specified in these statutes, provided that such resignation shall take effect only on the date from which the same is accepted by the Authority competent to fill the vacancy.

Rules and Regulations:

Subject to the provisions of the Act, Statutes and Ordinances, the Executive Council shall frame Rules and Regulation for effective functioning of the University.

Disputes as to Membership

If any question arises, whether any person has been duly nominated or appointed or is entitled to be a member of any authority or any Committee of the University, the matter shall be referred to the Chancellor, whose decision thereon shall be final.

Validation of Certain Acts, Decision

No action or proceedings of any authority or anybody or any committee of the University shall be invalid merely by reason of any vacancy or defect in the constitution thereof.

Elected Chairman to preside where no provision is made in the Statutes

Where by the Act, or by this Statute or by the Ordinances, where no provision is made for a chairman of the respective Authorities of the university to preside over a meeting of any University Authority. Board or Committee or when the Chairman so provided for is absent, the members present shall elect the Chairman of the meeting in accordance with this Statute.



Chancellor

Major S.D. Singh University
Fatehgarh-Farrukhabad (U.P.)