

Dated: 23.09.2022

Shri Manoj Kumar
Special Secretary
Higher Education Department
Government of Uttar Pradesh, Lucknow

Subject: Submission of First Statutes of IILM University, Greater Noida

Dear Sir,


Please refer to subject cited above.

As per the provision of Section 34 of Uttar Pradesh Private Universities Act, 2019, kindly find enclosed herewith copy of First Statutes of IILM University, Greater Noida for your perusal.

Requested to kindly acknowledge & accord your approval for publication.

Thanking you,

For IILM University, Greater Noida


Registrar
(O P Sharma)

For IILM University

Registrar

IILM University, Greater Noida

FIRST STATUTES UNDER SECTION 34 OF THE UTTAR PRADESH PRIVATE UNIVERSITIES ACT 2019

**Established under Uttar Pradesh Private Universities (Amendment) Act, 2022
(UP Act 3 of 2022)**

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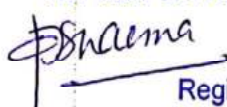
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CHAPTER 1 - PRELIMINARY

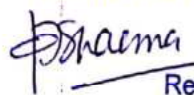
Article 1: Short Title, Scope and Commencement.

1. These Statutes may be called First Statutes of the IILM University, 2022, under section 34 the Uttar Pradesh Private Universities Act, 2019.
2. These first Statutes shall come into force with effect from the date of publication by the University.

Article 2: Definitions.

- 1 In these Statutes, unless the context otherwise requires:
 - (a) "Act" means the Uttar Pradesh Private Universities Act, 2019;
 - (b) "Academic Calendar", means the calendar of academic activities of the University;
 - (c) "Academic Council" means the Academic Council of the University;
 - (d) "Admission Committee" means the Admission Committee of the University in terms of section 29 of the Act;
 - (e) "Authorities" of the University shall mean all authorities of the University stated in Chapter 3 of this Statutes;
 - (f) "Board" means the Faculty Board, the Board of Studies or the Planning Board, or any other Board of the University;
 - (g) "Chancellor" shall mean the Chancellor of the University;
 - (h) "Vice Chancellor" shall mean the Vice Chancellor of the University;
 - (i) "Chief Finance Officer" or "Finance Officer" shall mean the Chief Financial Officer of the University;
 - (j) "Controller of Examinations", means the Controller of Examination of the University;
 - (k) "Deans of Faculty/Schools, Deans Academics, Dean Research and Consultancy, Dean Student welfare" means the Deans of Faculty/Schools, Deans Academics, Dean Research and Consultancy, Dean Student welfare of the University;
 - (l) "Degree/Diploma" shall mean the degrees/diplomas as specified by the UGC and/or any other regulatory body;
 - (m) "Department" means a Department of Studies and includes a Centre of Studies and Research of the University;
 - (n) "Director" means the Head of an "Institute", "Centre" or "School", or "Function" or the person appointed for the purpose to act as such in his absence of the University;

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- (o) "Employee" means employee of the University, and includes a teacher or any other member of the staff of the University;
- (p) "Executive Council" means the Executive Council of the University;
- (q) "Fee" means the fee charged by the University from the students, by whatever name it may be called;
- (r) "Governing Body" means a committee constituted by the Sponsoring Body;
- (s) "Officers of the University" or "Officers" shall mean all Officers of the University stated in Chapter 2 of this Statutes.
- (t) "Prescribed" means prescribed by this Statutes;
- (u) "Pro-Chancellor" shall mean the "Pro-Chancellor" of the University;
- (v) "Pro-Vice-Chancellor" shall mean the "Pro-Vice-Chancellor" of the University;
- (w) "Registrar", "Controller of Examinations", "Librarian" or, "Proctor" means respectively the "Registrar", the "Controller of Examinations", the "Librarian" or the "Proctor" of the University;
- (x) "Regulatory Body" means the statutory bodies as defined in section 2 of the Act;
- (y) "School" means a School established by the University in accordance with the Act and approved by the Governing Council;
- (z) "Sponsoring Body" in relation to the ILM University established under the Act means: -Ram Krishan & Sons Charitable Trust.
- (aa) "Statutes", "Ordinances" and "Regulations" means respectively, these Statutes, the Ordinances and the Regulations of the University for the time being in force;
- (bb) "University" means the ILM University, Greater Noida, incorporated under the Act;
- (cc) "UGC" means University Grants Commission established under section 4 of the University Grant Commission Act, 1956; and
- (dd) "Words and Expressions" used but not defined in these Statutes, shall have the same meaning as assigned to them in the Act.

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Article 3: Seal, Flag, Anthem, Insignia etc. of the University.

1. The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as approved by the Executive Council, subject to further changes or amendments, in writing, as deemed necessary from time to time.
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.

Article 4: Academic Calendar of the University.

- 1 Academic Calendar of the University shall be approved by the Executive Council and shall be in conformity with the guidelines, if any, 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 of the University.

Article 5: Objects of the University.

The objects of the university are:

1. To impart quality education at Undergraduate and Postgraduate levels, and to equip young people with knowledge and skills, that would enable them to make a meaningful contribution to the Indian economy and face up to the challenge of global competition.
2. To develop close collaboration with industry through exchange of personnel and undertaking consultancy projects.
3. To develop collaboration links with other academic and research institutes.
4. To cater to the development of a culture of excellence and sustainability.
5. To develop programs for Continuing Education and Faculty Development.
6. To provide leadership in curriculum planning and laboratory development.
7. To be Global, Inclusive and Responsible in its Vision and Mission and to focus on Technology, Skills, Entrepreneurship & Business, Innovation & Sustainability
8. To ensure that the founding philosophy Global, Inclusive, Responsible (and as modified from time to time) of the Sponsoring Body/Promoters of the University shape the university to form its direction and policy and assure that the university remains aligned and true to its mission and vision.

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9. To provide instructions, teaching and training in higher education and make provisions for research, advancement and dissemination of knowledge in such branches of knowledge as it may deem fit;
10. To take appropriate measures for promoting innovations in teaching-learning process and inter/trans-disciplinary studies and research;
11. To establish state of the art facilities for education and training;
12. To offer continuing education programmes;
13. To create centres of excellence for research and development and for sharing knowledge and its application;
14. To establish examination centres;
15. To institute degrees, diplomas, certificates and other academic distinctions on the basis of examination, or any such other method;
16. To ensure that the standard of degrees, diplomas, certificates and other academic distinctions are not lower than those laid down by All India Council for Technical Education, National Council of Teacher Education, University Grants Commission, Medical Council of India, Pharmaceutical Council of India, and other similar agency/agencies established by the Central Government for regulation of education;
17. To set up off-campus centre within the State of UP with the prior approval of the University Grants Commission and that of the concerned State Government;
18. To open off-shore campus in foreign countries after obtaining due permission from University Grants Commission, the Government, the Government of India and also from the Government of the host country;
19. To foster relationships/partnerships/collaborations with industry/ research institutes/laboratories in promoting the cause of education, research, extension and in mobilizing resources for the objects of the University;
20. To undertake extramural studies, extension programmes and field outreach activities to contribute to intellectual, academic & cultural development of society, improvement of the social and economic conditions and welfare of the people of the area under its jurisdiction.
21. To bring in flexibility, transparency and reforms as per the best practices prevailing in the areas of teaching, research, consultancy at the global level;
22. To cooperate and enter in collaboration with foreign, national & state universities or other Centres of Excellence in education and other related areas for mutually beneficial relationship;
23. To do all such things as are incidental, necessary or conducive to the attainment of all or any of the objects of the University from time to time and those approved by the State Government.

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CHAPTER 2: OFFICERS OF UNIVERSITY

Article 6: Officers of the University

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

1. Chancellor;
2. Pro-Chancellor(s);
3. Vice-Chancellor;
4. Chief Executive Officer
5. Pro-Vice-Chancellor(s);
6. Vice President;
7. Registrar;
8. Joint Registrar;
9. Dean of Faculty/Schools;
10. Dean of Students' Welfare;
11. Director;
12. Controller of Examinations;
13. Chief Proctor;
14. Finance Officer or Chief Financial Officer;
15. Dean/s of Academic Affairs;
16. Dean/s of Research and Consultancy;
17. Head of Departments (Academic);
18. Dean Alumni;
19. such other officers as may be declared by this Statutes to be the officers of the University.

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Article 7: Appointment, Powers and Functions of Chancellor.

1. A person of eminence shall be appointed as the Chancellor by the Governing Body of the University for a period of five years, on such terms and conditions and in the manner decided by the Sponsoring Body.
2. Chancellor shall be selected and appointed in the manner to be decided by the Sponsoring Body. Sponsoring Body shall alone have the power to reappoint the Chancellor for the second or successive terms, as the Sponsoring Body deems fit.
3. Subject to the provisions of the Act, the Sponsoring Body shall determine the salary of the Chancellor.
4. The Chancellor shall have power to call for any information or summon any document from the University for the purposes of exercising his powers and functions under the Act, this Statute or the Ordinances of the University.
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/s of the Finance Committee of the University.
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 Officer and /or Authority at his discretion and have right to modify or recall his/her order of delegation of such power.
7. Notwithstanding anything contained in the Statutes to the contrary, 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 Sponsoring Body, resign from office, without assigning any reasons. The Governing Body shall within a period of ten days from the date of receipt of such resignation place the same before the Sponsoring Body for its decision.
9. Decisions taken by the Chancellor shall be placed before the Governing Body, for information.
10. The Chancellor shall be authorized to issue directions to any Officers/Authorities of the University from time to time, as necessary in the interest of the University, such directions shall be complied by the Officers/Authorities of the University.
11. 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 not beyond six months.
12. The Chancellor shall exercise such other powers as may be prescribed under the Act, and/or by any Regulatory Body, and/or by recommended by any authority of the University or by this Statutes or the Ordinance of the University or take any actions in the interest of the University.
13. The decision of the Chancellor in consultation with the Sponsoring Body shall be final and binding on:-

- a. any representation by persons aggrieved by the decision of the University;
- b. the recommendations/suggestions of any officer(s) of the University;
- c. Constitution of committee(s) /sub-committee(s) to review the recommendations of any officer(s) of the University and/or to review the operation of the University from time to time;
- d. Constitution, power and functions of the authorities and other bodies of the University, as may be constituted from time to time.


Article 8: Appointment, Powers and Functions of Pro Chancellor(s)

1. The Pro-Chancellor shall be appointed in accordance with Section 16 of the Act by the Chancellor, with the prior approval of the Governing Body for a period of five years, and upon the expiry of the term he/she shall be eligible for re-appointment.
2. Pro-Chancellor shall assist the Chancellor in discharging his/her duties/exercise such powers as maybe delegated to him/her in writing by the Chancellor and preside over the convocation in his/her absence.
3. The Pro-Chancellor may by writing under his/her hand addressed to the Chancellor, resign his/her office without assigning any reason.
4. 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 Pro-Chancellor is not in the interest of the University, the Chancellor with the prior approval of the Governing Body, may, by an order in writing stating the reasons therefor, ask the Pro-Chancellor to relinquish his office before expiration of his tenure from such date as may be specified in the order.
Provided that before taking an action under this sub-section, the Pro-Chancellor shall be given an opportunity of being heard.
5. The Pro-Chancellor shall draw salary which shall be less than that of the Chancellor of the University.

Article 9: Appointment, Powers and Functions of Vice Chancellor

- 1 The Vice Chancellor shall be selected by a Search Committee to be constituted by the Chancellor.
- 2 The Search Committee shall comprise of following members:
 - (a) One member nominated by the Sponsoring Body.
 - (b) One serving or retired Professor from outside the University nominated by the Governing Body.
 - (c) One member nominated by the Chancellor, and;
- 3 The Search Committee shall recommend a panel of three names to the Governing Body through Chancellor within the period stipulated by the Chancellor in his order constituting the Search Committee.

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- 4 The Governing Body shall after receipt of the recommendations of the Search Committee, approve one name from among the panel and submit to the Chancellor for appointment of the Vice-Chancellor on recommendation of the Sponsoring Body.
- 5 In case, none of the recommended names are found suitable, the Chancellor shall advise the search committee to suggest a fresh panel.
- 6 The Vice-Chancellor shall be a whole-time salaried officer of the University; the salary, allowances and other conditions of services, shall be such as decided by the Governing Body, and as amended from time to time, in writing.
- 7 The Vice-Chancellor shall hold office for a period of five years or until he/she attains the age of seventy years whichever is earlier and shall be eligible for reappointment after the expiry of his/her term.
- 8 The Vice-Chancellor may by writing addressed to the Chancellor, resign his office with three months' notice.
- 9 After the expiration of term of five years, the Vice-Chancellor shall continue to hold his office for a period not exceeding six months or till regularly appointed Vice-Chancellor takes over his office, whichever is earlier, provided further that if no Vice-Chancellor could be appointed by the Governing Body during the aforesaid period of six months the Governing Body shall have the power to further extend the term of office of the Vice-Chancellor for a period of not beyond three months.
- 10 Subject to the provisions of section 17(3) of the Act, the services of Vice-Chancellor can be terminated by the Chancellor with the prior approval of the Governing Body, by giving him three months' notice or three months' salary in lieu of notice. 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 Vice-Chancellor is not in the interest of the University, the Governing Body, may, by an order in writing stating the reasons therefore, ask 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 taking an action under this sub-section, the Vice-Chancellor shall be given an opportunity of being heard.
- 11 The Vice-Chancellor shall be the principle executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall be the chairperson of the Executive Council and execute the decisions 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 thereunder.
- 12 During the temporary absence of the Vice-Chancellor 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

the Vice-Chancellor.

13 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 of the University;
- (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, as applicable to 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 Officers of the University;
- (d) The Vice Chancellor shall have the power to convene or cause to be convened meetings of the various Authorities, of the University other than the Sponsoring Body, Governing Body, Finance Committee and the Planning Board;
- (e) The Vice Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University be it the faculty/staff or student;
- (f) The Vice-Chancellor shall preside over the convocation of the University in the absence of the Chancellor and the Pro-Chancellor;
- (g) The Vice-Chancellor may delegate any of his powers to other Officers of the University with the prior written approval of the Chancellor on the recommendation of the Sponsoring Body;
- (h) If in the opinion of the Vice Chancellor, it is necessary to take immediate action on any matter, in the interest of the University, for which powers are conferred on any other authority by or under this Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter within a period of thirty days by the Chancellor in consultation with the Sponsoring Body;

Provided that if in the opinion of the concerned Officer or Authority such action should not have been taken by the Vice Chancellor, then such case shall be referred to the Chancellor, whose decision thereon shall be final.

Article 10: Appointment, Powers and Functions of Chief Executive Officer

1. In accordance with Section 14 of the Act, under the category of Officers of the University, CEO shall be appointed the Chancellor for a period of five years with the prior approval of the Sponsoring Body. The Chancellor shall finalize the name of the CEO and process their approval by the Sponsoring Body. After the

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- approval of the Sponsoring Body, the CEO shall be appointed by the Chancellor.
2. He may delegate any of his power to any officer(s)/assignee(s) of the university as he deems fit with the prior approval of the Chancellor/Sponsoring Body.
 3. He by writing under his hand, addressed to the Chancellor, may resign his office.

Article 11: Appointment, Powers and Functions of Pro Vice-Chancellor(s)

1. The Executive Council shall appoint the Pro Vice Chancellor from amongst the professors of the University on the advice of Vice Chancellor and shall exercise such powers and perform such functions as may be prescribed in the terms of reference in regard to his/her appointment, by the Statutes and provided in the Ordinances and Regulations.
 2. The Pro Vice Chancellor appointed under sub-section (1) of section 18 of the Act, shall discharge his duties in addition to his duties as a Professor.
 3. The Pro-Vice-Chancellor shall assist the Vice-Chancellor in discharging day to day duties as and when required/assigned by the Vice Chancellor.
 4. Unless otherwise directed by the Vice-Chancellor and/or the Chancellor, 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.
 5. The Pro-Vice-Chancellor shall get honorarium of such an amount as may be determined by the Sponsoring Body.
- The appointment of Pro Vice-Chancellor shall be for a period of three (3) years and can be terminated by the Executive Council / Chancellor by without assigning any reason.

Article 12: Appointment, Powers and Functions of Vice President

1. The appointment of Vice President shall be made by the CEO/Vice Chancellor on the recommendation of the Selection Committee constituted for the purpose by the CEO/Vice Chancellor.
2. There may be more than one Vice President.
3. The Vice President shall hold office for a period of five years and shall be eligible for reappointment, with the approval of the Sponsoring Body following the procedure laid down above under sub clause (a) (i) above.
4. Provided that the Vice President shall, notwithstanding the expiry of the term, continue to hold his office until either he is reappointed or his successor enters upon his office but not more than one year.
5. In case of an emergency like illness, absence or death of the Vice President, Chancellor/CEO/Vice Chancellor shall assign to any officer(s)/of the university as he deems fit to perform the duties of the Vice President.
6. The Vice President will perform duties assigned by Chancellor/CEO/Vice Chancellor from time to time

related to Administrative, Social Media, International Affairs, Collaboration with Foreign Universities, Placements, and Industrial etc.

7. The Vice President shall be entitled to receive an honorarium, expenses and allowances and governed by the terms and conditions as may be decided by the Chancellor with the prior approval of the Sponsoring Body from time to time.
8. The Vice President may delegate any of his power to any officer(s)/assignee(s) of the university as he deems fit with the prior approval of the Chancellor.
9. The Vice President by writing under his hand, addressed to the Chancellor, may resign his office.

Article 13: Appointment, Powers and Functions of Registrar

1. The qualification and procedure for selection for the post of Registrar shall be decided and approved by the Executive Council in accordance with law and/or as specified in the Ordinances of the University.
2. The Registrar shall be appointed by the Executive Council of the University and approved by Governing Body.
3. The term of office and conditions of service of the Registrar shall be determined by the Governing Body. The Registrar shall be ex-officio secretary of the Governing Body, Executive Council, Academic Council, the Admission Committee, and unless specifically specified herein, of every other committee including selection committee, but will not have the right to vote on any matter placed before any of the committees.
4. The Power, Functions and responsibilities of the Registrar shall be as may be determined by the Governing Body and may include,
 - (a) Registrar shall work directly under the superintendence, and directions of the Vice-Chancellor and/or the Chancellor;
 - (b) The Registrar shall be the custodian of records and common seal of the University and have the power to authenticate records on behalf of the University;
 - (c) Conduct the external official correspondence of the University on behalf of all or any of its Authorities;
 - (d) As secretary to said Authorities, 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/statutory committees, copies of the agenda and minutes of meetings, as soon as they are issued;
 - (e) 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 work of the University;

- (f) Represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose;
- (g) Responsible for implementation of admission/scholarship policies of the University, issue of admission offers to the candidates and registration of all new and returning students as per academic calendar and announced schedule;
- (h) Shall be key coordinator for conduct of Convocation, obtaining approvals for award of degrees, preparation and maintaining scroll of degrees;
- (i) Maintaining academic archives/records and issue of academic credentials/certificates or relevant documents etc. to the students;
- (j) Arranging the issue of medals and prizes to the students as per defined policies;
- (k) 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;
- (l) Shall be responsible for preparation of Annual Report of the University;
- (m) Have the power to seek information in regard to any matter of the University, from the Deans, Schools, Finance and any other officers of the University for submission to the State Government and other external agencies/Regulatory Bodies;
- (n) Perform such other duties and functions as may be specified in the Statutes or prescribed by the Ordinances or as may be required, from time to time, by the Chancellor, Executive Council or the Vice- Chancellor.
- (o) The Registrar may by writing addressed to the Vice Chancellor, resign his office, and his resignation shall be effective from the date of acceptance by the Executive Council.
- (p) The services of Registrar can be terminated by the Chancellor without assigning any reason.
- (q) 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 reasons therefor, ask the Registrar to relinquish his office from such date as may be specified in the order. Provided that before taking an action, the Registrar shall be given an opportunity of being heard
- (r) The Registrar shall have the powers to enter into agreements on behalf of the University, as approved by the respective and relevant statutory committees or as approved by the

Chancellor;

- (s) Shall be responsible for liaison with the district administration in matters related to law and order in the campus;

Article 14: Appointment, Powers and Functions of Joint Registrar

1. The qualification and procedure for selection for the post of Joint Registrar shall be decided and approved by the Executive Council in accordance with law and/or as specified in the Ordinances of the University.
2. The Joint Registrar shall be appointed by the Executive Council of the University and approved by Governing Body.
3. The term of office and conditions of service of the Registrar shall be determined by the Governing Body.
4. The qualifications, terms of appointment, pay and other allowances of the Joint Registrar shall be as approved by the Executive Council.
5. The Executive Council may discharge the Joint Registrar forthwith on recommendation of the enquiry committee constituted for the purpose.
6. The Joint Registrar shall have all such powers, duties and functions as are delegated and assigned to him by the Executive Council.
7. When the office of the Joint Registrar falls vacant or when the Joint Registrar is, by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person(s) as the Executive Council may appoint for the purpose.
8. Any such powers, functions and duties of the Joint Registrar may be assigned to any Officer (s)/assignee(s), as deemed fit by the Executive Council.
9. The Joint Registrar by writing under his hand, addressed to the Executive Council, may resign from his office.

Article 15: Appointment, Powers and Functions of Dean of Faculties/Schools

- 1 Dean of every faculty/School shall be appointed by the Executive Council from amongst the Professors of the concerned Faculty/ or as a Direct recruitment as specified in the Ordinances of the University, subject to fulfilling the eligibility criteria as Professor.
- 2 The Executive Council shall have power to remove the Dean, if he is found guilty of any misconduct or if he fails to perform the duties of his office.
- 3 The Dean shall preside over the meeting of the Faculty Board/Board of studies of schools and be a special invitee to other Board of studies of the departments of the Schools.
- 4 The Dean shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances or Regulations. Further, The Dean of Faculty/School shall have following functions, roles/ powers:
 - (a) He/she shall work directly under the superintendence, direction and control of the Vice-

Chancellor;

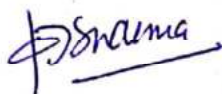
- (b) be responsible for academic planning, conduct of the programs and implementation of academic policies approved by the Academic Council in respect of academic development, maintenance of quality of education, standards of teaching and research and training of teachers within his faculty/School;
 - (c) co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of institutional database, through management information system for the purposes of maintaining or enhancing the institutional quality;
 - (d) recommend to Academic Council, offering of new programs or discontinuation of existing ones;
 - (e) facilitate the creation of a learner-centric environment conducive for quality education;
 - (f) ensure implementations of measures decided, based on feedback from students or takeremedial 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 the Hall Ticket of student for examination for valid reasons as per policy;
 - (k) render necessary assistance for redressal of grievances /address academic queries of the students/parents/stakeholders in the faculty/school; and
 - (l) exercise such other powers and perform such other functions, as may be delegated or assigned to him by the Vice- Chancellor.
- 5 The appointment of Dean can be terminated by the Executive Council or Chancellor on recommendation of the Vice Chancellor without assigning any reason.
- 6 If the Dean is internal person, and if his appointment as Dean is terminated, he/she shall continue as departmental Professor.

Article 16: Appointment, Powers and Functions of Dean of Students'

Welfare(DSW)

- 1 Dean student 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 Ordinances of the University. The DSW appointed under section 22 of the Act,

For IILM University



Registrar

- shall discharge his duties in addition to his duties as a Professor.
- 2 The Dean student welfare shall exercise such other powers and discharge such other functions as maybe laid down by the Ordinances or Regulations 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 and 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 welfare on campus;
 - (b) Campus life including all extracurricular pursuits and student discipline not covered under roles of Chief Proctor;
 - (c) Hostel administration
 - (d) Promote student personality grooming through various Clubs, student Forum, Sports etc.
 - (e) Create social consciousness and responsibility through avenues such as NSS, Red Cross, 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 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 financial aid to the students as per policies in effect from time to time;
 - (e) Foster healthy relationships between the students and academic faculty as well as with the administration staff members;
 - (f) Maintain close liaison with Career 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; and
 - (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 arrangements 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 other 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 the Executive Council.
- 10 The appointment of DSW can be terminated by the Executive Council/ Chancellor in consultation with the Vice Chancellor without assigning any reason.

Article 17: Appointment, Powers and Functions of Directors

- 1 The Director shall be appointed by the Executive Council from amongst the Professors of the concerned School/Centre or as direct recruitment as per the procedure laid down by the Executive Council and/or as specified by the Ordinances of the University.
- 2 The qualification, term of office, conditions of service and procedure of appointment of the Director/(s), shall be determined by the Executive Council.

Article 18: Appointment, Powers and Functions of Controller of Examinations

- 1 The Controller of Examination ("COE") shall be appointed by the Executive Council.
- 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 and/or as specified by the Ordinances of the University.
- 3 The Controller of Examination shall be the Principal Officer in-charge and without prejudice to generality of the provisions of Ordinances of the University, shall be responsible for making all arrangements necessary for holding free and fair examinations maintaining highest integrity and ensuring compliance to the rules and procedures as per Ordinances related to examinations, besides declaration of results.
- 4 He shall be the Member-Secretary of the "University Examination Committee" appointed by

Executive Council and perform all such functions as part of the committee as specified in Ordinances and evolve and implement the processes for proper and smooth conduct of examinations and evaluation;

- 5 He shall discharge his functions under the direction guidance of the Vice-Chancellor.
- 6 The Controller of Examination shall be ex-officio member in the meetings of Academic Council, in case not included as Professor or other designation.
- 7 The Controller of Examination shall perform such other functions as prescribed by the Ordinances and approved by the Executive Council. The functions 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, where such need arises, with prior approval from the Vice Chancellor;
 - (b) Issue suitable guidelines and notices to all concerned, on impending examinations of all nature including supplementary examination or examination of additional semesters or Internships etc.;
 - (c) Issue of Date sheets for conducting different programmes, theory as well as practical examinations based on academic calendar;
 - (d) Coordination of paper-setting work, including printing, sealing and safe custody;
 - (e) Issue of Invigilation Plan and duties, examiners etc;
 - (f) Preparation of seating plan/Hall preparation;
 - (g) Finalize the students list eligible to take examinations in coordination with Schools/ERP system, announce the list and where required declare 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 committees to ensure smooth and fair conduct of exams, it may involve appointing external agency(s)/ observer(s) for conducting and monitoring the examinations;
 - (i) To arrange for the answer books and their safe custody;
 - (j) Manage conduct of examinations on daily basis;
 - (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 incident of Unfair means initiate necessary action including calling for meeting of UFM committee to investigate the incident per the rules on UFM and promulgate the orders based on the report/findings;
 - (m) Recommend disciplinary action where necessary, against the students, paper setters, examiners, moderators, or any other persons connected with examinations and evaluation, found guilty of malpractices in relation to the examinations and evaluation;
 - (n) ensure innovative and effective use of information and communication technology in the

- entire process of the conduct of examinations and evaluation;
- (o) Provide to Registrar hard copy of signed results and after same are uploaded/locked on the ERP system to enable issue of grade sheets and Transcripts;
 - (p) To submit report regarding examination(s) and results review to the Vice-Chancellor and to the University Examination Committee;
 - (q) The Controller of Examination may initiate proposal to the Vice Chancellor to carry out suitable changes in the Ordinance of the University dealing with Examination and Processes there to;
 - (r) To carry out all other duties and functions assigned to him by the University Examination Committee, undertake any other task assigned to him/her by the University authorities to carry out the objectives of the Examinations and Evaluation, and to ensure that the objects of the University are accomplished; and
 - (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.
- 8 The appointment of COE, can be terminated by the Executive Council/ Chancellor in consultation with the Vice Chancellor without assigning any reason.

Article 19: Appointment, Powers and Functions of Chief Proctor

- 1 The Chief Proctor shall be appointed by the Executive Council and/or as specified by the Ordinances of the University from the Professors of the University. The Chief Proctor shall discharge his duties in addition to his duties as a Professor.
- 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. Further Vice Chancellor may constitute a Proctoral Committee to assist Chief Proctor in fulfilling his assigned responsibilities.
- 4 The Chief Proctor shall exercise such powers as may be delegated/assigned to him/her by the Executive Council. In addition, in consultation with Registrar and Vice Chancellor, the Chief Proctor shall:
 - a. Formulate, Update, and implement the discipline rules and orders as per Ordinances or rules of the University
 - b. Monitor the disciplinary climate prevailing in the student community;
 - c. Take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
 - d. Collect relevant facts about the incidents of indiscipline, evaluate the evidence and

- decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary and in case of serious breach of discipline, the Chief Proctor shall place the relevant information before the Vice-Chancellor for his decision; and
- e. Provide all relevant details like investigation reports and directions on same, to the Registrar for issue of orders relating to disciplinary proceedings against students.
- 5 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:
- a. institute proceedings, in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed the same by himself /herself;
- b. suspend or gate any student up to a maximum period of one weeks; suspension beyond which shall be approved by the Vice Chancellor;
- c. impose a monetary fine up to Rs 1000/-, beyond which approval of Vice Chancellor shall be required;
- d. In all cases of disciplinary action, where the Chief Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Vice Chancellor for suitable action.
- 6 The appointment of Chief Proctor, can be terminated by the Executive Council/ Chancellor in consultation with the Vice Chancellor without assigning any reason.

Article 20: Appointment, Powers and Functions of Chief Financial Officer

- 1 The qualification and procedure for selection for the post of Chief Financial Officer ("CFO") shall be as per law and/or as specified in the Ordinances of the University.
- 2 The Chief Financial Officer, shall be appointed by the Executive Council of the University on the advice of the Governing Body in consultation with the Sponsoring Body.
- 3 The Chief Financial Officer shall be a whole time salaried officer of the University. The term of office, and conditions of service of the Chief Financial Officer shall be determined by the Governing Body.
- 4 The power and functions of the Chief Finance Officer shall be as may be determined by the Governing Body.
- 5 The Chief 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 Finance Committee;
- (e) keep a constant watch on the state of the cash and bank balances and on the state of investments, if any;
- (f) watch the progress of collection of revenue and advise on the methods collection employed;
- (g) have the account of the University regularly audited by the auditors as may appointed for the purpose;
- (h) call for from any office under the University any information or return that he may consider necessary to discharge his financial responsibilities;
- (i) The Chief Financial Officer shall be the ex-officio secretary of the Finance Committee and shall not have right to vote; and
- (j) The Chief Financial Officer shall be responsible for all regulatory compliances, with all authorities, related to Accounts, Tax and any other financial related matter.

6 The Chief Financial Officer may by writing under his hand addressed to the Vice-Chancellor, resign his office without assigning any reason. The resignation shall be forwarded to the Chancellor with specific recommendation by the Vice-Chancellor for consideration and acceptance.

7 The services of the Chief Financial Officer can be terminated by the Chancellor on his/her own or as advised by the Vice-Chancellor without assigning any reason.

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 Financial 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 thereof, ask the Chief Financial Officer to relinquish his office from such date as may be specified in the order.

9 Provided that before taking an action, the Chief Financial Officer shall be given an opportunity of being heard.

10 When the office of the Chief Finance Officer falls vacant or when the Chief Finance Officer is, by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person(s) as the Executive Council may appoint for the

purpose, on the advice of the Governing Body in consultation with the Sponsoring Body.

Article 21: Appointment, Powers and Functions of Dean Academic Affairs

The roles and responsibilities qualification, term of office, conditions of service and procedure of appointment of the Dean of Academic Affairs shall be determined and approved by the Executive Council and/or as specified by the Ordinances of the University.

Article 22: Appointment, Powers and Functions of Dean Research and Consultancy (Dean R&C)

The roles and responsibilities qualification, term of office, conditions of service and procedure of appointment of the Dean of Research and Consultancy (Dean R&C) shall be determined and approved by the Executive Council or as specified by the Ordinances of the University.

Article 23: Appointment, Powers and Functions of Head of Department (Academic)

- 1 Head of Department shall be appointed by the Executive Council, based on recommendations of the Vice Chancellor, from amongst the Professors of the concerned Department or as direct recruitment as per the procedure laid down by the Executive Council and/or as specified by the Ordinances of the University, and in addition he/she shall continue to perform his/her teaching duties.
- 2 The Executive Council shall have power to remove the Head, if he is found guilty of any misconduct if he fails to perform the duties of his office, after seeking report or being provided report by the Vice Chancellor.
- 3 The appointment of Head of Department shall be for a period of five years from the date of such appointment
- 4 The Head of Department shall preside over the meetings of the Board of Studies.
- 5 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
- (k) 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.

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

Article 24: Appointment, Powers and Functions of Dean Alumni

The roles and responsibilities, qualification, term of office, conditions of service and procedure of appointment of the Dean Alumni shall be determined and approved by the Executive Council and/or as specified by the Ordinances of the University.

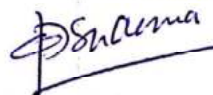
They may include:

- a. Encourage diverse alumni representation in the group board composition and fresh perspectives among leadership through periodic turnover of board members.
- b. Plan high-quality, accessible programs and events that represent University, its mission, vision to the environment through the Alumni network.
- c. Encourage diverse alumni attendance at University events.
- d. Provide opportunities for alumni to reconnect with each other and the University and to support the Institute through admissions work, module reviews, guest speakers, strengthening academia- Industry network and convocation/annual programs.
- e. Build alumni involvement and commitment to University.
- f. Encourage alumni to make financial support to the Incubation Centre of the University.

CHAPTER III: AUTHORITIES OF THE UNIVERSITY

Article 25: Authorities of the University

Following shall be Authorities of the University.

For IILM University

Registrar

- (I) Sponsoring Body;
- (II) Governing Body;
- (III) Executive Council;
- (IV) Academic Council;
- (V) Finance Committee;
- (VI) Planning Board;
- (VII) Board of Faculties;
- (VIII) Board of Studies;
- (IX) Admissions Committee;
- (X) Examinations Committee; and
- (XI) 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.

Article 26: The Sponsoring Body

- 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.

For IILM University


Registrar

Article 27: The Governing Body

- 1 The Governing Body shall consist of following members
 - (a) Chancellor - Chairman;
 - (b) Pro-Chancellor;
 - (c) Vice-Chancellor;
 - (d) Chief Executive Officer, ex-officio member with voting rights;
 - (e) One member to be nominated by the Sponsoring Body;
 - (f) One eminent educationist to be nominated by the Sponsoring Body;
 - (g) One member from industry/corporate to be nominated by the Sponsoring Body;
 - (h) One legal expert to be nominated by the Sponsoring Body;
 - (i) One financial expert to be nominated by the Sponsoring Body;
 - (j) Registrar as ex-officio Secretary who shall have right to speak at the meeting, but not the right to vote;
 - (k) The Sponsoring body shall have the power to nominate up to six additional persons as members to the Governing Body: Provided that the number of members of the Governing body shall not be less than nine and more than fifteen.
- 2 The term of nominated members shall be three years or till they hold their office, unless the nomination is withdrawn by the Sponsoring Body.
- 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 The Governing Body shall meet as many times as required but shall at least 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.
- 7 Meetings of the Governing Body shall be convened by the Chairman (Chancellor) either on his own initiative or on a requisition signed by not less than four members of the Governing Body. The presence of Chancellor shall be necessary to constitute a valid quorum for all meetings of the Governing Body, unless if the Chancellor is unable to attend any meeting of the Governing Body, the Chancellor shall be entitled to nominate another member, if he so desires, to be the Chairman

For IILM University


Registrar

of that particular dated meeting only and not for any other meeting.

- 8 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 Chairman. If the votes be equally divided, the Chairman shall have a second or casting vote.
- 9 The Chancellor, if present, shall preside at the meetings of the Governing Body. In his absence, the Chancellor may nominate Pro Chancellor or a member of the Governing Body or the members present shall elect one from amongst themselves to preside over the meeting respectively.
- 10 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.
- 11 Provided that the Chairman/Chancellor may call a special meeting of the Governing Body at short notice to consider any urgent matter.
- 12 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 ought to have been delivered in the ordinary course.
- 13 Agenda shall be circulated by the Registrar to the members at least 10 days before the meeting except in case of emergent meeting.
- 14 Notices of motions for inclusion of any item on the agenda must reach the Registrar at least fifteen days before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received.
- 15 The ruling of the Chairman in regard to all the questions of procedure shall be final.
- 16 The minutes of the proceedings of the Governing Body shall be drawn up by the Registrar with the approval of the Chairman 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 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 Governing Body.
- 17 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 Chairman desires otherwise.
- 18 Subject to provisions of the Act, the Governing Body shall act as an advisory Body of the University, and have the powers and functions, as defined in section 24(3) of the Act.
- 19 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 or give directions to the Officers or Authorities of the University, as it deems necessary.

For IILM University

Registrar

- 20 All orders and decisions of the Governing Body shall be authenticated by the signature of the Registrar or any other person authorized by the Governing Body in its behalf.
- 21 The minutes of the Executive Council shall be reported in meeting of the Governing Body.
- 22 If any member nominated by the Governing Body or the Chancellor are unable to attend any meeting of the Executive Council, the Governing Body and/or the Chancellor shall be entitled to nominate another member, if he so desires, to be the member of that particular dated meeting only and not for any other meeting.

Article 28: The Executive Council

- 1 The Executive Council shall be the principal executive body of the University. The administration, management and control of the University shall be vested with the Executive Council.
- 2 The Vice- Chancellor shall be the Chairman of the Executive Council, which shall consist of the following other members, namely: -
- (i) three members to be nominated by the Governing Body;
 - (ii) two eminent educationists nominated by the Chancellor;
 - (iii) one officer of the State Government not below the rank of Joint Secretary to the Government of Uttar Pradesh;
 - (iv) one Professor and one Associate Professor of the University in order of seniority on rotation basis for a period of one year;
 - (v) one educationist not below the rank of Associate Professor from a panel of three names to be approve by the State Government, for which the University shall submit a list of three names of eminent educationists;
 - (vi) the Registrar who shall be *ex-officio* Member Secretary;
 - (vii) the Finance Officer shall have the right to speak in and otherwise to take part in the in the proceedings of the Executive Council but shall not be entitled to vote.
- 3 The term of office of an ex-officio member shall continue so long as he/she holds the ex-officio office.
- 4 The term of office of a nominated member shall be for so long as they are specified by the nominating body while nominating such member or unless the nomination is withdrawn by the nominating body.
- 5 The Executive Council shall meet as often as may be necessary but not less than twice during an academic year.
- 6 Meetings of the Executive Council shall be convened by the Vice-Chancellor suo-moto or on a requisition signed by not less than four members of the Executive Council.
- 7 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

For IILM University


Registrar

time of the meeting; Provided that the Chairman may call a special meeting of the Executive Council at short notice to consider urgent/special matters. Quorum of the meeting of the Executive Council shall not be less than six members. Decisions at any meeting of the Executive Council shall be taken by majority of the members present at such meeting and shall have affirmative vote of one member nominated by the Governing Body, provided that, in case of tie in any proposal the proposal having support of the Vice- Chancellor shall prevail.

- 8 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.
- 9 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 Chairman may, however, permit inclusion of any item for which due notice has not been received.
- 10 The ruling of the Chairman in regard to all questions of procedure shall be final.
- 11 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 within one week of the meeting. 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 the office hours by the members of the Executive Council.
- 12 The minutes of the Executive Council shall be placed before the Governing Body.
- 13 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 Chancellor desires otherwise.
- 14 The Executive Council may delegate such of its powers to the Chancellor, Pro-Chancellor and Vice-Chancellor or Pro Vice-Chancellor, as it may deem appropriate. However, the decisions taken under delegated powers shall be reported to the Executive Council in its next meeting.
- 15 In emergent cases, the Chairman, Executive Council may exercise the powers of the Executive Council, after seeking approval from Chairman of Governing body (Chancellor). Further, in case of Chairman, exercising any of the powers on the Executive council, the members shall be informed through email, post facto, and the decision put up in next meeting of the Executive Council for ratification.
- 16 The registrar, ex-officio member secretary does not have a right to vote on any matter placed before the Executive Council for consideration.

Article 29: The Academic Council

- 1 The Academic Council shall be the principal academic body of the University and shall subject to the provisions of the Statutes and the Ordinances, exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-ordination of teaching among the schools, departments and centers, research and improvement of academic standards.
- 2 It shall aim to bring about and promote inter-school/center co-ordination and to establish or appoint such committees or boards as may be deemed necessary for the purpose;
- 3 It shall consider matters of general academic interest either on its own initiative, or on a reference by a School, Centre, Department or the Executive Council, and to take appropriate action thereon; and to take appropriate action thereon; and
- 4 It shall frame such regulations and rules consistent with the Act, Statutes and the Ordinances regarding the academic functioning of the University, discipline, residence, admissions, award of fellowships and studentships, fees, concessions, and attendance.
- 5 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) All Professors
 - (g) Two Associate Professors and two Assistant Professors - Members by rotation in order of seniority.
 - (h) Two distinguished academicians from outside the University to be nominated as members by the Chancellor.
 - (i) The Registrar - Secretary (ex-officio).
- 6 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.
- 7 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 suo-moto 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.
 - (e) The Vice Chancellor or in his absence Pro Vice Chancellor shall form quorum for a meeting of the Academic Council.
- 8 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.
- 9 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.
- 10 The minutes of every meeting of the Academic Council shall be reported to the Executive Council.
- 11 The recommendations of the Academic Council shall be placed before the Executive Council for its approval.
- 12 Subject to the provisions of the Act and this Statutes, the Academic Council shall, in addition to all other powers vested in it, have the following powers and functions, in the interest of the University;
- (a) to consider the proposals submitted by the Board of Studies of the University or refer back for further considerations;
 - (b) to ensure that the University becomes a vibrant hub for promotion of research and development, interactions and linkages with industries, cultivation of intellectual property rights and entrepreneurship and incubation of knowledge linked industries;
 - (c) to review achievements in research and consultancy and to ensure that the spirit of research and entrepreneurship percolates to all Schools and Departments;
 - (d) to report on any matter referred to it by the Chancellor or Governing body or Executive

Council, as the case may be;

- (e) to make proposals to the Governing Body for the establishment of Departments, Special Centre's, Specialized Laboratories Libraries and museums;
- (f) frame and revise curricula and syllabi for the courses of studies for the various Departments/Academic Centre's;
- (g) to promote research within the University and to requisition from time to time reports on such research;
- (h) 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;
- (i) 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;
- (j) 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 Centre's 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;
- (k) make periodical review of the activities of the Departments and take appropriate action (including the making of recommendations to Management);
- (l) supervise the working of the Library;
- (m) to publish lists of prescribed or recommended text books and to publish the syllabi of prescribed courses of study;
- (n) to make such arrangements for the instruction and examination of persons, not being members of the University as may be necessary;
- (o) 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;
- (p) 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;
- (q) to make recommendations for the conferment of honorary degrees and to confer degrees, academic distinction, honors, diplomas, licenses, title and marks of honor;

- (r) to make proposals to the Governing Body for the institutions of fellowships, Assistantship, studentships medals and prizes and to award the same;
- (s) 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;
- (t) 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;
- (u) 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
- (v) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act these Statutes and Ordinances.

Article 30: The Finance Committee

- 1 The Finance Committee shall be the principal financial body of the University to take care of the financial matters. It shall consist of the following members:
 - (a) The Chairman shall be nominated by the Sponsoring Body.
 - (b) The Vice-Chancellor - ex-officio member.
 - (c) One Member nominated by the Governing Body.
 - (d) One Member nominated by the Executive Council.
 - (e) Pro-Vice-Chancellor - ex-officio.
 - (f) One Financial Expert nominated by the Sponsoring Body.
 - (g) The Finance Officer, ex-officio Secretary with voting rights.
 - (h) Any special invitees whom the Finance Committee deems fit.
- 2 The term of office of ex-officio members shall continue so long they hold the office by virtue of which they are members.
- 3 The term of office of a nominated member shall be for so long as they are specified by the nominating body while nominating such member, or unless the nomination is withdrawn by the nominating body.
- 4 Four members of the Finance Committee, including the Chairman shall form a quorum for a meeting of the Finance Committee, the presence of one member amongst Chairman and or one Financial Expert nominated by the Sponsoring Body is mandatory and they should be in agreement with all financial recommendations of the Finance committee. Any financial decision taken without their written consent will be treated as null and void.
- 5 In the event of absence of the Chairman, one financial expert nominated by the Sponsoring Body

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will preside over the meeting.

6 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 Chief Financial 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 Chief Financial 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 Chairman shall have a second or casting vote.
- (e) Provided that every recommendation of the Finance Committee shall be placed before the Executive Council for its decision.
- (f) A copy of the minutes of every meeting of the Finance Committee shall be sent to the Executive Council.

7 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.

8 The Finance Committee shall have the following powers and functions:

- (a) Examine, scrutinize and recommend the annual budget of the University. The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University and send its recommendation to the Executive Council, which shall then get the same approved from the Governing Body;
- (b) To examine and recommend the budget for any purchase or construction exceeding rupees five lakh;
- (c) To give its views on any financial matter solicited from it by any officer or authority of the University, including exploring the possibilities of, and resort to, augmenting further the resources for the development of the University;
- (d) Give its views and make its recommendations to the Executive Council, either on the

initiative of the Executive Council or on its own initiative on any financial question affecting the University;

- (e) The annual accounts and financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Executive Council for approval with or without amendments;
- (f) Consider and make its recommendations to the Executive Council on all such matters connected with the University, which have financial implications; and
- (g) Report to the Executive Council any lapse or irregularity in financial matters which come to its notice.

Article 31: The Planning Board

- 1 The Planning Board shall be the Principal planning body of the University. The Board shall ensure that the infrastructure and academic support system meets the norms of the University Grants Commission or the respective statutory councils and shall be an authority of the University
- 2 The Planning Board shall consist of the following:
 - (a) The Chairman 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 CEO.
 - (e) Such other persons from whom planning board needs any assistance from.
 - (f) The Finance Officer, ex-officio
 - (g) The Registrar, ex-officio, Secretary
- 3 The term of office of an ex-officio member shall continue so long as he holds the office by virtue of which he/she are members.
- 4 The term of office of a nominated member shall be for so long as they are specified by the nominating body while nominating such member, or unless the nomination is withdrawn by the nominating body.
- 5 The Chairman shall form a quorum for a meeting of the Planning Board. Presence of one member amongst Chairman and or one person nominated by the Sponsoring Body is mandatory and they should be in agreement with all recommendations of the Planning Board. Any decision taken without their written consent of the Sponsoring Body will be treated as null and void.
- 6 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.

- 7 The Planning Board shall meet as and when needed and be free to adopt its own procedure for such meetings.
- 8 In the event of absence of the Chairman or if the existing Chairman is unable to attend any meeting of the Planning Board, the existing Chairman shall be entitled to nominate another member, if he so desires, to be the Chairman of that particular dated meeting only and not for any other meeting.

Article 32: The Advisory Board

1. The Governing Body may constitute if it so deem fit an Advisory Board for the University and/or each School and/or each department and/or each centre, etc.
2. The Governing Body may accordingly provide for the constitution, Power and the functioning of the Advisory Body.

Article 33: The Quality Assurance Committee

1. There shall be a Quality Assurance Cell.
2. The Executive Council may constitute or cause to constitute the Quality Assurance Committee with such composition, tenures & terms of office of the member(s), quorum of meeting etc. as finalized and notified from time to time.
3. The Quality Assurance Cell will be performing the following functions:
 - a. to lay down principles, policies and procedures for quality assurance in relation to teaching, research, examination processes and learning outcomes; and to assist the Academic Council in the maintenance of quality of the academic standard in such matters;
 - b. to advise the measures required for achieving quality in infrastructure and campus development
 - c. to suggest measures to improve quality in academic/non academic matter(s); and
 - d. to perform such other tasks pertaining to Quality assurance as required by the Executive Council from time to time.
 - e. The Cell may be renamed as deemed fit from time to time by the competent authority.

Article 34: The University Research Committee

1. There shall be a University Research Committee.
2. The Executive Council may constitute or cause to constitute University Research Committee with such composition, tenures & terms of office of the member(s), quorum of meeting etc. as finalized and notified from time to time.
3. The University Research committee will be performing the following functions:-
 - a. to advise the University on research funding policies and procedures in the University;

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- b. to oversee the allocation of research funds to academic staff;
 - c. to approve other applications for external research funding submitted by academic staff
 - d. of the University;
 - e. to review and report on the University's research activities;
 - f. to perform such other tasks pertaining to research and development as required from time to time.
4. The committee may be renamed as deemed fit from time to time by the competent authority.

Article 35: Board of Faculties, Board of Studies, Admissions Committee, Examinations Committee and Other Authorities of the University

1 The constitution, powers and functions of the Board of Faculties, the Board of Studies, the Admissions Committee, the Examinations Committee being the authorities of the University are laid down under the current Statutes.

2 Board of Faculties.

- (a) Shall imply the complete faculty or limited nominated members of the School/Department, as constituted by the Dean.
- (b) It shall be an internal board of the School/Centre.
- (c) Generally, it shall function as below.
 - (i) The faculty board shall meet frequently, to review the academic activities in the Schools;
 - (ii) shall carry out internal audit and take corrective measures where needed;
 - (iii) 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;
 - (iv) 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;
 - (v) 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); and
 - (vi) Review, propose and organize Lectures, Seminars, Symposia, conferences etc. from time to time.

3 Board of Studies

- (a) Every School/Centre/Department shall have a Board of studies, approved by the Vice Chancellor, consisting of the following members, namely:
 - (i) The Dean of the School/Director of Centre/HOD of Department as Chairperson respectively;

- (ii) The Heads of Departments (for Schools having departments);
 - (iii) The Professors in the Departments in the school;
 - (iv) One Associate and Assistant Professor each, by rotation according to seniority, from each Department in the School; and
 - (v) Two external members (one from academia and one from industry) 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/departments.
- (b) 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.
- (c) Every Board shall have such powers and shall perform such duties as:
- (i) organize instructions and research in the subjects under the general supervision of the Dean and the Academic Council;
 - (ii) 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;
 - (iii) 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;
 - (iv) recommend introduction, alteration and modification of courses in the Program;
 - (v) recommend introduction of new degree or diploma programs or discontinuation of existing ones in the Schools/Department;
 - (vi) to suggest to the Dean of the faculty concerned, organization of orientation and refresher courses in the subject; and
 - (vii) recommend creation, abolition and upgrading of research posts in the Department in accordance with its needs.

4 Admission Committee

- (a) 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.
- (b) The Admission Committee shall comprise
 - (i) Vice-Chancellor (Chair)
 - (ii) Two members nominated by the Governing Body
 - (iii) Dean of the Faculty/School concerned (ex-officio),
 - (iv) Head Marketing, (ex-officio) and
 - (v) Registrar (ex-officio) non-voting member.
- (c) The Admission Committee shall also be responsible for ensuring;

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- (i) Compliance to all regulatory requirements in respect of admissions to various programs.
- (ii) Review and dispose any representations from candidates.
- (iii) Ensure that admissions policies, if any, approved by the Executive Council are 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.

5 Examination Committee

- (a) Examination Committee shall be the authority to deal with all matters relating to examinations and evaluation and shall be assisted by Controller of examination.
- (b) It shall comprise
 - (i) the Vice-Chancellor – Chairperson;
 - (ii) the Pro-Vice-Chancellor;
 - (iii) the Deans of Faculties/Schools;
 - (iv) one expert in the field of evaluation in computerized environment, nominated by the Vice-Chancellor/Head IT;
 - (v) Registrar; and
 - (vi) Controller of Examination (Member Secretary)
- (c) The Examinations committee shall meet at least twice in an academic year.
- (d) It shall have following roles and powers
 - (i) 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;
 - (ii) to ensure proper organization of examinations and tests of the University, including moderation, tabulation, evaluation and timely declaration of results;
 - (iii) 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;
 - (iv) to arrange for strict vigilance during the conduct of examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors;
 - (v) to undertake examination and evaluation reforms in order to make examination and evaluation system more efficient;
 - (vi) to review the results of University examinations; and

- (vii) to hear and decide the complaints relating to conduct of examinations and evaluation.

CHAPTER IV

TEACHERS AND EMPLOYEES OF THE UNIVERSITY

Article 36: Minimum Qualifications of Teachers

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/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.

Article 37: The appointment of Teachers of the University and other Academics and Administrative staff and their emoluments

1. Regular/contractual appointments of teachers and other academic and Administrative staff shall be made on the recommendation of a duly constituted selection committee.
2. The Selection Committee for Professors, Associate Professors and Assistant Professors will comprise of the following:
 - (I) The Vice Chancellor — Chairman.
 - (II) One nominee of the Sponsoring Body.
 - (III) Two subject experts to be nominated by the Chancellor from the panel out of the panel of names approved by the executive council.
 - (iv) Dean/Director of the concerned Faculty / School/ Centre
 - (v) Head of the concerned Department
 - (vi) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
 - (vii) Head HR, ex-officio non-member secretary.
3. At least four members, including two outside subject experts, shall constitute the quorum
4. Recommendations of Selection Committees will be placed before the Executive Council for its approval.
5. Provided that in case the Executive Council disagrees with the recommendations of the selection committee the matter shall be referred to the Chancellor for decision.

6. Teaching positions shall be advertised and posted at the University Website as per the norms prescribed by the UGC or any other Regulatory Body for circulation.
7. The salary and allowances shall be paid to the teachers and employees online into their bank accounts.
8. For non- teaching staff, Librarian etc. the constitution of the selection committees shall be decided by the Executive Council, as per guidelines of MHRD/UGC.

Article 38: 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, as per guidelines laid down by the Central Government/State Government/ regulating bodies/authorities and would generally include the following:
 - (I) Recruitment norms
 - (II) Personnel policies
 - (III) Pay & Allowances
 - (IV) Travel Rules.
 - (V) Leave Rules.
 - (VI) Policy covering Health and wellbeing/medical/Insurance
 - (VII) Policy on Loans and Advances
 - (VIII) Dependent's Policy
 - (IX) Appraisal and Career Progression
 - (X) Ethics policy and code of conduct
 - (XI) Policy on Sponsored Projects and Consultancy
 - (XII) Policy on dealing with cases of sexual harassment at work places
 - (XIII) Discipline Policy
 - (XIV) Gratuity, Provident fund
 - (XV) Honorarium rates and rules

Article 39: 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 prescribed by the Regulatory Bodies 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: -
 - (I) Willful neglect of duty;
 - (II) misconduct;
 - (III) breach of any of the terms of contract of service;
 - (IV) dishonestly connected with University Examination;
 - (V) Scandalous conduct or conviction for an offence involving moral turpitude;
 - (VI) Physical or mental unfitness;
 - (VII) incompetence;
 - (VIII) 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 clauses (3) (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.
 - (I) of submitting a written statement of his defence;
 - (II) of being heard in person, if he so chooses; and
 - (III) of calling and examining such witnesses in his defence as he 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 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 salary for a specified period or may deprive the teacher of his pay during the period of his suspension, if any.
 8. A teacher of the University shall be deemed to have been placed under suspension:
 - (I) With effect from the date of his conviction, if in the event of a conviction for an

offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed consequent to such conviction.

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

Article 40: Disciplinary action against Non-Teaching Employees

1. 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.

Article 41: The procedure for settlement of disputes between 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 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, 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.

2. 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.
3. University shall adhere to grievance redress guidelines for students, as issued by UGC.

Article 42: 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.

CHAPTER V

MISCELLANEOUS PROVISIONS

Article 43: Conferment of Honorary Degree

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 proposals for the conferment of honorary degrees shall be made by the Academic Council and require the assent of the Executive Council before processing with the State Government;

Article 44: Withdrawal of Degree, Diploma, Certificate and other Academic Distinctions

1. The Executive Council, may on the recommendation of the Academic Council by a special resolution passed by a majority of not less than two-third of the members present and voting, recommend withdrawal of any Degree or academic distinction conferred on, or any Certificate or Diploma granted to, any person by the University for good and sufficient cause.
2. 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.
3. The decision stating the reasons there for shall be communicated to the person concerned.
4. 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.

Article 45: Institution of Fellowships, Scholarship, Studentships, Medals and Prizes

The Rules as provided for in the Ordinances of the University shall be applicable.

Article 46: Maintenance of Discipline among the Students

1. All powers relating to discipline and disciplinary action in relation to the students shall vest in the Vice Chancellor.
2. Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him 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 has appeared be cancelled.
3. The Vice-chancellor may delegate all or such of his powers, as he deems proper, to the chief Proctor, and to such other persons as he may specify in this behalf.

Article 47: The Establishment and Abolition of Faculties, Departments, Schools, Centre's etc.

1. The Executive Council based on the advice of the Academic Council, and with prior approval of the Governing Body, may establish Faculties, Departments, Schools, Centers in the Campus of the University.
2. The University shall offer such programs in the Faculties, Departments, Schools, Centre's 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.

Article 48: The Delegation of Powers vested in the Authorities or officers of the University

1. 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 with prior approval of Vice Chancellor.
2. Such delegation of power shall not exceed the powers and authorities of original authority/officer.

Article 49: 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 fee 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, M.Tech.

Chancellor's Medals, Vice-Chancellor's Medals shall be as follows:

- (a) The Executive Council may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals, and Prizes etc.
- (b) The Executive Council shall administer all such endowments.
- (c) 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.
- (d) The Executive Council shall prescribe the conditions of depositing the endowment in a bank.
- (e) The value of endowment necessary for instituting an award shall be prescribed by the Executive Council.
- (f) 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.

3. 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 may be 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 i.e 01 July of preceding year and 30 June of the reporting year.
- (c) Submit a copy of the annual balance sheet along with its observations to the Executive Council / Sponsoring Body.
- (d) The Annual audited accounts shall be for financial year (April to March).
- (e) 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.

4. Resignation

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.

- (a) 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 writing chairman of respective authority. The resignation, once accepted, shall take effect as soon as the letter is received by the Vice Chancellor or the respective authority.
- (b) Any Officer of the University, (whether salaried or otherwise) may resign his office by a letter addressed in writing to the Vice Chancellor, 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.

5. 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.

6. 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 Governing Body/ Sponsoring Body, whose decision thereon shall be final.

7. 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.

8. 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.

END OF DOCUMENT

For IILM University

Registrar