

 <p>सत्यमेव जयते</p>	<b>राजस्थान राज-पत्र</b> विशेषांक	<b>RAJASTHAN GAZETTE</b> Extraordinary
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उप-खण्ड (II)

राज्य सरकार तथा अन्य राज्य-प्राधिकारियों द्वारा जारी किये गये  
कानूनी आदेश तथा अधिसूचनाएं।

### EDUCATION (GR IV) DEPARTMENT NOTIFICATION

**Jaipur, October 20, 2011**

**S. O. 106.** – In exercise of powers conferred by sub-section (3) and (4) of section 29, of the Manipal University, Jaipur Act, 2011 (Act No. 21 of 2011), the Government of Rajasthan hereby approve the following Statutes of the Manipal University, Jaipur and publish the finally approved Statutes as required by sub – section (5) of section 29 of the said Act, namely:-

### STATUTES OF THE MANIPAL UNIVERSITY, JAIPUR, 2011

In exercise of powers conferred by sub – section (1) and (2) of section 29, of the Manipal University, Jaipur Act, 2011 ( Act No. 21 of 2011), the Board of Management of the Manipal University, Jaipur hereby makes the following Statutes, namely: -

### CHAPTER – 1 Preliminary

#### 1.1 Short title and commencement:

- 1.1.1. These Statutes may be called Statutes of the Manipal University, Jaipur, 2011.
- 1.1.2. They shall come into force from the date of their publication in the Official Gazette by the State Government.

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

- 1.2.1 “Act” means the Manipal University, Jaipur Act, 2011 ( Act No. 21 of 2011) ; and
- 1.2.2 “Authorities of the University” means authorities specified in section 21 of the Act and includes authorities declared by these Statutes.

### CHAPTER – 2 Constitution, Powers and Functions of the Authorities of the University

#### 2.1 Authorities of the University:

- (1) Board of Management;
- (2) Academic Council;
- (3) Faculties;

- (4) Board of Studies;
- (5) Finance Committee; and
- (6) Any other authorities of the university, as may be created by its Board of Management.

**2.1.1 Board of Management:** The Board of Management of the University shall consist of the following, namely: -

- (1) the Chairperson;
- (2) the President;
- (3) five persons nominated by the Sponsoring Body out of whom two shall be eminent educationists or specialists in disciplines specified in Schedule II of the Act;
- (4) one expert of management or information technology from outside the university, nominated by the Chairperson;
- (5) one expert of finance, nominated by the Chairperson;
- (6) Commissioner, College Education or his nominee not below the rank of Deputy Secretary; and
- (7) two teachers, nominated by the President.

2.1.1.1 The tenure of membership of members in each category referred to in sub – clauses (3), (4) (5) and (7) above shall be three years. However, the persons so nominated shall be eligible for re – nomination for further terms.

2.1.1.2 The quorum for meetings of the Board of Management shall be five. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither quorum nor a notice shall be necessary in the case of such a reconvened meeting.

2.1.1.3 Whenever the Chairperson is not able to attend the meeting of the Board of Management for any reason, the Chairperson shall nominate a member of the Board to preside such meeting.

2.1.1.4 Registrar shall be the Member Secretary of the Board of Management.

2.1.1.5 Board of Management may co-opt any outside person(s) to attend its meeting as the Special Invitee(s) but such persons shall not have the right to vote.

**2.1.1.6 Powers and function of the Board of Management:** In addition to the powers and functions specified in section 22 of the Act, the Board of Management shall have the following powers and functions, namely: -

- (1) to hold, control and administer the property, assets and funds of the University;
- (2) to accept, donations, bequests, or gift of moveable or immovable property;
- (3) to manage and invest moneys belonging to, or kept in Trust with the University;
- (4) to borrow moneys for the purpose of the University with the approval of the Sponsoring Body;
- (5) to enter into, comply with, vary, enforce or cancel contracts;
- (6) to authorize opening, operation and closure of accounts with banks and other financial institutions and signing of any financial documents and contracts on behalf of the University;
- (7) to prepare fee structure for various programmes of study or for other academic activities for the approval of the committee constituted for the purpose as specified under section 33 of the Act, from time to time, and make regulations thereof;
- (8) to ensure standards of excellence in teaching, examinations and research and take all necessary measures thereof;

- (9) to determine the various categories of teachers, officers and other staff of the University as well as their terms and conditions of service;
- (10) to constitute one or more standing/special committees constituting of one or more members of the Board of Management and other persons to advise on or to carry out the functions of the University;
- (11) to take all measures necessary and convenient to enable the University to exercise its powers and perform its functions, pursuant to section 5 of the Act and in furtherance of the objects of the University as embodied in the preamble to the, Act as the Board of Management may deem appropriate;
- (12) to appoint Examiners, Professors of Eminence and such other distinguished categories of Professors, Senior Fellows, Special Fellows, Adjunct Professors, Visiting instructors and lay down criteria and terms and conditions of their services;
- (13) to regulate and enforce discipline among members of the teaching, administrative and other staff of the University;
- (14) to provide the buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University;
- (15) to take/ authorize whatever measures necessary to protect and defend the interests of the University, in any legal or other proceedings;
- (16) to select a common seal for the University and provide for the custody and use of such seal;
- (17) to institute honorary degree/s, fellowship/s, scholarship/s, studentship/s, medal/s, prize/s and other such instruments on the recommendation of the Academic Council/Chairperson;
- (18) to exercise such other powers and perform such other functions as may be conferred or imposed on it by the Act or the Statutes.
- (19) to establish and administer centers of excellence of the University or programmes of the study of the University subject to the relevant laws;
- (20) to establish and administer the distance education programmes for the state of Rajasthan and other parts of the country and abroad as per relevant laws;
- (21) to delegate any of its powers to the Chairperson/President/ any Officer of the University; and
- (22) to formulate and implement the rules and regulations of the university, a committee for formulating rules and regulations be formed from time to time.

#### **2.1.2 Academic Council. –**

2.1.2.1 The Academic Council shall consist of the followings, namely:-

- (1) President – Chairperson;
- (2) Pro-president;
- (3) Dean of each faculty;
- (4) Heads of Schools;
- (5) Five Heads of the Departments of Professors nominated by the Chairperson;
- (6) Registrar as ex-officio Secretary; and
- (7) Not more than one External Members, as nominated by Chairperson.

2.1.2.2 All nominated members shall hold their membership for a period of three years.

2.1.2.3 One third of the total members of the Academic Council shall constitute a quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the

same venue. Neither a quorum nor a notice shall be necessary in the case of such a reconvened meeting.

2.1.2.4 The Academic Council shall meet at least twice in a year. The Academic Council may adopt its own rules of procedure for scheduling and conducting its meetings.

2.1.2.5 The Academic Council may constitute one or more standing or special committees to assist it in the performance of its functions.

2.1.2.6 Powers and functions of the Academic Council:

In addition to the powers and functions, as specified in section 23 of the Act, the Academic Council shall have the following powers and functions, namely;-

- (1) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instructions, cooperative teaching among faculties, research programs or improvements in academic standards;
- (2) to approve the syllabus of programmes of studies as recommended by Board of Studies, periodic review of syllabi, teaching methods, training facility and assessment of performance of students and library resources;
- (3) to bring about inter-faculty and inter-school co-ordination to appoint Committees or Boards, for taking up projects on an inter-faculty basis;
- (4) to consider matters of general academic interest either at its own initiative or referred to it by a Faculty, or the Board of Management and to take appropriate action thereon;
- (5) to review the working of the Faculties as and when necessary;
- (6) to formulate, modify or revise schemes for the organization of and assignment of subjects to Faculties and to report to the Board of Management as to the expediency of the abolition, reconstitution or division of any Faculty or the amalgamation of one or more Faculties;
- (7) to make recommendations to the Board of Management for the establishment/expansion of and/or alteration to various Schools, Departments, Centres, Institutes of higher learning, specialized Laboratories, Libraries and Museums;
- (8) to formulate, revise, or redefine the academic fields of study or subjects allocated to a School/Institute/Faculty/Centre, a Department or any unit of an academic programme;
- (9) to recommend to the Board of Management the draft Ordinances, rules or Regulations for various academic programmes and activities of the University;
- (10) to recognize diplomas and degrees of other Universities and institutions and to determine their equivalence with the diplomas and degrees of the University and to collaborate with other University including foreign Universities;
- (11) to make arrangements for conducting the examinations, including their venues and schedules and to maintain proper standards of examinations;
- (12) to approve the list of examiners for each programme of study, and where appropriate, a list of external examiners;
- (13) to constitute such Advisory Council/Committees of students' affairs consisting of such number of teachers and students as may be prescribed by the regulations;

- (14) to make recommendations to the Board of Management, on creation and abolition of teaching posts;
- (15) to make proposals for institution of fellowships, scholarships, freeships and other fee exemptions, medals, prizes and other awards;
- (16) to promote and support research within the University, and to prepare periodic reports thereon;
- (17) to promote publications by the teachers and others including publication of journals and other publications by and in the name of the University;
- (18) to submit an annual report of its activities to the Board of Management;
- (19) to take measures to ensure excellence in standards of teaching, examination and research;
- (20) to recommend to the Board of Management for awards of all degrees and honorary degrees; and
- (21) to perform in relation to academic matters, all such functions and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, the Statutes and Ordinances.

### **2.1.3 Faculties:**

2.1.3.1 Each Faculty Board shall consist of the following, namely: -

- (1) Dean of concerned Faculty – Chairperson;
- (2) Heads of all Schools in the respective faculty;
- (3) One head of department from each School to be nominated by the President, by circulation;
- (4) One or more teachers from the faculty nominated by the President; and
- (5) Registrar as ex-officio Secretary.

- 2.1.3.2 (1) The meeting of the Faculties shall be held at least twice a year.
- (2) Special meeting shall be called by the Registrar at the direction of the President.
- (3) One-third of the total members of the Faculties shall constitute a quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a meeting.

### **2.1.3.3 Powers and Functions of Faculties:**

The powers and functions of the Faculties shall be as follows, namely: -

- (1) to coordinate teaching and research activities of the Institutes/Schools assigned to the Faculty and to promote and provide for inter disciplinary teaching and research; and to arrange for examination and periodical tests in subject falling within the purview of the Faculty;
- (2) to appoint Committees or to undertake research projects common to more than one department/schools;
- (3) to forward recommendations of Board of Studies to Academic Council for consideration;
- (4) to perform such other functions as the Academic Council may prescribe; and
- (5) Faculties shall recommend to the Academic Council, the schemes for improvement in academic standards.

### **2.1.4 Board of Studies:**

2.1.4.1 Each Board of Studies shall consist of the following, namely: -

- (1) Head of the Department (Chairperson);
- (2) All Professors of the Department;

- (3) Two Associate Professors of the Department by rotation;
- (4) One teacher from other department nominated by the President in consultation with Chairperson;
- (5) One external expert to be nominated by the President; and
- (6) Registrar as ex-officio member.

**2.1.4.2 Powers and Functions of Board of Studies:** The Board of Studies shall have following powers and functions, namely: -

- (1) to recommend to the Academic Council, for its approval, the preparation and publication of works of authors as well as material consequent to curriculum development by the teachers of the University for its introduction in the syllabi of the courses of study under the purview of the Developments/Boards in accordance with the regulations made by the Academic Council in that respect;
- (2) to prepare and suggest changes in the syllabi;
- (3) to recommend to the Board of Examinations/Academic Council to consider the names of suitable persons for inclusion in the panels for appointment as paper-setters, examiners and moderators at the university examinations in the subject; and
- (4) perform all other functions as may be assigned by the Academic Council.

**2.1.4.3 Procedure for Conduct of Business at the Meeting of the Departments/Board of Studies: -**

- (1) One-third of the total members of the Board shall constitute a quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a meeting.
- (2) Any two or more members of the Boards of Studies at the direction of the Academic Council or the Board of Management, shall meet and render a joint report upon any matter which lies within the purview of all of them.
- (3) Any member not attending three consecutive meetings, without prior permission, shall cease to be a member. The president shall fill the vacancy, so caused, before the next meeting.

## **2.1.5 Finance Committee:**

**2.1.5.1** The Finance Committee shall consist of the following members, namely: -

- (1) Chairpersons (Chairman);
- (2) President;
- (3) Pro-President;
- (4) Two Deans of the faculties to be nominated by the Chairperson;
- (5) Three persons nominated by the Chairperson including at least one expert; and
- (6) Chief Finance and Accounts Officers as Ex-officio Secretary.

**2.1.5.2** One-third of the total members of the Finance Committee shall constitute a quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a meeting.

**2.1.5.3** All nominated members of the Finance Committee shall hold office for a period of three years.

**2.1.5.4** The Chairperson shall preside over the meeting of the Finance Committee and in his absence; the nominee of the Chairperson shall preside over the meeting.

2.1.5.5 The Finance Committee shall meet as required to examine the accounts Budget and to scrutinize proposals for expenditure.

2.1.5.6 Powers and functions of the Finance Committee:

- (1) The annual accounts and the financial estimates of the University prepared by the chief Finance and Accounts Officer shall be laid before the Finance Committee for consideration and thereafter be submitted to the Board of Management for approval.
- (2) The Finance Committee shall recommend the Budgetary expenditure both recurring and non-recurring for the next financial year,
- (3) No expenditure other than that provide for in the budget shall be incurred by the University without the approval of the Finance Committee.

## **2.2 Acting Chairperson for Meetings:**

Where no provision is made for a Chairman to preside over a meeting of an authority of the University or any committee of such authority or when the Chairman so provided for is absent, the members present shall elect one from among themselves to preside at such meeting.

2.3 Absence from the meetings of the authorities of the university:

Any member not attending three consecutive meetings of any authority of the university, without leave of absence, shall cease to be member of that authority. Such vacancy shall be filled up as early as possible.

## **CHAPTER – 3**

Manner of Appointment, Powers and Functions of Officers of the University:

### **3.1 THE CHAIRPERSON:**

3.1.1 Appointment: The Chairperson of the University shall be appointed in accordance with the provisions of Section 12 of the Act.

3.1.2 Powers and Functions of the Chairperson:

- (1) The Chairperson shall be the Head of the University.
- (2) The Chairperson shall perform his duties in an honorary capacity. However, he may be paid such honorarium not less than the salary of the President and all other terms and conditions of service of his appointment shall be as applicable to the President.
- (3) The Chairperson shall have. –
  - (a) all such powers and functions as may inhere in him by virtue of his being the head of the University;
  - (b) such other powers and functions as may be assigned to him by the Board of Management from time to time; and
  - (c) In addition to the above and the powers as defined in the Act, the Chairperson shall have powers to enter into collaboration agreements with other universities, including foreign universities, and/or educational institutions to augment the activities of the University, including programmes of exchange of students and teachers, sharing of credits, and holding of joint workshops and programmes of joint research, facilitation of access to each other's facilities and to institute joint organized academic degrees under such agreements as per the standards recognized by the regulatory bodies in India.
- (4) When any exigencies arise, and the Chairperson is of the opinion that it is not possible of convenient, under the circumstances, to convene a meeting of the Board of Management at short notice, he may take any appropriate

decision or action as he may deem fit and necessary in the best interest of the University.

- (5) In pursuance of any decisions or actions specified in sub-clause (4) above, or for purpose of immediate implementation thereof, the Chairperson shall have full powers to issue any order, or instruction to all or any of the authorities, officers teachers, other academic staff, other employee, ministerial staff, and/or students of the University and such authority, officer, teachers, other academic staff, employees, ministerial staff and/or students shall be bound to comply with such order or instruction forthwith. The Chairperson may, at any time, amend or revoke any order or instructions issued by him.
- (6) The Chairperson shall, as soon as practicable, convene an emergency meeting of the Board of Management and submit a detailed report of report on the action taken under sub-clause (4).
- (7) The Chairperson shall report all actions or decisions taken pursuant to sub-clauses (4) and (5) to the Board of Management for ratification.
- (8) Upon ratification by the Board of Management, any or all the actions or decisions taken by the Chairperson in exercise of the powers conferred under sub clauses (4) and (5) shall not be invalid for want of consultation/approval/ratification of any Authorities of the University.
- (9) The Chairperson shall be the Chairman of the Finance Committee.
- (10) The Chairperson shall have the power to establish study centers, counselling and guidance centers of the university in or outside the State of Rajasthan subject to applicable laws.
- (11) The Chairperson shall appoint the President, Pro-President and Registrar and any other officer/authority in the University which he deems proper as per provisions of the Act, Statutes and regulations.
- (12) If the Chairperson is satisfied , on an enquiry made or caused to be made on a representation made to him or otherwise, that the continuance of the President/ Pro-President/Registrar/Chief Finance Officer/Dean/Proctor/Provost/Director/Controller of Examinations/ or any other designated officer in his office is prejudicial to the interest of the university or the situation so warrants, he may, by an order in writing and stating the reasons therein for doing so, ask the President/Pro-President / Registrar/ Chief Finance Officer/ Dean/Proctor/ Provost/Director/Controller of Examinations/ or any other designated officer to relinquish his office from such date as may be specified in the order;  
 Provided that before taking an action under this sub-clause, such officer shall be given an opportunity of being heard.
- (13) The Chairperson shall have the power to approve all appointment of officers, teachers and other employees of the University and this power can be delegated to the President/ Dean of Faculty/ Head of School or any other Officer of the University;
- (14) The Chairperson or any other Officer of the University to whom powers of appointment have been delegated in view of the above Para, shall have the power to terminate/remove any officer/ teacher/employee of University on the ground of misconduct, inefficiency, financial irregularity or any other reason as may be considered not in the interest of the university: Provided that before taking an action under this clause, such teacher/employee shall be given an opportunity of being heard.;



- (15) The Chairperson, in the interest of the University, may nominate/appoint any distinguished person on any Committee/Authority;
- (16) The Chairperson may take any such action in the interest of University which he deems fit to achieve the objectives and proper functioning of the University.

### 3.2 THE PRESIDENT:

#### 3.2.1 Appointment:

- (1) The President shall be appointed in accordance with section 13 of the Act.
- (2) Only a distinguished scholar or a person with substantial experience in academic, administration shall be appointed as President. The President shall be entitled to receive the basic pay and all other entitlements and privileges as per rules of the University;
- (3) Whenever the office of the President falls vacant for any reason other than the expiry of the term of appointment, the Chairperson, may, in the interest of the University, assign the responsibilities of the President to the Pro-President/designated officer of the university until a suitable person is appointed and the President assumes office as such.

#### 3.2.2 Power and Function of the President;

- (1) The President shall be the *Ex-officio* Chairman of the Academic Council. He may be present at and address any meeting of any authority or anybody of the University, but he shall not be entitled to vote unless he is a member of such authority or body.
- (2) It shall be the duty of the President to see that the Act, Statutes, Ordinances and Regulations are duly observed, and he shall have all powers necessary to ensure such observance.
- (3) The President shall have the power to convene or cause to be convened meetings of the Academic Council.
- (4) The President shall have such powers and functions as may be assigned to him by the Chairperson;
- (5) The President shall establish norms relating to consultancy undertaken by or within the University in any field of expertise;
- (6) The President may take any such action in the interest of University which he deems fit with the consent of the Chairperson;
- (7) The President shall have the overall supervision and control over all activities of the University, and shall exercise powers and perform functions on all matters incidental thereto. These powers and functions shall, in appropriate cases, include the following, namely:-
  - (a) to investigate into any incident which includes academic, administrative and disciplinary matters related to university, including student and faculties, in consultation with the Chairperson;
  - (b) to develop plans and schemes aimed at ensuring excellence in the standards of academic activities of the various academic bodies in the University;
  - (c) to recommend to the Chairperson on all matters relating to holding of any and annual and special convocation, or special meeting in honor of any distinguished individual or for commemoration of any event;
  - (d) to make proposals for Board of Management in respect of the University activities, and powers and functions of all bodies, officers, teachers and other employees of the University;

- (e) to institute/authorize inquiries into incidents, situations or affairs of the University;
  - (f) to call for information from any officer, teacher, member of ministerial staff, or student of the University;
  - (g) to require reports from all bodies/Committees/ Councils/Boards and the University constituted under these Statutes, with the exception of the Board of Management;
  - (h) to establish and review, from time to time, the disciplinary jurisdiction and control of the Office of the President, over all students and all employees of the University, and the procedure(s) for exercise of disciplinary powers by designated officers, and to take all measures necessary in this connection;
  - (i) to give directions to any student, teacher, officer, or any other employee of the University; and
  - (j) to take all measures necessary and convenient to give effect to the foregoing powers and functions, in consultation with the Chairperson.
- (8) On administrative matters, and matters of academic affairs that require consultation with or decision by the Board of Management, the President shall act after consultation with the Chairperson.

### **3.3 THE PRO-PRESIDENT:**

#### **3.3.1 Appointment:**

- (1) The Pro-President shall be appointed accordance with section 14 of the Act.
- (2) The Pro-President shall be paid salary and other allowances, facilities etc. as per regulations of the University.

#### **3.3.2 Powers and Functions:**

In addition of the powers and functions specified in section 14 of the Act, the Pro-President shall have following powers and functions, namely: -

- (1) The Pro-President shall assist the President in respect of such matters as may be specified by the President in this behalf from time to time.
- (2) In the absence of the President or when he is unable for any reason to exercise the power and perform the function of the President, the Chairperson may authorize and empower the Pro-President to exercise the power and perform the function of the President, until such time as he may deem appropriate.
- (3) The Pro-President shall also exercise such powers and perform such functions as may be assigned or delegated to him by the President.

### **3.4 THE REGISTRAR:**

#### **3.4.1 Appointment and Removal.-**

- (1) The Registrar shall be a whole-time salaried employee of the University and shall be appointed by the Chairperson on the recommendations of the selection committee comprising the President, Pro-President and a nominee of the Chairperson. He shall be paid salary and other allowances and benefits as per University regulations. He must have qualifications as prescribed by the University Grants Commission.
- (2) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the functions of his office, the functions of the office shall be performed by such person as the Chairperson may appoint for the purpose.
- (3) The Chairperson, on his own or on the recommendations of President, can ask the Registrar to relinquish his office or terminate his service. If the Chairperson is satisfied, on an enquiry made or caused to be made on a representation made to

him or otherwise, that the continuance of the Registrar in his office is prejudicial to the interest of the University or the situation so warrants, he may, by an order in writing and stating the reasons therein for doing so, ask the Registrar to relinquish his office from such date as may be specified in the order.

### 3.4.2 Powers and Functions:

In addition of the powers and functions specified in section 16 of the Act, the Registrar shall: -

- (1) be custodian of the records, the common seal and such other property of the University as the Board of Management shall commit to his charge;
- (2) issue all notices convening meetings of the Board of Management, Academic Council and of any committees appointed by the authorities of the University;
- (3) arrange for secretarial and other administrative assistance to all University bodies, established under the Act and these Statutes. He/she shall prepare draft minutes of meetings of those bodies and submit them to the President/Pro-President for approval and thereafter circulate them among the members of the respective bodies;
- (4) keep the minutes of all the meetings of the Board of Management, Academic Council and of any committees appointed by the authorities of the University.
- (5) conduct official correspondence on behalf of the Board of Management and Academic Council;
- (6) where the inquiry discloses that a punishment is beyond the powers of the Registrar, he shall, upon conclusion of such inquiry, make a report to the President along with his recommendations;
- (7) 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;
- (8) upon the direction or with the prior approval of the Chairperson/Board of Management, initiate any legal proceeding on behalf of the University or take all necessary action to protect the interests of the University in any legal proceeding initiated by or on behalf of the University as well as in any legal proceeding initiated against the University;
- (9) represent the University in all proceedings instituted on behalf of or against the University;
- (10) at the directions or with the prior approval of the Chairperson, sign, verify and file all necessary papers before the Courts /Tribunal/Arbitrator etc., co-ordinate with advocates or other legal consultants and when necessary, represent and/or appear before any Court, Tribunal, Arbitrator or Government authorities on behalf of the University to give evidence on oath or otherwise and do all acts, deeds, things as may be necessary as per legal advice to prosecute or defend the matter to protect the interest of the University and report to the President and Chairperson;
- (11) on the direction or with prior approval of the Chairperson, appoint/authorize any officer who may be given special charge of all or any matters referred to under this clause;
- (12) perform such other functions as may be required, from time to time, by the Board of Management, Chairperson or the President;
- (13) subject to the foregoing the Registrar shall be the operational head of University administration; and
- (14) have power to take disciplinary action against such employees of the University as may be specified in the orders of the Board of Management/Chairperson/President and to suspend them pending inquiry, to administer warning to them or to impose on them the penalty of censure or the withholding of increment;

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing case against the action proposed to be taken in regard to him.

3.4.3 Appeal: An appeal shall lie to the President against any order of the registrar imposing any of the penalties specified in clause (15) above.

### **3.5 CHIEF FINANCE AND ACCOUNTS OFFICER:**

#### **3.5.1 Appointment:**

- (1) The Chief Finance and Accounts Officer shall be appointed by the President on the recommendation of the Selection Committee referred to in sub-clause (2) with the approval of Chairperson.
- (2) Selection Committee shall comprise the Pro-President, a nominee of the Chairperson, and two external experts in finance and accounting as nominated by the Chairperson. A person to be appointed as Chief Finance and Accounts Officer shall be qualified and experienced in institutional finance and accounting.
- (3) The qualification and grade of pay the post of the Chief Finance and Accounts Officer shall be as per regulations of the University.

#### **3.5.2 Powers and Functions:**

- (1) The Chief Finance and Accounts Officer shall be Member Secretary of the Finance Committee.
- (2) The Chief Finance and Accounts officer shall perform financial functions as may be assigned to him by the Chairperson/President:  
Provided that the Chief Finance and Accounts Officer shall not incur any expenditure or make any investment unless authorised by the Board of Management;
- (3) Subject to the control of the Board of Management/Chairperson/President, the Chief Finance and Accounts Officer shall:
  - (a) hold and manage the property and investments including trust and endowed property;
  - (b) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are budgeted;
  - (c) prepare and submit to the Chairperson/President quarterly, half-yearly and annual cash-flow projections and status of accounts for these period for the consideration of the Board of Management;
  - (d) be responsible for preparation of 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 balance and on the state of investment;
  - (f) watch the progress of the collection of revenue and advise on the methods of collection employed;
  - (g) to examine ways and means to augment the finances of the University, and to rationalize expenditure, and submit proposals thereon to the Chairperson;
  - (h) have the accounts of the University regularly audited by an internal auditor also arrange for the external audit (statutory audit) of the University accounts and file the reports with the respective authorities;
  - (i) ensure that the registers of land and buildings, furniture and equipment are maintained up-to-date and that the stock checking of equipment and other

consumable materials in all offices, special centres, specialized laboratories, college and institutions maintained by the University is conducted periodically as per approved schedule;

- (j) call for explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary action against the person responsible; and
- (k) call for any information or returns from any office, college or institution under the University that he may consider necessary for the performance of this functions.

### **3.6 DEAN OF FACULTY:**

#### **3.6.1 Appointment:**

- (1) The President may from time to time, in consultation with the Board of Management, determine the number of faculties and the number of Schools to constitute each Faculty for purposes of academic administration and appoint a Dean for each such Faculty subject to meeting the norms of the Statutory Council.
- (2) If at any time, there is no Professor in a Faculty, the President, or if so designated by him, the Pro-President, shall exercise the powers of the Dean of the Faculty concerned.
- (3) When the office of the Dean is vacant either due to his resignation or by reason of illness, absence or any other cause, the functions of the office of Dean shall be performed by such person as the President may appoint for the purpose.

#### **3.6.2 Powers and Functions:**

- (1) The Dean shall be the head of the Faculty and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty.
- (2) The Dean shall supervise and coordinate teaching and research in the Faculty through the Heads of Schools, and take steps to promote inter-disciplinary teaching and research wherever necessary.
- (3) The Dean shall formulate policies and development programmes of the Faculty and present them before the Academic Council.
- (4) The Dean shall coordinate the functioning of various Schools under his charge, and assist the President in implementing the policies and directions of the Chairperson, the Board of Management and the Academic Council.
- (5) The Dean shall have the right to be present and speak in any meeting of the Board of studies or Committee of the Faculty, as the case may be, but shall not have the right to vote unless he is a member of that Board/Committee.
- (6) Co-ordinate the academic, research activities of various schools of the University, Promote schools and inter disciplinary academic and research activities.
- (7) The Dean of Faculty shall have the authority to exercise all such disciplinary powers over the students in the School as may be necessary for the proper conduct of the Faculty. The Dean may also frame such supplementary rules, as he deems necessary to maintain discipline in the Faculty with the prior approval of President.
- (8) The Dean shall be In-charge of all extra-curricular activities of the Faculty.
- (9) The Dean in consultation with the President may delegate some of his powers to any officer working under him for the sake of administrative control and convenience.
- (10) The Dean shall be overall In-charge of the academic and administrative matters pertaining to Schools in the Faculty and also shall implement all non-academic development plans approved for the Faculty and take all necessary actions/decisions with the permission of President.

(11) The Dean shall perform such other functions as may be assigned to him by the Chairperson/ President and exercise such other powers as may be prescribed by the Regulations, from time to time.

(12) The Dean of the Faculty shall take suitable steps to have the meeting of the Faculty convened and to give effect to the decisions/ recommendations of the Faculty.

### **3.7 PROVOST. –**

#### **3.7.1 Appointment:**

- (1) The Provost shall be appointed by the President with the consent of the Chairperson from among the senior teachers/other senior employees of the University.
- (2) The Chairperson may fix, if required, an appropriate honorarium to be paid to the Provost and other facilities necessary for performance of his functions.
- (3) The Provost shall hold office for a term of two years or as specified in his appointment order and shall be eligible for reappointment.

#### **3.7.2 Powers and functions:**

- (1) The Provost shall ensure discipline in the University and shall, in consultation with the President, establish appropriate norms and procedures therefore.
- (2) The President may, from time to time, authorize the Provost with any special responsibilities, as he may deem appropriate. The Provost may hold special or general inquiries into any situation involving the conduct of any employee or student of the University causing or likely to cause breach of the peace and order in the University campus.
- (3) The President shall, in consultation with the Chairperson, make provision for the necessary administrative support for the office of the Provost.

### **3.8 PROCTOR:**

#### **3.8.1 Appointment:**

- (1) The President may, in consultation with the Chairperson, select and appoint a senior teacher of the University to function as Proctor in an honorary capacity, for a period of two years or as specified in his appointment letter and shall be eligible for re-appointment.
- (2) The Chairperson may fix, if required an appropriate honorarium to be paid to the Proctor and other facilities necessary for performance of his functions.

#### **3.8.2 Powers and Functions:**

- (1) The Proctor shall be responsible for the maintenance of discipline among the students and shall, in consultation with the President, establish appropriate norms and procedures therefore.
- (2) The President may, as he may deem appropriate, require the Proctor to work in harmony with Provost.
- (3) The President shall, in consultation with the Chairperson, make provision for the necessary administrative support for the office of the Proctor.

### **3.9 CONTROLLER OF EXAMINATIONS;**

#### **3.9.1 Appointment:**

- (1) The Controller of Examinations shall be a whole-time salaried employee of the University and shall be appointed by the President on the recommendation of a Selection Committee comprising the Pro-President and two nominees of the Chairperson. The qualifications and grade of pay for the post of Controller of Examination shall be such as specified by the University from time to time.
- (2) When the office of the Controller of Examination is vacant or when he is, by reason of illness, absence or any other cause, unable to perform the functions of his office, the function of the office shall be performed by such person as the President, in consultation with the Chairperson, may appoint for the purpose.

**3.9.2 Powers and Functions:**

The Controller of Examination shall:

- (1) take all measures necessary to ensure impartial, safe and secure conduct of the entire examination process from preparation of question-papers to the declaration of results;
- (2) Control the conduct of all University examinations and supervise all necessary arrangements in accordance with the manner prescribed by the Ordinance on Examinations;
- (3) Call from any office or school/college/Faculty under the University any information or returns that he may consider necessary for the performance of his functions and to discharge his responsibilities;
- (4) Notwithstanding anything contained in these Statutes, the Ordinance and the Regulations, perform such other functions, administrative or academic, as may be specified, from time to time, by the Board of Management, Chairperson or the President; and
- (5) Appoint examiners from the panel prepared by the Board of Studies and approval by the Academic Council.

**3.10 Other Officers:**

The Chairperson may declare and designate any deserving persons as Officer of University or create new as per requirement of University and declare it as Officer of University.

**CHAPTER – 4****Appointment and Service Conditions of Officers, Teachers and Employees of the University**

- 4.1 All officers, teachers and employees of the University shall be appointed as per regulations of the University, issued from time to time, and the appointments shall as far as possible be made on a regular basis against substantive posts. However, the Board of Management may, on an urgent basis, authorize the President to make appointments of the officers, teachers and other employees on short term contract basis, when deemed necessary and urgent.

**CHAPTER – 5****Power in Respect of Granting and Withdrawing Degrees**

- 5.1 Grant and Withdrawing of Degree:

The Academic Council may, by resolution passed by a majority of not less than two-thirds of the members present and voting:

- (1) Make proposals to the Board of Management for the conferment of honorary degrees;
- (2) Make proposals to the Board of Management to withdraw any ordinary degree or diploma conferred by the University ; and
- (3) With the sanction of the Board of Management, withdraw any honorary degree.

**5.2 Convocations:**

Convocations of the University for conferring of degree or for other purposes shall be held in such manner as may be prescribed by the regulations.

**CHAPTER-6****Fee, Fellowships & Scholarships and Institution of Medals and Prizes****6.1 Fee:**

- (1) The University shall charge fee for various programmes of study in accordance with the provisions of section 33 of the Act. The Board of Management may also prescribe refundable caution moneys for different purposes, in order to ensure use of University property by the students with due diligence and care, access to the library/laboratory or other academic purposes, such as participation in seminars/workshops/conferences organized by the University.
- (2) In case any student discontinues/withdraws or requests to leave the course after the last date admission, for whatever reason, he /she shall be required to deposit fee for the remaining years (duration) of the course. The university shall have the right to realize such fees for remaining years from the student because he / she has blocked one seat of that particular discipline for remaining period of the programme. No correspondence in this regard shall be entertained and decision of the university shall be final.
- (3) If University deems it proper, it will take bank guarantee from the student (s) in lieu of fee for the remaining period of programme.
- (4) Chairperson/ President shall have the power of full/part exemptions/waiving of any kind of fee payable by the student for the academic year.

**6.2 Fellowships and Scholarships:**

- (1) The Academic Council may recommend to the Chairperson to institute the award of Fellowships and Scholarships carrying such remuneration as may be fixed on the approval of Chairperson.
- (2) Fellowships shall be tenable for one academic year in the first instance, but may, in special cases be extended for a further period. The extension of fellowship shall be as per the criteria laid down by the University.

**6.3 Medals and Prizes:**

- (1) The medals/certificates/cash prizes for academic excellence of a student in the class or a programme and for a teacher/employee of the University may be instituted by the Board of Management on the recommendations of the Academic Council.
- (2) Any private person, Trust or agency can propose to institute a medal/cash prize for a particular programme/course. The proposal shall be considered by Board of Studies/Faculty and finally by Academic Council which can accept or reject the proposal. This recommendation of the Academic Council has to be approved by the Board of Management.
- (3) Medal and Prizes to students/teachers/employees for their outstanding performance in sports, cultural activities, debates, seminars, etc. may be instituted by the Board of Management on the recommendations of the Academic Council.



## **CHAPTER-7**

### **Policy of Admissions**

#### **7.1 Admission:**

- (1) Admission in the University shall be open to Indian citizens, Non-Resident Indians(NRIs), Persons of Indian Origin(PIOs) and Foreigners. For NRIs/PIOs/Foreign student admission shall be made on merit based on marks obtained in qualifying examinations or admission test as decided by the University with the approval of the Board of Management.
- (2) Subject to the provisions of sub-section (3) of section 32 of the Act, admission in all programmes of University shall be made on the basis of merit provided that the admission in professional and technical courses shall be made through an all India entrance test, conducted by the University or the University may associate with other Universities which offer similar courses to conduct admission test or can also use the score of entrance tests conducted by Associations of Universities/ other Federations/ State/Central agencies/ other bodies for admission to any programme. However, in case entrance test has not been conducted due to one or the other reason or lesser availability of candidates, admissions shall be made on the basis of merit in qualifying examination.
- (3) For courses where admission is through merit in the qualifying examination, weightage can be considered for excellence in sports and other extracurricular activities.
- (4) Admissions granted shall, in the first instance, be deemed to be provisional. The office of Registrar shall confirm the admission after verification of his/her documents for eligibility and enroll the student by allotting him/her Enrolment Number. If it is found at any stage that the qualifying examination of a candidate is not recognised by the University or he/she has concealed or given false information, such admission shall be cancelled.
- (5) Such students who were enrolled with any duly constituted University in the country can be migrated to the Manipal University Jaipur with the approval of its Academic Council. Such students shall be enrolled and shall be the students of the Manipal University, Jaipur.
- (6) Every student shall have to pass a medical test within four weeks of the date of his/her provisional admission. Admission of those found medically unfit shall be cancelled.

## **CHAPTER – 8**

### **Establishment of New Institution (s), Off-campus (es) and Creation of New Department(s) & Abolition or Restructuring of existing Department(s)**

- 8.1 New School(s), Department(s), Faculty(ies), Institute(s). off-campus(es), shall be established by the Board of Management on the recommendations of the Academic Council and also in compliance with the Statutory regulations shall be framed and approval by the Chairperson on the recommendations of the Academic Council.
- 8.2 The University can start, after obtaining the approval of the Chairperson and on the recommendations of the Academic Council, Undergraduate / Postgraduate/Post-Doctoral/other courses/programmes along with the number of seats allocated to these

- programmes in all disciplines listed in Schedule-II of the Manipal University, Jaipur Act, 2011. Such decisions will be placed before the next meeting of Board of Management. The University shall apply to the statutory council(s) for seeking prior approval for course(s) where such approval is mandatory before starting the course(s).
- 8.3 The University may establish, from time to time, specialized laboratories or other units for research and instructions with the approval of the Board of Management on the recommendations of the Academic Council.
- 8.4 The University may also launch the study programme in distance/correspondence mode, as are in the opinion of the University, necessary for furtherance of its objects within or outside the State with prior approval of the Board of Management on the recommendations of the Academic Council and as per relevant laws.
- 8.5 The proposal for abolition or restructuring of existing department(s) is to be submitted by the head of concerned department/institute to the Registrar of the University which shall be placed before the Academic Council for consideration. On the recommendation of the Academic Council, the Registrar shall place the proposal before the Board of Management for consideration and approval.
- 8.6 Dean of Faculty desirous of launching a new academic programme/Course, shall submit to the Registrar of the University, a proposal in a prescribed format sufficiently before the academic year in which the programme is to be launched. The Registrar shall place the proposal before the Academic Council for consideration. On the recommendation of the Academic Council, the Registrar shall place the proposal, along with modifications or additions suggested by Academic Council, if any, before the Board of Management for consideration and approval. Thereafter the Registrar shall convey the decision to the constituent unit, which had initiated the proposal.

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**By Order of the Board of Management of**

**The Manipal University, Jaipur**

Dr. D. Srikanth Rao,

**Registrar**

**By Order of the Governor,**

Rajeeva Swarup,

**Principal Secretary, Higher Education**

**Government Central Press, Jaipur.**