

Sharnbasva University

Statues - 2023

SHARNBASVA UNIVERSITY STATUTES: CONSTITUTION OF THE BOARD OF GOVERNORS AND RULES OF BUSINESS OF ITS MEETINGS.

(Framed as per the provisions under section (23) of Sharnbasva University Act 2012)

1. Title and Commencement:

These statutes shall be called the “**SHARNBASVA UNIVERSITY STATUTES: CONSTITUTION OF THE BOARD OF GOVERNORS AND RULES OF BUSINESS OF ITS MEETINGS**”.

These statutes shall come into force from the day of assent of the Chancellor.

2. Constitution and Composition of the Board of Governors:

The Board of Governors shall consist of the following, namely:

- i) The Chancellor – Chairperson;
- ii) The Vice-Chancellor – Member;
- iii) The Principal Secretary/Secretary to the State Government, Department of Higher Education or his nominee not below the rank of Deputy Secretary - Member;
- iv) The Principal Secretary/Secretary to the State Government, Medical Education, or his nominee not below the rank of Deputy Secretary – Member;
- v) One expert from the field of Management, Finance or any other specialized area including administration to be nominated by the State Government – Member;
- vi) Two persons nominated by the sponsoring body of whom one shall be women – Member;
- vii) The Pro-Vice-Chancellor who shall be a non-voting member; and
- viii) One eminent educationist nominee of the University Grant Commission – Member;

3. The Registrar shall be non-voting member secretary of the Board of Governors.

4. Tenure of Members:

The tenure of office of the members of the Board of Governors other than those nominated by the Government shall be for a period of three years extendable by another term of three years if the sponsoring body so desires. However, there shall not be further more extension.

5. All meetings of the Board of Governors shall always be chaired by the Chancellor and in his absence anyone member nominated by the Chancellor shall chair the meeting, if the Chancellor has not nominated any person to Chair such a meeting, members present in the meeting shall elect the Chairperson for that meeting only from among themselves by a simple majority.

6. Powers of the Board of Governors:

The Board of Governors shall be the Principal Governing Body of the University and shall have the following powers, namely:

- i) To appoint the statutory Auditors of the University;
- ii) To lay down policies to be pursued by the University;
- iii) To review decisions of the other Authorities of the University that are not in conformity with the provisions of this Act, or the Statutes or the Rules;
- iv) To approve the Budget and Annual Report of the University;
- v) To make new or additional Statutes or amend or repeal the existing Statutes and rules;
- vi) To take decision about voluntary winding up of the University;
- vii) To approve proposals for submission to the Government;
- viii) To nominate three members to Fee regulation committee; and
- ix) To take such decisions and steps as are found desirable for effectively carrying out the objects of the University.

7. Meeting of the Board of Governors:

The Board of Governors shall meet at least three times a year on dates, time and place fixed by the Chancellor, the first and second in July and November respectively and the third, to be called the Annual meeting, in the March.

i) Quorum:

Quorum for all the meetings of the Board of Governors, shall be the three members attending and voting at such meeting, provided that the presence of either the Chancellor or one nominee of the Sponsoring Body and in the absence of the Chancellor or one nominee of the Sponsoring Body, the Vice-Chancellor, shall always be necessary to form the quorum for any meeting of the Board.

ii) Notice of the Meetings:

- a) The Registrar under the direction of the Chancellor shall send to the members a notice of the meeting fifteen days in advance specifying the place, the day and the hour of the meeting. The preliminary agenda of the meeting be issued at least seven clear days before the meeting; provided that the Chancellor may bring any business which in his opinion is urgent, with shorter notice or without placing the same on the agenda paper;
- b) Non receipt of notice, agenda and other papers connected with any meeting of the Body of Governors by any member shall not invalidate the proceeding of the meeting.
- c) Supplementary agenda: A supplementary list of such amendments and other urgent subjects arising after the issue of the preliminary agenda shall be supplied to each member before the meeting

iii) Notice of Propositions by Members:

- a) Notice, by Members, on subjects to be included in the agenda shall be sent so as to reach the Registrar not later than clear 10 days before the meeting. Subjects sent by Members will be included in the agenda. It shall, however, be open to the Chancellor to disallow any subject being included if he considers that it does not properly fall within the purview of the Board of Governors or that it contrivance the provisions of the Act, the Statutes or the regulations or that it is not expedient to discuss such subject either in public interest or in the interest of the sponsoring body or of the University.
- b) Notice of Amendments: Amendments, if any, relating to subjects mentioned in the agenda shall be sent to the Registrar within three Days after the receipt of the agenda. The Registrar should obtain prior approval of the Chancellor before including such amendments in the supplementary agenda.

iv) Propositions without Notice:

Any proposition which has not been given may be moved by any member, if permission granted by the Chairman, after ascertaining the majority opinion of the Board of Governors.

v) Voting:

Every question shall be decided by a majority of votes of the members present at the meeting. In the case of an equality of votes the Chairman shall have a casting vote in addition to his vote as a member.

vi) Rules of Debate:

No member shall have a right to speak more than once in the course of discussion of the motion or of an amendment except the proposer of the motion who shall have a right to reply at the close of the discussion of the motion.

But, if at the close of the discussion and before the mover begins to reply, a member wishes to make any observations in the light of the discussion that has taken place, he shall do so without taking more than five minutes.

No speech shall exceed ten minutes in duration except with the permission of the chairman, who may, at his discretion in any case, allow more time. The Chairman shall regulate the order of speeches.

vii) Motion for Adjournment or Closure:

A motion for adjournment of the discussion or closure may be made at any time as a distinct question, but not in the form of an amendment, nor while a member is speaking.

If a motion for adjournment of the discussion is carried, such discussion shall stand postponed to the next meeting. If a motion for closure is carried, the substantive

proposal or the amendment thereto, as the case may be, shall be put to vote immediately after the mover's reply.

A member may withdraw his motion of amendment with the consent of the majority of the members present at the meeting.

viii) Intervention during Speech:

Any member with the permission of the Chairman, may by way of personal explanation, try to remove any misconceptions of fact but in doing so, he shall strictly confine himself to a statement of the fact and his speech shall not exceed five minutes in duration.

ix) Point of Order raised by Members:

Any member may, at any time in the course of discussion rise and call the attention of the Chairman to a point of order.

If a point of order is raised by one member in the course of a speech by another, the speaker shall forthwith resume his seat until the Chairman has decided upon it. The Chairman shall be the sole judge of any point of order raised in the meeting.

x) Record of Proceedings:

The decision taken in respect of any subject at a meeting shall be recorded immediately and read over to the Board of Governors for approval.

xi) Notes of Dissent by Members:

Any member who dissents from a decision of the Board of Governors and expresses a desire to give a note of dissent may do so before the closure of the meeting. Such a note shall always be brief and be confined to the main point of issue. Personal references of any kind or attributing motives shall invariably be avoided. The dissenting note given by the member shall be circulated along with the proceedings of the meeting.

xii) Proceedings of Meetings:

The proceedings of each meeting of the Board of Governors shall be drawn up and circulated to members within ten days after the meeting. The salient points indicating the trends of the discussion that have taken place on the motions put to vote shall be noted briefly in the proceedings of the meeting when necessary. If any member desires to suggest any correction as to what actually was decided at the meeting, a note shall be sent by him to the Registrar, within five days of the receipt of the proceedings. Such resolutions, as have thus objected to, shall be placed before the next meeting for confirmation, and other matters shall be taken to be passed finally, provided that action may be taken in anticipation of confirmation in urgent cases.

After confirmation, copies of the proceedings shall be sent to the visitor and the Government.

xiii) Resolution by Circulation:

A note of the question decided by circulation shall be recorded in the minutes book of the Board of Governors.

xiv) Reconsiderations of subject once Disposed off:

Subject once disposed off may be brought up again with reasons which appear adequate to the Chancellor.

SHARNBASVA UNIVERSITY STATUTES: CONSTITUTION OF THE BOARD OF MANAGEMENT, ITS POWER & FUNCTIONS AND RULES OF BUSINESS OF ITS MEETINGS.

(Framed as per the provisions under subsection (3) of section (24) and section (32) of Sharnbasva University Act 2012)

1. Short title, extent and commencement:

These statutes shall be called “**Sharnbasva University Statutes Pertaining to Constitution of The Board of Management, Its Power & Functions and Rules of Business of Its Meetings**”.

These statutes shall come into force from the date of their notification by the university.

2. Constitution of the Board of Management:

The Board of Management shall consist of the following:-

- i) The Vice Chancellor;
- ii) The Pro-Vice Chancellor;
- iii) The Registrar;
- iv) Two Nominees of the Sponsoring Body;
- v) Two Deans of the Faculty as nominated by the Chancellor.
- vi) The Registrar Evaluation

3. The Vice Chancellor shall be the chairperson of the Board of Management and The Registrar shall act as Secretary. In absence of Registrar, the Registrar evaluation with prior approval of the Chancellor shall be the Secretary of the Board of Management.

4. All meetings of the Board of Management shall always be chaired by the Vice Chancellor and in absence of the Vice Chancellor, by nominee of the sponsoring Body and where the sponsoring has not nominated any nominees, then by any other member as elected by the members present in the meeting.

5. In the event of a conflict of opinion at a meeting of the Board of Management, the issue shall be referred to the chancellor and the decision of the chancellor in respect of such issue shall be final and binding on the university.

6. Tenure of the members:

The Board of Management shall be the executive body of the University and the term of office of Board of Management other than Ex-officio members shall be three years, provided that the terms of office of any member nominated to fill a causal vacancy shall be the residuary term of his/her predecessor.

The tenure of membership of Deans to the Board of Management shall be for the period of two years or till such time as they continue to be the Dean(s) of Department(s).

7. In Four members of the Board of Management shall form the Quorum for the meeting of Board of Management
8. The members of the Board of Management shall not be entitled to receive any remuneration from the University except DA and travelling allowance as may be prescribed.
9. The Board of Management should meet at least four times per year.
10. In the event of a conflict of opinion at a meeting of the Board of Management, the issue shall be referred to the Chancellor and the decision of the Chancellor in respect of such issue shall be final and binding on the University.

11. Powers and Functions of Board of Management:

The Board of Management shall be the principal executive body of the university and shall have the following powers:

- (i) To advise the academic council and research council in matters that have bearing on the administration and management of the university;
- (ii) To make regulations relating to course of study leading to 1st degree, postgraduate, Ph. D, Diploma and certificates;
- (iii) To prescribe standards of instructional facilities to be provided in the University and constituent colleges;
- (iv) To regulate and determine all matters conceding the University in accordance with this Act and statutes and to exercise such powers and to discharge such duties as may be conferred on it by this Act and the statutes;
- (v) To recommend to the Board of Governors, on the advise of the Academic council, to establish the Departments, new Departments and such other centers, cells, extension activities for the academic work, Research and such other tasks;
- (vi) To create Teaching and academic posts, also the cadres and qualification thereof in consistent with UGC/AICTE/MCI/any other Government agencies/any other international body;
- (vii) To lay down procedures for recruitment/selection of teaching and non-teaching staff(s) and to appoint the same for the University and to its Constituent colleges, consistent with University statutes/ordinances/Regulations/rules;
- (viii) To recommend to the Board of Governors/Chancellor, all appointments made by the **Board of Appointment Committee**;
- (ix) To lay down duties and responsibilities of Professors, Associate Professors, Assistant Professors and other academic staffs of the University/Constituent Colleges in consultation with the Chancellor;
- (x) To lay down service conditions, emoluments as per the University norms, Traveling/Dearness allowances for teaching and nonteaching staff in the

- University and Constituent colleges consistent with University statutes/ordinance /Regulations/ rules and the state govt. provisions;
- (xi) To regulate and enforce discipline among teaching and nonteaching staff in accordance with the rules of University;
 - (xii) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such as pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the University;
 - (xiii) To entertain and adjudicate upon and, if deem fit, to redress any grievances of the employees and students of the University with the approval of the Chancellor;
 - (xiv) To fix and recommend to the Chancellor, the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for the examinations in consultations with Academic council and the Finance Committee;
 - (xv) To institute fellowships, Scholarships, Studentships, Medals and Prizes in accordance with rules to be framed for the purpose and with approval of the Board of Governors;
 - (xvi) To recommend to the Board of Governors on matters relating to acquisition, management and disposal of any immovable property on behalf of the University;
 - (xvii) To recommend to the Board of Governors to purchase, take on lease or accept as gift or otherwise any land or building or work which may be necessary or convenient for the purpose of the University, on such terms and conditions as it may deem fit and proper, and to construct, alter and maintain any such building(s) or work(s);
 - (xviii) To hold and to control the property and funds of the University/Constituent colleges;
 - (xix) To recommend to the Chancellor the purchase of equipment's, consumables and such other items as required by the University and its constituent's colleges as recommended by the purchase committee;
 - (xx) To prescribe equivalence of examinations, degrees, diploma and certificates of other University;
 - (xxi) To prescribe the guidelines for the assessment, evaluation and grading of students performances;
 - (xxii) To prescribe conditions for admission for new colleges as constituent colleges of the University;
 - (xxiii) To promote R and D activities in the University;
 - (xxiv) To approve the list of successful candidates for conferment of Degree, Diploma, Ph. D, etc;
 - (xxv) To constitute and regulate the working of training and placement center to assists students in their future prospects;

- (xxvi) To confer honorary degrees, titles and other academic distinctions on the recommendation of the academic council and with the approval of the Board of Governors;
- (xxvii) To approve the financial estimates of the University submitted by the financial committee;
- (xxviii) To administer public and private funds placed at the disposal of or accepted by the University for specified purposes;
- (xxix) To make regulations regarding the admission of students to the University, constituent colleges and conduct of the examinations by the University and by the constituents colleges;
- (xxx) To adopt the fees and other charges payable by the students admitted under govt. quota to University and constituent colleges as fixed by the Govt. /other govt. agencies and students admitted through University Entrance Test as fixed by fee regulation committee from time to time;

12. Board of Management Meetings:

The Board of Management meeting shall meet at least four times a year on dates, time and place fixed by the Vice-Chancellor. However, the duration between two consecutive meetings shall not exceed three months. In addition to the above four meetings, Vice-Chancellor may convene the meeting of the Board of Management, whenever he thinks fit.

i) Quorum

- a) The quorum for any meeting of Board of Management shall be four members including the Chairman. If a quorum is not present within the thirty minutes after the time appointed for a meeting, the meeting shall not be held and the registrar shall make a record of the fact and the record shall be signed by the Chairman.
- b) When a meeting of Board of Management is dissolved for want of quorum as provided in the clause (a) above, the Vice-Chancellor shall have a power to reconvene a meeting of the Board of Management within 15 days of such dissolution to transact business already mentioned in the agenda. In such an event no quorum for holding the meeting would be necessary.

ii) Notice of meeting

- a) Not later than 15 clear days before the date of an meeting, the Registrar shall, under the direction of Vice-Chancellor and on the approval of the Chancellor, send by post every members a notice of the meeting and preliminary agenda paper specifying the place, the day and the hour of meeting and business to be brought before the Board of Management meeting.
- b) Non-receipt of notice, agenda and other papers connected with any meeting of the Board of Management by any member shall not invalidate the proceeding of the meeting.

- c) Supplementary agenda: A supplementary list of such amendments and other urgent subjects arising after the issue of the preliminary agenda shall be supplied to each member before the meeting.
- d) Table agenda: A list of such amendments and other very urgent subjects arising after the issue of the supplementary agenda shall be supplied to each member on the day of meeting and placed on the table.

iii) Notice of propositions by Board Members

- a) Notice, by Board Members, of subjects to be included in the agenda shall be sent so as to reach the Registrar not later than clear 20 days before the meeting. Subjects sent by Board Members will be included in the agenda. It shall, however, be open to the Vice-Chancellor to disallow any subject being included if he considers that it does not properly fall within the purview of the Board of Management or that it contravenes the provisions of the Act, the Statutes or the regulations or that it is not expedient to discuss such subject either in public interest or in the interest of the sponsoring body or of the University.
- b) Notice of Amendments: Amendments, if any, relating to subjects mentioned in the agenda shall be sent to the Registrar within three Days after the receipt of the agenda. The Registrar should obtain prior approval of the Vice-chancellor and the Chancellor before including such amendments in the supplementary agenda.

iv) Voting

Every question shall be decided by a majority of votes of the members present at the meeting. In the case of an equality of votes the Chairman shall have a casting vote in addition to his vote as a member.

v) Rules of Debates

No member shall have a right to speak more than once in the course of discussion of the motion or of an amendment, except the proposer of the motion who shall have a right to reply at the close of the discussion of the motion.

But, if at the close of the discussion and before the mover begins to reply, a member wishes to make any observations in the light of the discussion that has taken place; he shall do so without taking more than five minutes.

No speech shall exceed ten minutes in duration except with the permission of the chairman, who may, at his discretion in any case, allow more time. The Chairman shall regulate the order of speeches.

vi) Motion for the Adjournment or Closure:

A motion for adjournment of the discussion or closure may be made at any time as a distinct question, but not in the form of an amendment, nor while a member is speaking.

If a motion for adjournment of the discussion is carried, such discussion shall stand postponed to the next meeting. If a motion for closure is carried, the substantive proposal or the amendment thereto, as the case may be, shall be put to vote immediately after the mover's reply.

A member may withdraw his motion of amendment with the consent of the majority of the members present at the meeting.

vii) Intervention during speech:

Any member with the permission of the Chairman, may by way of personal explanation, try to remove any misconceptions of fact but in doing so, he shall strictly confine himself to a statement of the fact and his speech shall not exceed five minutes in duration.

viii) Point of orders raised by the members:

Any member may, at any time in the course of discussion rise and call the attention of the Chairman to a point of order.

If a point of order is raised by one member in the course of a speech by another, the speaker shall forthwith resume his seat until the Chairman has given his decision in the matter.

ix) Record of proceedings:

The decision taken in respect of any subject at a meeting shall be recorded immediately and read over to the Board of Management for approval.

x) Notes of Dissent by Board Members:

Any member who dissents from a decision of the Board of Management and expresses a desire to give a note of dissent may do so before the closure of the meeting. Such a note shall always be brief and be confined to the main point of issue. Personal references of any kind or attributing motives shall invariably be avoided. The dissenting note given by the member shall be circulated along with the proceedings of the meeting.

xi) Proceedings of Meetings:

The proceedings of each meeting of the Board of Management shall be drawn up and circulated to members within twelve days after the meeting. The salient points indicating the trends of the discussion that have taken place on the motions put to vote shall be noted briefly in the proceedings of the meeting when necessary. If any member desires to suggest any correction as to what

actually was decided at the meeting, a note shall be sent by him to the Registrar, within five days of the receipt of the proceedings. Such resolutions, as have thus objected to, shall be placed before the next meeting for confirmation, and other matters shall be taken to be passed finally, provided that action may be taken in anticipation of confirmation in urgent cases.

After confirmation, copies of the proceedings shall be sent to the Chancellor, visitor and the Government.

xii) Resolution by Circulation:

A note of the question decided by circulation shall be recorded in the minutes book of the Board of Management.

xiii) Reconsiderations of subject once Disposed off:

Subject once disposed off may be brought up again with reasons which appear adequate to the Vice-Chancellor and with the prior approval of the Chancellor.

SHARNBASVA UNIVERSITY STATUTES: CONSTITUTION OF THE ACADEMIC COUNCIL, ITS POWER & FUNCTIONS AND RULES OF BUSINESS OF ITS MEETINGS.

(Framed as per the provisions under subsection (2) of section (25) and section (32) of Sharnbasva University Act 2012)

1. Title and Commencement:

These statutes shall be called the “SHARNBASVA UNIVERSITY STATUTES: CONSTITUTION OF THE ACADEMIC COUNCIL, ITS POWER & FUNCTIONS AND RULES OF BUSINESS OF ITS MEETINGS”.

These statutes shall come into force from the day of assent of the Chancellor.

2. Constitution and Composition of the Academic Council:

The composition of the Academic Council shall be as prescribed under Section-25 of the Act. In exercise of the powers conferred by section-25(1)(iv) of the Act, the Academic Council shall have the following members:

- | | | |
|-------|--|-------------------|
| i) | The Vice Chancellor | – Chairperson |
| ii) | The Pro Vice Chancellor (s) if any | – Member(s) |
| iii) | The Registrar | –Member Secretary |
| iv) | The Registrar (E) | – Member |
| v) | Deans of Faculties | – Members |
| vi) | Three Chairman’s of the Department of the University
nominated by the Chancellor by rotation in the order of seniority,
each for a term of two years | – Members |
| vii) | Three professors of the University nominated by the Chancellor
by rotation in the order of seniority, each for a term of two years | – Members |
| viii) | Three Associate professors of the University nominated by the
Vice-Chancellor by rotation in the order of seniority,
each for a term of two years | – Members |
| ix) | Three eminent persons representing industry, R&D,
commerce, Banking, or any other profession based
within Karnataka, nominated by the Chancellor | – Members |
| x) | The Dean – student Affairs | – Member |
| xi) | The Dean – Research and Innovation Council | – Member |
| xii) | The Librarian | – Member |
| xiii) | The Director of Physical Education | – Member |

Provided that no student shall be eligible for nomination:

- a) Unless his name appears on the rolls of the University or its constituent colleges.

- b) Unless he is following a course in the University or in its constituent colleges, leading to a degree or a post-graduate degree or a post-graduate diploma and Research leading to Ph.D. of the University.
- c) If he is studying in the morning college or an evening college or having examination as an external candidate or through distance education mode/correspondence course.
- d) If he has failed to complete course within prescribed duration at a stretch.

3. Powers and Functions of the Academic Council:

The Academic council shall be the principal Academic body of the university and shall have the following powers and functions:

- a) To exercise general supervision over the academic policies of the University as prescribed under Section -25(2) of the Act;
- b) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the faculties/Board of studies/Departments and to take proper action thereon;
- c) To scrutinize and approve the proposals, with or without modification, of the Board of studies with regards to courses of study, academic regulation, curricula, scheme, syllabi and modifications thereof, instructional and evaluation arrangement, methods, procedures relevant thereto, etc., Provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so;
- d) To frame regulations for the conduct of examinations in conformity with the rules and regulations of the University;
- e) To recommend the conferment of Degrees/Diplomas/Certificates of qualifying persons after successful completion of the programs;
- f) To recommend the conferment of honorary degrees;
- g) To recognize Diplomas and degrees of Universities and other institutions and to determine equivalence with the diplomas and degrees of the University;
- h) To make recommendations to the Board of Management/Board of Governors to establish the Faculties, new Departments and such other centers, cells, extension activities for the academic work, Research and such other tasks;
- i) To make recommendations to the Board of Management/Board of Governors to
 - i. Institution of fellowship, travelling fellowships, scholarships, Medal, prizes, studentships, etc.;
 - ii. Establishment or abolition of Faculties/Departments/Centers and courses of study;
 - iii. Introduction of Academic innovations such as award of dual-major degree, major-minor degree, faculty improvement program, semester abroad program etc.;
- j) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;

- k) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules, statutes and by-laws.

4. The Academic Council Meeting:

The Academic council shall meet at least three times a year on dates, time and place fixed by the Vice-Chancellor. However, the duration between two consecutive meetings shall not exceed six months.

In addition to the above three meetings, Vice-Chancellor may convene the meeting of the Academic council, whenever he thinks fit.

i) Quorum

Quorum for all the meetings of the Academic council including the chairperson shall be 2/3 (two third) members on the roll attending and voting at such meetings.

ii) Notice of meeting:

- a) Not later than 15 clear days before the date of an meeting, the Registrar shall, under the direction of Vice-Chancellor and on the approval of the Chancellor, send by post every members a notice of the meeting and preliminary agenda paper specifying the place, the day and the hour of meeting and business to be brought before the Academic Council meeting.
- b) Non-receipt of notice, agenda and other papers connected with any meeting of the Academic council by any member shall not invalidate the proceeding of the meeting.
- c) Supplementary agenda: A supplementary list of such amendments and other urgent subjects arising after the issue of the preliminary agenda shall be supplied to each member before the meeting.
- d) Table agenda: A list of such amendments and other very urgent subjects arising after the issue of the supplementary agenda shall be supplied to each member on the day of meeting and placed on the table.

iii) Notice of Propositions by Members:

- a) Notice, by Members, on subjects to be included in the agenda shall be sent so has to reach the Registrar not later than clear 10 days before the meeting. Subjects sent by Members will be included in the agenda. It shall, however, be open to the Vice-Chancellor to disallow any subject being included if he considers that it does not properly fall within the purview of the Academic council or that it contrivance the provisions the Act, the Statutes or the regulations or that it is not expedient to discuss such subject either in public interest or in the interest of the sponsoring body or of the University.
- b) Notice of Amendments: Amendments, if any, relating to subjects mentioned in the agenda shall be sent to the Registrar within three Days after the receipt of the agenda. The Registrar should obtain prior approval

of the Vice-chancellor and the Chancellor before including such amendments in the supplementary agenda.

iv) Business Meetings:

At every meeting of the Academic council, the following shall be the order the business:

- a) Reports of the orders on the ordinance and regulations submitted to the Chancellor;
- b) Business brought forward by the Chancellor/Vice-Chancellor or the Board of Management or the Board of Governors;
- c) Business brought forward by the faculties and Board of studies;
- d) Business brought forward by the members of the Academic council.

The business at the meeting of the Academic council shall be transacted in accordance with the agenda issued for the purpose (for approval and confirmation, ratification and discussions) and the various items placed on the agenda will be considered in sequence unless otherwise decided unanimously by the members at the meeting and consented by the chairperson.

v) Rules of the Debates:

No member shall have a right to speak more than once in the course of discussion of the agenda, except the proposer of the agenda who shall have a right to reply at the close of the discussion of the agenda.

But, if at the close of the discussion and before the mover begins to reply, a member wishes to make any observations in the light of the discussion that has taken place; he shall do so without taking more than five minutes.

No speech shall exceed ten minutes in duration except with the permission of the chairman, who may, at his discretion in any case, allow more time. The Chairman shall regulate the order of speeches.

vi) Voting:

Every question shall be decided by a majority of votes of the members present at the meeting. In the case of an equality of votes the Chairman shall have a casting vote in addition to his vote as a member.

vii) Record of the Proceedings:

The minutes of all proceedings of each meetings and the decision of the Academic council shall be recorded only in the form of resolutions, and not all the deliberations and discussions shall be recorded.

The decision taken in respect of any subject at a meeting shall be recorded immediately and read over to the Academic council for approval.

viii) Notes of Dissents by Members:

Any member who dissents from a decision of the Academic council and expresses a desire to give a note of dissent may do so before the close of the meeting. Such a note shall always be brief and be confined to the main point of issue. Personal references of any kind or attributing motives shall invariably be avoided. The dissenting note given by the member shall be circulated along with the proceedings of the meeting.

ix) Proceedings of the Meetings:

The proceedings of each meeting of the Academic council shall be drawn up and circulated to members within twelve days after the meeting. The salient points indicating the trends of the discussion that have taken place on the motions put to vote shall be noted briefly in the proceedings of the meeting when necessary. If any member desires to suggest any correction as to what actually was decided at the meeting, a note shall be sent by him to the Registrar, within five days of the receipt of the proceedings. Such resolutions as have thus objected to shall be placed before the next meeting for confirmation, and other matters shall be taken to be passed finally, provided that action may be taken in anticipation of confirmation in urgent cases.

After confirmation, copies of the proceedings shall be sent to the Chancellor.

x) Resolution by Circulation:

A note of the question decided by circulation shall be recorded in the minutes book of the Academic council.

xi) Reconsideration of subject once Disposed off:

Subject once disposed off may be brought up again with reasons which appear adequate to the Vice-Chancellor and with the prior approval of the Chancellor.

xii) Committee of the Academic council:

The Academic council may appoint a committee which shall consist of the Vice-Chancellor as the Chairperson and TEN other members inclusive of Deans of all faculties. The quorum of the meeting of the committee shall be FIVE.

It is competent for the Vice-Chancellor to invite for any meeting of the committee person having special knowledge and experience on any subject and the person so invited shall be competent to take part in the discussions of the committee, but shall not be entitled to vote upon any questions.

The committee shall exercise powers and perform duties which the Academic council may delegate or assign to it by resolution.

The committee shall advise the Academic council in the matters including the following:

- a) The grant of exemptions in accordance with the regulations, if any;

- b) The qualifications for the admissions to the University courses on accordance with regulations, if any; and
- c) Recognition of examinations/degree(s) of other Universities, institutions, or boards as equivalent to the examinations/degree(s) of the University.

The Vice-Chancellor, if present, shall preside over the meetings of the committee. In his/her absence, a person nominated by the Vice-Chancellor shall be the chairperson.

SHARNBASVA UNIVERSITY STATUTES: FORMATION OF THE RESEARCH COUNCIL, ITS RULES OF BUSINESS AND FUNCTIONS.

(Framed as per the provisions under section (26) and section (32) of Sharnbasva University Act 2012)

1. Title and Commencement:

These statutes shall be called “SHARNBASVA UNIVERSITY STATUTES PERTAINING TO CONSTITUTION, POWERS AND FUNCTIONS OF THE RESEARCH COUNCIL”. These statutes shall come into force from the day of assent of the Chancellor.

2. The Research Council: -

a) The research Council shall be the Principal Research Body of the University and shall formulate Research policies and Research programmes of the University as prescribes under section-26 of the Act.

b) The composition of the Research Council:

- | | | |
|------|---|---------------|
| i) | The Vice Chancellor | - Chairperson |
| ii) | The Pro Vice Chancellor | -Member |
| iii) | The Dean of Research | -Secretary |
| iv) | Head of the Department of Innovation | -Member |
| v) | Deans of all Faculties | -Member |
| vi) | Such other members as may be specified in the statutes. | -Members |

3. Term of the Office of the members:

The term of the Office of the members of Research Council shall be for a term of three years.

Under extenuating circumstances, the BOG may reconstitute the Research Council before the expiry of its term.

As a special measure the Pro Vice-Chancellor shall be the Member secretary in the absence of the Dean of Research.

The Research Council shall meet at least three times a year. However, the Vice-Chancellor may convene an extraordinary meeting of the Research Council for the transaction of any urgent matter.

4. Functions of the Research Council:

The Research Council shall perform the following functions:

- i) Promote Research and its dissemination;
- ii) Coordinate and promote activities to enhance research culture in the University;
- iii) Formulate, Co-ordinate and supervise the R&D policies of the University;
- iv) Formulate, Co-ordinate and supervise the involvement of the University in the economic development of the region and the country which includes activities

- such as life-long learning, consultancy, technology transfer, innovation and entrepreneurship;
- v) Co-ordinate and manage sponsored R&D activities; and
 - vi) Co-ordinate the collaborations with institutions of higher learning, R&D organizations and industries.

5. The Meetings of the Research Council:

- i) The Vice-Chancellor or the Chairman of the Research Council nominated by him shall preside over the meeting.
- ii) The Dean of Research shall issue a notice of the meeting two weeks prior to the day of the meeting. He/She shall send an agenda for the meeting as approved by the Vice-Chancellor at least one week before the date of meeting.

Five members including the Chairman shall be the **quorum** of any meeting of the Research Council.

- i) The business at the meeting of the Research Council shall be transacted in accordance with the agenda issued for the purpose (for approval and confirmation, ratification and discussion) and the various items placed on the agenda will be considered in sequence unless otherwise decided unanimously by the members at the meeting.
- ii) Any member who wishes to place an agenda shall send in writing the agenda item to the Dean of Research Council of the University at least TEN days prior to the date of the meeting.
- iii) The decision of the Dean of Research Council shall be recorded in the form of the resolutions (not to record deliberations and discussions).
- iv) Every resolutions shall be passed by a majority through consensus/voting. Where the votes on any subject considered by the Research Council are equally divided, the Chairman shall have the casting vote in addition to the vote as Chairman of the Research Council.
- v) The minutes of the meeting shall be circulated by the Dean to the members, after obtaining the approval of the Vice-Chancellor and Chairman/Chancellor, within two weeks after the meeting.
- vi) The minutes of the meeting shall be placed before the next meeting for confirmation and approval by the Dean.

SHARNBASVA UNIVERSITY STATUTES: FORMATION OF THE FINANCE COMMITTEE, ITS POWERS AND FUNCTIONS.

(Framed as per the provisions under section (27) and section (32) of Sharnbasva University Act 2012)

1. Title and Commencement:

These statutes shall be called “SHARNBASVA UNIVERSITY STATUTES RELATING TO CONSTITUTION, POWERS AND FUNCTIONS OF THE FINANCE COMMITTEE”. These statutes shall come into force from the day of assent of the Chancellor.

2. The Finance Committee:

The Finance committee shall consist of the following, namely:-

- | | | |
|-------|--|---------------|
| i) | The chancellor | – Chairperson |
| ii) | The Vice-Chancellor | – Member |
| iii) | The Registrar | – Member |
| iv) | The Finance Officer | – Secretary |
| v) | One nominee of the Sponsoring Body | – Member |
| vi) | The Pro Vice-Chancellor(s) | – Member |
| vii) | The Registrar (Evaluation) | – Member |
| viii) | One Member of the Academic Council nominated by the Chancellor | – Member |

3. Term of the Office of the Members:

The term of the office of the members of the Finance Committee other than Ex-officio members shall be for a term of three years.

Under extenuating circumstances, the Board may reconstitute the Finance Committee before the expiry of its term.

The Finance Committee shall meet at least *three* times a year. However, the Chancellor may convene an extraordinary meeting of the Finance Committee for the transaction of any urgent matter.

4. Functions of Finance Committee:

The Finance Committee shall perform the following functions:

- i) To conduct the general scrutiny of accounts of the University, review the yearly audit reports and make recommendations to the Board;
- ii) To scrutinize the annual budget estimates and make recommendations to the Academic Council, Board of Management and Board of Governors;
- iii) To scrutinize all proposals of the University involving expenditure for which no provision is made in the budget including creation, up-gradation and abolition of posts in the University;

- iv) Perform any other function as required by the Board from time to time.
5. Notwithstanding anything contained in subsection (i) to (iv) of (4), the Vice-Chancellor may in case of urgency and for reasons to be recorded in writing, and in consultation with the Chancellor incur without the approval of the Finance Committee, any expenditure not exceeding rupees two lakhs in any one case for which no provision is made in budget or which is in excess of the provisions made in the budget;

Provided that such expenditure shall be placed before the Finance Committee for ratification at its immediate next quarterly meeting.

6. The meeting of the Finance Committee:

- i) The Chancellor or the Chairman of the Finance Committee nominated by him shall preside over the meeting.
- ii) The Finance Officer shall issue a notice of the meeting two weeks prior to the day of the meeting. He shall send the agenda for the meeting as approved by the Chancellor/Chairman at least seven days before the date of the meeting.

Four members including the Chairman shall be the **quorum** for any meeting of the Finance Committee.

- i) The business at the meeting of the Finance Committee shall be transacted in accordance with the agenda issued for the purpose (for approval and confirmation, ratification and discussion) and the various items placed on the agenda will be considered in sequence unless otherwise decided unanimously by the members at the meeting.
- ii) Any member who wishes to place an agenda shall send in writing the agenda item to the Finance Officer of the university at least TEN days prior to the date of the meeting.
- iii) The decision of the Finance Committee shall be recorded in the form of the resolutions (not to record deliberations and discussions).
- iv) Every resolution shall be passed by a majority through consensus/voting. Where the votes on any subject considered by the Finance Committee are equally divided, the Chairman shall have the casting vote in addition to the vote as Chairman of the Finance committee.
- v) The minutes of the meeting shall be circulated by the Finance Officer to the members, after obtaining the approval of the Vice-Chancellor and Chairman/Chancellor, within two weeks after the meeting.
- vi) The minutes of the meeting shall be placed before the next meeting for confirmation and approval by the Finance Officer.

SHARNBASVA UNIVERSITY STATUTES: FORMATION OF THE ESTATES BOARD, ITS POWERS AND FUNCTIONS.

(Framed as per the provisions under subsection (vi) of section (22) of Sharnbasva University Act 2012)

1. Title and Commencement:

These statutes shall be called “**SHARNBASVA UNIVERSITY STATUTES PERTAINING TO COMPOSTION, AND FUNCTIONS OF THE ESTATE BOARD**”. These statutes shall come into force from the day of assent of the Chancellor.

2. The Estate Board:

The Estate Board shall consist of the following, namely:

- | | |
|---|--------------|
| i) The Chancellor or his nominee | -Chairperson |
| ii) The Vice-Chancellor | -Member |
| iii) The Registrar | -Member |
| Secretary | |
| iv) The Finance Officer | -Member |
| v) Two nominees of the sponsoring Body | -Member |
| vi) Two experts nominated by the Chancellor | -Member |
| vii) One nominee of the Board of Governance | -Member |

3. Term of the Office of the Members:

The term of the office of the members of the Estate Board other than Ex-officio members shall be for a term of three years.

Under extenuating circumstances, the Board may reconstitute the Estate Board before the expiry of its term.

The Estate Board shall meet at least *three* times a year. However, the Chancellor may convene an extraordinary meeting of the Estate Board for the transaction of any urgent matter.

4. Functions of Estate Board:

The Estate Board shall perform the following functions:

- i) To be responsible for all actives pertaining to Estate planning and establishment of physical facilities in University campus (es) including all activities relating to construction, maintenance and other matters as may be necessary.
- ii) To perform such other functions in the matters of acquisition, creation, maintenance of physical assets including the development of land from time to time.
- iii) The Estate Board shall seek the approval of the Board of Governors in all matters.

5. The meeting of the Estate Board:

- i) The Chancellor or the Chairman of the Estate Board nominated by him shall preside over the meeting.
- ii) The Registrar shall issue a notice of the meeting two weeks prior to the day of the meeting. He shall send the agenda for the meeting as approved by the Chancellor/Chairman at least seven days before the date of the meeting.

Four members including the Chairman shall be the **quorum** for any meeting of the Estate Board.

- i) The business at the meeting of the Estate Board shall be transacted in accordance with the agenda issued for the purpose (for approval and confirmation, ratification and discussion) and the various items placed on the agenda will be considered in sequence unless otherwise decided unanimously by the members at the meeting.
- ii) Any member who wishes to place an agenda shall send in writing the agenda item to the Registrar of the university at least TEN days prior to the date of the meeting.
- iii) The decision of the Estate Board shall be recorded in the form of the resolutions (not to record deliberations and discussions).
- iv) Every resolutions shall be passed by a majority through consensus/voting. Where the votes on any subject considered by the Finance Committee are equally divided, the Chairman shall have the casting vote in addition to the vote as Chairman of the Finance committee.
- v) The minutes of the meeting shall be circulated by the Registrar to the members, after obtaining the approval of the Vice-Chancellor and Chairman/Chancellor, within two weeks after the meeting.
- vi) The minutes of the meeting shall be placed before the next meeting for confirmation and approval by the Estate Board.

SHARNBASVA UNIVERSITY STATUTES: FORMATION OF THE BOARDS OF STUDIES, THEIR POWERS AND FUNCTIONS.

(Framed as per the provisions under section (28) and section (32) of Sharnbasva University Act 2012)

1. Title and Commencement:

These statutes shall be called “SHARNBASVA UNIVERSITY STATUTES: FORMATION OF THE BOARDS OF STUDIES, THEIR POWERS AND FUNCTIONS”.

These statutes shall come into force from the date of assent of the Chancellor.

2. Constitution of the Board of Studies:

There shall be two separate Boards of Studies, viz (I) Post-graduate & (II) Under-graduate Board of Studies in each faculty/discipline/subject.

Every Post-graduate and Under-graduate Board of Studies shall be constituted by the Board of Management from out of the panel of names recommended by the Chairperson of Board of Studies in office. Such panel of names shall comprise:

- a) Internal Persons: The names of Senior Faculty (Professors, Associate Professors and Assistant Professors incase no Professor or Associate Professors in the discipline concerned is available in the University).
- b) External Persons: The names of Senior Faculty (Professors, Associate Professors) working in other Universities and Colleges.
- c) The names of persons who have made recognizable contribution in the concerned field, from the industry, business, judiciary, medical, educational administration, and research institute etc.

The panel in each of the above categories under subsection b) and c) shall not be less than eight members.

In case the concerned Board of Studies fails to give adequate competent names of experts, the Management may invite additional panel or appoint members of Board of Studies other than the panel submitted by the Board of Studies in office.

3. Composition and Strength of the Board of Studies:

The Post-graduate Board of Studies shall normally comprise of 6 to 9 members while Under-graduate Board of Studies including Chairman shall be 14 to 16 members.

Provided that no Under-graduate Board of Studies shall consists of not less than fourteen members and more than sixteen members including the Chairman. And, in case Post-graduate Board of Studies concerned with more than one PG programme, the members of the Board of Studies may be more than ceiling limit of nine but shall not exceed twelve.

Provided further that for the Post-graduate Board of Studies, there shall be at least two external members from other Universities/institutions (i.e., Post-graduate departments of colleges, Institutes, Industries and such other sectors) and at least one member in the related field within the University and for the Under-graduate Board of Studies there shall be at least one external member (from other University, Institute, Industry, and such other sectors).

Explanation:

- a) “External member” means a member who is not a teacher of SHARNBASVA University and its colleges
- b) “Related field” means the field having connection with the subject/discipline for which the Board of Studies has been set up. The objective is to encourage interdisciplinary approach.

Any other person possessing special knowledge of the subject concerned can also be appointed as a member by the Vice-Chancellor or invited with the approval of the Vice-Chancellor to participate in the deliberations of the Board. However, the number of such invitees shall not exceed two.

4. Combined Board of Studies:

The Board of Management may, at its discretion, amalgamate the Under-graduate Board of Studies and the Post-graduate Board of Studies relating to the same subject and constitute Combined Board of Studies for one or more subjects for the sake of co-ordination and maintenance of standards.

However, the strength of such Combined Board of Studies shall be maximum of 11 members and at least one member in the discipline/ in each discipline so combined shall be the Under-graduate senior faculty.

5. Chairperson:

The Chairperson of Post-graduate Board of Studies shall be nominated by the Vice-Chancellor and such Chairperson shall be the ex-officio Chairperson of the Under-graduate/ Combined Board of Studies for the same subject or group of subjects.

6. Arrangement during the Absence of the Chairperson:

When the Chairperson of a Board of Studies is unable to carry on his functions temporarily, the Vice-chancellor may appoint any other member of the Board to act on his behalf as Chairperson during such a period.

7. Cessation of Membership:

A member appointed in his capacity as a teacher in the SHARNBASVA University, in any other University or College or as the holder of an office shall cease to be

member of the Board of Studies concerned from the date he ceases to be a teacher in the University or of such college or the holder of any such office. Any person appointed by the Vice-Chancellor in a casual vacancy shall, subject to other provisions, be a member of the concerned Board of Studies only for the residual period for which the person in whose place he is appointed.

In such circumstances, where in there exist(s) casual vacancy (ies), the Vice-Chancellor is empowered to appoint members/Chairperson against such vacancy.

8. Functions of the Board of Studies:

- a) The Board of Studies shall consider a report on any matter or an issue referred to it by the Academic Council or the Faculty or the Dean of the concerned faculty.
- b) The Board of Studies of a subject or a Group of Subjects shall recommend to the Academic Council through the concerned faculty, the courses of study, detailed curriculum and scheme of examinations of each course for different levels of studies in such subject(s)/discipline(s).

9. Powers of the Board of Studies:

The Board of Studies shall have the following powers:

- a) To prepare and recommend to the Academic Council, the course of study, detailed curriculum and the scheme of examinations, through the concerned Faculty.
- b) To recommend text books for several courses of study.
- c) To advise the authorities of the University in such matters as may be referred to them.

10.Meeting of the Board of Studies:

- a) The quorum for a meeting of any Board of Studies shall not be less than half the strength of the Board.
- b) The Board of Studies shall normally meet at least once a year. The special meetings of the Board of Studies may be convened, under extraordinary circumstances, on the direction of the Vice-Chancellor.
- c) The Registrar, under the direction of the Vice-Chancellor shall fix the date and time of meetings of the Board of Studies and through circular inform Chairpersons of all Boards of Studies/Chairperson of Board of Studies in a specific subjects/disciplines to hold meeting(s) of the Board(s) on the appointed date and time.
- d) On requisition/circular received from the Registrar, the Chairman of the Board of Studies shall issue the notice of the meeting along with the agenda at least seven clear days before the date of the meeting.
- e) The Chairperson of the Board of Studies shall preside over the meetings. In temporary absence of the Chairman, the members shall choose a person from amongst themselves to preside over the meeting and report the same to the Registrar, who shall obtain post-facto approval from the Vice-Chancellor.

11. Joint Meeting of Board of Studies:

Under certain extraordinary circumstances, the Vice-Chancellor shall be competent to convene the joint meetings of two or more Boards of Studies and all such meetings the Vice-Chancellor shall preside.

12. Minutes:

The Chairman of each Board of Studies shall maintain a registrar for recording the minutes of the meeting. All resolutions of the Board of Studies passed shall be recorded at the meeting and read out by the Chairman for the information of the members present at the meeting and signature of all the members present be obtained.

The Chairman of the meeting shall send to the Registrar a copy of the minutes within seven days after the date of the meeting.

13. Interdisciplinary Board of Studies:

The Vice-Chancellor may form Interdisciplinary Board of Studies consisting of experts/scholars both internal and external, in concerned subjects/areas of study. He may consult Deans of various Faculties, senior faculty members and experts from outside for this purpose. The Chairperson of such Interdisciplinary Board shall be the Vice-Chancellor or any member of that Interdisciplinary Board nominated by him/her.

The number of members of such Interdisciplinary Board shall not exceed 12. The Vice-Chancellor may convene the meeting of the Interdisciplinary Board of Studies as and when required.

14. Adhoc Board of Studies:

In such cases where no Board of Studies exist and is necessary to frame syllabus/ rules/ regulations/ schemes of examinations in newer areas/disciplines, the Vice-Chancellor with the prior approval of the Chancellor may form Adhoc Board of Studies temporarily.

Such Adhoc Board of Studies shall perform all functions and enjoy all powers of the regular Board of Studies. All other provisions such as quorum of the meeting, recording minutes etc., provided in these Statutes do apply to Adhoc Board of Studies also. However, Adhoc Board of Studies ceases to be in existence, after formation of regular Board of Studies in that discipline/subject, which shall be done within one academic year.

15.Opinion/suggestions by Circulation:

The Vice-Chancellor may, in case of urgency, obtain the opinion of the Members of the Board of Studies by circulation. Such opinion/suggestions, together with the action taken thereon shall be communicated to all the members.

SHARNBASVA UNIVERSITY STATUTES: FORMATION, COMPOSITION AND FUNCTIONS OF THE FACULTIES, DEPARTMENTS, AND CENTRES OF STUDIES

(Framed as per the provisions under section (28) and section (32) of Sharnbasva University Act 2012)

1. Title and Commencement:

These Statutes shall be called “SHARNBASVA UNIVERSITY STATUES: FORMATION, COMPOSITION AND FUNCTIONS OF THE FACULTIES, DEPARTMENTSAND CENTRES OF STUDIES”.

These Statutes shall come into force from the date of assent of the Chancellor.

2. Formation, Composition and Functions of Faculties:

The University shall have the following Faculties:

- i) Faculty of Engineering and Technology (CO-EDUCATION & EXCLUSIVELY WOMEN)
- ii) Faculty of Business Studies (CO-EDUCATION & EXCLUSIVELY WOMEN)
- iii) Faculty of Social Sciences (CO-EDUCATION & EXCLUSIVELY WOMEN)
- iv) Faculty of Science and Technology
- v) Faculty of Computer Applications
- vi) Faculty of Education Technology
- vii) Faculty of Fine Arts
- viii) Faculty of Languages
- ix) Faculty of Agriculture sciences and Technology
- x) Faculty of Health Sciences

The Board of Management on the recommendation of the Academic Council may prescribe additional Faculties in such other subjects from time to time.

2.1 Composition of Faculties:

Each Faculty shall be headed by the Dean and shall consist of the following members:

- i) The Dean of the Faculty – Chairperson
- ii) The Registrar – Member Secretary
- iii) The Registrar (Evaluation) – Member
- iv) The Dean-Research and Innovation Council – Member
- v) All Chairmen of the Department in the Faculty – Members
- vi) All Professors of the Department in the Faculty – Members
- vii) One Associate Professor and one Assistant Professor from each UG programme and each PG programme nominated by

- the Vice-Chancellor by the rotation in order of seniority for a term of two years – Members
- viii) Two experts in concerned subjects from other Universities nominated by the Vice-Chancellor for a term of two years – Members

2.1 Powers and Functions of the Faculty:

- i) To consider and report on matters referred to it by any of the Authorities of the University;
- ii) To refer any matter to a Board of Studies comprised within the Faculty for consideration and report;
- iii) To consider and report on any recommendations referred to it by a Board of Studies before it is referred to the Academic Council;
- iv) To make suggestions or any recommendations to the Board of Management and the Academic Council regarding the organization of teaching, training, research, examinations and extension activities in the subjects comprised in the Faculty.

2.2 Meetings:

The Faculties shall meet ordinarily once a year or at such times as are fixed by the Vice-Chancellor or on requisition of the Dean to the Vice-Chancellor.

The Dean of the Faculty concerned shall chair and preside over the meetings.

During the temporary absence of the Dean, the members of the Faculty may elect one member from amongst themselves as Chairman.

a) Quorum:

The quorum for a meeting of a Faculty shall two third (2/3) of members entitled to be present at the meeting.

b) Notice of Meeting and Agenda:

Notice of a meeting of a Faculty shall be sent to each member by the Registrar, under the direction of the Vice-Chancellor, stating the date, time and place of the meeting. The Registrar with the consent of the Vice-Chancellor should obtain prior approval of the Chancellor, the business to bring before the meeting. The period of notice shall ordinarily be Ten days unless the Vice-Chancellor, for reasons of urgency, fixes a shorter period. No item of business which is not entered on the agenda paper of a meeting of a Faculty shall be considered at the meeting.

c) Joint Meetings:

The Vice-Chancellor may convene joint meetings of two or more Faculties for the purpose of considering any matter common to them and shall preside over such meeting and in his absence the senior most Dean shall preside over the meetings.

d) Notice of Resolution:

A member of a Faculty may bring before the meeting of the Faculty any matter within its cognizance by giving written notice of the same to the Dean, who shall, subject to the provisions of Statutes, request the Registrar to include such matters in the agenda of the next meeting of the Faculty and the Registrar in consultation with the Vice-Chancellor and with the approval of the Chancellor finalize the agenda.

3. The Departments:

Each faculty shall consist of such number of Departments as decided by the Board of Management on the recommendation of the Academic Council.

The term Departments may include:

- i. Post-graduate Studies and Research programs.
- ii. Under-graduate programs.

The Departments shall offer such Under-graduate and Post-graduate programs and other programs, courses leading to degree, diploma, PG diploma and Certificate Courses, as decided by the Board of Management.

The Departments shall also undertake M.Phil., Ph.D. and Post-Doctoral research and funded research from various agencies, government and national, international organizations including industries.

The Departments shall engage itself in inter disciplinary, multidisciplinary studies, research and extension activities and promote them by creating interdisciplinary culture among faculties and students. For this purpose the Departments shall form consortia/clubs of various types and collaborate with other Departments within the University and institutions, industries and such other organizations/agencies.

3.1 Approved List of Departments under different Faculties are as per Government of Karnataka notification No.ED 144 URC 2016 dated 29/7/2017.

3.2 Additional Departments may be established by the Board of Management with the concurrence of the Board of Governors and on the recommendation of the Academic Council and the Faculty concerned. The Board of Management with the approval of the Board of Governors and on the recommendation of the Departments Board and the Academic Council may establish Centre of Research/Advance studies, Research Centre which shall be headed by the Coordinator appointed by the Vice-Chancellor in consultation with the Chancellor and on the recommendation of the Chairman of the concerned Departments.

3.3 Each Department has a Chairman who shall also be the Chairman of Departments Board.

3.4 The Chairman shall be appointed by the Board of Management as per the guidelines laid for this purpose, for a term of two years, or such other terms as the Board of Management may determine from time to time.

Provided further that, to be designated as Chairman of a Department, one shall be Professor or Associate Professor.

The Chairman shall be in charge of the administration of the Department and is responsible for smooth functioning of all academic and research programs and projects.

4. Powers, Duties and Functions of the Chairman:

- i) The Chairman of the Department shall be in charge of the administration of the Department, and implement policies and decisions of the University pertaining to the Department in consultation with the Department Board.
- ii) He shall provide academic Leadership and administrative coordination for proper organization of teaching, training and research and such other extension activities.
- iii) He shall convene the meetings of the Department of the Board, preside over such meetings and record the proceedings in the register maintained for the purpose.
- iv) He shall take all steps necessary for the implementation of the decisions of the Department Board that relate to academic, research and extension activities of the Department.
- v) He shall promote collaborations with industries and such other institutions to undertake joint academic, research and extension work.
- vi) He shall also lead joint research projects/research, such other academic research and extension activities with other Departments within the University and promote for interdisciplinary/multidisciplinary studies and research.
- vii) He shall create encouraging environment for innovative teaching practices and learning techniques.
- viii) He shall initiate innovative programs and funded research projects and extension activities that link society, teachers and students.
- ix) He shall spot creativity among students and teachers and promote innovations.
- x) He shall bridge net between Under-graduate and Post-graduate and promote talent/ innovative ideas resulting in new products, methods and techniques.
- xi) He shall strive to bring harmony, build teams to study and work together for better results.
- xii) In such cases where the departments / study and research Centre's are established within the Department he shall delegate powers and

responsibilities to the concerned Chairperson / Coordinator of such department and guide will supervise the activities of such departments/centre's.

- xiii) He shall arrange for circulation of circulars/Notifications received from various quarters to the faculty members well before the last date fixed for the purpose.
- xiv) Recommend to the Librarian for purchase of books to the library based on the recommendations of the Department Board/Students.
- xv) With the permission of the University and on the decision of the Department Board procure equipment and such other material required by the department.
- xvi) He shall exercise such other powers and carry out such other duties and functions assigned to him/her by the Board of Management, the Chancellor and Vice-Chancellor.

In such cases where in the Chairman offers more than one PG programme or both PG and UG programmes, the Vice-Chancellor on the recommendation/requisition of the concerned Department Chairman and in consultation with the Chancellor, Programme Coordinator(s) for such programme(s) shall be appointed to assist the Chairman of the Department in smooth conduct of academic, research and extension activities of all the programmes of the Department. The Coordinators so appointed shall carry out all duties and responsibilities relating to a given programme assigned to him/her by the Chairman. The Chairman may delegate such powers and functions to the coordinators for carrying out given responsibilities efficiently and effectively. It shall be the duty of the Chairman of the Department to maintain close coordination between UG and PG programs and also between PG programmes in case the Department offers more than one such programs.

5The Department Board:

Each Department shall have a Department Board consisting of the following:

- a) All the Professors and Associate Professors in the Department.
- b) Two senior most Assistant Professors in the Department.
- c) Honorary Professor(s), Adjunct Professors, Professor Emeritus and such others if attached to the Department.
- d) Scientists or persons of eminence appointed to conduct research or other task relating to Academic and Research work in the Department.

6.Powers, Duties and Functions of Department Board:

- 1) The Department Board shall have the powers to review the progress of work of the Research fellows working in the Department.
- 2) The Department Board shall have the following functions:
 - i) Discuss all academic matters pertaining to the Department and make its recommendations to the Faculty to which it is assigned;
 - ii) Prepare the budget estimate for the Department;

- iii) Plan the utilization of the grant made to the Department by the University or any funding agency for the purchase of books, equipment, furniture etc.;
- iv) Prepare general plan of work and time table of the Department;
- v) Plan the research activities of the Department;
- vi) Discuss any other matter connected with welfare of the Department and make its recommendation to the Registrar of the University.

7.Meetings of the Department Board:

- 1) The Department Board shall meet as frequently as necessary.
- 2) The Chairman may whenever he/she thinks fit, and shall, whenever so directed by the University, convene a meeting of the Department Council.
- 3) The quorum for the meeting shall be 2/3 of the strength of the Department Board.
- 4) All questions at the meeting shall be decided by the majority of the votes of members present and voting and in the case of equal number of votes, the Chairman shall have casting vote.
- 5) The Chairman shall draw up the minutes of the meeting of the Department Board, which shall contain a record of the decisions taken in the meeting. The minutes shall be recorded in a separate register maintained for the purpose and such record shall be signed by the members present.