

6.1.1

The institution has a clearly stated vision and mission which are reflected in its academic and administrative governance

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[Extract from Haryana Government Gazette, dated the 9th September 2014]

HARYANA GOVERNMENT

HIGHER EDUCATION DEPARTMENT

Notification

The 1st September, 2014

No. KW 20/29-2011 UNP(5).—In exercise of the powers conferred by Sub-section (5) of Section 30 of Haryana Private Universities Act, 2006 and all other powers enabling him in this behalf, the Governor of Haryana hereby allows SRM University, RGEC, Sonapat to frame its First Statutes:

S. S. PRASAD,

Additional Chief Secretary to Government Haryana,

Higher Education Department, Chandigarh.

Copy to
The Registrar

SRM University

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CHAPTER I
GENERAL PROVISIONS

1) Short Title, Scope commencement

- i) The "First Statute" means the first statute of SRM University, Sonapat Haryana.
- ii) This statute shall come into force with effect from the date of publication of it in the Official Gazette by the State Government.

2) Objectives of the University

Subject to the provisions of the Haryana Private Universities Act, 2006 as amended from time to time, the objectives of the University shall be as follows:

- (i) to provide instructions, teaching and training in higher education both technical and non technical and make provisions for research advancement and dissemination of knowledge.
- (ii) to promote higher level of intellectual abilities;
- (iii) to establish state of the art facilities for education and training in all disciplines of Engineering, Medicine, other fields of Technology and Management;
- (iv) to carry out teaching and research and offer continuing education programs;
- (v) to create centres of excellence for research and development and for sharing knowledge and its application;
- (vi) to establish a campus in district Sonapat in the State of Haryana;
- (vii) to run academic programmes/courses for conferring degrees, diplomas, certificates and other academic distinctions on the basis of examination, or any such other evaluation method;
- (viii) to maintain the academic standard of the degrees, diplomas, certificates and other academic distinctions as per bye-laws and to ensure that the same are not lower than those laid down by the regulating bodies;
- (ix) to run any or all such programmes and activities and take such action that may deemed expedient or necessary for attainment of the above objectives; and
- (x) to pursue any other objective as may be approved by the Government for the purpose of its academic progress.

3) Definitions

Subject to the provisions of the Haryana Private Universities Act, 2006 as amended from time to time, In the First Statute of the University , unless the context otherwise requires-

- a) "Act" means the Haryana Private Universities Act, 2006 as amended from time to time;
- b) "Academic Council "means the Academic Council of the University;
- c) "Academic staff" means such categories of staff as designated by the Statutes to be the academic staff of the University;
- d) "Approved institution" means an institution of higher learning approved by the University;
- e) "Approved teacher" means a University teacher approved by the University for the purpose of imparting instruction, or conducting research or both in a college or an institution of the University;
- f) "Dean" means the Dean of a faculty;
- g) "Board of Management" means the Board of Management of the University;
- h) "Board of Studies" means the Board of Studies of a faculty of the University;

- i) "Campus" means that area of the University in which it is established;
- j) "Chancellor", "Vice Chancellor" and "Pro Vice Chancellor" respectively mean, the Chancellor, the Vice Chancellor and the Pro Vice Chancellor of the University;
- k) "College" means a College maintained by the University;
- l) "Court" means the Court of the University;
- m) "Government" means the Government of the State of Haryana;
- n) "Director" means the Director of an institution;
- o) "Employee" means any person appointed by the University to work in the University and includes a teacher, an officer (other than the Visitor) and any other staff of the University;
- p) "Governing Body" means the Governing Body of the University;
- q) "Fee" means collection made by the University from the students by whatever name it may be called, which is not refundable;
- r) "Hall" means a unit of residence for the students of the University;
- s) "Institution" means an academic institution of the University;
- t) "Faculty" means a group of academic institutes of similar disciplines;
- u) "Misconduct" means a misconduct prescribed by the State Government of Haryana;
- v) "Notification" means a notification published in the official Gazette of the State Government of Haryana;
- w) "Prescribed" means prescribed by the Statutes made under the Act;
- x) "Principal" means the Principal of a college and includes, where there is no Principal, the person who is for the time being duly appointed to act as the case may be, a Vice-Principal duly appointed as such;
- y) "Statutes", "Ordinances", "Regulations" or "Rules" mean respectively the Statutes Ordinances, Regulations or Rules of the University as framed from time to time under the Act;
- z) "University" means the "SRM University Sonepat", as incorporated under the Act; and
- aa) "University teacher" means Professor, Associate Professor and Assistant Professor and such other persons as may be appointed for imparting instruction or conducting research in the University or in any college or institution of the University and are designated as teachers by the Statutes;
- bb) "Sponsoring Body" in relation to the University, Haryana means SRM Institute of Science and Technology (SRMIST), a trust registered under the Tamil Nadu Societies Registration Act, 1975.

4) **Seal of the University**

The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University after approval of the Sponsoring Body subject to further change or amendment as deemed necessary from time to time as per the procedure laid in the Act. The University after obtaining the approval of the Sponsoring Body may also decide to make and use such as Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise in accordance with the Act.

CHAPTER II

OFFICERS OF THE UNIVERSITY

5) Powers of the Visitor

- (i) The Governor of Haryana by virtue of his office shall be the Visitor of the University;
- (ii) The Visitor shall have the powers as specified under Section 15 of the Act as follows:
 - a. when present, he shall preside over the convocation of the University for conferring degrees and diplomas;
 - b. to call for any paper or information relating to the affairs of the University and
 - c. on the basis of the information received under clause (b), if he is satisfied that any order, proceeding, or decision taken by any authority of the University is not in conformity with the provisions of the Act, Statutes, Ordinances, Regulations or Rules, he may issue such directions as he may deem fit in the interest of the University and the directions so issued shall be complied with by the University.

6) Appointment, functions and powers of the Chancellor

- (i) The Chancellor shall be appointed by the Sponsoring Body for a period of three years with the prior approval of the Visitor by following such procedure and on such terms and conditions as may be prescribed in the Rules/Regulations made by the Government under Clause (d) of sub section (2) of section 47 of the Act.
- (ii) The Chancellor shall be the Head of the University.
- (iii) The Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, preside over the convocation of the University for conferring degrees, diplomas or other academic distinctions.
- (iv) The Chancellor shall have the following powers, namely:-
 - a. to call for any information or record;
 - b. to appoint the Vice Chancellor;
 - c. to remove the Vice Chancellor in accordance with the provisions of sub-section (7) of section 17 of the Act; and
 - d. such other powers as may be specified by the Statutes.

7) Appointment, functions and powers of the Vice Chancellor

- (i) The Vice Chancellor shall be appointed by the Chancellor as per the qualifications and manner prescribed by the University Grants Commission/ State Government, subject to the provisions contained in sub-section (7) section 17 of the Act and shall hold office for a term of three years:
 Provided that after expiry of the term of three years, the Vice Chancellor shall be eligible for re-appointment for another term of three years:
 Provided further that a Vice Chancellor shall continue to hold the office even after the expiry of his term till new Vice Chancellor joins. However, in any case this period shall not exceed one year.
- (ii) The Vice Chancellor shall be the Principal Executive and Academic Officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University
- (iii) In the absence of both the Visitor and the Chancellor, the Vice Chancellor shall preside over the convocation of the University.
- (iv) If, in the opinion of the Vice Chancellor, it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under the Act, he may take such action as he may deem necessary and shall at the earliest opportunity

thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter.

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

Provided further that where any such action taken by the Vice Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Board of Management and the Board of Management may confirm or modify or reverse the action taken by the Vice Chancellor;

- (v) If, in the opinion of the Vice Chancellor, any decision of any authority of the University is beyond the scope of the powers conferred by the Act, Statute, Ordinance, Regulations or Rules or is likely to be prejudicial to the interests of the University, he shall direct the concerned authority to revise its decision within fifteen days from the date of such direction and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the Chancellor and his decision thereon shall be final;
- (vi) The Vice Chancellor shall exercise such powers and perform such duties as may be specified by the Statutes or the Ordinances;
- (vii) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice Chancellor is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, ask the Vice Chancellor to relinquish his office from such date as may be specified in the order.

Provided that before taking an action under this sub-section, the Vice Chancellor shall be given an opportunity of being heard.

8) Appointment, functions and powers of the Registrar

- (i) The appointment of the Registrar shall be made by the Chairperson of the Sponsoring Body as per the manner prescribed by the University Grants Commission / State Government in a transparent manner. The Registrar shall possess the qualifications prescribed by the University Grants Commission/ State Government.
- (ii) All Contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (iii) The Registrar shall be the Member-Secretary of the Governing Body, Board of Management and Academic Council but shall not have a right to vote.
- (iv) The Registrar shall exercise such other powers and perform such other duties as may be specified by the Statutes.
- (v) All records of the University relating to Academics, Admissions, Results, and Degrees and all other necessary arrangements will be executed / proceeded with the assistance of Deputy Registrar/ Assistant Registrar.

9) Appointment, functions and powers of the Controller of Examinations

- I. The Controller of Examinations shall be whole time salaried officer of the University and shall be appointed by the Chancellor as per the qualifications prescribed by the University Grants Commission / State Government in a transparent manner.
- II. It shall be the duty of the Controller of Examinations
 - i. to conduct examinations in a disciplined and efficient manner;
 - ii. to arrange for the setting of papers with regard to strict confidentiality;
 - iii. to arrange for the evaluation of answer-sheets in accordance with the planned time schedule for results;

- iv. to constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students; and
- v. to deal with any other matter connected with examinations which may, from time to time, be assigned to him by the Vice Chancellor.

10) Appointment, functions and powers of the Chief Finance and Accounts Officer

- i) The appointment of the Chief Finance and Accounts Officer shall be made by the Chancellor as per the qualifications prescribed by the University Grants Commission / State Government in a transparent manner;
- ii) The Chief Finance and Accounts Officer shall exercise such powers and perform such duties as may be specified by the Statutes.

11) Deans of Faculties

There shall be a Dean for each Faculty not below the rank of a Professor having the qualifications prescribed by the University Grants Commission / State Government in a transparent manner. The Deans of the concerned Faculties shall be appointed by the Chancellor on the recommendation of the Vice Chancellor:

Provided that:

- a. the Dean shall be responsible for the observance of the Statutes, the Ordinances and the Regulations relating to the Faculty.
- b. The Dean shall be responsible for overall academic supervision and academic control of the organisation and the conduct of teaching and research work in the Schools/Departments.
- c. The Dean of the Faculty shall exercise other such powers and perform other such functions and duties as may be assigned by the Governing Body / Chancellor / Vice Chancellor.
- d. In case a person from outside the University is appointed the procedure for appointment shall be the same as that for the appointment of a Professor; the emoluments will be as decided by the Board of Management. A person from the faculty being appointed as Dean will receive an allowance as decided by the Board of Management.
- e. the other terms and conditions shall be as may be laid down by the Statutes from time to time

12) Director of an Institute

- i) There shall be a Director for each Institute not below the rank of an Associate Professor having the qualifications prescribed by the University Grants Commission / State Government and appointed in a transparent manner. The Director of the concerned Institutes shall be appointed by the Chancellor on the recommendation of the Vice Chancellor;
- ii) Provided that:
 - a. The Director shall be responsible for the observance of the Statutes, the Ordinances and the Regulations relating to the Institute.
 - b. The Director shall be responsible for overall administration and administrative control of the institute and the conduct of teaching and research work in the Institute.
 - c. The Director of the Institute shall exercise other such powers and perform other such functions and duties as may be assigned by the Governing Body / Chancellor / Vice Chancellor.
 - d. The other terms and conditions shall be as may be laid down by the Statutes from time to time.

13) **Other officers**

- i) Other officers as required for the smooth functioning of the University may be appointed by the Chancellor on the recommendations of the Selection Committee after getting the posts sanctioned from the Board of Management in accordance with the statutes;
- ii) The other officers shall exercise powers and discharge duties as provided in the Statute, Ordinance, Regulations or Rules as prescribed by Vice Chancellor/Chancellor/Board of Management and Governing Body.

14) **Dean Academic Affairs**

- i) The Dean Academic Affairs shall be appointed, by a Committee consisting of Vice Chancellor and two members of the Governing Body of the University after approval from the Governing Body, for a term of three years from amongst the Professors or some eminent professor having University Grants Commission Qualifications from outside the system on terms in accordance with the statutes
- ii) The Dean Academic Affairs may be reappointed for another term following the same procedure as in clause (i).
- iii) The Dean Academic Affairs shall perform the duties and functions as assigned by the Chancellor/Vice Chancellor or any other authority from time to time.
- iv) The Dean Academic Affairs shall be eligible to receive pay and allowances as decided by the Sponsoring Body / Chancellor / Vice Chancellor.
- v) The Dean Academic Affairs shall be responsible:—
 - a. To co-ordinate and supervise the procedure of admission of students made by the various University Teaching Faculties through Deans etc.
 - b. To arrange the suitable Academic infrastructure and facility for all University classes including evening classes.
 - c. To get the Academic Calendars prepared and approved.
 - d. To co-ordinate with the Deans in respect of inter-faculty Academic matters.
 - e. To make required system for in part of academic standards of the University.
 - f. To carry out any other function and duties assigned by The Chancellor /Vice Chancellor from time- to time.
 - g. To actively promote research, consultancy/testing etc

15) **Dean Students' Welfare**

- i) The Dean Students' Welfare (DSW) not below the rank of a professor having University Grants Commission Qualifications shall be appointed by a Committee consisting of Vice Chancellor and two members of the Governing Body subject to the approval of Governing Body for three years and shall be eligible for reappointment on terms approved by the Governing Body. Notwithstanding the fact that his term of three years has not expired the appointed Committee may, on a report from the Vice Chancellor, terminate the appointment of Dean Students' Welfare if it is satisfied that further continuance of the Dean Students' Welfare will be detrimental to the cause for which he has been appointed, or to the interest of the University with the approval of the Governing Body. Draw salary in the pay scale as decided by the Governing Body.
- ii) The Dean Students' Welfare, if appointed on full time basis, from amongst the Teachers of the University shall continue to hold his/her lien on his/her substantive post and shall be eligible to all the benefits that would have otherwise accrued to him but for his appointment as Dean Students' Welfare.
- iii) The Dean Students' Welfare shall be entitled to leave salary, allowances, provident fund, medical and other benefits as may be prescribed by Board of Management of the University for the Employees of the University.
- iv) Subject to the supervision of the Vice Chancellor, the DSW shall
 - a. Make arrangements to ensure suitable housing facilities for students;

- b. Arrange for employment of students in accordance with plans approved by the Vice Chancellor;
- c. Communicate with the Parents / guardians of the students concerning the welfare of students;
- d. Obtain travel facilities for the students from competent authorities,
- e. Assist the students in obtaining Scholarships, Studentships, etc. by giving them information relating thereto;
- f. Organise events relating to extra-curricular /co-curricular activities,
- g. Perform such other duties as may be assigned to him from time to time by the Vice Chancellor.
- h. Arrange to get periodic feedback from students in various areas of University functioning and liaison with Registrar/Vice Chancellor for action, as necessary.
- i. Constitute small and appropriate Committees consisting of teachers and/or students to perform specific activities related to his charter of duties of the University.
- j. Redress grievances of students with the cooperation of other officials as per the Statutes/ Ordinances.
- k. Be overall in-charge of discipline.

16) University Librarian

- I. The University Librarian shall be a full time salaried officer of the University and his appointment will be made as per the qualifications prescribed by the University Grants Commission / State Government in a transparent manner.
- II. The functions and responsibilities of the Librarian shall be as specified in the Statutes, Ordinances, Regulations or Rules of the University from time to time. The pay scale will be as per University Grants Commission norms.

17) Deputy/Assistant Librarians

- I. The Deputy / Assistant Librarians shall be recruited following the procedure, qualifications and salary as per University Grants Commission / State Government norms and approved by the Governing Body / Academic Council of the University. The appointment will be made in the same way as that of the Librarian.
- II. The powers and responsibilities of the Deputy / Assistant Librarian shall be as specified in the Ordinances/Regulations of the University from time to time.
- III. He / she may officiate as University Librarian in the absence of University Librarian if appointed to do so by the Vice Chancellor. He / she should report to the University Librarian for his / her duties.

18) Deputy/Assistant Registrars

- i) The Deputy/Assistant Registrars shall be the officials of the University appointed by following the procedure, terms, qualifications and salary as per University Grants Commission / State Government norms and as approved by the Governing Body from time to time.
- ii) The Deputy and Assistant Registrar will report to the Registrar for their assignments and duties.

19) Director Physical Education

- i) The Director Physical Education shall be a full time salaried officer of the University and his appointment shall be made according to the procedure, qualifications and salary as prescribed by the University Grants Commission by the Governing Body in a transparent manner from time to time.
- ii) He will take all actions necessary to promote/organise sports facilities to the campus and work for all round development of students. He will report to the Vice Chancellor for his duties/assignments.

CHAPTER III

AUTHORITIES OF THE UNIVERSITY

20) Constitution and powers of Governing Body

- I. The Governing Body of the University shall consist of the following members, namely:-
 - a. the Chancellor;
 - b. the Vice Chancellor;
 - c. the Secretary to Government, Haryana, Education Department, or in his absence, Director, Higher Education, Haryana;
 - d. five persons nominated by the Sponsoring Body out of whom two shall be eminent educationists
 - e. one expert of management or technology from outside the University, nominated by the Chancellor; and
 - f. One expert of finance, nominated by the Chancellor.
- II. The Governing Body shall be the supreme authority of the University. All the movable and immovable property of the University shall vest in the Governing Body. The nominated members of the Governing Body shall have tenure of three years. It shall have the following powers, namely :-
 - a. to provide general superintendence and directions and to control the functioning of the University by using all such powers as are provided by the Act, Statutes, Ordinances, Regulations or Rules ;
 - b. to review the decisions of other authorities of the University in case they are not in conformity with the provisions of the Act, Statutes, Ordinances, Regulations or Rules ;
 - c. to approve the budget and annual report of the University;
 - d. to lay down the extensive policies to be followed by the University;
 - e. to recommend to the Sponsoring Body for the dissolution of the University if a situation arises when there is no smooth functioning of the University in spite of best efforts; and
 - f. such other powers as may be specified by the Statutes :

Provided that the Secretary to Government, Haryana, Education Department or in his absence, Director, Higher Education shall be present in each meeting in which decisions on issues involving Government policies/ instructions are to be taken.
- III. The Governing Body shall meet at least three times in a calendar year.
- IV. The quorum for meetings of the Governing Body shall be four;
- V. The Registrar shall be the Member Secretary.

21) Constitution and powers of Board of Management

- (i) The Board of Management shall consist of the following members ;
 - (a) The Vice Chancellor;

- (b) the Secretary to Government, Haryana, Education Department, or in his absence, Director, Higher Education, Haryana;
- (c) two members of the Governing Body, nominated by the Sponsoring Body;
- (d) three persons, who are not the members of the Governing Body, nominated by the Sponsoring Body ;
- (e) three persons from amongst the teachers, nominated by the Sponsoring Body; and
- (f) two teachers, nominated by the Vice Chancellor
- (ii) The Vice Chancellor shall be the Chairperson of the Board of Management and nominated members will have tenure of three years.
- (iii) The powers and functions of the Board of Management shall be such as may be specified by the Statutes
- (iv) The Board of Management shall meet once in every two months
- (v) The quorum for the meetings of the Board of Management shall be five:
 - a. Provided that the Secretary to Government, Haryana, Education Department, or in his absence, Director, Higher Education, Haryana, shall be present in each meeting in which decisions on issues involving Government policies/instructions are to be taken ;
- (vi) The Registrar shall be the Member Secretary.

22) Constitution and functions of Academic Council

- (i) The Academic Council shall consist of the Vice Chancellor and such other members as may be specified by the Statutes ;
- (ii) The Vice Chancellor shall be the Chairperson of the Academic Council
- (iii) The Academic Council shall be the principal Academic Body of the University and shall, subject to the provisions of the Act, Statutes, Ordinances, Regulations or Rules, co-ordinate and exercise general supervision over the academic policies of the University
- (iv) All Deans shall be the Ex-officio members of the Academic Council
- (v) The quorum for meetings of the Academic Council shall be one fifth of the total existing members including ex officio members
- (vi) The Registrar shall be the Member Secretary.

23) Other Authorities

- (i) The composition, constitution, powers and functions of other authorities of the University shall be such as may be specified by the Statutes.

CHAPTER IV

COMMITTEES AND BOARDS

24) Constitution and functions of Finance Committee

- (i) The Finance Committee shall consist of the following members;
 - (a) Vice Chancellor (Chairperson);
 - (b) Registrar;
 - (c) One member having expertise in finance nominated by the Chancellor from the Governing Body;
 - (d) One nominee of the Governing Body / Board of Management;
 - (e) Chief Finance and accounts officer as Member Secretary;
- (ii) The Finance Committee shall meet at least twice each year and quorum for the meeting will be three.
- (iii) All members of the Finance Committee other than ex-officio members shall hold office for a term of three years
- (iv) The Finance Committee shall have the following powers and functions:
 - (a) The annual accounts and financial estimates of the University shall be placed before the Finance Committee for its consideration and comments thereon and thereafter submitted to the Governing Body after its consideration by the Board of Management for approval;
 - (b) The Finance Committee shall examine the accounts and scrutinizes the proposals for expenditure and shall submit the annual budget to the Governing Body for approval.
 - (c) No expenditure in the budget shall be incurred by the University in excess of the limits so fixed, without the prior approval of Finance Committee which shall fix limits of the total recurring and the non-recurring expenditure for the year, based on the resources and income of the University.
 - (d) The Finance Committee shall consider the proposal of the Fee Committee as specified in the Statute / Ordinance regarding the fee structure and shall give its recommendations to the Board of Management for consideration and approval.
 - (e) To monitor expenses vis-a-vis approved budget.
 - (f) It shall examine and recommend to the Governing Body the creation of teaching and other posts.
 - (g) Any other power/function prescribed in subsequent Statutes, Ordinances, Regulations or Rules.

25) Admission Committee-

The University shall have an Admission Committee, which shall be constituted as under;

- (i) Vice Chancellor (Chairperson)
- (ii) Deans of Faculties
- (iii) Director of the Institutes

- (iv) Chief Finance and Accounts Officer
- (v) Registrar as Member Secretary

The Committee will decide the policy guidelines relating to admission to various courses as per the Act and the Ordinance

The powers and functions of the Committee shall be as may be provided in the Statutes, Ordinances, Regulations or Rules approved by the Board of Management.

26) Fee Committee

- (i) The Fee Committee of the University shall prepare the fee structure and review the same periodically in light of the Section 8 of the Act, as amended from time to time, which mandates that the University shall be self-financed and shall not be entitled to receive any grant or financial assistance from the Government or any Board or Corporation owned or controlled by the Government. The recommendation of the Fee Committee will be considered by the Finance Committee and submitted to the Board of Management for approval. Fee structure so approved shall be notified.

27) Selection Committee

I. For non teaching and Administrative Staff

There shall be selection committee constituted by the Chancellor for appointment of the other University officers, non-teaching/ Administrative staff as under:

- a. Vice Chancellor (Chairperson)
- b. Registrar as Member Secretary
- c. Chief finance and Account officer
- d. Director of the Institute
- e. Outside expert nomination by the Vice Chancellor

The creation of the posts for other University officers, teaching and nonteaching/administrative staff will be sanctioned by the Board of Management on the recommendation of the Board of Management after approval from the Finance Committee. The Selection Committee will constitute interviews boards as and when required for holding the interviews and based on their recommendations, shall take necessary steps for approval from competent authority as per Statutes, in conformity with the provision of the Act.

II. For Teaching Staff

The teaching staff shall be appointment by a Committee constituted as per the University Grants Commission / State Government Regulations in a transparent manner.

28) Board of Studies

- (i) There shall be a Board of Studies for each Institute comprising:
 - (a) The Director of the Institute as chairperson;
 - (b) The Dean of the Faculty;
 - (c) All professors of the Institute ;
 - (d) Two associate professors and two Assistant professors by rotation according to seniority;

- (e) One senior teacher to be co-opted by the Board of Studies from other Institute nominated by the Vice Chancellor in consultation with the Director of the Institute;
- (f) Two outside subject experts nominated by the Vice Chancellor on the recommendation of the Director of the Institute;
- (ii) The Vice Chancellor may constitute the Board of Studies for the Institute to be started by the University.
- (iii) Detailed syllabi of different courses of each department shall be prepared by the board of studies and be submitted to the Academic Council for approval and subsequent publication, and its contents shall be revised and updated by the board of studies from time to time and be submitted to the academic council for approval
- (iv) The meeting of the Board of Studies shall be arranged at least once in a year.
- (v) Such other power and functions may be laid down in the Statute, Ordinance, Regulations or Rules.

29) Other Committee

The authorities or the University may constitute such Committee with such terms of reference as may be necessary for specific task to be performed by such Committees. The constitution of such Committees and their powers and duties shall be such as may be specified in the subsequent Statute, Ordinance, Regulations or Rules.

CHAPTER V**FACULTIES OF THE UNIVERSITY****30) Faculties of the University**

(i) Initially, the University shall have the following faculties:

(a) Faculty of Engineering and Technology

(b) Faculty of Management

(c) Faculty of Finance and Commerce

(d) Faculty of Sciences

(e) Faculty of Arts

(f) Faculty of Medicine

SRM University, Haryana

CHAPTER VI

MISCELLANEOUS

31) Special mode of Appointment

- (i) The Vice Chancellor may invite a person of high academic distinction and professional attainment to accept the post of Professor or Associate professor or any other academic post in the University as per the University Grants Commission / State Government qualification, on such terms and conditions as the Vice Chancellor deems fit and on the agreeing to do so, appoint him/her to the post for one year.
- (ii) The Vice Chancellor may on the recommendation of the concerned Director of Department and the concerned dean appoint a visiting faculty for a period up to 1 year.
- (iii) The Vice Chancellor may appoint a teacher or any other academic staff working in any other University or organisation to undertake a joint project.
- (iv) The appointments shall be subject to the approval of the Chancellor.

32) Disqualification of Membership

- (i) A person shall be disqualified for being a member of any of the authorities or bodies of the Universities, if he/she
 - (a) is of unsound mind and stands so declared by a competent court or
 - (b) is an un-discharged insolvent or
 - (c) has been convicted of any offence involving moral turpitude or
 - (d) is conducting or engaging himself in private coaching classes or
 - (e) has been punished for indulging in or promoting unfair practices in the conduct of any examination, in any form anywhere.

33) Validation of proceedings

- i) No Act or proceeding of any authority or Body of the University shall be invalid merely by reason of any vacancy or defect in the constitution thereof
- ii) Any vacancy which may occur in the membership of the authorities or bodies of the University due to death, resignation or removal of a member or due to change of capacity in which he was appointed or nominated, shall be filled up as early as possible by the person or the Body who had appointed or nominated such a member; provided that the person appointed or nominated as the member of an authority or Body of the University on an emergent vacancy, shall remain a member of such authority or Body only for the unexpired tenure of the member, in whose place he is appointed or nominated.

34) Fee Structure

- (i) The fee will be charged from the students as per section 36 of the Act.
- (ii) The fee structure and other charges for the students will be decided by Board of Management in consultation with Finance Committee and Fee Committee.
- (iii) The University may, from time to time, decide the fee and shall submit the same for the information to the Government, at least 30 days before the commencement of the academic session.

35) Scholarship Fellowships.

Students admitted to the University will be awarded scholarship and fellowship based on merit cum need basis. The number and value of fellowship, scholarship medal and prizes to be awarded shall be determined by the Board of Management on the recommendation of the Academic Council within one year of its commencement.

36) Conferment of Honorary Degree and Academic Distinction

Proposal for conferring an honorary degree or Academic distinction on a distinguished personality shall be made in writing, along with his/her Bio-data to the Academic Council;

- (a) On receipt of the proposal, a special meeting of the Academic Council or its Standing Committee will be called to consider and approve the proposal.
- (b) The decision of the Academic Council will be referred to the Governing Body for recommending the same for the prior approval of the Visitor.

37) Convocation

- (a) The convocation of the University shall be held in every academic year in the manner as may be specified by the Statutes for conferring degrees, diplomas or for any other purpose.
- (b) The Academic Council will frame regulation relating to the format of the degree, documents, certificates and citation, the text, issuance of these documents in absentia, duplicate Degree and procedure for holding convocation.
- (c) A special convocation may also be held with the approval of the Visitor to award honorary degree, academic distinction to a distinguished person.

38) Terms and Conditions of Service of the Teachers and other Staff

- (i) All the teachers/academic staff and officials of the University shall be governed by the terms and conditions of service as prescribed by the University.
- (ii) The Board of Management will formulate policies, terms and conditions of appointment of teachers and other employees in accordance with University Grants Commission / State Government Regulations from time to time with the approval of the Chancellor.
- (iii) All appointments will be made as per terms and conditions, approved for the respective positions and promotions of the employees under various schemes will be made from time to time in accordance with the eligibility conditions under relevant schemes of the University Grants Commission / State Government.
- (iv) A Standing Committee may be constituted by the Governing Body comprising members of Governing Body, Vice Chancellor and Registrar as considered appropriate to regulate and review these policies and terms and conditions from time to time.

39) Disciplinary Action against employees

Where there is an allegation of misconduct against any employee, the Chancellor/ Vice Chancellor as the case may be, shall constitute a Fact Finding Committee and, if necessary based on the finding of the Committee, may appoint a Regular Inquiry Committee. Based on the Fact Finding Committee / Enquiry Committee report, the Chancellor/Vice Chancellor may decide the course of action depending on the severity/gravity of the misconduct. The action taken will be reported to the Board of Management. For termination of services/dismissal, prior approval of the Board of Management or the Committee constituted by it will be necessary.

An appeal against any action taken by the Vice Chancellor can be made to the Chancellor within 30 days from the date of receiving the communication of the action taken.

40) Standing Committees, Sub-Committees

Subject to the provisions of the Act and the Statutes, the Governing Body/ Board of Management/ Academic Council may appoint such Standing Committees or Sub-Committees or Boards as deemed appropriate. The persons who are not the members of the said authorities may also be

appointed members of these Committees / Boards. The decisions taken by these Committee/Sub Committees shall be subject to review by the Governing Body, Board of Management/Academic Council as the case may be.

41) Annual Report

- (i) The annual report of the University shall be prepared by the Finance Committee/Board of Management
- (ii) The report shall be placed for approval of the Governing Body along with recommendation of Board of Management/ Finance Committee.
- (iii) A copy of the Annual report shall be presented to the Visitor and to the State Government.

42) Extramural Finances

The University will be a self financed entity. However, the University may receive financial supports, grants from the Government/ other Government agencies, public and private industries/organizations as per regulations for activities instituted at its behest or for funding any special project undertaken as per directions of Board of Management, including new need based courses, consultancy, testing, extension work, in-service programmes etc in accordance with the Statute, Ordinance, Regulations or Rules.

43) Delegation of Powers

Subject to the provisions of the Act as amended from time to time and the Statutes, any officer or authority of the University may delegate powers to any other officers or authority or person his or her control in accordance with the Statute, Ordinance, Regulations or Rules subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority or person delegating such powers.

Anything contrary to the provisions of the Haryana Private Universities Act, 2006 as amended from time to time shall be treated as null and void.