

**MEMORANDUM OF ASSOCIATION  
AND  
RULES OF THE UNIVERSITY**



**Nandha Institute of  
Medical and Technical Sciences**

Submitted to  
**University Grants Commission, New Delhi**  
**September, 2022**  
by

**Sri Nandha Educational Trust**  
291, Chinnamuthu Main Street, E.K.Valasu,  
Erode - 638 011, Tamilnadu

**INDEX**  
**MEMORANDUM OF ASSOCIATION**

<b>S.NO</b>	<b>NAME</b>	<b>Page No.</b>
1.	Name of the Trust/Society	5
2.	Name of the institution Deemed to be University along with its constituent units	5
3.	Office of the Society/Trust and Deemed to be University	5
4.	Objectives	5
5.	Definitions	7
6.	Powers and Functions	8
7.	Governance System	12
8.	Admission and Fee Structure	12
9.	Maintenance of Standards	13
10.	New Institutions/Departments, off-campus centres and off-Shore campuses	14
11.	Inclusion of other institutions under the ambit of institution deemed to be University	14
12.	Joint Programmes	14
13.	The Deemed to be University open to all	15
14.	Institution Deemed to be University to be Unitary	15
15.	Reservation Policy	15
16.	Distance Education	15
17.	Meetings of Deemed to be University Bodies	16
18.	Use of the word 'University'	16
19.	Consequences of violation of Regulations	16
20.	Funds, Accounts, Audit and Annual report	17
21.	Legal Proceedings	18
22.	Removal of difficulty	19

S.No.	Name	Page No.
<b>Rules of the University</b>		
1.	Management of the Institution	20
2.	Authorities of the Institution	20
3.	Composition of the Board of Management	20
4.	Powers of the Board of Management	21
5.	Meeting of the Board of Management	21
6.	Termination of Membership	22
7.	Constitution of Standing Committee and AD-HOC Committee by the Board of Board of Management	22
8.	Delegation of powers of the Board of Management	23
9.	Academic council	23
10.	Composition of the Academic council	23
11.	Term of Membership	24
12.	Powers and Functions of the Academic council	24
13.	Meetings of the Academic council	26
14.	Planning and monitoring board	26
15.	Finance Committee	27
16.	Composition of the Finance Committee	27
17.	Terms of office of the Finance committee	27
18.	Powers and Functions of the Finance committee	27
19.	Meeting of the Finance Committee	28
20.	Board of studies	28
21.	Selection Committee	28
22.	Meetings of the Selection Committee	29
23.	Officers of the University	29
24.	Chancellor	30
	Pro – Chancellor	30
25.	Vice – Chancellor	31
26.	Pro Vice - Chancellor	34
27.	Registrar	34
28.	Finance Officer	36
29.	Controller of Examinations	36
30.	Dean	37
31.	Head of the Department	37
32.	Delegation of powers	37
33.	Dispute regarding membership	38
34.	Grievance Redress Membership	38
35.	Special Provisions	38
36.	Resignation	39
37.	Acting Chairman of the meeting	39
38.	Validation of certain Acts/Decisions	39
39.	Disqualifications	39
40.	Filling of casual vacancies	40
41.	Review of the academic activities of the Deemed to be University	40
42.	Inspection of the Deemed to be University by the University Grant Commission	40

43.	Income and property of the Deemed to be University to be utilized for its objects only	41
44.	Ban on payments or transferring of income and property of the Deemed to be University by way of profit	41
45.	Bye-laws of the Deemed to be University	42
46.	Interpretation clause	43

**1. NAME OF THE TRUST / SOCIETY:**

The name of the Trust / Society is "**SRI NANDHA EDUCATIONAL TRUST**".

**2. Name of the Institution Deemed to be University along with its constituent units:**

The name of the Institution Deemed to be University is "**NANDHA INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES**" hereinafter referred to as the "University".

The names of the Constituent Units are given in the schedule to these rules.

**3. Office of the Society / Trust and Deemed to be University**

The registered office of the University is located in 291, Chinnamuthu Main Street, E.K Valasu, Erode – 638011.

**4. Objectives:**

The objectives for which the University is established are:

- 4.1 To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit primarily at graduate, post-graduate and research degree levels fully conforming to the concept of university.
- 4.2 To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the university education system that is academic engagement clearly distinguishable from programmes of an ordinary nature that lead to conventional degrees in Pharmacy, Medicine and Health care, Engineering and Technology, Science and Management, etc..., routinely offered by conventional institutions.
- 4.3 To provide for high quality teaching and research and for the advancement of knowledge and its dissemination through various research programmes undertaken in-house by substantial number of full time faculty/research scholars (Ph.D.s and Post Doctoral) in diverse disciplines.
- 4.4 To provide for instruction and training to students in such disciplines and branches of learning as it may deem fit;
- 4.5 To promote research and to improve and maintain the quality of dissemination of knowledge;

- 4.6 To initiate extra mural studies, extension activity programmes and field outreach activities with a view to contribute to the development of Society and well being of the people;
- 4.7 To make available the advantages of knowledge and skills for the development of Society, as well as, its individual members by involving in the local and regional problems related to the development;
- 4.8 To promote the feelings of national integration among the students, as well as, among the members of the Society at large;
- 4.9 To contribute, through various programmes and activities to the development of culture, as well as, its preservation;
- 4.10 To make endeavors to achieve its own financial self sufficiency by generating additional revenues by undertaking additional academic and allied programmes;
- 4.11 To coordinate its activities with other universities and other academic institutions by entering into collaboration with them;
- 4.12 To help the members of weaker sections of Society including women to ignite and promote sense of self-respect and dignity in them;
- 4.13 To contribute to bring about development of Society in social, educational, economic, industrial, cooperation, health, cultural and such other fields focusing particularly on the developmental problems of rural areas;
- 4.14 To nurture the values, such as, freedom, secularism, equality and social justice as enshrined in the Constitution of India in the minds of students and to work as a catalyst in social transformation through them, which are essential for national development;
- 4.15 To do such other activities, as may be necessary or desirable for the furtherance of the objectives of the University;

## 5. Definitions

In these rules unless the context otherwise requires -

- a. "Academic Council" means the Academic Council of the University.
- b. "Authorities" mean the authorities of the University.
- c. "Board of Management" means the Board of Management of the University.
- d. "Chancellor" means the Chancellor of the University.
- e. "Central Government" means the Government of India.
- f. "Vice Chancellor" means the Vice Chancellor of the University.
- g. "Pro Vice Chancellor" means the Pro Vice Chancellor of the University.
- h. "Prescribed" means prescribed by Rules, Regulations or Bye-Laws,
- i. "State Government" means the Government of Tamilnadu
- j. "Constituent Units" means the institutions brought within the ambit of the Nandha Institute of Medical And Technical Sciences Deemed to be University, as listed in the Schedule to the Rules"
- k. "Act" means the University Grants Commission Act, 1956 [Act 3 of 1956] D  
"Campus" means Campus of the university at its headquarters, namely New Delhi
- l. "Off campus centre" means approved [by the Central Government] centre of the University beyond its campuses in the country.
- m. "Offshore campuses" means approved [by the Central Government] Centre of the University beyond its campus and outside India.
- n. "Commission" means the University Grants Commission (UGC) constituted under tile Act or any other body that would be empowered to regulate an institution deemed to be university under any law for the time being in force.
- o. "Notifications" means a notification issued by the Central Government in the Official Gazette declaring the **NANDHA INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES** as an institution deemed to be university u/s. 3 of the UGC Act from time to time.
- p. "Sponsoring Body" means the Nandha Institute of Medical And Technical Sciences, Tamilnadu.

- q. "Statutory Body" means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education and bodies known as University Grant Commission (UGC), All India Council for Technical Education (AICTE), National Commission for Indian System of Medicine (NCISM), National Medical Commission(NMC), Dental Council of India(DCI), Pharmacy Council of India (PCI), National Council for Teacher Education (NCTE), Indian Nursing Council (INC), etc., shall be the Statutory bodies for the purpose of these Regulations.

## **6. Powers and Functions**

The University shall have the following powers, which are necessary for its effective and efficient functioning and for the achievements of the objectives mentioned above and also other similar ones and for other purposes such as management of its property, etc.

1. To make arrangements for the framing and teaching of such courses of studies as it may deem necessary and appropriate for the progress of Society;
2. To promote research activities with a view to contribute to the generation at knowledge and by that way to the progress of Society;
3. To make arrangements of teaching of the courses leading to the doctoral, Post Graduate and Graduate degree programmes,.
4. To organize the admission process of students for various courses of studies and to supervise and regulate the same as per the rules of the University and / or of the concerned Statutory Councils;
5. To create posts of Directors, Principals, Professors (Associate Professors), Lecturers (Assistant Professors) and such other teaching posts as per the requirement of the Deemed to be University;
6. To prescribe qualifications, pay scales for their appointments and to select the persons fulfilling the norms and rules of Deemed to be University and to appoint them on the respective posts;
7. To create non-teaching, administrative, ministerial and other posts and prescribe for them qualifications and pay-scales and to make appointments thereto;



8. To hold examinations of students of various courses and declare the results as per the schedule.
9. To institute and confer degrees and award diplomas and certificates to those persons who have satisfactorily completed their courses which they have opted for and who have passed the concerned examinations successfully;
10. To award doctoral degrees to the students who have completed their course work and research under the supervision of guide/(s) appointed by the Deemed to be University and whose theses have been approved for the award of degree by the examiners;
11. To institute and award visiting and other fellowships, prizes, medals and other distinctions as per the prescribed rules;
12. To establish, maintain and manage colleges, institutes, hostels, service centres, such as Health Centre, Gymnasium, auditoria, etc.,
13. To appoint or recognize persons, fulfilling the prescribed qualifications working outside the Deemed to be University and its constituent colleges, as adjunct professors, adjunct lecturers, visiting professors, emeritus professors for specific periods;
14. To confer honorary degrees and other similar academic distinctions on distinguished persons from various fields by following the procedure laid down for the purpose;
15. To introduce innovative academic programmes in the constituent units;
16. To organize, maintain and manage academic departments including laboratories, libraries, academic and other service units and to provide for equipment and infrastructure, necessary for teaching and research;
17. To review the course structures of various academic programmes and update their syllabi periodically with a view to give latest and updated knowledge to the students and imbibe in them skills associated with them;
18. To monitor and evaluate periodically the performance of the departments therein in all respects;
19. To determine, demand and receive or recover such fees and other charges from the students as may be prescribed from time to time;

20. To supervise and regulate the conduct of students, teachers and other employees of the constituent units and the University and to maintain discipline in them;
21. To make arrangements for the training and quality improvement programmes for teachers and non teaching employees;
22. To organize periodical assessment of the performance of teachers and non teaching employees with regard to different aspects of their duties;
23. To adopt measures for the promotion of welfare of students, teachers and other employees;
24. To prepare rules regarding conduct and discipline for teaching and non teaching staff and arrange for their enforcement;
25. To establish, maintain and manage, whenever necessary;
  - a. A printing press and publication department;
  - b. Boards of Extension Activities;
  - c. Information Bureau;
  - d. Employment Guidance and Placement Cell and
  - e. Such other activities as may be necessary and possible to fulfill the objects of the Deemed to be University;
26. To make provisions for the participation of students in -
  - a. the National Service Scheme;
  - b. the National Cadet Corps;
  - c. the interuniversity national and international and other cultural,
  - d. extracurricular, extramural and sports tournaments, events etc.;
  - e. programmes related to adult and continuing education, and extension;
  - f. any other programmes, services or activities directed towards their cultural, physical and social betterment as may be necessary and possible with a view to fulfill the objectives of the Deemed to be University,any other programmes, services or activities directed towards their cultural, physical and social betterment as may be necessary and possible with a view to fulfill the objectives of the Deemed to be University;

27. To provide for special training or coaching to the students for competitive examinations for the recruitment to the public services, for employment in public undertakings and other competitive employment opportunities;
28. To co-operate and/or collaborate with other universities, institutions, authorities or organizations for research, advisory services and such other activities and to enter into appropriate arrangements with them to conduct, select courses and verifying programmes as the situation may demand;
29. To borrow funds for its own purposes on the security of its properties;
30. To explore the possibilities of augmenting its own resources by undertaking innovative activities such as research and development, consultancy, training programmes and providing services to different clients from industry, trade or any other non-government organizations.
31. To undertake collaborative academic programmes with overseas Universities and Institutions;
32. To undertake for collaborative programmes from foreign agencies or institutions subject to the rules and regulations of the Central Government and State Government in that behalf;
33. To lay down for teaching and non-teaching staff service conditions related to conduct, workload, performance appraisal, and issue such instructions or directions as, in its opinion, may be necessary in academic and administrative matters;
34. To launch innovative academic programmes in different disciplines in higher education, research, consultancy based projects and training programmes for outside agencies, by charging fees, so as to generate resources;
35. To make special provision for higher education in rural and tribal areas;
36. To discontinue already functioning any academic programme, closed down any department or constituent unit on reasonable grounds;
37. To do all such other acts and things as may be necessary for, or incidental or conducive to the attainments of all or any of its objectives;

38. To bring under the ambit of the University other institutions run by the Sponsoring Trust by following the procedure laid down by the UGC and the Central Government.
39. To bring under the ambit of the University institutions being run by other Societies / Trusts by following the procedure laid down by the UGC and the Central Government.

## **7. GOVERNANCE SYSTEM**

The university shall adhere to the following criteria.

- 7.1 Among the authorities of university, there shall be a Chancellor who shall be appointed by the sponsoring Society or the sponsoring Trust. He /she shall be an eminent educationist or a distinguished public figure other than the President of the sponsoring Society or his/ her close relatives.
- 7.2 There shall be a position of Pro-Chancellor.
- 7.3 The highest governing body of the university shall be the Board of Management to be headed by the Vice Chancellor. This body shall consist of a minimum of ten members and a maximum of twelve members.
- 7.4 The Board of Management of the university shall be independent of the Trust (or) Society with full autonomy to perform its academic and administrative responsibilities. The number of representative(s)/ nominee(s) of the trust (or) society on the Board of Management shall be limited to a maximum of two.
- 7.5 The Board of Management shall consist of eminent persons capable of contributing to and upholding the university ideals and traditions.
- 7.6 The Vice Chancellor shall be an eminent academic and shall be appointed by the Chancellor on the recommendation of a Search-cum-Selection Committee consisting of a nominee of the Central Government who shall be nominated in consultation with UGC, a nominee of the Chancellor and that of the Board of Management. The Committee shall be chaired by the nominee of the Chancellor.

## **8. ADMISSIONS AND FEE STRUCTURE:**

- 8.1 Admissions shall be made strictly on the basis of merit obtained by the candidates in all India examinations as prescribed by the Regulations and in consistence with the national policy in this behalf, from time to time. Admission of a Non-Resident Indians

(NRI) / Persons of Indian Origin (PIO) / Foreign Students to the University shall be governed by the guidelines / Regulations framed by the Commission in this behalf from time to time. The Deemed to be University shall preserve the records of admission at least for five years.

8.2 The fee structure for various programmes of study in the University shall also be fixed in accordance with the Fee Regulations framed by the Governing body in this behalf from time to time.

8.3 The institution deemed to be university shall, for admission in respect of any course or programme of study conducted in the institution, accept payment towards admission fee and other fees and charges.

## **9. MAINTENANCE OF STANDARD:**

- 9.1 An institution deemed to be university shall maintain standards, higher than the minimum, of instruction, academic and physical infrastructure, qualifications of teachers, etc. as prescribed for college level institutions by the Commission or by the Statutory/Regulatory body concerned, such as University Grant Commission (UGC), All India Council for Technical Education (AICTE), National Commission for Indian System of Medicine (NCISM), National Medical Commission(NMC), Dental Council of India(DCI), Pharmacy Council of India (PCI), National Council for Teacher Education (NCTE), Indian Nursing Council (INC), etc., and shall obtain their approval for running various programmes of study, wherever applicable. This shall be periodically monitored by the duly constituted Committee (s) of the Commission.
- 9.2 There shall be a mandatory intensive external review of every deemed to be university once in every five years based on the criteria prescribed by the Commission from time to time.
- 9.3 The Institution shall give a regulatory compliance certificate every year in the format prescribed by UGC every year, which shall also be displayed on the subject to approval of the Government.
- 9.4 In case there have been found to be persistent or serious complaints being received

against an institution, the UGC can order an inquiry against the institution, after taking approval of the Government, and take further action based on the result of the inquiry.

- 9.5 The Institution shall provide to the Government, or to the agencies designated by it, all required details regarding the Institution for the All India Survey of Higher Education or for posting of specified details on the Know Your College Portal of the Government or for any other study approved by the Government.
- 9.6 The Institution shall participate in the National Institutional Ranking Framework every year and publish the same on its website prominently.
- 9.7 The Institution shall ensure that degrees/diplomas/certificates/awards are given to the passing out students within 180 days of completion of their academic programme.

## **10. NEW INSTITUTIONS/DEPARTMENTS, OFF-CAMPUS CENTRES AND OFF-SHORE CAMPUSES**

The Deemed to be University may start new Institutions/Departments dealing with subjects, which are not in the field of its specialization or those in an allied field. It may do so, only if, that field is covered under its objectives and with the prior approval of the Commission. The Deemed to be University may operate beyond its approved geographical boundaries and start Off Campus(es) / Off-shore Campus(es) with the prior approval of the University Grants Commission and the Central Government by following the procedures prescribed for this purpose.

## **11. INCLUSION OF OTHER INSTITUTIONS UNDER THE AMBIT OF INSTITUTION DEEMED TO BE UNIVERSITY.**

New institutions shall be included under the ambit of the Deemed to be University only after a prior approval of UGC / MHRD.

## **12. JOINT PROGRAMMES**

- 12.1 The Deemed to be University may conduct academic programme(s) jointly with other Universities in India and abroad with the prior approval of the Commission.

The proposed joint programme(s) shall conform to the Acts and Rules of the Commission that shall apply to such programmes from time to time.

12.2 There shall be sufficient safeguards so as to protect the interests of students enrolled in such programmes.

12.3 The joint programmes shall be subjected to mandatory assessment and accreditation.

### **13. THE DEEMED TO BE UNIVERSITY OPEN TO ALL**

- i). The Deemed to be University shall be open to all persons of whatever race, religion, creed, caste or class and geographical area of the country. No test or condition shall be imposed related to religious belief or profession for admitting the students or appointing members, teachers, workers or in any other connection whatsoever.
- ii) No capitation fee shall be charged in any form in consideration for admission.
- iii) The self-financing courses fees to be prescribed shall be as per regulations prescribed under the UGC Act, Section 26 (1)(i).
- iv) No benefaction that involves conditions and obligations opposed to the spirit and objects of the University shall be accepted by the Deemed to be University.
- v) All policies and procedures, as applicable to the university level institutions of public and privately funded institutions respectively, shall apply to the appropriate category of University.

### **14. INSTITUTION DEEMED TO BE UNIVERSITY TO BE UNITARY**

Once an institution is declared as institution deemed to be university, it shall not affiliate any other institution.

### **15. RESERVATION POLICY**

The institution deemed to be university shall implement the reservation policy in admissions and recruitment, in accordance with any Act of Parliament for the time being in force and disclose all such information on its website.

### **16. DISTANCE EDUCATION**

Institutions Deemed to be Universities may offer courses in the open, distance learning/online mode in accordance with the UGC regulations, 2017, and UGC (online

courses or programmes) regulations 2018 as amended from time to time.

## **17. MEETINGS OF DEEMED TO BE UNIVERSITY BODIES**

The Deemed to be University shall conduct meetings of all its statutory bodies, like Board of Management, Academic Council, etc., at regular intervals as per the Regulations and the minutes of each such meeting shall be displayed in the website of the Deemed to be University.

## **18. USE OF THE WORD 'UNIVERSITY'**

An Institution deemed to be University shall not use the word 'University' suffixed to its name but may mention the words "deemed to be university" within parenthesis suffixed thereto.

## **19. CONSEQUENCES OF VIOLATION OF REGULATIONS**

19.01 Where the Government or the Commission, as the case may be, receives information by way of a complaint or otherwise, that an Institution Deemed to be University has violated any of the provisions of these Regulations, it shall cause to conduct an enquiry into the facts of such information after issuing a notice to the said effect to the Institution Deemed to be University.

19.02 The Commission may also cause an inspection, to be made by persons of eminence and integrity; being experts in matters of academics, administration and finance; regarding academic outcomes or any matter connected with the administration or finances of the Institution Deemed to be University for the purpose of the enquiry.

19.03 Based on the enquiry or through regular inspections mentioned in these Regulations, if the Government or the Commission, as the case may be, is satisfied that these Regulations have been violated, the Institution Deemed to be University shall be subjected to such action as provided in these Regulations, after a reasonable opportunity has been given to the institution to present its case.

19.04 Where an Institution Deemed to be University is found to have violated the provision(s) of these Regulations, it may be subjected to one or more of the following action(s).

### **A. Violations leading to issuance of unapproved degrees:**

- i. Punishment under Section 24 of the University Grants Commission, 1956.



- ii. Barring from any expansion in terms of diversification to new Courses / Programmes of study / Department(s) and Off-Campus(es) / Constituent Institution(s) / Off-Shore Campuses, for a limited period.
- iii. Reducing the intake capacity in student enrolment in a specific course(s) or in all courses, for a limited period or in perpetuity.
- iv. Barring from admission of students for a limited period or in perpetuity in a specific course(s) or all courses.
- v. Closure of the Courses / Programmes of study / Department(s) and Off-Campus(es) / Constituent Institution(s) / Off-Shore Campuses.
- vi. Withdrawal of the notification of declaration as Institution Deemed to be University.

**B. Violations leading to non-adherence of the Regulations:**

- i. Where any deficiencies in complying with the provisions of these Regulations come to the notice of the Commission, it shall issue a warning in that regard to the Institution Deemed to be University requiring rectification within a reasonable time; and, failure to take remedial action within the said period shall attract punishments provided under these Regulations. Provided that any punishment awarded to the institution Deemed to be university shall be without detriment to the interests of the students.
- ii. Vice-Chancellor of the Institution Deemed to be University may be removed as per the procedure laid down in relevant Clause of these Regulations.
- iii. Repeated violations of the provisions of these regulations shall attract action(s) mentioned in Clause 19.04A, herein above.

**20. FUNDS, ACCOUNTS, AUDITS AND ANNUAL REPORT**

- i. The books of accounts of the Institution Deemed to be University shall be maintained, managed and operated in the name of the Institution Deemed to be University and not in the name of the sponsoring body or any other; and, shall be kept in such form as may be laid down by the Board of Management and conform to the rules, if any, prescribed in this regard by the Commission.
- ii. Funds shall not be diverted at any time from the accounts of the Institution Deemed to be University to any other accounts, including to the accounts of the Sponsoring body.

iii. The Institution Deemed to be University shall get its books of accounts audited, annually and at such other frequency as shall be prescribed by the Commission, separately published and uploaded on the website of the Institution; and if such institution is funded by Central or State Government or through its agencies fully or partially, then the accounts of such Institution Deemed to be University shall be open for examination by the Controller and Auditor General of India; accounts of Institution Deemed to be University shall also, where required, be open for inspection by the Commission.

iv. The annual financial statements and accounts shall be audited by a qualified professional, being a Member or Fellow of the Institute of Chartered Accountants of India, to be appointed by the Institution Deemed to be University. Provided that, the Commission may, on receipt of information in regard to financial impropriety or embezzlement or illegal diversion of funds from the accounts of the Institution Deemed to be University; or of fees being collected against the provision of the regulations, issue a notice directing the Institution Deemed to be University to show cause as to why an inspection, including a forensic audit, not be ordered in respect of the complaint, and after providing a reasonable opportunity to the respondent institution, the Commission may on being satisfied that there were sufficient grounds to proceed further, cause an inspection by a team of the Commission and also direct a forensic audit to be undertaken by a qualified Member or Fellow of the Institute of Chartered Accountants of India; the report of and the inspection team and the forensic audit report taken together shall form the basis for the Commission to take further action, as it may be Deemed fit, under these Regulations.

v. Annual Reports and the Audit Reports shall be submitted by the Institution Deemed to be University to the Commission within nine months of the closure of the accounting year.

## **21. LEGAL PROCEEDINGS**

(1) For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the Institution Deemed to be University may sue or be sued shall be the Registrar, who shall have the power to enter into agreements, sign documents and authenticate records on behalf of the Institution Deemed to be University, and shall exercise such powers and perform such duties, as may be prescribed by these Regulations.

(2) No suit or legal proceedings shall lie against the Government, or the Commission, or the Institution Deemed to be University, or an Officer of the Institution Deemed to be University, or a member of the authority of the Institution Deemed to be University, in respect of anything done or purported or intended to be done in pursuance of any of these Regulations.

## **22. REMOVAL OF DIFFICULTY**

UGC reserves the right to remove difficulty/ies in the course of implementation of these regulations in consultation with the Government of India, Ministry of Human Resource Development.

\*\*\*\*\*

**RULES OF**  
**NANDHA INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES, TAMILNADU**  
**(INDIA)**

**1. MANAGEMENT OF THE INSTITUTION**

The Apex Governing Body of the Deemed to be University shall be the Board of Management, which will be headed by the Vice Chancellor who shall be a distinguished academic. This body shall consist of a minimum of ten members and a maximum of twelve members. The Board of Management shall consist of eminent persons capable of contributing to upholding the University ideals and traditions. The Board of Management shall be independent with full autonomy to perform its academic and administrative responsibilities. The number of representative(s) /nominee(s) of the Trust (or) Society on the Board of Management shall be limited to a maximum of two. The composition, term of membership of the Board of Management and its powers are as mentioned in the Rules.

**2. AUTHORITIES OF THE INSTITUTION**

The following shall be the authorities of the Deemed to be University –

1. Board of Management
2. Academic Council
3. Planning and Monitoring Board
4. Finance Committee
5. Faculties
6. Boards of Studies
7. Such other authorities as may be declared by the Rules to be the authorities of the University.

**3. COMPOSITION OF THE BOARD OF MANAGEMENT**

1. Vice Chancellor, Chairperson
2. Pro Vice Chancellor
3. Deans of the Faculties not exceeding two (by rotation and on seniority)

3. Three eminent academicians nominated by the Chancellor
4. One eminent academic nominated by the Central Government in consultation with the U.G.C.
5. Two teachers (from amongst Professors, Associate Professors) by rotation based on seniority.
6. One Nominee of the **Nandha Institute of Medical And Technical Sciences .**  
(Sponsoring Trust / Society)
7. The registrar shall be the Secretary.

The Controller of Examinations shall be a permanent invitee to the meetings of the Board of Management.

### **Term of Membership**

All the members of the Board of Management other than Ex-officio and the members of the teaching staff shall hold office for a term of three years and shall be eligible for reappointment / nomination, as the case may be. The Members of the teaching staff in the Board of Management shall hold office for a period of two years or till such time as they continue to be the members of the teaching staff, whichever is less.

## **4. POWERS OF THE BOARD OF MANAGEMENT**

- i. The Board of Management shall be the principal organ of management and the apex executive body of the Institution Deemed to be University, with powers to make rules of the Institution Deemed to be University
- ii. The Board of Management shall be the final decision making body of the Institute in respect of every matter of the Institution Deemed to be University, including in the academic, administrative, personnel, financial, developmental matters.
- iii. The Board of Management shall not infringe upon the powers of the respective authorities

## **5. MEETINGS OF THE BOARD OF MANAGEMENT**

- i. The Board of Management shall meet at least four times a year, with not less than 15 days' notice being given before every meeting of the Board of Management.

- ii. Attendance by more than one-half of the total number of members of Board of Management shall form the quorum for a meeting.
- iii. In the absence of the Vice-Chancellor, the Pro-Vice Chancellor shall preside over the meeting; and where there be no Pro Vice Chancellor in an Institution Deemed to be University, a member chosen by the other members present, shall preside over the meeting.
- iv. Every member of the Board of Management, including its Chairperson, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.
- v. Any business, which it may be necessary for the Board of Management to perform, may be carried out by circulation amongst its members.
- vi. A copy of the proceedings of each meeting shall be furnished to the Chancellor of the Institution Deemed to be University as soon as may be possible after the meeting.

## **6. TERMINATION OF MEMBERSHIP**

If a member other than the Vice Chancellor or those representing the teachers accepts a full-time appointment in the Deemed to be University or if he fails to attend three consecutive meetings of the Board of Management without proper leave of absence granted by the Chairman, or who ceases to continue to be in the post in capacity of which he was nominated shall cease to be a member of the Board of Management.

## **7. CONSTITUTION OF STANDING COMMITTEE AND AD-HOC COMMITTEES BY THE BOARD OF MANAGEMENT**

7.1 Subject to the provisions in the Rules/Bye Laws of the University, the Board of Management may, by a resolution, constitute such Standing Committee or Committees or Ad hoc Committees for such purposes and with such powers as the Board may think fit for exercising any power or powers for discharging any functions of the Deemed to be University or for inquiring into, reporting and advising upon any matter of the Deemed to be University;

7.2 The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees as it may consider suitable.

## **8. DELEGATION OF POWERS OF THE BOARD OF MANAGEMENT**

The Board of Management may by a resolution delegate to the Chancellor, Vice-Chancellor or any other officer or the member, Standing Committee or the Adhoc Committee such of its powers as it may deem fit subject to the condition that the action taken by the Chancellor or the Vice Chancellor or the Officer or the member concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

## **9. ACADEMIC COUNCIL**

There shall be an Academic Council of the Deemed to be University. The Academic Council shall be the principal academic body of the Deemed to be University and shall be subjected to the provisions of the Memorandum of Association and the Rules and Bye-Laws shall have the control over and will be responsible for the maintenance of standards of education including teaching, research and training, approval of syllabus, inter-departmental co-ordination of research activities, examinations and tests within the Deemed to be University and such other. It shall exercise such other powers and perform such other duties and functions as may be prescribed or entrusted upon it by the Rules and Bye-Laws of the Deemed to be University.

## **10. THE COMPOSITION OF ACADEMIC COUNCIL**

The Academic Council shall consist of the following persons, namely:

1. Vice Chancellor ..... Chairperson
2. Dean(s) of Faculties
3. Heads of the Departments
4. Ten Professors other than the Heads of the Departments by rotation based on inter-se seniority
5. Two Associate Professors from the Departments other than the Heads of the Departments by rotation of inter-se seniority
6. Two Assistant Professors from the Departments by rotation of inter-se seniority Three persons from amongst educationists of repute or persons from any other field related to the

activities of the Institution deemed to be University who are not in the service of the Institution deemed to be University, nominated by the Vice-Chancellor

7. Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge
8. The Registrar, who shall be the Secretary of the Academic Council

**Note:** The representation of different categories should be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of the Council.

#### **11. TERM OF MEMBERSHIP**

The term of members of the Academic Council other than that of the ex-officio members shall be two years.

#### **12. POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL**

The Academic Council shall be the principal Academic body of the Deemed to be University and shall in addition to all other powers and duties vested in it has the following powers and duties viz.

- i. To exercise general supervision over the academic working of the Deemed to be University and to give directions regarding methods of instruction, evaluation, research and improvements in academic standards;
- ii. To promote research in the University, acquire reports on such researches time to time;
- iii. To consider matters of academic interests either on its own initiative or at the instance of the Board of Management or those proposed by the departments / faculties and to take proper actions thereon;
- iv. To make arrangements for the conduct of examinations in conformity with the relevant bye-laws;
- v. To maintain the proper standards of the examinations in conformity with the byelaws;
- vi. To recognize Degrees and Diplomas of other Universities and such other Institutions and to determine their equivalence with the Degrees and Diplomas of the University;



- vii. To prescribe courses of study leading to Degrees, Diplomas and Certificates of the University;
- viii. To approve the panels of paper setters, examiners, moderators and such other personnel as required for different examinations;
- ix. To suggest measures to bring about (Departmental, collegiate and institutional) coordination among the various constituent institutions of University;
- x. To make recommendations to the Board of Management on :
  - a) The measures to be adopted for improvement of standards of teaching, training, and research;
  - b) institution of Fellowships, Scholarships, Medals, Prizes, etc;
  - c) Establishment or closing down of constituent Institutions or Departments Centers.
  - d) bye-laws covering the academic activities, residence, admissions, examinations, award of fellowships and studentships, freships, concessions, attendance, etc;
- xi. To appoint sub-committees to give advice on such specific matters as may be referred to it by the Board of Management;
- xii. To consider the recommendations of the sub-committees so appointed and to take such actions (including making recommendations to the Board of Management) as the circumstances of each case may require;
- xiii. To take periodical reviews of the activities of the constituent institutions / Centers and to take appropriate actions (including making recommendations to the Board of Management) with a view to maintain and improve the academic standards;
- xiv. To exercise such other powers and perform such other functions as may be entrusted or prescribed to it by the Rules and Bye-Laws;
- xv. To recommend institution of teaching posts - Professors, Associate Professors and the Assistant Professors as per the requirements to the Board of Management;
- xvi. To make recommendations to the Board of Management with regard to institutions of Degrees, Diplomas, Certificates and other academic distinctions.

### **13. MEETINGS OF THE ACADEMIC COUNCIL**

- i. The Academic Council shall meet as often as may be necessary but not less than three times during an academic year; with not less than 15 days' notice shall be given of a meeting of the Academic Council to its members.
- ii. One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council;
- iii. Any business which may be necessary for the Academic Council to perform except such as may be placed before its meeting, may be carried out by circulation of a resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding for implementation as if such resolution had been passed in a regular meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.
- iv. Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.

### **14. PLANNING AND MONITORING BOARD**

- i. The Planning and Monitoring Board shall be the principal Planning Body of the Deemed to be University and shall be responsible for monitoring of the developmental programmes of the Deemed to be University.
- ii. Vice Chancellor of the University shall be the Chairman of the Planning and Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members and three outside eminent experts including one nominee of the UGC.
- iii. The constitution, powers and functions of the Planning and Monitoring Board shall be as prescribed by the bye-laws.
- iv. The Planning and Monitoring Board shall have the right to give advice to the Board of Management and the Academic Council on any matter, which it considers necessary for the fulfillment of the objectives of the Deemed to be University.

- v. The recommendations of the Planning and Monitoring Board shall be placed before the Board of Management for consideration and approval. The proposals relating to academic matters may be processed through the Academic Council.

#### **15. FINANCE COMMITTEE**

The Deemed to be University shall have a Finance Committee whose composition, term of office, powers and functions and the meetings are as mentioned in the following rules.

#### **16. COMPOSITION OF THE FINANCE COMMITTEE**

The Finance Committee shall consist of the following members:

- a) Vice Chancellor: Chairman
- b) Pro Vice Chancellor
- c) A person nominated by the Society or Trust.
- d) Two nominees of the Board of Management, one of whom shall be a member of the Board
- e) A representative of the Central Government.
- f) A representative of the State Government, in case the institution deemed to be university is receiving grants from the State Government.
- g) Finance Officer – Secretary ex officio
- h) Registrar - Permanent Invitee

#### **17. TERM OF OFFICE OF THE MEMBERS OF THE FINANCE COMMITTEE**

All members of the Finance Committee other than ex-officio members shall hold the office for a term of three years.

#### **18. POWERS AND FUNCTIONS OF THE FINANCE COMMITTEE**

- a) To consider the annual accounts and the financial estimates of the Deemed to be University and submit them to the Board of Management together with its comments for its approval;

- b) To consider and recommend the annual budget and revised estimates to the Board of Management for approval;
- c) To fix up limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the University. No expenditure shall be incurred by the Deemed to be University in excess of the limits so fixed up except with the recommendations of the Finance Committee and the approval of the Board of Management;

#### **19. MEETINGS OF THE FINANCE COMMITTEE**

- a) The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure;
- b) Four members shall constitute the quorum for the meeting.

#### **20. BOARD OF STUDIES**

There shall be one Board of Studies for each subject or group of subjects being taught in the constituent units of the University.

Board of Studies shall consist of:

- a) Head of the Department, nominated by the Vice Chancellor- Chairman
- b) All Professors of the department
- c) Two Associate Professors of the subjects by rotation based on inter-se seniority.
- d) Two Assistant Professors of the subjects by rotation based on inter-se seniority.
- e) Not more than two persons to be co-opted for their expert knowledge including those belonging to the related professions or Industries.
- f) One meritorious alumni

Note :

The powers and functions of the Board of Studies shall be as prescribed by the bye-laws of the Deemed to be University.

#### **21. SELECTION COMMITTEE**

- i. There shall be one or more Selection Committees constituted, for making recommendations to the Board of Management for appointment to the post of

Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed, in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.

- ii. The meetings of the Selection Committees shall be convened, as and when necessary, by the Chairperson of each Selection Committee.
- iii. Four members of the Selection Committee, of which at least two shall be experts, shall form the quorum.

## **22. MEETINGS OF THE SELECTION COMMITTEE:**

- a) The meetings of the Selection Committee shall be convened by the Vice Chancellor who shall be the Chairman of each subject wise Selection Committee;
- b) Four members of the Selection Committee shall form the quorum which should include at least two external experts of the subject and the Professor in the subject;
- c) If the Board of Management is unable to accept the recommendations of the Selection Committee it shall record its reasons for it and refer the matter to the Chancellor or to an appropriate high power Committee for review.

## **23. OFFICERS OF THE DEEMED TO BE UNIVERSITY**

The following shall be the officers of the University:

- i) Chancellor
- ii) Pro Chancellor
- iii) Vice Chancellor
- iv) Pro Vice Chancellor
- v) Registrar
- vi) Finance Officer,
- vii) Controller of Examinations
- viii) Deans of the Faculties
- ix) Heads of the Constituent Institutions

- x) Such other officers as may be prescribed in the Bye-Laws of the Deemed to be University.

## **24. CHANCELLOR**

- 1) The Deemed to be University shall have a Chancellor. He shall not be the Chief Executive Officer. The Chancellor shall be appointed by the sponsoring Society or Trust and shall hold office for a period of 5 years. He / She shall be eligible for one more term. The Chancellor shall neither be a member of the Society or the Trust nor a close relative of the President of the Society or the Trust.
- 2) Where power is conferred upon the Chancellor to nominate persons to authorities, he/she, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the University.
- 3) The Chancellor shall be by virtue of his office, the Head of the Deemed to be University and shall when present preside over the Convocation of the University.
- 4) He may issue a direction to the Vice Chancellor to convene meeting of any authority of the Deemed to be University for any specific purpose, whenever it is necessary, and the Vice Chancellor shall submit the minutes of such a meeting to the Chancellor for his perusal.
- 5) The Chancellor may call for such information and record, relating to any affairs of the Deemed to be University and issue such direction thereupon as he may deem fit in the interest of the Deemed to be University and the authorities and officers of the Deemed to be University shall comply with such directions.
- 6) The Chancellor may, after receiving a report in writing from the Vice Chancellor, withhold or modify any resolution, order or proceedings of any authority, body, committee or officer which in his opinion, is not in conformity with the Rules or Bye-Laws or is not in the interest of the Deemed to be University and the Deemed to be University authority, body, committee and officer shall comply with the same.

**25. PRO CHANCELLOR:** The Sponsoring body of the Institution deemed to be University may also appoint a person as a Pro Chancellor, whose role would be limited to carrying out

the tasks assigned to the Chancellor in these Regulations, when the latter is not available for carrying out the same. The Pro Chancellor, if so appointed, shall hold office for a period co-terminus to that of the Chancellor and shall be eligible to hold the post for maximum two terms.

## **25. VICE CHANCELLOR**

- i) The Vice Chancellor shall be a full time salaried officer of the University and shall be appointed by the Chancellor from the panel of at least three names suggested by a Search-cum-Selection Committee constituted for the purpose. The composition of the committee shall be as follows:
  - 1) A nominee of the Chancellor - Chairman,
  - 2) A nominee of the Central Government; who shall be an eminent academic nominated by the Government in consultation with the UGC,
  - 3) A nominee of the Board of Management,
- ii) The Vice Chancellor shall hold the office for a term of five years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years. Provided that notwithstanding the expiry of the said period of five years the Vice Chancellor may continue to hold the office till his successor is appointed and assumes the office, but not beyond six months, whichever is earlier.
- iii) In case of the office of the Vice Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to prolonged illness or any other cause, the Pro Vice Chancellor, and in his/her absence, the senior most Dean or, if there is no Dean, the senior most Professor nominated by the Chancellor shall perform the duties of the Vice Chancellor until a new Vice Chancellor is appointed, or the existing Vice Chancellor resumes the duties, as the case may be.
- iv) The Vice-Chancellor shall not be a member of the sponsoring or managing Society/Trust/Company and/or a close relative of the President or members of the sponsoring or managing society/trust/company.

## **POWERS OF THE VICE CHANCELLOR**

- i) The Vice Chancellor shall be the principal academic and executive officer of the University and shall exercise general and overall supervision and control over the affairs of the University and shall be mainly responsible for the implementation of the decisions of all the authorities of the Deemed to be University
- ii) The Vice Chancellor may, if he/she is of the opinion that an immediate action is called for on any matter, he shall exercise any power conferred upon any authority of the University under the Memorandum of Association and the Rules and Regulations / Bye-Laws, and shall take such action or proceed to take such action and shall report subsequently to the concerned authority on the action taken by him on such matters.

Provided that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that any person in the service of the Deemed to be University is aggrieved by the action taken by the Vice Chancellor under the said clause, he shall have the right to appeal against such action to the Board of Management through the Registrar within 30 days from the date on which such action is communicated to him and thereupon the Board of Management may confirm, modify or reverse the action taken by the Vice Chancellor.

If any matter requires an urgent action and if there is no provision in the Rules, Regulations, Bye-Laws etc., with regard to the issue involved, he will issue necessary directions to regulate the matter and inform the same to the Body/Authority /Committee concerned and at the same time place before it the draft of necessary Rule, Regulation, Bye-Laws, as the case may be.

- iii) The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the institution deemed to be university.
- iv) The Vice Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning and Monitoring Board and Selection Committees.



- v) It shall be the duty of the Vice Chancellor to ensure that the Memorandum of Association, the Rules, Bye-Laws and Regulations of the Deemed to be University are duly observed and implemented. He shall have all the necessary powers in this regard.
- vi) All powers relating to the proper maintenance of order and discipline of the Deemed to be University shall be vested with the Vice Chancellor.
- vii) The Vice Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Rules, Regulations and Bye-Laws.
- viii) The Vice Chancellor shall exercise all such other powers as may be delegated to him by the Board of Management.
- ix) The Vice Chancellor shall preside over the meeting of any authority, body or committee whenever he/she is present.
- x) The Vice Chancellor shall have the power to delegate or re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Board of Management.
- xi) The Vice Chancellor shall have the power to convene or cause to be convened meetings or emergency meeting, of any of the bodies of the Deemed to be University.

#### **REMOVAL OF VICE-CHANCELLOR:**

If the Vice-Chancellor of the Institution Deemed to be University does not have the qualification as required under these Regulations and also UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time or not appointed as per the procedure stipulated in these Regulations or has committed any financial/administrative impropriety, the Vice-Chancellor can be removed on the recommendations of an Enquiry Committee constituted by the Chairman UGC, after due process. The Commission based on the report of enquiry committee will give direction to the Visitor/Chancellor to remove the Vice-Chancellor. However, in case of Government controlled Institutions, the Commission will send its advice regarding removal of Vice-Chancellor to respective Ministries in Government of

## **26. PRO VICE-CHANCELLOR**

- i. The post of the Pro Vice-Chancellor may be created in an Institution Deemed to be University by the Board of Management; Provided that in respect of institutions managed and controlled by Central Government or State Government the prior approval of the appropriate Government shall be obtained before creating the post.
- ii. The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- iii. The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor
- iv. The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the Institution Deemed to be University.

## **27. REGISTRAR**

- i. The Registrar shall be a full-time salaried officer of the Deemed to be University and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following members:
  - a. Vice Chancellor - Chairman
  - b. One nominee of the Chancellor
  - c. One nominee of the Board of Management
  - d. One expert appointed by the Board of Management who is not an employee of the Deemed to be University.
- ii. The emoluments and other terms and conditions of service of Registrar shall be as prescribed by the Bye-Laws.
- iii. When the office of the Registrar falls vacant or when the Registrar is absent for a reasonably long period because of illness or any other reason, the duties and functions of the Registrar shall be performed by such other officer as appointed by the Vice Chancellor for the purpose.

- iv. The Registrar shall be the Ex-officio Secretary of the Board of Management, the Academic Council, Planning and Monitoring Board but shall not be deemed to be a member of any of these authorities. The Registrar shall be a permanent invitee to the meetings of Finance Committee.
- v. The Registrar shall be directly responsible and accountable to the Vice Chancellor and shall work under his supervision.
- vi. The following shall be duties of the Registrar:
  - 1) To be the custodian of the seal, records, funds and such other property of the Deemed to be University as the Board of Management may commit to his charge;
  - 2) To conduct the official correspondence on behalf of the authorities of the Deemed to be University;
  - 3) To issue notices convening meetings of the authorities of the Deemed to be University and of the Committees and Sub-Committees appointed by any of these authorities;
  - 4) To maintain the minutes of the meetings of all the authorities of the Deemed to be University and of all the committees and sub-committees appointed by any of these authorities;
  - 5) To supervise the arrangements made for the examinations conducted by the Deemed to be University;
  - 6) To represent the University in suits or legal proceedings by or against the Deemed to be University, sign powers of attorney and perform pleadings or depute his representatives for such purposes;
  - 7) To enter into agreements, sign documents and authenticate records on behalf of the Deemed to be University;
  - 8) To hold in special custody books of accounts and other documents of the Deemed to be University;

- 9) To ensure the safety and maintenance of the buildings, gardens, office, canteen, vehicles, laboratories, libraries, reading rooms, equipment, and other properties of the Deemed to be University;
- 10) To perform such other functions as may be specified in the Rules and Bye-Laws or as may be prescribed by the Board of Management or the Vice Chancellor from time to time;
- 11) The Registrar shall have power of taking disciplinary action against the subordinate non teaching staff working under him with the advice of the Vice Chancellor.

## **28. FINANCE OFFICER**

- a) The Finance Officer shall be a full time salaried officer of the Deemed to be University and shall be appointed by the Board of Management.
- b) The emoluments and other terms and conditions of service of the Finance Officer shall be as prescribed by the Bye-Laws of the Deemed to be University.
- c) The Finance Officer shall work under the supervision of the Vice Chancellor and will be accountable to the Board of Management through the Vice Chancellor.
- d) Subject to the control of the Board of Management to manage property and investment of the Deemed to be University, he shall be responsible for the preparation of Annual Estimates and Statements of Accounts for submission to the Finance Committee and then to the Board of Management and such other authorities.
- e) He/she shall be responsible for the proper management of funds and investments of Deemed to be University, under the control of Board of Management.

## **29. CONTROLLER OF EXAMINATIONS**

- a) The Controller of Examinations shall be appointed by the Board of Management.
- b) The emoluments and other terms and conditions of service of the Controller of Examinations shall be as may be prescribed by the Rules of the Deemed to be University.

- c) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice Chancellor in respect of conduct of examinations and evaluation are complied with.
- d) The Controller of Examinations shall be a permanent invitee to the meeting of Board of Management.

### **30. DEAN**

There shall be a separate faculty for a discipline or a group of allied disciplines. Each faculty shall be headed by a Dean. Duties and responsibilities of the faculty and its dean will be as specified by the rules and bye laws.

### **31. HEAD OF THE DEPARTMENT**

- a) There shall be a Head of the Constituent Unit and also of each of the academic department in the constituent units, who, shall be appointed by the Vice Chancellor from amongst the Professors of the Department. Provided that if there is no Professor in the academic Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice Chancellor may appoint an Associate Professor as Head of the said academic Department.
- b) The term of the Head of the academic Department shall normally be 3 years and he/she shall be eligible for reappointment for one more term, but not for two consecutive terms.
- c) The powers and functions of the Head of the Department shall be prescribed by Rules of the Deemed to be University.

### **32. DELEGATION OF POWERS**

Subject to the provisions in the Rules and Bye-laws any officer or authority of the Deemed to be University may delegate his or its powers to any other officer or authority or person under their respective control and subject to the condition that the overall responsibility for exercise of the powers so delegated shall continue to rest in the officer or Authority delegating such power.

**a. SENIORITY LIST**

- a) Whenever in accordance with these Rules, any person is to hold an office or to be a member of an authority of the Deemed to be University by rotation according to seniority, such seniority shall be determined according to the length of the continuous service of such person in the grade in the University and in accordance with such other principles as the Board of Management may from time to time prescribe.
- b) It shall be the duty of the Registrar to prepare and maintain in respect of each category / cadre of persons to whom the provisions of these rules apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
- c) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is in doubt, the Registrar may on his own notion and shall at the request of any such person, submit the matter to the Board of Management whose decision shall be final and binding.

**33. DISPUTE REGARDING MEMBERSHIP**

If a question arises, whether any person who has been duly nominated or appointed is entitled to be a member of any authority or any committee of the Deemed to be University or not, the matter shall be referred to the Chancellor of the Deemed to be University whose decision thereon shall be final.

**34. GRIEVANCE REDRESSAL MECHANISM**

For individual grievances and complaint(s), the, Deemed to be University shall have a Grievance Redressal Mechanism as may be prescribed in the by-laws.

**35. SPECIAL PROVISIONS:**

Every Institution Deemed to be University shall have the following special provisions as per UGC norms:-

- (i) Anti Ragging Cell
- (ii) Anti discrimination Cell
- (iii) Gender Sensitization Cell
- (iv) Internal Complaints Committee for prevention of Sexual Harassment
- (v) Barrier Free access in all places

- a. Institution Deemed to be Universities shall be allowed to take credits earned from other institutions under Choice Based Credit System as per the norms of UGC.
- b. Institution Deemed to be Universities shall review the syllabus every three years keeping in view the developments in the domains of knowledge.
- c. Institution Deemed to be University shall adhere to all the Rules, Regulations, norms, guidelines, directions, etc.
- d. Issued/Notified by the UGC/Government of India from time to time.
- e. The Commission can issue directions to an Institution Deemed to be University for implementation of any law or Government Policy or in case of any violation of any law or policy.

### **36. RESIGNATION**

Any member other than an ex-officio member of any authority may resign from the body, authority, committee of the Deemed to be University by a letter addressed to the Registrar. The resignation shall take effect as soon as it is accepted by the Chancellor or the Vice Chancellor, as the case may be.

### **37. ACTING CHAIRMAN OF THE MEETING**

Where no provision is made for a Chairman to preside over a meeting of an authority of the Deemed to be University, any Committee of such authority, or if the Chairman so provided is absent, the members present may select one from amongst themselves to preside at such meeting.

### **38. VALIDATION OF CERTAIN ACTS/ DECISIONS**

No action or proceedings of any authority or any body or any Committee of the Deemed to be University shall be invalid merely for reason of

- i. Any vacancy therein or any defect in the constitution thereof, or
- ii. Any defect in the nomination or appointment of a person acting as a member thereof, or Any irregularity in its procedure not affecting the merits of the case.

### **39. DISQUALIFICATIONS**

- a. A person shall be disqualified for being chosen as and for being a member of any of the authorities of the Deemed to be University;

- i) If he/she is of unsound mind.
  - ii) If he/she is an undercharged insolvent,
  - iii) If he/she has been convicted by a court of law of an offense involving moral turpitude.
- b. If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, it shall be referred for the decision to the Chancellor and his decision shall be final and no suit or proceeding shall lie in any civil court against such decision.

#### **40. FILLING OF CASUAL VACANCIES**

Any casual vacancy if occurred in any authority or any other committee of the Deemed to be University excepting that among ex-officio members shall be filled in, as soon as it may be convenient, by the person or the authority who had appointed or co-opted the said member whose office has become vacant. The person appointed or co-opted to a casual vacancy shall be member of such authority or committee for the residual term for which the person in whose place he has been nominated would have held it, if the vacancy had not occurred.

#### **41. REVIEW OF THE ACADEMIC ACTIVITIES OF THE DEEMED TO BE UNIVERSITY**

The functions of the Deemed to be University shall be reviewed after a period of every five years or even earlier, if necessary, by a Committee appointed by the University Grants Commission.

#### **42. INSPECTION OF THE DEEMED TO BE UNIVERSITY BY THE UNIVERSITY GRANTS COMMISSION**

- i) The Commission may cause an inspection, to be made by such person or persons as it may direct, of the Deemed to be University, its buildings, fixtures and fittings, laboratories and equipment and as also examinations, teaching and other work carried on or done by the Deemed to be University and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the Deemed to be University;



- ii) The Commission, shall, in every case, give notice to the University of its intention to cause an inspection or inquiry to be made and on receipt of such a notice, the Deemed to be University shall have the right to make such representations to the Commission as it may consider necessary;
- iii) Where an inspection or inquiry has been caused to be made by the Commission, the Deemed to be University shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry;
- iv) The Commission may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the University, to the Vice Chancellor of the University who shall communicate the same to the Board of Management;
- v) The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the University and communicate to the Commission the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry;
- vi) Where the Board of Management does not, within a reasonable time, take any action to the satisfaction of the Commission, the Commission may, after giving due consideration to the explanation furnished or representation made by the Board of Management to it, issue such directions as it may think fit and the Board of Management shall comply with such directions;

#### **43. INCOME AND PROPERTY OF THE DEEMED TO BE UNIVERSITY TO BE UTILIZED FOR ITS OBJECTS ONLY**

The income and property of the Deemed to be University, howsoever derived shall be utilized solely for promoting the objectives of the Deemed to be University.

#### **44. BAN ON PAYMENTS OR TRANSFERRING OF INCOME AND PROPERTY OF THE DEEMED TO BE UNIVERSITY BY WAY OF PROFIT**

No portion of the income and property of the Deemed to be University shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the Deemed to be

University or to any of them or any persons claiming through them provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person in consideration for any service rendered to the Deemed to be University or for travelling or other allowances and such other charges.

#### **45. BYE-LAWS OF THE DEEMED TO BE UNIVERSITY**

Subject to the provisions of the Regulations and the Rules of the Commission, the Board of Management shall, in addition to all other powers vested in it, have the power to frame the Rules of the Deemed to be University that may provide for all or any of the following matters :-

1. Establishment of Departments of teaching.
2. The courses of study to be laid down for all degrees, diplomas and certificates of the University;
3. The grant of academic awards (such as degrees and diplomas) and distinctions;
4. The admission of students to the University and their enrollment as such;
5. The fees to be charged for courses of study in the University and for admission to the examination, degrees, diplomas and certificates of the University;
6. The conduct of examinations, appointment of paper-setters, examiners and approval and publication of results thereof;
7. The institution of the award of fellowships, scholarships, studentships, medals and prizes; and prescription of the conditions thereof.
8. The maintenance of discipline among the students;
9. The maintenance of discipline among the employees.
10. The establishment of halls of residence and conditions of residence health of the students.
11. The classification, emolument, method of appointment, and the determination of the terms and conditions of service of the teaching staff and other staff of the University;
12. Such other powers, functions and duties of the Academic Council as are not mentioned elsewhere:

13. Constitution, powers and functions of the Planning and Monitoring Board
14. Powers and functions of the Board of Studies.
15. Composition, powers and functions of the Grievance Redress Mechanism
16. Prescribing persons as such other officers of the institution deemed to be university.
17. Such other powers and functions of the Vice Chancellor as are not specified elsewhere.
18. Emoluments, terms and conditions of service of the Registrar.
19. Emoluments, terms and conditions of service of the Finance Officer.
20. The constitution of pension, provident fund, insurance, etc. for the benefit of the officers, teachers, other academic staff and the administrative staff of the University;
21. The establishment of special centres / institutes;
22. The creation, composition and functions of any committee or body, which is considered necessary for the smooth and efficient functioning of the University;
23. Procedure for preparation and submission of budget estimates;
24. The procedure for convening meeting of any authority or committee;
25. The laying down of procedures to be observed at any meeting of any authority or any committee;
26. To constitute any other body as an Authority of the University;
27. Delegation of powers to any authority or officer.
28. All other matters which by this Regulation or the Rules may be provided but no rule shall be made affecting the condition of residence, health and discipline, admission or enrollment of students, conditions, mode of appointments, duties of examiners or the conduct of and standard of examinations or any course of study without consulting the Academic Council.

#### **46. INTERPRETATION CLAUSE**

In the event of conflict of opinion with regard to interpretation of Regulation or Rules and Bye-laws the opinion of the UGC shall be final..

#### **ALTERATION, AMENDMENTS, AND ADDITIONS TO THE RULES GOVERNING THE FUNCTIONING OF THE UNIVERSITY**

No Rules and Bye-Laws governing the functioning of the University may be altered, amended and added to by the Board of Management or such other competent body to the effect that it is in conflict with or to the detriment of the provisions of these regulations; and, no alteration, amendment or addition to the rules and by-laws shall be given effect to without the prior approval of the Commission in accordance with the provision of the Societies Registration Act, 1860, or the relevant Public Trust Act as in force for the time being.