

Naya Raipur, the 5th February 2018

NOTIFICATION

No. F 3-6/2015/38-2. — Chhattisgarh Private Universities Regulatory Commission, Raipur vide its Letter No. 756/S. & O./Amity/2014/7650, Dated 26-12-2017 and Letter No. 756/S. & O./Amity/2014/7681, Dated 10-01-2018 has approved the First Statutes No. 01 to 25 and First Ordinances No. 01 to 35 of Amity University, Village-Manth, Tehsil-Tilda, District-Raipur (Chhattisgarh) Under Section 26 (5) and 28 (4) of Chhattisgarh Private Universities (Establishment & Operation) Act, 2005.

2. The State Government hereby gives its approval for notification of these Statutes and Ordinances in Official Gazette.
3. The above Statutes and Ordinances shall come into force from the date of its publication in the Official Gazette.

By Order and in the name of the Governor of Chhattisgarh,  
ASHISH KUMAR BHATT, Secretary.

# AMITY UNIVERSITY, CHHATTISGARH

Established under the Chhattisgarh Private Universities (Establishment and Operation) Act No. 2005

## THE FIRST STATUTES OF AMITY UNIVERSITY, CHHATTISGARH

[Under Section 26(2) of the Chhattisgarh Private Universities (Establishment and Operation) Act  
No.13 of 2005

(Amendment of Chhattisgarh Act No. 2014)]

### FIRST STATUTES 2017

In exercise of the powers conferred by sub-section (2) of section 26 of Chhattisgarh Private Universities (Establishment and operation) Act 2005. The Governing Body makes the following first statutes.

**1. Short title and commencement:**

- i. These statutes may be called the Amity University, Chhattisgarh first statutes, 2014, notified in 2017.
- ii. They shall come into force from the date of its publication in the Official Gazette.

**2. Definitions:** In these Statutes, unless the context otherwise require

- i. "Act" means the Chhattisgarh Private University (Establishment and operation) act, 2005
- ii. "University" means Amity University, Chhattisgarh.
- iii. Words and expressions used but not defined in these Statutes shall have the meaning assigned to them in the Act.

**3. The first Statutes on the subjects mentioned below shall be as hereunder:**

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**STATUTE NO. 01****OBJECTIVES OF THE UNIVERSITY**

Apart from the objects of the University described in Section 3 of the Act, the University shall also have the following objectives:

- (1) To develop linkages with the industries, institutions and other organizations for updating the syllabi as per requirement.
- (2) To pursue any other objective as may be approved by the government on the basis of recommendation of the private University Regulatory Commission.

**STATUTE NO. 02****SEAL AND INSIGNIA OF THE UNIVERSITY**

- (1) The university shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University subject to further change or amendment as deemed necessary from time to time.
- (2) The University shall also decide to make and use of such Flag, Anthem, Mace, Medal, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time and which are not of such nature that are not permitted by the State or the Central Government.

**STATUTE NO. 03****TERMS AND CONDITIONS OF SERVICE OF THE CHANCELLOR**

- (1) The Chancellor shall be appointed by the sponsoring body for a period of three years with the prior approval of the visitor. The sponsoring body shall, by simple majority, finalize the name of the Chancellor. The President/ Secretary of the Sponsoring Body shall send the name, along with bio-data of the proposed Chancellor, to the Visitor for approval. After the approval of the Visitor, the Sponsoring Body shall appoint the Chancellor.
- (2) The Chancellor shall exercise powers as specified in Section 16(4) of the Act.
- (3) The Chancellor shall hold office for a period of three years and shall be eligible for reappointment with the approval of the Visitor following the procedure laid down above under clause (1) of the

Statute, provided that the Chancellor shall, notwithstanding the expiring of the term, continue to hold his office until either he is reappointed or his successor enters upon his office.

- (4) The Chancellor shall be the Head of the University.
- (5) The Chancellor shall be entitled to receive honorarium, expenses and allowance, as may be decided by the Sponsoring Body.
- (6) The Chancellor may by writing under his hand addressed to the Visitor, resign from his office.
- (7) Removal of difficulties by the Chancellor at the commencement of the Statutes:  
If any difficulty arises in respect of functioning of the University, or in the implementation of the first Statutes, or otherwise, the Chancellor may at any time, before the constitution of the Authorities of the University by order, consistent with the provisions of the Act and Statutes, as far as possible, make any appointment or perform any other function with consent of the Sponsoring Body, which seems necessary or proper to him for the removal of the said difficulty; and all such orders shall take effect in a manner as if the said appointment of function has been done in the manner provided in the Act and Statutes.

Further provided that before making such an order, the Chancellor shall elicit the opinion of the Vice-Chancellor and of such appropriate Authority of the University, as may have been constituted, on the proposed order and give considerations thereto.

#### **STATUTE NO. 04**

##### **APPOINTMENT, DUTIES AND POWERS OF THE VICE-CHANCELLOR**

- (1) The Vice-Chancellor shall be an ex-officio member and Chairperson of Board of Management.
- (2) The Vice-Chancellor shall ensure that the provisions of the Act, the Rules, the Statutes, the Ordinances and the Regulations made under the Act, are faithfully observed.
- (3) The Vice-Chancellor shall convene the meetings of all authorities chaired by him and bodies as prescribed in the Act.
- (4) The Vice-Chancellor shall have the power to constitute committee(s) which he deems fit for the performance of the duty assigned to him by the Act (8). The qualifications, Pay and Upper age limit of the Vice Chancellor shall as per UGC Norms approved by the government. Other Allowances shall be as decided by the Sponsoring Body from time to time.

- (5) The Visitor on the advice of the Chancellor shall appoint the First Vice-Chancellor for a period of 2 years.
- (6) The subsequent Vice-Chancellors shall be appointed by the Visitor from the panel recommended by the Search Committee constituted for the purpose. The Search Committee shall consist of the following:
  - a. Two eminent academicians nominated by the Sponsoring Body;
  - b. One eminent person nominated by the Higher Education Department, State Government;
  - c. The Visitor shall appoint one of the members of the Search Committee as Chairperson.
- (7) The Search Committee shall submit a panel of at least three eminent academicians for the appointment of the Vice-Chancellor. Provided that, if the Visitor does not approve the recommendation of the Search Committee, he may call for fresh recommendation from the Committee.
- (8) Following shall be the duties and powers of the Vice-Chancellor, besides the powers and duties laid down in Act, Section 17(5-9):
  - a. He shall be responsible for the maintenance of discipline in the University.
  - b. He shall have the right to attend and speak in the meetings of any other Authority or Body of the University but shall not be entitled to vote there at unless he is a member of that Body.
  - c. He shall assign such powers as deemed necessary, to any other Officer of the University. The Vice Chancellor may tender his resignation, in writing, to the visitor and he shall cease to hold office from the date of acceptance of his resignation.
- (9) Transitory Provisions

Notwithstanding anything contained in the Act or the Statutes, the Vice-Chancellor with the consent of the Sponsoring Body, may discharge all or any of the functions of the University for the purpose of carrying out the provisions of the Act and Statutes and for that purpose, may exercise any powers or perform any duties which, by the Act or the Statutes, are to be exercised or performed by any Officer or Authority of the University not being in existence at the time when such powers are exercised or such duties are performed.

## STATUTE NO. 05

## APPOINTMENT, DUTIES AND POWERS OF THE REGISTRAR

- (1) The Registrar shall be a full time salaried officer of the University and shall discharge his duties under the general superintendence and control of the Vice-Chancellor.
- (2) The qualification of the Registrar shall be as per the UGC Norms.
- (3) The Selection Committee for the selection of the Registrar shall be as under:
  - a. The Vice-Chancellor, Chairman;
  - b. One expert nominated by the Governing Body- Member;
  - c. One expert nominated by the Board of Management- Member.
- (4) The Selection Procedure shall be as specified in the Regulations framed in this regard.
- (5) Following shall be the duties and powers of the Registrar besides the powers and duties laid down in Act, Section 18(2-4):
  - a. He shall be responsible for the safe custody and maintenance of all the University records and other such property of the University as the Governing Body may decide;
  - b. He shall issue Marks Sheet, Migration Certificate and other relevant important documents with his seal and signature. He shall also record his signature with the seal of his office on the back of the Degree Certificate before issue;
  - c. He shall conduct official correspondence of the University, Governing Body, Board of Management, Academic Council and any other statutory body or Committee;
  - d. He shall issue notices conveying the dates of meetings of the University authorities to the members and shall make necessary arrangements for the conduction of the meetings and for other assigned duties by the Governing Body, Board of Management and Academic Council or Committees of which he is a Secretary as per the Act;
  - e. He shall provide the copies of Agenda of the meeting of the Governing Body, Board of Management, Academic Council and such other bodies which are formed under the direction of the Chancellor/ the Vice-Chancellor and record the proceedings/minutes and send the same to the Chancellor and the Vice-Chancellor;
  - f. He may speak at a meeting of a Body of which he is a Secretary without the right of voting, only with the permission of Chairman;



- g. He shall be responsible to execute the decisions taken at the meetings of Governing Body/Board of Management/Academic Council and other Committees / Bodies of which he is a Secretary;
- h. He shall make available such papers and documents and other information as the Visitor/Chancellor/Vice-Chancellor may desire;
- i. He shall discharge all such functions as assigned to him by the Chancellor/Vice-Chancellor of the University and entrusted as per the Statutes, Ordinances and Regulations;
- j. He shall render such assistance as may be desired by the Chancellor/Vice-Chancellor in performing official duties;
- k. He shall supervise and control the work of staff working in different offices/units of the University;
- l. He shall take disciplinary action whenever needed against non-teaching staff/employees of the University with the permission of the Vice-Chancellor/Chancellor;
- m. He shall represent the University in Law suits or proceedings by or against the University, sign powers of attorney and represent the University in Law suits and other disputes;
- n. He shall enter into agreement, sign documents and authenticate records on behalf of the University;
- o. He shall perform any other duties as may be assigned by the Vice-Chancellor or if a contingency arises, by the Chancellor.

- (6) The registrar may resign by giving one month's notice shall be addressed to the Chancellor through Vice Chancellor. He may cease to hold office from the date of acceptance of his resignation.

#### **STATUTE NO. 06**

#### **APPOINTMENT AND DUTIES OF THE CHIEF FINANCE AND ACCOUNTS OFFICER**

- (1) The Chief Finance and Accounts Officer (CFAO) shall be an officer of the University responsible for handling accounts and finances of the University.
- (2) The qualification of the CFAO shall be as may be decided by the Governing Body.
- (3) The CFAO shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice-Chancellor.
- (4) The appointment of CFAO shall be made by the Chancellor. On the basis of recommendation of the Selection Committee. An advertisement inviting application for the post in newspapers of wider circulation or other media. The following shall be the member of the Selection Committee:



- i. Vice Chancellor;
- ii. One member nominated by Board of Management;
- iii. One member nominated by Chancellor/ Vice Chancellor.

(5) Duties of the CFAO shall be to:

- a. manage the Accounts, Balance Sheet and Funds of the University for maintaining the records properly and for regularly getting them audited;
- b. supervise control and regulate the working of Accounts and Finance of the University;
- c. maintain files of financial records and any such other finance related records of the University as the Governing Body may decide;
- d. prepare the annual budget, ensure timely allocations under various budget heads and monitor the utilization of allocated funds;
- e. advise the Finance Committee regarding investments of the Endowment Fund and their reinvestment on maturity to optimize returns on the investments;
- f. discharge all such functions as assigned by the Chancellor/Vice-Chancellor of the University.

(6) The CFAO shall report to the Vice-Chancellor.

(7) The salary, allowances and terms and conditions of CFAO shall be such as decided by Governing Body.

(8) The age of superannuation of CFAO shall be Sixty Two years.

(9) The CFAO may resign by giving one month's notice which shall be addressed to the Chancellor through Vice Chancellor. He shall be ceased to hold office from the date of acceptance of his resignation.

## **STATUTE NO. 07**

### **OTHER OFFICERS OF THE UNIVERSITY**

The following shall be the other Officers of the University per the provisions in Section 20(1) of the Act:

#### **(1) Pro-Vice-Chancellor**

Pro-Vice-Chancellor shall be appointed by the Vice-Chancellor in consultation with the Chancellor from among the Professors of the University for a period of three years.

- a. The Pro-Vice-Chancellor shall discharge his duties in addition to his duties as Professor.
- b. The Pro-Vice-Chancellor shall assist the Vice-Chancellor in such manner as may be specified by the Vice-Chancellor,

exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor.

- c. The Pro-Vice Chancellor shall perform the duties of Vice Chancellor in his absence.

**(2) Deans of Faculties/ Directors of Schools**

- a. The Deans of Faculties/ Directors of Schools, if the Departments/Centres are structured in academic Faculties/ Schools, shall be appointed from amongst the Professors of the University, by the Vice-Chancellor for a term of three years.
- b. The Deans of Faculties/Schools shall hold office at the pleasure of the Vice-Chancellor.
- c. The terms and conditions of the Deans of Faculties/Schools shall be as specified in the Regulations in this regard.
- d. The Deans of Faculties/Schools shall assist the Vice-Chancellor in managing the academic and other affairs of the University and shall exercise such powers and functions as may be specified by the Regulations or as may be entrusted by the Chancellor or the Vice-Chancellor.

**(3) The Controller of Examination**

- a. The Controller of Examination shall be appointed by the Vice-Chancellor for a term of three years on the recommendation of a duly constituted Selection Committee and as per qualifications and experience as specified in the Regulations framed in this regard who shall be in the Selection Committee.
- b. The terms and conditions of service of the Controller of Examination shall be as specified in the Regulations made thereof.
- c. The Controller of Examination shall exercise such powers and perform such duties as given below:
  - (i) He shall prepare and notify, in advance the, calendar for examinations;
  - (ii) He shall be responsible for printing of question papers;
  - (iii) He shall make arrangement for the timely publication of result of examinations and other tests;
  - (iv) He shall recommend disciplinary action where ever necessary, against the erring, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in matter related to the examinations;
  - (v) He shall review from time to time, the results of University examinations and forward reports thereon to the Academic Council;
  - (vi) He shall perform such duties as may be specified in the Regulations or assigned to him by Chancellor or by the Vice-Chancellor, as the case may be.

**(4) The Dean of Students Welfare**

- a. The Dean of Students Welfare (DSW) shall be appointed from amongst the Professors of the University, by the Vice-Chancellor for a term of two years.
- b. A monthly honorarium and required facilities shall be admissible to DSW.
- c. DSW shall look after the welfare and discipline of the students with the assistance of Proctor, Wardens and other staff directly connected with the management of student affairs.

**(5) Directors or Heads of the Institute(s)/School(s)/Department(s)**

- a. Director(s)/School(s)/Department(s) shall be appointed by the Vice-Chancellor.
- b. Director(s)/School(s)/Department(s) shall be the administrative head of that Institute /School /Department.
- c. Director(s)/School(s)/Department(s) shall have powers and perform such function as specified in the Regulations.
- d. Director(s)/School(s)/Department(s) shall be responsible to the respective Dean of Faculty and the Vice-Chancellor.

**(6) Finance Officer**

- a. The Finance Officer shall be selected by a committee constituted in the manner as specified in the Regulations, with the consent of the Sponsoring Body.
- b. The Finance Officer shall be appointed by the Vice-Chancellor.
- c. The appointment of the Finance Officer shall be subject to the approval of the recommendations of the Selection Committee by the Board of Management.
- d. The Finance Officer shall perform the functions as prescribed below:
  - (i) He shall be in-charge of the Finance and Accounts Section of the University and shall report to the Chief Finance and Accounts Officer.
  - (ii) He shall examine all claims of payments and their admissibility.
  - (iii) He shall exercise such other powers and perform such duties as may be specified by the Chancellor or the Vice-Chancellor or the CFAO specified in the Regulations.

**(7) The Proctor**

- a. The Proctor shall be appointed from amongst the teachers of the University, by the Vice-Chancellor for a term of two years.
  - (i) A monthly honorarium and such facilities as approved by the Board of Management shall be admissible to the Proctor.

- (ii) The Proctor shall be assigned responsibilities and duties by DSW as approved by the Vice-Chancellor or as specified in the Regulations.
- (8) In addition, any other Officers shall be appointed by the Vice-Chancellor as may be further required for smooth and efficient functioning of the University, subject to the approval of the Board of Management.
  - a. The other Officers shall be selected by duly constituted Selection Committees or in any other manner as specified in the Regulations.
  - b. The appointments of other Officers shall be subject to the approval of the recommendations of the Selection Committees by the Board of Management.
  - c. The other Officers shall exercise powers and duties as specified in the Ordinances/Regulations.

### **STATUTE NO. 08**

#### **POWERS AND FUNCTIONS OF GOVERNING BODY**

- (1) The Registrar shall be the Secretary of the Governing Body, but shall not have the right to vote.
- (2) Apart from the powers vested in the Governing Body according to the provisions under Section 22(3) of the Act, the Governing Body of the University shall have the following powers and functions:
  - a. it shall approve proposals, that are required to be submitted to the State Government;
  - b. it shall make, review and approve, from time to time, the broad policies, plans and procedures and suggest measures for the improvement and development of the University;
  - c. it shall make recommendations on any matter referred to it by the Chancellor or the Sponsoring Body;
  - d. it shall exercise such other powers and functions as may be assigned by the Sponsoring Body.

### **STATUTE NO. 9**

#### **POWERS AND FUNCTIONS OF BOARD OF MANAGEMENT**

- (1) The functions of the Board of Management shall be:
  - a. to accept financial accounts together with audit report;
  - b. to recommend and present the Annual/Supplementary Budget of the University before the Governing Body for its consideration and approval;
  - c. to ensure that the expenses are done as per budgetary provisions;
  - d. to approve and authorize the acceptance of financial support from individuals/organizations for the University, for

- supporting Research and Development activities, for modernization of laboratories and for enhancing the quality of academic programme and infrastructure;
- e. to make, modify and annul any Regulations to carry out the provisions of the Act, Statutes and Ordinances framed thereunder, for smooth functioning of the University;
  - f. to consider and approve recommendations of the Academic Council and other authorities, referred to it;
  - g. to control and manage the assets and infrastructure of the University;
  - h. to provide for appointment of Visiting Fellows and Visiting Professors;
  - i. to administer any funds placed at the disposal of the University;
  - j. to authorize operation of bank accounts of the University;
  - k. to appoint Auditors for the ensuing year and determine their remuneration;
  - l. to determine/approve the emoluments, duties and terms & conditions of service of the employees of the University;
  - m. to approve academic programmes;
  - n. to institute, fellowships, scholarships, medals and prizes.;
  - o. to create, abolish or suspend any teaching posts in the University, on the recommendation of the Academic Council;
  - p. to create, abolish or suspend any non-teaching posts in the University the reasons for which have to be recorded in writing;
  - q. to appoint, dismiss or otherwise punish or terminate the services of teachers, officers and other employees of the University in accordance with the provisions and the terms & conditions of service of the employees;
  - r. to regulate and enforce discipline among the employees of the University and to take appropriate disciplinary action, wherever necessary;
  - s. to entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the University;
  - t. to constitute such Committees for such purposes and with such powers as may be required for efficient functioning of the University;
  - u. to regulate and determine all other matters concerning the University in accordance with the Act, Statutes and Ordinances;
  - v. to perform any other functions as may be assigned by the Governing Body;
  - w. to approve the design of various form of emblem seal and to ensure the proper use of the emblem/seal of the University;
  - x. to make appeals for raising funds for carrying out the objectives of the University and receive grants, donations, contributions, gifts, prizes and scholarships towards the General Fund and for awards of prizes and scholarships;

- y. to supervise, monitor and control the general affairs and activities of the University;
  - z. to get the approval of the Sponsoring Body before the implementation of such decisions of the Board of Management that may be having financial implication/bearing on the University;
  - z<sub>1</sub>. to monitor, control and administer the general activity of the University.
- (2) As per Section 23 (4)(5) the Board of Management shall meet at least once in every two months and the quorum shall be of 5 members.

## **STATUTE NO. 10**

### **FORMATION, POWERS AND FUNCTIONS OF ACADEMIC COUNCIL**

The Academic Council shall be the principal academic body of the University and shall coordinate and exercise general supervision over the academic policies and programs of the University.

- (1) The Academic Council shall consist of the following members:
- a. The Vice-Chancellor, Chairperson.
  - b. The Pro-Vice-Chancellor.
  - c. Four Deans of Faculties nominated by the Vice-Chancellor.
  - d. Eight Heads of academic Department/ School.
  - e. One Academician from outside the University, nominated by the Board of Management.
  - f. Two nominees of the Chancellor from amongst Scientists, Educationists, Technologists and Engineers.
  - g. Two nominees of the Sponsoring Body from amongst Scientists, Educationists, Technologists and Engineers.
  - h. The Registrar shall be the Secretary of the Academic Council, but shall not have the right to vote.
- (2) The term of the nominated members of the Academic Council shall be three years. No member shall be nominated for more than two consecutive terms.
- (3) The Vice-Chancellor, as the Chairperson, shall preside over the meetings of the Academic Council and in his absence Pro-Vice-Chancellor will act as Chairperson. However, in absence of VC & Pro VC both, any other Senior Professor nominated by the Chancellor shall preside over the meeting.
- (4) One half of the members of the Academic Council including the Chairperson shall form the quorum at a meeting, provided that quorum shall be not necessary for meetings adjourned due to want of quorum. Ordinarily fifteen clear days' notice shall be given for all meetings of the Academic Council and agenda papers shall be



issued at least seven days before the date of the meeting. The notice for emergent meeting shall ordinarily be 3 days.

- (5) The Academic Council shall have the following powers, and functions; namely,
- a. to co-opt members persons having special knowledge or experience in the subject matter of any particular business that may come before the Council for consideration;
  - b. the members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted;
  - c. to promote teaching, research and related activities in the University;
  - d. to make recommendations to the Board of Management on the proposals received from the different Faculties of the University for the Conferment of degrees, honorary degrees or any such other distinction or honour of the University;
  - e. to exercise general supervision over the academic policies and programs of the University and to give directions regarding methods of instruction, teaching and evaluation of research and improvements in academic standards;
  - f. to consider matters of general academic interest either on its own initiative or on a reference made by a faculty or the Board of Management or the Governing Body and to take appropriate action thereon;
  - g. to recognize persons of eminence in their subject to be associated as research guides/co-guides in the subjects or interdisciplinary subjects as prescribed in the ordinance;
  - h. to formulate, modify or revise schemes for the organization and assignment of subject to the Faculties/Institutes/Schools, and to report to the Governing Body as to the expediency of abolition, reconstitution or division of any Faculty/Institute/Schools of the university;
  - i. to recognize the Certificates, Diplomas and Degrees of other Universities and Institutions and to determine their equivalence;
  - j. to approve the syllabi of different courses/subjects submitted by the Board of Studies and to arrange for the conduct of the examinations according to the Ordinances made for the purpose;
  - k. to award stipends, scholarships, medals and prizes, and to make awards in accordance with the Ordinances and such other conditions as may be attached to the award from time to time;
  - l. to publish syllabi of various courses of study and list of prescribed or recommended text books for subjects;
  - m. to appoint committee for admission of students in different Faculties/Institutes/Schools of the University;
  - n. to recommend to the Governing Body, the rates of remuneration and allowances for the examination work;
  - o. to assign such of its powers to the Dean/Chairperson/Director, as it may deem fit;



- p. to report or to make recommendations on any matter referred to it by the Chancellor or the Governing Body or Board of Management, as the case may be;
- q. to recommend to Board of Management creation or abolition of teaching posts on the recommendation of Board of Studies;
- r. to exercise such other powers and perform such other duties as may be prescribed from time to time.

## STATUTE NO. 11

### OTHER AUTHORITIES OF THE UNIVERSITY

The following shall be the other authorities of the University as per the provisions in Section 25:

#### (1) The Boards of Studies

- a. For each Subject/Discipline/Programme of the University, a Board of Studies shall be constituted which shall be chaired by its Director/ Head. The composition of the Board shall be proposed by the concerned Head through the Dean/ Director of the Faculty for approval of the Vice-Chancellor.
- b. The Board shall consist of the following members,
  - i. Dean/ Director of the Faculty - Chairperson
  - ii. Four Internal Subject Experts - Members  
(Experts of the rank of Professor / Associate Professor / Asst. Prof. from Amity University Chhattisgarh)
  - iii. Two External Subject Experts - Members  
(Experts of the ranks of Professor of other University)
  - iv. Two Experts from Corporate / Industry / R&D Organizations in the concerned subject - Members  
(The members shall be of senior management level)
- c. The tenure of the members of the Boards of Studies, other than ex-officio members, shall be two years.
- d. The Board of Studies shall be responsible for structuring the academic programmes and shall have powers and shall perform such duties as may be specified in the Regulations framed by the Academic Council.

#### (2) Board of Planning

- a. The Board of Planning shall be the principal planning body of the University and shall comprise of the following members:
  - i. Nominee of the Sponsoring Body, Chairperson
  - ii. The Vice-Chancellor
  - iii. The Pro-Vice-Chancellor

- iv. The Registrar
- v. Chief Finance and Accounts Officer
- vi. Dean, Development and Planning, Member-Secretary
- b. The powers and duties of the Board of Planning shall be:
  - i. to prepare perspective plan for development and growth of the University;
  - ii. to make an assessment of the academic support facilities and the infrastructure of the University to ensure that the University attains and sustains the highest possible academic standards;
  - iii. to suggest ways and means to generate resources and mobilize them for their optimal utilization;
  - iv. to perform any other functions as may be specified by the Regulations.
- c. The tenure of the members, other than that of the ex-officio members, shall be three years.
- d. One half of the members including the Chairperson shall form the quorum at a meeting, provided that no quorum shall be necessary for adjourned meeting for want of quorum. Ordinarily fifteen clear days' notice shall be given for all meetings of the Board of Planning and agenda papers shall be issued at least seven days before the date of the meeting. The notice for emergent meeting shall ordinarily be 3 days.

## STATUTE NO. 12

### POWERS AND FUNCTIONS OF FINANCE COMMITTEE

- (1) The Finance Committee shall consist of the following persons, namely:
  - a. The Vice-Chancellor- Chairman
  - b. Nominee of the Sponsoring Body- Member
  - c. The Pro-Vice-Chancellor- Member
  - d. Two members nominated by the Board of Management- Member
  - e. The Registrar- Member
  - f. The Chief Finance and Accounts Officer- Member Secretary
- (2) The tenure of the members of the finance committee, other than ex-officio members shall be of three years. The finance committee shall meet at least twice in each academic year. A notice for the meeting shall be given so as to reach the committee members at least fifteen days in advance of the meeting and the agenda for the meeting shall be sent to members at least seven days in advance of the meeting.
- (3) Four members including its Chairperson shall constitute the quorum at the meetings.
- (4) Functions and Powers of the Finance Committee shall be:

- a. to consider and recommend the annual estimates of income and expenditure of the University and to put up to the Governing Body for its consideration and approval;
- b. to consider the annual accounts of the University and to put up to the Governing Body for its consideration and approval;
- c. to make its recommendations to the Governing Body to accept bequests and donations of the property to the University on such terms, as it deems proper;
- d. to recommend mechanism and ways & means to generate resources for the University;
- e. to consider any other matters referred to it by the Governing Body and make its recommendations thereon;
- f. to advise the University on any matter affecting finances;
- g. to observe that the Regulations relating to the maintenance of accounts of the income and expenditure of the University are followed;
- h. other functions and powers of the Finance Committee shall be as specified by the Board of Management.

### **STATUTE NO. 13**

#### **ADMISSION COMMITTEE & ITS POWER & FUNCTION & FACULTIES**

- (1) The University shall have an Admission Committee. The Vice Chancellor shall appoint the Chairperson and other Members of the Committee.
- (2) The composition and tenure of the members, the powers and the functions of the Admission Committee shall be decided by the Vice Chancellor.
- (3) The power & function of admission committee will be decided by board of management.
- (4) The following shall be faculties of the University for the Award of Degrees in UG, PG, M. Phil., Ph.D. and other Research Courses as per Gazette Notification.

- 4.1 FACULTY/SCHOOL OF ARTS
- 4.2 FACULTY/SCHOOL OF SCIENCE
- 4.3 FACULTY/SCHOOL OF COMMERCE
- 4.4 FACULTY/SCHOOL OF ENGINEERING & TECHNOLOGY
- 4.5 FACULTY/SCHOOL OF BUSINESS MANAGEMENT
- 4.6 FACULTY/SCHOOL OF LAW
- 4.7 FACULTY/SCHOOL OF HOTEL MANAGEMENT
- 4.8 FACULTY/SCHOOL OF FASHION DESIGNING
- 4.9 FACULTY/SCHOOL OF ARCHITECTURE & PLANNING
- 4.10 FACULTY/SCHOOL OF MEDIA STUDIES
- 4.11 FACULTY/SCHOOL OF MUSIC AND FINE ARTS

- 4.12 FACULTY/SCHOOL OF PHYSICAL EDUCATION  
 4.13 FACULTY/SCHOOL OF INFORMATION TECHNOLOGY  
 4.14 FACULTY/SCHOOL OF MEDICAL SCIENCES  
 4.15 FACULTY/SCHOOL OF EDUCATION
- (5) Each faculty shall have such departments as deemed necessary and may be approved and assigned to it as prescribed in the Ordinance.
- (6) Each Faculty shall comprise the following members, namely:
- A Dean/ Director of the Faculty/School who shall be the Chairperson.
  - All Professors in the Faculty/ School.
  - One Associate Professor and one Assistant Professor, by rotation according to seniority from each Department in the Faculty.
  - The term of the member shall be of three years.
- (7) The following shall be the powers and functions of the Faculties/ Schools:
- To consider and approve the syllabi prepared by the Board of Studies.
  - To co-opt the eminent academicians/Industrialists/Scientists as the members of the Faculty/ School.
  - To recommend the proposals drafted by the Board of Studies and standing committee/other academic bodies to the Academic Council.
  - The Faculty/School shall have such powers and shall perform such duties as may be assigned by the Statutes and the Ordinances from time to time.
  - The Faculties/Schools shall also consider and make such recommendations to the academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred by the Academic Council.
- (8) There shall be a Dean/Director for each Faculty/School or a group of academic areas as designated by the Vice-Chancellor from time to time. The Dean of the concerned Faculties/ Schools shall be appointed by the Chancellor on the recommendation of the Vice-Chancellor for a term of three years subject to renewal of appointment, provided that:  
 If there is no Professor, a Associate Professor may be approved by the Vice-Chancellor, may act as Dean, subject to confirmation by the Chancellor.
- 8.1 The Dean/ Director of each faculty shall be the Chairperson of the Faculty and shall be responsible for the observance of the Statutes, the Ordinances and the Regulations relating to the Faculty/ School.
- 8.2 The Dean/ Director shall be responsible for overall supervision and control of the Institute/ School and the conduct of teaching and research work in the Institutes.

- 8.3 The Dean/ Director of the Faculty/ School shall exercise such other powers and perform such other functions and duties as may be assigned by the Governing Body/Chancellor/Vice-Chancellor.
- 8.4 The Dean/ Director of the Faculty/ School shall be responsible for the academic and financial performance of the Faculty/ School and shall be subject to perform audit.
- 8.5 The Dean/ Director of each Faculty/ School shall be responsible for making monthly, semester or term-wise, and annual activity and financial budgets for the Faculty/Faculties under his/her control.
- 8.6 The Dean/ Director of each Faculty/ School shall have administrative, financial and academic responsibility.
- 8.7 The Dean/ Director may receive special pay for the duration of the appointment, as may be decided by the Governing Body.

#### **STATUTE NO. 14**

##### **APPOINTMENT OF TEACHERS IN THE UNIVERSITY**

- (1) For the teaching positions in the University, namely the Professor and Associate Professors, Assistant Professors, the Academic Council may recommend to the Board of Management for filling up the vacancies available in different departments/ schools of the University that exist at an instant of time.
- (2) The Board of Management shall assess the recommendations of the Academic Council and approve filling up of teaching vacancies through an open advertisement and selection process.
- (3) After the approval of Board of management, teaching posts (Professors, Associate Professors and Assistant Professor shall be advertised in the Daily Newspapers of wider circulation, clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grants Commission (UGC) or any other concerned Regulatory Body as approved by the Board of Management.
- (4) A Scrutiny Committee consisting of three members, appointed by the Vice-Chancellor shall scrutinize all the applications and prepare a summary of all the candidates fulfilling the essential qualifications so as to be called for the interview.
- (5) Summary of all the scrutinized applications shall be made available to the Selection Committee at the time of interview.
- (6) The Selection Committee for appointment of Regular Teachers shall consist of the following members:
  - a. The Vice-Chancellor, Chairman
  - b. Three subject experts nominated by the Vice-Chancellor from a panel of experts

- c. One member nominated by the Chancellor/Sponsoring Body.
  - d. Registrar shall act as the Member-Secretary.
- (7) Four members, of whom at least one shall be a Subject Expert, shall form the quorum.
- (8) The Selection Committee shall recommend to the Board of Management the names, arranged in order of merit, if any, of the persons whom it considers suitable for the faculty positions.
- (9) After the approval of appointments, as recommended by the Selection Committee and approved by the Board of Management the HR Head/ Registrar shall issue appointment letters to the selected candidates under his seal and signature in the University Letter Head.
- (10) In case of any dispute with regard to selection of candidates or dissenting note by any member of the Selection Committee, the matter shall be referred to the Chancellor, whose decision shall be final.
- (11) In addition to the regular teachers, the Chancellor/Board of Management may appoint the persons of eminence with outstanding Academic and Research Achievements as the Professor of Eminence, Professor Emeritus, Distinguished Professors, Adjunct Professors, Advisers/Directors/Director General in the University for introducing Academic Excellence in research, teaching and extension. The Honorarium perks, terms and conditions for these positions shall be decided by the Chancellor. Appointment letters for these shall be issued by the HR Head/ Registrar in the University Letter head with his seal and signature.
- (12) In addition to full-time regular teachers, the Vice-Chancellor may decide to engage for a fixed period part time, contractual and/or assignment based positions, either through direct recruitment or outsourcing. The terms and conditions (such as honorarium, TA/DA, conveyance charges, etc.) of such engagements shall be decided by the Chancellor of the University from time to time and such assignment letters shall be issued by the HR Head/ Registrar under his seal and signature in the University Letter Head.
- (13) Any dispute relating to appointment shall be subject to the Jurisdiction of Raipur District Court of Chhattisgarh and High Court of Chhattisgarh.
- (14) In case of immediate requirement during an Academic Year, the Registrar, in consultation with the Vice-Chancellor, may appoint suitable persons to fill the vacancy, subject to ratification by the Chancellor.

**STATUTE NO. 15****TERMS AND CONDITIONS OF THE EMPLOYEES**

- (1) The Board of Management shall formulate the policies and terms and conditions of appointment and of services of faculty members and employees with the approval of the Chancellor.
- (2) The HR Head/ Registrar shall issue the appointment orders of all the employees of the University with his seal and signature in the Letter Head of the University.
- (3) Recommendation of the Vice-Chancellor is required in matters relating to the terms and conditions of all employees in consonance with policies and procedures formulated by the governing body.

**STATUTE NO. 16****COMMITTEES**

The Governing Body, the Board of Management, The Academic Council, the other Authorities and the Faculty/School may constitute committees consisting of the members deemed fit for such job. Any such committee may deal with any subject assigned to it subject to the approval of the Vice Chancellor. Subsequently the decisions taken by the Committee shall be placed before the Vice Chancellor for consideration and necessary action.

**STATUTE NO. 17****PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS**

- (1) The tuition fee or change in tuition fee for the various programmes of the University shall be prescribed by the Board of Management and shall be subject to the approval of Governing Body.
- (2) The university shall also prescribe from time to time, other fees such as admission fee, hostel fee, mess fee, usage charges for service such as laundry, printing, etc.

**STATUTE NO. 18****CONVOCATION**

- (1) The Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually.
- (2) The Board of Management shall frame Regulations relating to the format of the Degree and Diploma, Documents, Certificates and Citations and their texts, issuance of these documents in absentia, duplicate degree and procedure for holding Convocation.



**STATUTE NO. 19****CONFERMENT OF HONORARY DEGREES AND ACADEMIC DYSFUNCTIONS**

A proposal for conferment of Honorary Degree shall be made by the Academic Council unanimously. The proposal shall be placed before a Committee consisting of the Vice- Chancellor, nominees of the Visitor and the Dean/ Director of the faculty/ school concerned. If the committee unanimously recommends that an Honorary Degree be conferred on any person on the ground that he/ she is, in its opinion, a fit and proper person to receive such a degree its recommendation shall be placed before the Governing Body.

Further if two third of the members of the Governing Body recommends for the conferment of Honorary Causa Degree only then, the said Degree shall be conferred.

**STATUTE NO. 20****APPOINTMENT OF THE NON-TEACHING EMPLOYEES**

- (1) The following types of non-teaching employees shall be employed by the University:
  - a. Regular employee
  - b. Contractual employee
  - c. Casual employee
- (2) Regular employee means an employee who is appointed against a clear cut vacancy after following the process of recruitment.
- (3) The Probationary period for such employees shall be of one year, which can be extended, if necessary.
- (4) Contractual employee means an employee who is appointed on contract for a specific period.
- (5) Casual employee means an employee who is engaged on the basis of a Muster Roll.
- (6) The terms and service conditions of all the above three categories of employees and Arbitration procedures shall be as prescribed by the Regulations of the University from time to time.

**STATUTE NO. 21****ADMINISTRATION OF ENDOWMENT FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY**

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowships, Scholarships,

Stipends, Medals and Prizes of the recurring nature. An Account of the same shall be maintained in writing by the University.

- (2) The Board of Management shall administer all the endowments.
- (3) The award shall be made out of the Annual Income accruing from the endowment.
- (4) Any part of the income which is not utilized shall be added to the endowment.
- (5) (a) The Board of Management shall prescribe the conditions of depositing the endowment in an account maintained in nationalized Bank.  
(b) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (6) No endowment shall be accepted in contravention of the award, and effect shall be given to the wishes of the donor as far as possible.
- (7) In case any endowment is accepted by the Board of Management, Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment, etc.
- (8) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific Regulation(s)/ordinance(s) belonging to the specific endowment will be given by the Board of Management.

## **STATUTE NO. 22**

### **ADMISSIONS OF STUDENTS**

- (1) Admission to various courses shall be governed as prescribed in the Ordinance framed for the concerned courses/ subjects.
- (2) The University may conduct its own entrance test, if necessary, or may utilize the list of results of such examination/test conducted by different State/National Professional Bodies.
- (3) The University may admit the students on the basis of merit, wherever entrance test is not essentially required.
- (4) As and when necessary, the guidelines of the different regulatory bodies of State/Center shall be taken into account.
- (5) Provisions regarding reservation of seats shall be governed by the prevailing Government norms and rules.

## **STATUTE NO. 23**

### **NUMBER OF SEATS IN DIFFERENT COURSES/SUBJECTS**

- (1) The number of seats may be decided by the Academic Council/Governing Body for different Courses from time to time.
- (2) The recommendation of the Statutory Bodies of the University with regard to increase/decrease in seats in various courses shall be sent

for the approval of the concerned Regulatory Bodies, wherever necessary.

- (3) In addition, we may comply with any other admission criteria/policy/test to be prescribed by the relevant competent authority from time to time.

#### **STATUTE NO. 24**

##### **ANNUAL REPORT AND ACCOUNTS**

- (1) The Annual Report of the University shall be prepared by the Board of Management.
- (2) The Annual Report shall consist of two parts:
  - a. Activity Report for which the Vice-Chancellor shall be responsible.
  - b. Financial report for which the Registrar shall be responsible.
- (3) The Report along with Audited Accounts shall be placed for approval to the Board of Management.
- (4) A copy of the Annual Report shall be presented to the Visitor, the Regulatory Commission and to the Higher Education Department of State Government.
- (5) Annual Report of the University shall be presented by the Registrar of the University with his seal and signature.

#### **STATUTE NO. 25**

##### **ACTION AGAINST STUDENTS, TEACHERS AND OTHER STAFF**

- (1) Where there is an allegation of misconduct against a teacher, the Vice-Chancellor shall constitute an Honour Committee and, if necessary, based on the finding of the Committee, may later constitute an Inquiry Committee for the purpose.
- (2) The conduct of all the Students, Staff (teaching and non-teaching), Management and administrative staff including all officers below the rank of the Vice-Chancellor is based on Honour, Trust and Mutual respect.
- (3) In case any member is accused of conduct not becoming the standards prescribed by all the stakeholders, an Honour Committee will be formed by random selection among teachers and non-teaching staff. The Honour Committee shall have up to 5 members. The Accuser(s) and the member(s) accused of misconduct shall

appear before an Honour Committee. The Honour Committee shall decide, based on representations and evidence presented before the Committee, whether there is an incidence of misconduct or not.

- (4) Based on the Honour Committee report, the Vice-Chancellor may decide the course of action depending on the severity of the misconduct.
- (5) 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.
- (6) All disputes, legal matters in such cases shall be subject to the jurisdiction of Raipur District Court of Chhattisgarh and High Court of Chhattisgarh.