



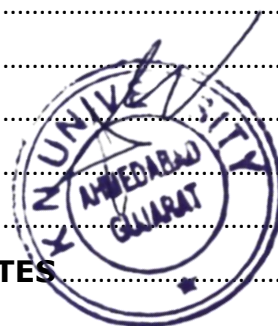
KN UNIVERSITY
AHMEDABAD

FIRST STATUTES – DRAFT

(SUBMITTED FOR APPROVAL)

INDEX

CHAPTER 1	4
1.1 SHORT TITLE, SCOPE & COMMENCEMENT	4
1.2 DEFINITIONS	4
1.3 SEAL OF THE UNIVERSITY	7
1.4 LOGO OF THE UNIVERSITY	7
1.5 FLAG OF THE UNIVERSITY	8
CHAPTER 2	9
2.1 ACT & NOTIFICATION	9
2.2 OBJECTIVES OF THE UNIVERSITY	9
2.3 POWERS AND FUNCTIONS OF THE UNIVERSITY	9
CHAPTER 3	13
TERMS AND CONDITIONS OF APPOINTMENT, POWERS, DUTIES AND FUNCTIONS OF THE OFFICERS OF THE UNIVERSITY	13
3.1 PRESIDENT	13
3.2 PROVOST/VICE CHANCELLOR	14
3.3 REGISTRAR	17
3.4 CHIEF FINANCE & ACCOUNTS OFFICER	18
3.5 VICE PRESIDENT	20
3.6 CONTROLLER OF EXAMINATIONS	21
3.7 DEAN-ACADEMIC AFFAIRS	22
3.8 DEAN-RESEARCH & INNOVATION	23
3.9 DEAN-STUDENT WELFARE	25
3.10 DEAN OF SCHOOL/FACULTY	26
3.11 UNIVERSITY LIBRARIAN	27
3.12 OTHER OFFICERS	27
CHAPTER 4	28
AUTHORITIES OF THE UNIVERSITY: CONSTITUTION, POWERS & FUNCTIONS	28
4.1 GOVERNING BODY	28
4.2 BOARD OF MANAGEMENT	30
4.3 ACADEMIC COUNCIL	33
4.4 FINANCE COMMITTEE	37
4.5 BOARDS & COMMITTEES	38
4.6 FACULTY/SCHOOLS/COLLEGES/INSTITUTES	38



4.7 BOARD OF STUDIES.....	39
4.8 RESEARCH & DEVELOPMENT CELL.....	40
CHAPTER 5	42
TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES.....	42
5.1 APPOINTMENT OF TEACHERS OF THE UNIVERSITY	42
5.2 TERMS AND CONDITIONS OF THE EMPLOYEES.....	43
CHAPTER 6	45
PROCEDURE FOR ARBITRATION IN CASE OF DISPUTES BETWEEN EMPLOYEES OR STUDENTS AND KN UNIVERSITY	45
6.1 ACTION AGAINST TEACHERS AND OTHER STAFF.....	45
6.2 ACTION AGAINST STUDENTS	46
CHAPTER 7	47
CONFERRMENT OF DEGREES, CONVOCATION, WITHDRAWAL OF DEGREES, CONFERMENT OF HONORARY DEGREES & ACADEMIC DISTINCTIONS.....	47
7.1 CONVOCATION	47
7.2 WITHDRAWAL OF DEGREE	47
7.3 CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS.....	48
CHAPTER 8	49
SCHOLARSHIP & FELLOWSHIP TO THE STUDENTS OF THE UNIVERSITY	49
CHAPTER 9	50
ADMISSIONS POLICY FOR STUDENTS OF KN UNIVERSITY	50
9.1 ADMISSION OF STUDENTS.....	50
9.2 NUMBER OF THE SEATS IN DIFFERENT PROGRAMS	50
CHAPTER 10.....	51
FEES TO BE CHARGED FROM THE STUDENTS	51
10.1 Provisions Regarding Fees	51



CHAPTER 1

1.1 SHORT TITLE, SCOPE & COMMENCEMENT

1. The Statutes means the '**First Statutes**' of KN University. The First statutes shall be applicable to KN University and any matter relating to and/or incidental thereto.
2. These statutes shall come into force with effect after the date of publication by the Government of Gujarat in its Official Gazette **and subsequent** notification in the official Gazette of Government of Gujarat.
3. These statutes are in conjunction with the provisions of the Gujarat Private Universities Act, 2009. In case of any changes in the provisions of the Act or the rules of the statutes, the provisions of the Act or the rules made under the Act shall prevail.
4. The First Statutes have been framed under section 26 of the Gujarat Private Universities Act, 2009, in the **second** meeting of the Governing Body of KN University, held on **24th December, 2023** vide resolution no **KNU/BoG/Resolution/005**.
5. Nothing in these statutes shall be deemed to bar the University from amending the statutes subsequently, according to the provisions of Section 27 of the Act and the amended statutes, if any, shall be applicable with immediate or prospective effect from such a date as prescribed in the notification.

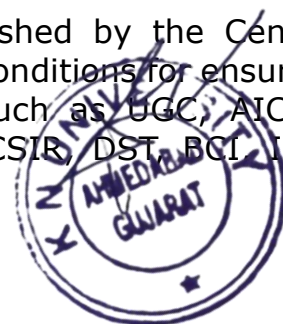
1.2 DEFINITIONS

The definitions given in Section 2 of Gujarat Private Universities Act, 2009 shall be deemed to be incorporated by reference herein and, in the event of conflict, the definitions provided hereunder shall prevail. Additionally, the following capitalized terms used in the Statutes of KN University shall have the following meaning –

- 1.2.1. '**Act**' means the Gujarat Private Universities Act, 2009 and any amendments made from time to time.
- 1.2.2. '**Academic Council**' means the Academic Council of the University constituted under Section 22 of the Act.
- 1.2.3. '**Academic Year**' means Academic Year consisting of 2 consecutive semesters (one odd plus one even).
- 1.2.4. '**Board of Studies**' means the Board of Studies of the University Departments/Faculties/Constituent Schools/Colleges/Centers/Institutions.
- 1.2.5. '**CSIR**' means the Council of Scientific & Industrial Research, New Delhi, a funding agency of the Central Government.
- 1.2.6. '**College/School/Institution**' means a College or a School or an Institution established or maintained by the University providing courses of study or training or providing or conduct of research or providing for extension of different courses leading to a



- Certificate/Degree/Diploma or other academic distinctions of the University.
- 1.2.7. **'Common Seal'** means the Seal of the University.
 - 1.2.8. **'Convocation'** means the convocation of the University where Degrees/ Diplomas/ Academic Distinctions/ Honorary Degrees and Certificates are awarded to the Students for completing the courses satisfactorily and as per the passing requirements of the University.
 - 1.2.9. **'Course'** means an organized subject matter in which instructions are offered through a series of lectures, tutorials, fieldwork, outreach activities, project work, vocational training, viva-voce examination, seminars, assignments, presentations, self-study, rural camps, study tours etc. or a combination of these during a semester as described under the Scheme and Curriculum.
 - 1.2.10. **'Credit'** means a unit by which the coursework is measured. It determines the number of hours of instructions required per week. 1 Credit is equivalent to 1 hour of teaching (lecture or tutorial) or 2 hours of practical/teamwork/fieldwork per week.
 - 1.2.11. **'Equivalent Credit'** means credit granted for assignment/ seminar/ workshop etc. as maybe decided from time to time by each academic department and/or faculty through the Head of Department or Dean of Faculty and as approved by the Academic Council.
 - 1.2.12. **'Faculty'** means faculty of the University.
 - 1.2.13. **'Head of Department'** means a teacher, principally responsible for imparting education in different courses and guiding research in different courses and conducting and guiding programs of extension in a department.
 - 1.2.14. **'Hostel'** means a place of residence for students of the University maintained or recognized by the University or recognized by its schools/colleges/institutions either as a part of or separate from the University.
 - 1.2.15. **'Main Campus'** means campus of Sponsoring Body having headquarters of the University and the faculties, non-movable infrastructure under the usage and/or possession by the sponsoring body and/or University as acquired by purchase/lease/donation/gift and grant by the regulatory authorities including State or Central Government.
 - 1.2.16. **'Off Campus Centre'** means a centre established by the University outside the main campus but within the state of Gujarat operated and maintained as its constituent unit having the University's complement facilities, faculty and staff.
 - 1.2.17. **'Officer'** means an officer of the University as specified under section 13 of the Act.
 - 1.2.18. **'Regulatory Body'** means a body established by the Central Government for laying down the norms and conditions for ensuring academic standards of Higher Education such as UGC, AICTE, NCTE, NMC(MCI), PCI, NAAC, ICAR, DEC, CSIR, DST, BCI, INC,



- ARC, National Council of Ayurveda & National Council of Homeopathy, Architecture etc.
- 1.2.19. **'Regular Education'** means delivering instruction which includes teaching, learning, training and related activities directed by the teacher synchronously to or on virtual platform/classrooms/cloud computing/ digital mode/ classrooms broadcasting/ electronic media or otherwise at the campus/campuses of the University.
- 1.2.20. **'Regulations'** means Regulations made by any authority of the University under section 30 of the Act.
- 1.2.21. **'Rules'** means Rules framed by the State Government under Section 44 of the Gujarat Private Universities Act, 2009.
- 1.2.22. **'Sponsoring Body'** in relation to KN University, established under the Act means, Mahavira Education Trust, a Trust registered under Gujarat Public Trust Act, 1950 having its registered office at 118-1, Patel Vas, Gota Gam, Gota, Ahmedabad vide registration number E-21747 dated 18/03/2017.
- 1.2.23. **'Scheme and Curriculum'** means nature, duration, pedagogy which includes syllabi, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.
- 1.2.24. **'Student'** means a student of the University and includes any person enrolled in the University for pursuing any course of study for a Certification/Degree/Diploma or other academic distinction duly instituted by the University including a research and post research degree.
- 1.2.25. **'Study Center'** means a center established maintained or recognized by the University for the purpose of advising counselling or rendering any other assistance required by the students in the state of Gujarat or across India.
- 1.2.26. **'Teacher'** means a Professor, Associate Professor, Assistant Professor, Reader, Lecturer, Tutor, Instructor or any other person required to impart education or to guide research or to guide in any other form to the students for pursuing a course of study of the University
- 1.2.27. The terms **"he", "him"** includes the feminine gender too.
- 1.2.28. **'University'** means the KN University.



1.3 SEAL OF THE UNIVERSITY

- 1.3.1. The University shall have a common seal to be used for the purpose of the University.
- 1.3.2. The design of the seal shall be as decided by the University subject to further change or modifications as deemed necessary from time to time. Rubber stamp with logo inside along with KN University around.
- 1.3.3. Custody of the Common Seal: The common seal of the University shall remain in the custody of the Registrar.
- 1.3.4. Uses of the Common Seal:
 1. For awarding all the certificates by the University,
 2. For entering into contracts between the University and Teachers,
 3. For entering into contracts between the University and private bodies,
 4. On rubber stamp to be used for the University Office and the various offices under the jurisdiction of the University as a source of authentication,
 5. For such other uses as may be decided by the Provos from time to time.

1.4 LOGO OF THE UNIVERSITY

The logo of the University shall be as under, subject to further changes or amendments as deemed necessary by the University from time to time.

Our Logo:



Our Motto:

Where Education leads to Innovation

1.4.1 Description and Interpretation of the Logo:

The logo of KN University features a shield divided into four quadrants. Each quadrant has distinct symbols: the top left has the letter "K" in white on a blue background, the top right shows an open book with a lit candle above it, also in Blue on a yellow background, the bottom left displays a graduation cap in blue on a yellow background, and the bottom right has the letter "N" in white on a blue background. The shield is outlined in yellow and blue, with a crown above and two crossed branches below. The text "K.N. UNIVERSITY" is written in blue and yellow below the shield. The overall color scheme symbolizes knowledge and excellence.

The lit candle in the logo symbolizes enlightenment and the pursuit of knowledge. It represents the university's dedication to illuminating minds and guiding students towards wisdom and understanding.

The graduation cap, often known as a mortarboard, signifies the achievement of academic success and the culmination of educational efforts. It embodies the university's commitment to guiding students through their educational journey and celebrating their academic accomplishments.

1.4.2 Uses of Logo

1. In the flag of the University
2. Crest on University books and publications
3. Crest on Letter-Head of the President, the Provost, the Registrar and other Officers of the University.
4. On University vehicles
5. For such other uses as maybe decided by the Provost from time to time.

1.5 FLAG OF THE UNIVERSITY

The flag of the University shall be as under, subject to further changes as deemed necessary from time to time.

- 1.5.1. Its shape shall be rectangular having length one and half times the width, i.e. the ratio of its length to its width should be 3:2.
- 1.5.2. The color of the flag shall be **Yellow/Blue** which is considered as a symbol of **Intellect & Depth**.
- 1.5.3. The University Logo shall be in the middle of the flag.
- 1.5.4. The cloth of the flag shall be Khadi/Silk/Cotton.
- 1.5.5. The University flag shall be used at Annual Function, Convocation & important events of the University and on such occasions and for such purposes as determined by the Provost.
- 1.5.6. The Registrar shall be custodian of the University Flag.

The University may also decide to make use of Anthem, Insignia, Mace, Medal and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time.



CHAPTER 2

ESTABLISHMENT OF KN UNIVERSITY

2.1 ACT & NOTIFICATION

Mahavira Education Trust as the sponsoring body, established KN University in accordance with the provisions of section 10 of the Gujarat Private Universities Act, 2009 at Ahmedabad, Gujarat.

2.2 OBJECTIVES OF THE UNIVERSITY

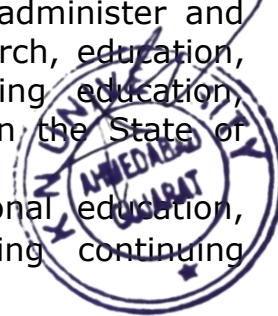
Apart from the objects of the University described in Section 4 of the Act, the University shall also have the following objectives:

1. The main Object of the KN University is to develop into a **student focused 'Teaching Only' academic institution providing hands-on experiences and industry-oriented training** to provide for qualitative and industry relevant higher education, seeking to enhance the academic, personal and professional development of its students to meet dynamic needs of present days of employers, economy and society at large and to prepare industry ready technical manpower through a process of regular monitoring and evaluation of performance of students and faculty. The Objects of the University also include to provide highly useful in-service continuing education and skill enhancement programmes to the employed professionals at all levels, convertible into certificates, diplomas, degrees or fellowships.
2. To pursue other objects as laid under relevant guidelines of central Government or State Government in that regards from time to time.
3. To attract candidates for various courses from other states and overseas countries for better interaction among students from different countries.
4. To offer Joint Degree Programs with other Degree Granting institutions, both Indian or foreign provided that such institutions are properly accredited in their home countries as per the norms of State Government, the UGC and other regulatory bodies.

2.3 POWERS AND FUNCTIONS OF THE UNIVERSITY

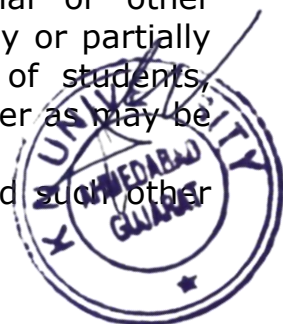
The University shall exercise the following powers and perform the following functions, namely: -

- (1) To administer and manage the University, establish, administer and manage its constituent colleges and centres for research, education, training, extension and outreach including continuing education, distance learning and e-learning at its campus within the State of Gujarat.
- (2) To provide for research, higher education, professional education, teaching, training, extension and outreach including continuing



education, distance learning and e-learning in the fields of science, technology, humanities, social science, education, management, commerce, law, pharmacy, healthcare and any other fields.

- (3) To conduct innovative experiments in educational technologies, teachings and learning methods, to collaborate with national and international institutions and to offer joint programmes with such institutes to constantly improve the delivery of education and to achieve international standards of education.
- (4) To prescribe courses, curricula and methodologies including electronic and distance learning and provide for flexibility in the delivery of education.
- (5) To hold examination and confer degrees, diplomas or grant certificate and other academic distinctions or titles on persons subject to such condition as the University may determine and to withdraw or cancel any such degrees, diplomas or certificates and other academic distinctions or titles in the manner prescribed by the Regulations.
- (6) To confer honorary degrees or other distinctions in the manner prescribed by the Statutes
- (7) To establish schools, centers, institutes, colleges and conduct the programmes and courses of study as are in the opinion of the University, necessary for the furtherance of its objects.
- (8) To declare as a constituent college any college, centre institution imparting education as are in the opinion of the University, necessary for the furtherance of its objects or to establish a new constituent college, centre institution for the purpose.
- (9) To provide for printing, publication and reproduction of research, educational material and other works and to organize exhibitions, conferences, workshops and seminars
- (10) To establish knowledge resource centre.
- (11) To sponsor and undertake research and educational programmes in the fields of science, technology, humanities, social sciences, education, management, commerce, law, pharmacy, healthcare and any other allied areas.
- (12) To collaborate or associate with any educational institution with like or similar objects.
- (13) To establish campuses including virtual campus for the purpose of achieving the objectives of the University.
- (14) To undertake research and to obtain registration in respect of such research in the nature of patents, design rights and such or similar rights with the competent authorities.
- (15) To maintain linkages and collaborate with educational or other institutions in any part of the world having objects wholly or partially similar to those of the University, through exchange of students, researchers, faculty and staff and generally in such manner as may be conducive to their common objects.
- (16) To render services of research, training, consultancy and such other services as required for the purposes of the University.



- (17) To develop and maintain relationships with faculty, researchers, administrators and domain experts in science, technology, humanities, social sciences, education, management, law, commerce, pharmacy, healthcare and allied area for achieving the objects of the University.
- (18) To regulate the expenditure and to manage the finances and to maintain the accounts of the University.
- (19) To receive funds, movable and immovable properties, equipment, software and other resources from business, industry, other sections of society, national and international organization or any other source by transfers or as gifts, donations, benefactions or bequests for the purposes and objects of the University.
- (20) To establish, maintain and manage halls, hostels for students and quarters for the residence of faculty and staff.
- (21) To construct, manage and maintain centers, complexes, auditorium, buildings, stadium for the advancement of sports, cultural, co-curricular and extra- curricular activities.
- (22) To supervise and control the residence and regulate the discipline of students, faculty and staff of the University and to make arrangements for promoting their health, general welfare, social and cultural activities.
- (23) To fix, demand and receive or recover fees and such other charges as may be prescribed by the Statutes.
- (24) To institute and award fellowships, scholarships, prizes, medals and other awards.
- (25) To purchase or to take on lease or accept as gifts, bequests, legacies or otherwise any land or building or works which may be necessary or convenient for the purpose of the University and on such terms and conditions as it may think fit and proper and to construct or alter and maintain any such building or works.
- (26) To sell, exchange, lease or otherwise dispose of all or any portion of the properties of the University, movable or immovable, on such terms as it may think fit and consistent with the interest, activities and objects of the University.
- (27) To draw and accept, to make and endorse, to discount and negotiate promissory notes, bills of exchange, cheques and other negotiable instruments.
- (28) To raise and borrow money on bond, mortgages, promissory notes or other obligations or securities founded or based upon all or any of the properties and assets of the University or without any securities and upon such terms and conditions as it may think fit and to payout of the funds of the University, all expenses incidental to the raising of money, and to repay and redeem any money borrowed.
- (29) To invest the funds of the University in or upon such securities and transpose any investment from time to time in such manner as it may deem fit in the interest of the University.
- (30) To execute conveyances regarding transfers, mortgages, leases, licenses, agreements, and other conveyances in respect of property,



movable or immovable including Government securities belonging to the University or to be acquired for the purpose of the University.

- (31) To admit students for the courses offered by the University in the manner prescribed by the Ordinances.
- (32) To create academic, technical, administrative, ministerial and other posts prescribing qualifications by the Ordinances and to make appointments thereto.
- (33) To regulate and enforce discipline among the students, employees of the University and to provide for such disciplinary measures as may be prescribed by the Regulations.
- (34) To institute professorships, associate professorships, assistant professorships, readerships, lectureships, and any other teaching, academic or research posts and to prescribe by the Statutes, the qualifications for the persons to be appointed on such posts.
- (35) To appoint qualified persons as professors, associate professors, assistant professors, readers, lecturers or as teachers and researchers or other officers of the University.
- (36) To co-operate with other Universities, and acquire membership of, bodies, authorities, or associations, which may have been formed for the advancement of learning, science or research, or for the dissemination of knowledge or for the physical and moral welfare of students, in such manner and for such purpose as the University may determine by Statutes.
- (37) To delegate all or any of its powers (except the power to make regulations) to any officer or authority of the University, and.
- (38) To do all such acts and things as the University may consider necessary conducive or incidental to the pertinent or enlargement of all or any of the objects of the University.



CHAPTER 3

TERMS AND CONDITIONS OF APPOINTMENT, POWERS, DUTIES AND FUNCTIONS OF THE OFFICERS OF THE UNIVERSITY

As per the Gujarat Private Universities Act, 2009 Section 13-a, b, c, d (4 Officers) are the officers of the KN University.

1. President
2. Provost/Vice Chancellor
3. Registrar
4. Chief Finance & Accounts Officer

As per the Section 13 (e) of the Act KN University may declare the officers of the University by this chapter 3 of the Statutes. The officers are listed as follows:

5. Vice President
6. Controller of Examinations
7. Dean Academics
8. Dean Research & Innovation
9. Dean Student Welfare
10. Deans of Faculty/School/Institute
11. University Librarian
12. Other Deans/Officers of the KN University will be appointed as required as per the guidelines of UGC & other regulatory bodies according to the provisions of Section 18 of the Act.

3.1 PRESIDENT

Terms and Conditions of Appointment, Powers, Duties and Functions of the President

3.1.1 Appointment, Terms and Conditions of the President

- 1) The President shall be appointed by the Sponsoring Body in consultation with the State Government for a period of three years. The Sponsoring Body shall, by simple majority finalize the name of the President. This appointment is subject to the provisions of the Section 14(1) of the Act.
- 2) After the completion of the tenure of three years, he/she shall be eligible for reappointment by the Sponsoring Body. On completion of 3 years the President notwithstanding the expiry of the term shall continue to hold his office till the appointment/reappointment is made by the Sponsoring Body.
- 3) The President shall exercise general control over the affairs of the University.
- 4) The pay and emoluments shall be fixed by the Sponsoring Body and all the expenses shall be met from the General Fund of the University.



- 5) The President by writing under his/her hand, addressed to the Chairperson of Sponsoring Body, may resign his/her office, but shall continue till the resignation is accepted.

3.1.2 Powers & functions of the President

The President shall have such power conferred on him by the Gujarat Private Universities Act, 2009 or the Statutes made there under which shall include and not limited to the following powers namely:

- 1) The President shall be the Head of the University.
- 2) The President when present shall preside at the Convocation of the University, at the meeting of the Governing Body, the Board of Management and the Finance Committee.
- 3) Every proposal to confer an Honorary degree shall be subject to the confirmation of the President.
- 4) The President shall exercise and perform such other duties as may be prescribed in the Act.
- 5) The President shall approve the agenda items of Governing Body and Board of Management and decide about table agenda if deemed to be necessary at the time of meeting.
- 6) The President shall resolve any conflict as per the Act. Governing Body will resolve the issue by majority of votes. In case of any conflict whenever equal voting occurs on both sides then the President has power of his casting vote.
- 7) The President shall approve appointment, reappointment or terminate the appointment of the Provost, Registrar and Chief Finance & Accounts Officer in accordance with the provisions of the Act and the Statutes or opinion of the Governing Body.

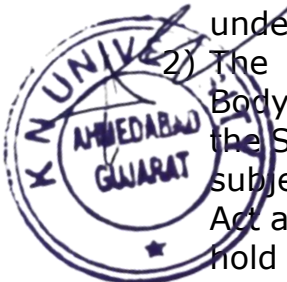
3.2 PROVOST/VICE CHANCELLOR

Terms and Conditions of Appointment, Powers, Duties and Functions of the Provost

3.2.1 Appointment, Terms and Conditions of the Provost/Vice Chancellor

The terms and conditions of appointment of the Provost/Vice Chancellor of the University are as follows:

- 1) The President may appoint the first Provost/Vice Chancellor for a maximum period of 1 year or until the regular Provost is appointed under Section 15(1) of the Act whichever is earlier.
- 2) The Provost/Vice Chancellor shall be appointed by the Governing Body of University out of the panel of three persons recommended by the Search Committee consisting of the following members, and shall, subject to the provision stated in sub-section (6) of Section 15 of the Act and Sub-Section (1) of Section 3.2.1 of the First Statutes **hereof**, hold the office for a term of three years



- 3) The constitution of the members of the Search Committee is as under:
- An eminent professional to be nominated by the Board of Management.
 - An eminent educationalist to be nominated by the Board of Management.
 - One member of the Board of Management to be nominated by the President.

Note: Provided that the Search Committee may, at its discretion, decide the appropriate mode of selection, either by giving open advertisement or any other method of seeking nomination or both of them.

- If the Governing Body does not approve any of the persons so recommended by the Search Committee, Governing Body shall record the reasons thereof and call for fresh recommendations.
- The Provost/Vice Chancellor shall hold the office for a term of three years and is eligible for re-appointment for another term provided that he/she shall demit the office on attaining maximum age prescribed by UGC or any equivalent higher education regulatory body.
- Provided further that a Provost/Vice Chancellor may continue to hold the office even after the completion of his/her term till a new Provost takes charge of the office. but, in any case, this period shall not exceed one year.
- Provided further that the President may, at his discretion, decide about making alternate arrangement in such situation and assign the charge of Provost/Vice Chancellor to a senior Professor.
- The President may, on representation made to him or otherwise and after making such inquiry as may be necessary, and is of the opinion that the continuance of the Provost/Vice Chancellor in office is not in the interests of the University, by an order in writing, direct the Provost/Vice Chancellor to relinquish his office from the date specified in the order.
- The Provost/Vice Chancellor must submit their resignation in writing to the Chairperson of the Governing Body at least one semester in advance, and shall continue in office until the resignation is accepted.

3.2.2 Powers & functions of the Provost/Vice Chancellor

- The Provost/Vice Chancellor shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the academic affairs of the University and will report to the President and to Governing Body/Board of Management through the President.
- The Provost/Vice Chancellor shall direct educational policies and activities throughout the University.
- The Provost/Vice Chancellor shall be the Member of the Governing Body and Board of Management.
- Provost/Vice Chancellor is the chairman of the Academic Council and other academic bodies.



- 5) All the decisions relating to academic activities and educational policies shall be undertaken by the Provost/Vice Chancellor.
- 6) The Provost/Vice Chancellor shall be empowered to take decisions which he deems fit as may be found necessary by him in case of emergencies/exigencies. Such decisions shall be reported to the concerned authority for approval and in the event of difference of opinion it shall be referred to the President whose decision shall be final.
- 7) The Provost/Vice Chancellor shall have the power to constitute committee(s) including admissions, examinations and other academic purposes only which he deems fit for the performance of the duties assigned to him by the Act.

3.2.3 Duties of the Provost/Vice Chancellor

1. To suggest the Governing Body on planning and development of the University, particularly in respect of the norms and standards of education, teaching and research in the University and ensure compliance of the same.
2. To provide academic leadership and motivation for excellence.
3. To ensure adherence to quality control norms and be responsible for achieving quality control standards pertaining to academic activities as also industry relevant research programs and courses of study offered or to be offered by the University.
4. To interact and liaise with the industries & apex commerce/trade federations.
5. To implement the decisions of Governing Body, Board of Management and President.
6. To ensure high grading in NAAC, NBA accreditations and other quality standards as prescribed by regulatory bodies.
7. To delegate and re-delegate his powers subject to the approval of the President.
8. To ensure quality norms and standards pertaining to the courses of study offered or to be offered by the University within and outside the country. and
9. To execute the Institutional Development Plan.
10. To look after the implementation of the prevailing National Education Policy.
11. To ensure implementation of UGC guidelines as updated from time to time.



3.3 REGISTRAR

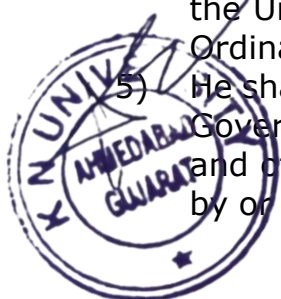
Terms and Conditions of Appointment, Powers, Duties and Functions of the Registrar

3.3.1 Appointment, Terms and Conditions of the Registrar

- 1) The appointment of the first Registrar shall be as per the provisions of Section 16 of the Act.
- 2) Registrar shall discharge all his duties under the general superintendence and control of the Provost & President.
- 3) The Chairperson of Sponsoring Body may, on representation made to him or otherwise and after making such inquiry as may be necessary, and is of the opinion that the continuance of the Registrar in office is not in the interests of the University, by an order in writing stating the reasons therein, direct the Registrar to relinquish his office from the date specified in the order.
- 4) The Registrar by writing under his hand. addressed to the Chairperson of Sponsoring Body, may resign his office, but shall continue till the resignation is accepted.

3.3.2 Powers & functions of the Registrar

- 1) The Registrar shall be the Member Secretary of the Governing Body, Board of Management and Academic Council but he/she shall not have a right to vote.
- 2) He shall sign, after obtaining the necessary approval of the competent authority. all the contracts and Deeds in connection with the administrative and service matters of the University, all bonds, agreements, lease deeds, or any other legal documents entered into with the Central Government, State Government or any other duly constituted body, written statement or any such similar documents while filing or defending any civil, criminal, labor or industrial proceedings. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- 3) To function as the custodian of the records, minutes of the meetings of the authorities of the University, the common seal and be responsible for the safe custody and maintenance of all the University records, common seal, and other such intellectual property of the University as the Governing Body may decide.
- 4) He shall conduct official correspondence on behalf of the University and be responsible for the proper maintenance of all the records of the University, subject to the provisions of the Act, the Statutes, the Ordinances, Regulations and Rules.
- 5) He shall act as Principal Liaison Officer of the University with the State Government, Central Government, UGC, other universities, Councils and other regulatory bodies. In all suits, and other legal proceedings by or against the University, the pleading shall be signed and verified



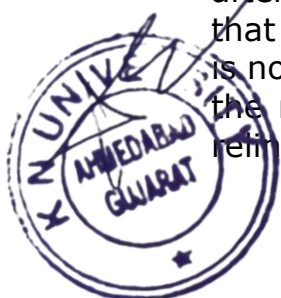
- by the Registrar and all processes in such suits and proceedings shall be issued to and served on the Registrar.
- 6) It shall be responsibility of the Registrar to execute the decisions taken in the meetings of the Governing Body, Board of Management, Academic Council and committees/bodies of which he is the member secretary.
 - 7) The Registrar shall supervise and control the work of administrative staff working in different offices/units of the University, shall write their confidential reports which will be reviewed and endorsed by the Provost/President.
 - 8) All examinations of the University shall be conducted by the Controller of Examinations under the monitoring and supervision of the Registrar who may give suggestions advices and necessary orders to the Controller of Examinations and examination committee regarding the procedures of the examinations, which shall be obligatory to them.
 - 9) The Registrar shall discharge all such duties as assigned to him by the President, Vice President and Provost/Vice Chancellor of the University and entrusted as per the Statutes, Ordinances and regulations.
 - 10) The Registrar shall act as a chief compliance officer in letter and spirit in respect of all regulatory affairs including Fee Regulatory Committee/ACPC.
 - 11) Registrar shall develop administrative manual & setup office procedure for smooth functioning of administrative office, convenience of faculty, administrative staff and students and ensure its compliance/enforcement.

3.4 CHIEF FINANCE & ACCOUNTS OFFICER

Terms and Conditions of Appointment, Powers, Duties and Functions of the Chief Finance & Accounts Officer

3.4.1 Appointment, Terms and Conditions of the Chief Finance & Accounts Officer

- 1) The appointment of the Chief Finance & Accounts Officer shall be as per the provisions of Section 17 of the Act.
- 2) Chief Finance & Accounts Officer shall discharge all his duties under the general superintendence and control of the President, Vice President, Provost and Registrar.
- 3) The President may, on representation made to him or otherwise and after making such inquiry as may be necessary, and is of the opinion that the continuance of the Chief Finance & Accounts Officer in office is not in the interests of the University, by an order in writing stating the reasons therein, direct the Chief Finance & Accounts Officer to relinquish his office from the date specified in the order.



- 4) The Chief Finance & Accounts Officer by writing under his hand. addressed to the Chairperson of Sponsoring Body, may resign his/her office, but shall continue till the resignation is accepted.
- 5) If the Chief Finance & Accounts Officer is found to have engaged in any financial misconduct, he shall be terminated immediately, and recovery of the misappropriated funds shall be pursued from him.

3.4.2 Powers & functions of the Chief Finance & Accounts Officer

The Chief Finance and Accounts Officer shall be the Member of the Finance Committee, but he shall not have a right to vote. In addition, he shall exercise and perform the following powers and functions

- (1) CFAO shall manage the accounts and funds of the University for maintaining the records properly, and getting them audited.
- (2) CFAO shall supervise control and regulate the working of the accounts and finance of the University.
- (3) CFAO shall maintain files of financial records and any such other finance related records of the University as the Governing Body may decide.
- (4) The CFAO shall prepare the annual operating and capital budgets of the University. He shall prepare the annual budget on the basis actual income and expenditures of previous year and revised budge of the for current financial year if required on the basis of income/ expense. The budget of the University will be approved by the authorities at the end of March of previous financial year.
- (5) CFAO shall present annual budget of the University before the President, the Provost and the Registrar for their approval and then to be placed before the Finance Committee and other bodies.
- (6) CFAO shall ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and the stock-checking is conducted annually of equipment, non-consumable items and other consumable materials in the University
- (7) CFAO shall keep a constant watch on the state of the cash and bank balances and on the state of investments.
- (8) To bring to the notice of the President through the Provost, the Registrar, unauthorized expenditure and other financial irregularities and suggest disciplinary action against the persons at fault.
- (9) CFAO shall be responsible for filing TDS quarterly and annually as per the provisions of the Income Tax Act. CFAO shall ensure timely compliance with all statutory and audit requirements of Government/Taxation Departments (Income Tax, GST, etc.), represent the University in all legal matters pertaining to finance and taxation, and ensure that all statutory duties, taxes, and other government dues, as well as premiums for insurance of buildings, vehicles, and other electronic equipment, are paid on time as per the respective laws, rules, and regulations.



- (10) CFAO shall be responsible for regular reconciliation of University accounts with the Banks and other financial institutions. CFAO is also responsible for other financial matters and liaison with financial institutions/Banks.
- (11) To ensure that the accounts of the University are properly kept and audited by internal auditor, chartered accountant within 3 months after the completion of Financial Year.
- (12) CFAO shall ensure that the loans and its installments and other outstanding of University are paid in time.
- (13) CFAO shall ensure and be responsible for safety and custody of the funds (FDs), cheque books and other financial documents.
- (14) CFAO shall have powers to pass bills, TA bills, pay and allowances etc. of all employees of the University after getting the approval from the competent authority, subject to the exceptions, if any, provided for in the Statutes.
- (15) CFAO shall perform such other financial functions as may be assigned to him by the Governing Body or the Board of Management or the Finance Committee or the President or the Provost or the Registrar.

3.5 VICE PRESIDENT

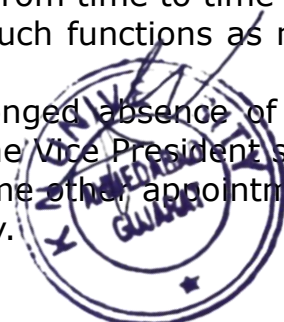
Terms and Conditions of Appointment, Powers, Duties and Functions of the Vice President

3.5.1 Appointment, Terms and Conditions of the Vice President

- 1) The President may appoint at his discretion a Vice President who shall hold office at the pleasure of the President on such terms and conditions which may be decided from time to time.
- 2) Such an appointee as Vice President shall be entitled to reimbursement of the expenditure such as travelling etc. and he will be eligible for remuneration which is decided by Governing Body from time to time.

3.5.2 Powers & functions of the Vice President

- 1) The Vice President shall report directly to the President.
- 2) The Vice President shall exercise the financial executions with the consent of the President.
- 3) The signing authority with the financial institutions shall be transferred to the Vice President.
- 4) He shall be responsible for daily execution of the management activities from the level of administration presidential office.
- 5) Vice President shall assist the President in respect of such matters as maybe specified by the President in his behalf from time to time and shall also exercise such powers and perform such functions as may be delegated to him by the President.
- 6) In the event of the death, disability, or prolonged absence of the President, or at the request of the President, the Vice President shall perform the functions of the President until some other appointment or arrangement is made by the Governing Body.



3.6 CONTROLLER OF EXAMINATIONS

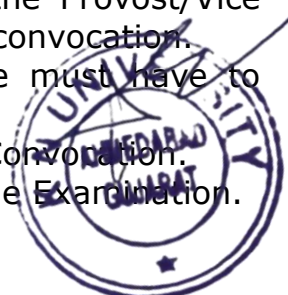
Terms and Conditions of Appointment, Powers, Duties and Functions of the Controller of Examinations

3.6.1 Appointment, Terms and Conditions of the Controller of Examinations

- 1) The Controller of Examinations will be an officer of the University and shall be appointed by the President/Provost with the approval of the Board of Management as per the provision of Section 18(1) of the Act.
- 2) When the office of the Controller of Examinations is either vacant due to reasons of either illness or absent because any other cause and unable to perform the duties of the office shall be performed either by the Registrar or by such person as the Provost/Vice Chancellor may appoint among the teachers not below the rank of Associate Professor or other Officers of the University.
- 3) The qualifications and experience for the post of Controller of Examinations shall be as per the UGC norms.
- 4) The President may, on representation made to him or otherwise and after making such inquiry as may be necessary, and is of the opinion that the continuance of the Controller of Examinations in office is not in the interests of the University, by an order in writing, direct the Controller of Examinations to relinquish his office from the date specified in the order.

3.6.2 Powers and Functions of the Controller of Examinations

- 1) Controller of Examinations is the Head of all examination departments. He shall control the conduct of examinations and all other necessary arrangements and execute all processes connected with examinations and declaration of results after approval from the Provost/Vice Chancellor under the supervision of the Registrar.
- 2) The Controller of Examinations shall work under the direct supervision and subordination of the Registrar.
- 3) Controller of Examination has to issue marksheets, migration certificates, provisional passing certificates, provisional degree certificates and other relevant important examination related documents such as transcripts with the University seal and his signature after the approval of the Registrar.
- 4) He will also record his signature with the seal of his office on the back of the Degree Certificate which shall be signed by the Provost/Vice Chancellor before issuing to the student at the time of convocation.
- 5) The work of examination will be confidential and he must have to maintain the secrecy of the examinations.
- 6) He shall make all the necessary arrangements for the Convocation.
- 7) He shall be responsible for the smooth functioning of the Examination.



- 8) The Powers and duties of Controller of Examination shall be the same as specified in the Regulations of the University.
- 9) In the event that the Controller of Examinations is found guilty of misconduct, including but not limited to negligence of duty, breach of confidentiality, falsification of records, or any action that undermines the integrity and credibility of the examination process, the following procedures will apply:
 - a) The matter will be investigated by a committee appointed by the Registrar.
 - b) The Controller of Examinations will be given an opportunity to present his defense.
 - c) If the committee finds sufficient evidence of misconduct, a report will be submitted to the Provost/Vice Chancellor for final approval.
 - d) Upon approval from the Provost/Vice Chancellor, the Controller of Examinations may be subject to disciplinary actions, including but not limited to suspension, demotion, or termination of employment.
 - e) The decision of the Provost/Vice Chancellor will be final and binding.

3.7 DEAN-ACADEMIC AFFAIRS

Terms and Conditions of Appointment, Powers, Duties and Functions of the Dean-Academic Affairs

The Dean-Academic Affairs shall be appointed by the President on recommendation of the Provost/Vice Chancellor.

3.7.1 Appointment, Terms and Conditions of the Dean-Academic Affairs

- 1) The Dean-Academic Affairs shall be a senior Professor by designation at the time of appointment.
- 2) The Dean-Academic Affairs shall be the member of the Academic Council and the Board of Studies of each School/College/Institution and shall be responsible for the implementation of the Statutes, the Ordinances and the Regulations relating to the Schools/College/Institution.
- 3) The term of the office of the Dean-Academic Affairs shall be for 3 years. After expiry of the term, he may be considered for reappointment subject to the recommendations of the Provost/Vice Chancellor.
- 4) The Dean-Academic Affairs shall discharge his duties and responsibilities under the supervision of the Provost/Vice Chancellor.
- 5) The President may, on representation made to him or otherwise and after making such inquiry as may be necessary, and is of the opinion that the continuance of the Dean-Academic Affairs in office is not in the interests of the University, by an order in writing, direct the Dean-Academic Affairs to relinquish his office from the date specified in the order.



3.7.2 Powers and functions of the Dean-Academic Affairs

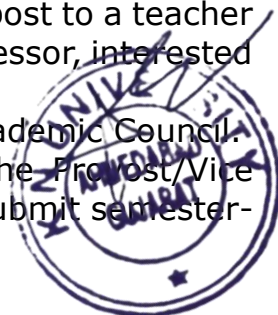
- 1) To hold meetings of the Deans of Faculty/Heads of the School on academic matters of the University, apprise the Provost/Vice Chancellor about the academic activities including the different courses to be introduced in the University, the curriculum, eligibility/admission criteria and other relevant required information.
- 2) To formulate the teaching Standards, policies and academic calendar of the University.
- 3) To be responsible for framing the academic ordinances for the different courses of the University.
- 4) To get the syllabus of UG, & PG and other programs prepared and submit it to authorities for the approvals.
- 5) To assist the Vice Chancellor in the management of the faculty development programmes and also assist in the process of selection.
- 6) To assist the administration in getting the feedback of the faculties.
- 7) To be responsible for preparing Student Progress Report and Annual Report of the University, getting the inspection of the UGC or other statutory bodies conducted and helping the authorities in submitting report to the above agency.
- 8) The Dean-Academic Affairs shall be responsible for the overall supervision and control of the faculty/School and conduct of teaching and research work in consultation with the Provost/Vice Chancellor.
- 9) Dean-Academic Affairs shall be responsible for the academic performance of the School/College/Institution and shall be subject to academic audit.
- 10) The Dean-Academic Affairs office shall be responsible for the making monthly, semester or term wise and annual activity and financial budgets for the part of all faculties/schools.
- 11) To perform all such other duties as may be assigned to him by the Provost/Vice-Chancellor.

3.8 DEAN-RESEARCH & INNOVATION

Terms and Conditions of Appointment, Powers, Duties and Functions of the Dean Research & Innovation

3.8.1 Appointment, Terms and Conditions of the Dean Research & Innovation

- 1) The Dean-Research & Innovation shall be appointed by the Provost/Vice Chancellor subject to prior approval of Board of Management.
- 2) The Provost/Vice Chancellor can give charge for this post to a teacher of the University, not below the rank of Associate Professor, interested in Research.
- 3) Dean-Research & Innovation will be a member of Academic Council.
- 4) Dean-Research & Innovation will be reporting to the Provost/Vice Chancellor about the progress of his work. He shall submit semester-wise report related to all the activities.



- 5) The Provost/Vice Chancellor may, on representation made to him or otherwise and after making such inquiry as may be necessary, and is of the opinion that the continuance of the Dean-Research & Innovation in office is not in the interests of the University, by an order in writing, direct the Director of Research to relinquish his office from the date specified in the order.

3.8.2 Powers and functions of the Dean-Research & Innovation

- 1) Dean-Research & Innovation will provide effective leadership for Research, Publications, Testing, Continuous Education, Conferences, Workshops and such other technical training activities.
- 2) Dean-Research & Innovation shall create and manage an exhaustive database of various research, sponsoring agencies, their schemes, thrust areas of research in different disciplines.
- 3) Dean-Research & Innovation shall formulate and implement the research policy and guidelines of the University in consultation with the Provost/Vice Chancellor.
- 4) Dean-Research & Innovation shall coordinate Development of Research, resources including books, periodicals, relevant journals, Digital Resources, laboratory equipment, special centralized supports like precision measurements, fabrication, erection and commissioning of special equipment, translation and review of journal articles, publication support, patenting support etc.
- 5) Dean-Research & Innovation shall develop testing potential of various Schools/Colleges/Institutions with the consent of the respective Deans.
- 6) He shall design and conduct in consultation and coordination with Deans, need-based continuing education programs for the benefit of in-service employees of Government and Private Sector of different organization and industries.
- 7) He shall identify potential research collaboration with industries and other organizations for collaborative research and facilitate collaborative research projects from Schools/Colleges/Institutions of the University.
- 8) He shall encourage, motivate and guide the faculty and students to publish papers in reputed international and national journals of good impact factor, published books through standard and reputed publishers and any other similar activities.



3.9 DEAN-STUDENT WELFARE

Terms and Conditions of Appointment, Powers, Duties and Functions of the Dean-Student Welfare

3.9.1 Appointment, Terms and Conditions of the Dean-Student Welfare

- 1) Dean-Student Welfare shall be appointed by the Provost/Vice Chancellor subject to the approval of the Borad of Management of the University.
- 2) Dean-Student Welfare will be reporting to the Provost/Vice Chancellor about the progress of his work. He shall submit semester-wise report related to all the activities to the Provost/Vice Chancellor.
- 3) The Provost/Vice Chancellor can give charge for this post to a teacher of the University, not below the rank of Associate Professor, interested in student-centric activities.
- 4) The Provost/Vice Chancellor may, on representation made to him or otherwise and after making such inquiry as may be necessary, and is of the opinion that the continuance of the Dean-Student Welfare in office is not in the interests of the University, by an order in writing, direct the Dean-Student Welfare to relinquish his office from the date specified in the order.
- 5) Dean-Student Welfare shall be the head of the welfare of the students' activities and he shall maintain active liaison with the Faculty/School/Departments of the University.

3.9.2 Powers and functions of the Dean-Student Welfare

- 1) He shall organize the student related activity and facilitate the arrangements to ensure suitable housing facilities for students.
- 2) Dean-Student Welfare shall be responsible for the collection, verification, and safe custody of all consent forms and affidavits from students pertaining to their participation in various extra-curricular activities organized by the university, including but not limited to sports, educational trips, picnics, and international exposure programs. All students must submit an Anti-Ragging Affidavit, complying with the university's anti-ragging policy and affirming their commitment to not engage in or support any form of ragging. The Dean-Student Welfare shall ensure the authenticity and completeness of all submitted forms and affidavits. He is authorized to liaise with students and their guardians to resolve any discrepancies or issues.
- 3) Dean-Student Welfare is responsible for ensuring that the collection and handling of consent forms and affidavits comply with all relevant university policies, legal requirements, and regulations with the consent of the Registrar.
- 4) He shall assist the students in obtaining scholarships, studentships etc by giving them information relating there to.



- 5) He shall be responsible for the conduction of student-centric activities like Student Development Programs, Student Mentoring and other extra-curricular activities.
- 6) He shall perform such other duties as may be assigned to him from time to time by the Registrar and the Provost/Vice Chancellor.

3.10 DEAN OF SCHOOL/FACULTY

Terms and Conditions of Appointment, Powers, Duties and Functions of the Dean of School/Faculty

3.10.1 Appointment, Terms and Conditions of the Dean of School/Faculty

There shall be a Principal/Dean for each constituent Faculty/Schools/Institutes/Colleges & Centers.

- 1) Dean of Faculty/School shall be appointed by the Provost/Vice Chancellor subject to approval of the Board of Management of the University.
- 2) The qualifications required for the post of Dean of Faculty/School shall be as per the norms set by UGC and Government of Gujarat.
- 3) Dean of Faculty/School shall be a member of Academic Council and chairman of the Board of Studies of respective Faculty/School/Department.
- 4) The Provost/Vice Chancellor may, on representation made to him or otherwise and after making such inquiry as may be necessary, and is of the opinion that the continuance of the Dean of Faculty/School in office is not in the interests of the University, by an order in writing, direct the Dean of Faculty/School to relinquish his office from the date specified in the order.

3.10.2 Powers & functions of the Dean of Faculty/School

- 1) Dean of Faculty/School will report to the Dean Academic Affairs and Provost/Vice Chancellor for his Faculty/School/College/Institute's academic activities.
- 2) Dean of Faculty/School will report to the Registrar for his Faculty/School/College/Institute's administrative activities.
- 3) He is the head of the Faculty/School/College/Institute.
- 4) He shall provide effective leadership to the Faculty/School/College/Institute and shall control and supervise teachers & administrative staff.
- 5) He shall prepare budgets, estimates of the respective Faculty/School/College/Institute.
- 6) He shall consult the Dean Academic Affairs in preparing the syllabus for UG, PG programs and academic calendars.
- 7) He shall provide support for the smooth functioning and execution of examinations of the University and work in coordination with Controller of Examination.
- 8) He shall co-opt eminent academicians/Industrialists/Scientists as the members of the Faculty.



- 9) He shall recommend proposals received from the Board of Studies and other academic committees to the Academic Council.

3.11 UNIVERSITY LIBRARIAN

Terms and Conditions of Appointment, Powers, Duties and Functions of the University Librarian

3.11.1 Appointment, Terms and Conditions of the University Librarian

- 1) The qualifications & experience required for the post of University Librarian shall be as per UGC norms.
- 2) The Registrar, in consultation with the Provost/ Vice Chancellor will give the appointment to the University Librarian subject to approval of Board of Management.
- 3) The Provost/Vice Chancellor may, on representation made to him or otherwise and after making such inquiry as may be necessary, and is of the opinion that the continuance of the University Librarian in office is not in the interests of the University, by an order in writing, direct the University Librarian to relinquish his office from the date specified in the order.

3.11.2 Powers & functions of the University Librarian

- 1) The University Librarian shall be the head of the University Library.
- 2) He shall maintain the records of books, periodicals, e-Journals, and other reading materials of the Library.
- 3) He shall prepare budgets, estimates of the library.
- 4) He shall oversee the smooth functioning of library and maintain reading spaces.
- 5) He shall be responsible for the digitalization of the University Library.
- 6) He shall be responsible for the setting up and maintenance of the digital infrastructure of the University Library.

3.12 OTHER OFFICERS

Registrar, in consultation with the Provost/ Vice Chancellor may give the appointment to the other Deans/Officers of the university as required subject to approval of Board of Management



CHAPTER 4

AUTHORITIES OF THE UNIVERSITY: CONSTITUTION, POWERS & FUNCTIONS

As per the Gujarat Private Universities Act, 2009 under section 19 the following shall be the authorities of the University, namely: -

- 1) The Governing Body.
- 2) The Board of Management.
- 3) The Academic Council.
- 4) Such other authorities as may be declared by the Statutes to be the authorities of the University:
 - i. The Finance Committee
 - ii. Faculty/Schools/Colleges/Institutions.
 - iii. The Board of Studies

4.1 GOVERNING BODY

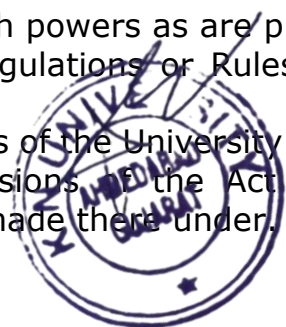
4.1.1 CONSTITUTION OF THE GOVERNING BODY

- (1) Formation of the Governing body of the University shall be as per the provisions under section 20 of the Gujarat Private Universities Act, 2009.
- (2) The tenure of the Governing Body shall be three years and may be reconstituted with the same members in accordance with the Gujarat Private Universities Act, 2009.
- (3) Minimum four members shall form a quorum for a meeting of the Governing Body. the members may participate in person or through teleconferencing or video conferencing or any other form of distance participation which is valid for quorum.
- (4) The Governing Body shall be the supreme authority of the University.

4.1.2 POWERS AND FUNCTIONS OF THE GOVERNING BODY

The Governing Body shall exercise the following powers and functions in addition to those stipulated in the Act.

- (1) To provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by the Act or the Statutes, Ordinances, Regulations or Rules made there under.
- (2) To review the decision of the other authorities of the University in case they are not in conformity with the provisions of the Act or the Statutes, Ordinances, Regulations or Rules made there under.



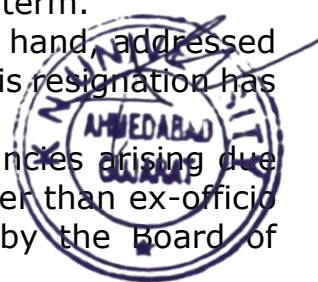
- (3) To approve the budget and annual report of the University.
- (4) To create or abolish posts as deemed necessary for the functioning of the University.
- (5) To open account or accounts of the University with any one or more scheduled banks/unscheduled banks/post offices or in any other financially sound institutions and to lay down the procedure for operating the same.
- (6) To draw, accept, make, endorse, discount and negotiate securities of the Government, promissory notes, bills of exchange, cheques or other negotiable instruments.
- (7) To appoint statutory auditors of the University.
- (8) To purchase, take on lease or accept as gift or otherwise or sell any land or buildings or works which may be necessary or convenient for the purposes of the University and on such terms and conditions as it may deem fit and proper and to construct or alter and maintain buildings or works.
- (9) To examine and accord approval of building plans and award building contracts and/or authorise constructions.
- (10) To approve provision of buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying out the work of the University.
- (11) To administer the revenues and properties of the University.
- (12) To execute conveyance, transfer, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property movable or immovable belonging to the University or to be acquired for the purpose of the University.
- (13) To appoint, in order to execute an instrument or transact any business of the University, any person or agency as attorney of the University with such powers as it may deem fit.
- (14) To invest the funds of the University or money entrusted to the University, in such stocks, funds, shares or securities and in such manner as it may deem fit or in the purchase of immovable property within the State or in India with like power of varying such investment from time to time to transpose any investment.
- (15) To invest the surplus funds of the University, in such securities and in such manner as it may deem fit and from time to time in the modes or forms as prescribed under Section 11(5) or as per the provisions of Section 10(23C) of the Income Tax Act, 1961.
- (16) To raise and borrow money on bonds, mortgages, promissory notes, or other obligations or securities by providing properties and assets of the University as security, or borrow money without any securities, and upon such terms and conditions as it may deem fit and to pay out of the funds of the University, all expenses, incidental to the raising of money and to repay and redeem any money borrowed.
- (17) To maintain and operate the General Fund and Special Fund.
- (18) To insure and keep insured, if deemed necessary, all or any of the buildings, assets of the University.

- (19) To transfer or accept transfers or any immovable or movable property on behalf of the University.
- (20) To decide the amount of Annual Performance Linked Incentives (APLI) and the manner in which the said amount be apportioned.
- (21) To delegate such powers as it may deem fit to the Board of Management and other authorities or officers of the University subject to the provisions of the Act and Statutes.
- (22) To take all necessary actions to fulfill the objects of the University as mentioned in the Act, to exercise and execute all powers and functions of the University as mentioned in the Act, and to exercise such other powers and functions as may be prescribed by the Statutes and Ordinances from time to time.
- (23) To submit to the state government proposals for subsequent Statutes and/or amendment or repeal of the existing Statutes.
- (24) To recommend to the Sponsoring Body about the voluntary liquidation of the University.
- (25) If any urgent decision/actions which requires approval of Governing Body and the Meeting of Governing Body is not scheduled to be held in near future, with the permission of President, such business can be transacted and approved by circulation of papers to the Members. Such business/transaction will be deemed to be approved on receipt of assent/approval from the majority of the members of Governing Body and the same would be considered as having been approved by the Governing Body in its meeting.
- (26) In case of difference of opinion among the members of the Governing Body with regards to any matter, the decision of the President shall be binding to all. In case of equal voting the President shall have the right to a casting vote.

4.2 BOARD OF MANAGEMENT

4.2.1 Constitution of the Board of Management

- (1) Formation of the Board of Management of the University shall be as per the provisions under section 21 of the Gujarat Private Universities Act, 2009.
- (2) The President shall be the Chairperson the Board of Management. Provided that President may at his discretion, nominate any other member of the Governing Body to be the Chairperson of the Board of Management.
- (3) A member may be re-nominated for the subsequent term.
- (4) A member may resign his office by writing under his hand, addressed to the President, but he shall continue in office until his resignation has been accepted by the President.
- (5) Subject to the provisions of the Act, the casual vacancies arising due to any reason whatsoever among the members (other than ex-officio members) can be filled by way of a nomination by the Board of



Management so as to maintain the constitution of the Board of Management.

- (6) Minimum four members shall form a quorum for a meeting of the Board of Management. the members may participate in person or through teleconferencing or video conferencing or any other form of distance participation.
- (7) In case of difference of opinion among the members of the Board of Management with regards to any matter, the decision of the President shall be binding to all. In case of equal voting the President shall have the right to a casting vote.

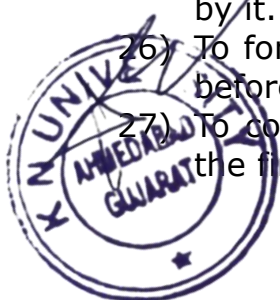
4.2.2 POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT

Subject to the Provisions of the Act, Statutes and Ordinances, and the control and supervision of the Governing Body, the Board of management will administer and execute the following powers and functions:

- 1) To make recommendations to the Governing Body on policy matters.
- 2) To take measures for offering programs focusing on all segments of the population and for fulfilling the objects of the University.
- 3) To address professional, technical and vocational skill and competence needs of organized and unorganized sectors of employment.
- 4) To conduct all administrative affairs of the University.
- 5) To take measures to collaborate with Industry, Universities and Institutions in India and abroad for offering/facilitating academic programs, consultancy, training, research and development.
- 6) To discuss and submit the budget and other financial proposals to the governing Body for approval.
- 7) To manage and regulate the finance, accounts, investments, property and all other administrative affairs of the University and for that purpose to appoint such agents as it may deem fit.
- 8) To issue appeals for raising funds for carrying out the objects of the University.
- 9) To receive grants, donations, contributions, gifts, prizes, scholarships, student fees, fee for consultancy schemes, sponsored and research projects, infrastructural support and other similar kinds. and to institute and award prizes, medals, scholarships, fellowships, and studentships, etc.
- 10) To acquire intellectual property rights, copyrights, trademarks and the like from any institution or organization on such terms and conditions as the Board of Management may determine and pay such compensation for the acquisition as may be just and equitable.
- 11) To maintain proper accounts and other relevant records and prepare annual statements of accounts including the Balance Sheet for every previous financial year and submit the same to the Governing Body for perusal.



- 12) To incur expenditure towards maintenance of the properties of the University, taxes, electricity, water and other charges, repayment of any borrowings, and expenses incurred by the members of the authorities of the University, employees and various units of the University towards the fulfilment of the objects of the University.
- 13) To incur expenditure in relation to salaries and allowances of the employees, management contribution to provident fund, gratuity, etc..
- 14) To appoint Internal Auditor to conduct periodical and concurrent audit.
- 15) To submit recommendations to the Governing Body regarding the creation, closure, or modification of academic or other units, programs, or courses and creation or abolition of posts for Teaching Staff, Administrative Staff, and Technical Staff.
- 16) To define the functions, conditions of services, emoluments, selection criteria and process for the categories of Teaching Staff, Administrative Staff and Technical Staff.
- 17) To approve the list of selected candidates for appointments to the posts of Teaching Staff, Administrative Staff and Technical Staff.
- 18) To specify the manner of appointment to temporary vacancies and positions of all categories of staff.
- 19) To provide for the appointment of Visiting Professors, Adjunct Professors, Emeritus Professors, Fellows, Consultants, Advisors, Artists, Writers, and determine the terms and conditions of such appointments.
- 20) To regulate and enforce discipline amongst the employees and students in accordance with the Statutes and Ordinances.
- 21) To entertain, adjudicate upon, or redress the grievances of the employees and the students of the University who may, for any reasons, feel aggrieved.
- 22) To delegate any of its powers to the President, Provost and Registrar.
- 23) To authorize the Registrar to institute, conduct, defend, compound, withdraw, compromise, adjust, refer to arbitration or abandon legal proceedings or claims or disputes by or against the University or its officers and to sign and verify vakalats, complaints, written statements, execution petitions, affidavits and other documents.
- 24) To establish and regulate the maintenance of hostels, resident halls for the students of the University and recognize hostels established by outside parties on the basis of the recommendations of a committee established for the purpose.
- 25) To consider and approve the acts of the Academic Council and the Finance Committee and other committees or authorities constituted by it.
- 26) To formulate Subsequent Statutes of the University and place them before the Governing Body for its approval.
- 27) To consider and submit to the Government of Gujarat for approval the first Ordinances made by the President.



- 28) To consider and submit to the Government of Gujarat for approval the Subsequent Ordinances made by the Academic Council.
- 29) To prepare and finalize the Annual Report, with the Registrar responsible for compiling data by requesting it through the Provost, who will in turn direct all Directors/Deans/Officers to provide the necessary data.
- 30) To act as appointing, terminating and disciplinary authority for all employees (Officers and Staff) excluding those falling within the purview of Governing Body.
- 31) The Board of Management shall exercise such other powers and functions as prescribed by the Statutes from time to time. and
- 32) If any urgent decision/actions which requires approval of Board of Management and the Meeting of Board of Management is not scheduled to be held in near future, with the permission of Chairperson, such business can be transacted and approved by circulation of papers to the Members. Such business/transaction will be deemed to be approved on receipt of assent/approval from the majority of the members of Board of Management and the same would be considered as having been approved by the Board of Management in its meeting.

4.3 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.

4.3.1 Constitution of the Academic council

The Academic Council of the University shall consist of the following members:

- 1) The Provost/Vice Chancellor, Ex-officio Chairman of the Academic Council.
- 2) The Registrar is the Member-Secretary of the Board of Management without voting rights.
- 3) All Deans of the faculties/Schools are ex-officio members of the Council.
- 4) All Heads/Principals of the Institutes/College/School/Centers involved in academic and research activity are ex-officio members of the council.
- 5) Two eminent educationists from outside the University to be nominated by President.
- 6) Special invitees/Academic Advisors may be nominated by the President.
- 7) Two persons from Industry to be nominated by Provost/Vice Chancellor.



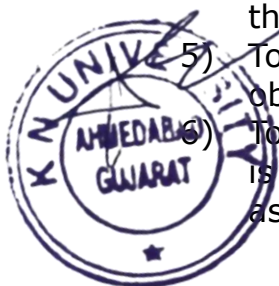
4.3 Terms, Conditions of Appointment of the Academic Council

- 1) A member may resign his office by writing under his hand, addressed to the Chairperson, but he shall continue in office until his resignation has been accepted by the Chairperson.
- 2) For all ex-officio members, upon resignation from their respective positions at the University, their membership of the Academic Council shall cease.
- 3) Minimum four members shall form a quorum for a meeting of the Academic Council. the members may participate in person or through teleconferencing or video conferencing or any other form of distance participation.
- 4) The Provost/Vice Chancellor may, on representation made to him or otherwise and after making such inquiry as may be necessary, and is of the opinion that the continuance of the member of Academic Council in office is not in the interests of the University, by an order in writing, direct the said member to relinquish his membership of the Academic Council from the date specified in the order.
- 5) The casual vacancies shall be filled up by nomination by the respective authorities.

4.3.2 Powers and Functions of the Academic Council

Subject to the Provisions of the Act, Statutes, the Ordinances, and the Rules made thereunder, the Academic Council will administer and execute the following powers and functions:

- 1) To coordinate and exercise general supervision over the academic policies and to give directions to the University in relation to methods of Instruction, Training, Teaching and Learning, Assessment, Research, and improvement in academic standards.
- 2) Formulate and periodically review Program Educational Objectives (PEOs), ensuring they align with the long-term career and professional accomplishments of graduates.
- 3) Define and revise Program Specific Outcomes (PSOs) that detail the specific skills and knowledge to be acquired through the curriculum.
- 4) Draft and update Course Outcomes (COs) to outline the expected knowledge, skills, and attitudes that students should develop by the end of each course.
- 5) To initiate measures to offer programs and courses to fulfil the objects of the University.
- 6) To facilitate the offering of academic programs in which industry is at the heart of curriculum design, implementation, internships, assessment, and job placements.

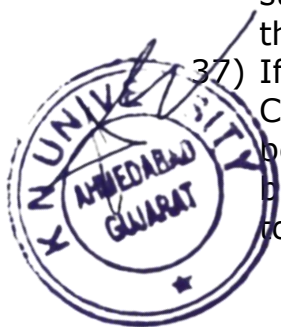


- 7) To deliver education via multiple modes – face-to-face teaching, hands on work, distance learning, e-learning via MOOCs and on-job-training as per program requirement.
- 8) To delegate responsibilities assigned by the stakeholders of the University.
- 9) To facilitate offer of learner-centric programs using modular approach with multiple entry-exit routes as per the prevailing National Education Policy.
- 10) To report and act on any matter referred or delegated to it by the Governing Body or the Board of Management.
- 11) To form activity specific committees comprising of officers and faculties of the University and review their performance.
- 12) To act as an appellate authority in respect of the matters arising from admission, discipline, conduct and academic performance of students.
- 13) To lay down & review the curriculum and frame syllabus for the programs and courses offered by the University.
- 14) To promote publication of books, journals, reports and electronic media material for instructional and research purposes.
- 15) To fix the remuneration payable to course writers, counsellors, examiners and invigilators and travelling and other allowances payable.
- 16) To promote industrial research & development activities and programs and to direct for submission of reports on such issues from time to time.
- 17) To promote industrial development program & management development programs.
- 18) To consider proposals submitted by the faculties relating to instructional strategies, teaching facilities, faculty training etc..
- 19) To recommend and facilitate the sponsorship of faculty members for participation in various national and international conferences, workshops, seminars, Faculty Development Programs (FDPs), and other training opportunities, with the objective of enhancing their professional skills and knowledge. The sponsorship shall be based on the recommendations of the Academic Council.
- 20) To appoint committees and consider their reports on aspects related to admission, examination and such other activities with the prior consultation of the Provost.
- 21) To recognise certificates, diplomas, degrees, courses and periods of study completed from other universities and statutorily recognised institutions and to award the status of equivalence in relation to certificates, diplomas, degrees or any part thereof of the University.
- 22) To recognise the programs, courses and periods of study in academic, technical, vocational and professional streams conducted under statutorily established boards, statutorily established councils, sector skill councils and other statutory



bodies and to award the status of equivalence in relation to the certificates, diplomas, degrees or any part thereof of the University.

- 23) To approve conferment of certificates, diplomas, degrees and other academic distinctions on the basis of examination or any other method of evaluation.
- 24) To prepare guidelines for the award of fellowships, stipends, scholarships, medals and prizes, etc. and empower the Provost/Vice Chancellor or any other officer of the University to approve the eligible candidates for such awards.
- 25) To prepare such forms and registers as are, from time to time, prescribed by the Rules and to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out the provisions of the Act, Statutes, Ordinances, Regulations and the Rules.
- 26) To make recommendations to the Board of Management on-
 - a) Measures for improving standards of teaching, training, industrial research and examinations.
 - b) Institution of Fellowships, Studentships, Exchange Programs, Scholarships, Medals, Prizes, etc..
 - c) Ordinances and Regulations covering the academic functioning of the University.
- 27) To suggest from time-to-time measures for organizing and grouping basic and applied disciplines of study as Departments, Schools of Study, Faculties, Institutes and the like.
- 28) To finalize and approve internship protocol.
- 29) To review the outcome of industry related courses in three years frequency.
- 30) To review employers' suggestions.
- 31) To consider alumni's suggestions.
- 32) To define, from time to time, the requirement of laboratories in line with the courses offered or introduction of new courses.
- 33) To review performance and contribution of students' counsellors and to devise their career growth plan.
- 34) To formulate guidelines for computing credits from internship and club activities.
- 35) To appoint Committees, consisting of such members as the Academic Council may deem fit to deal with any of the matters ordinarily dealt with by the Academic Council.
- 36) The Academic Council will exercise such other powers and perform such other functions as may be conferred or imposed upon it by the Act, Statutes and Ordinances from time to time. and
- 37) If any urgent decision/actions which requires approval of Academic Council and the Meeting of Academic Council is not scheduled to be held in near future, with the permission of Provost, such business can be transacted and approved by circulation of papers to the Members. Such business/transaction will be deemed to be



approved on receipt of assent/approval from the majority of the members of Academic Council and the same would be considered as having been approved by the Academic Council in its meeting.

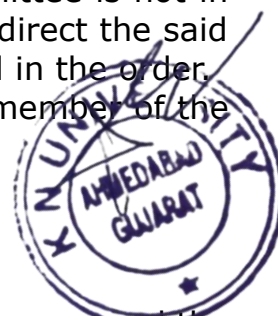
4.4 FINANCE COMMITTEE

4.4.1 Constitution of the Finance Committee.

- (1) The Finance Committee of the University shall consist of the following members:
 - (i) The President, Chairman
 - (ii) The Provost / Vice Chancellor, Member
 - (iii) The Vice President, Member
 - (iv) The Registrar, Member
 - (v) One member to be nominated by the President, Member
 - (vi) The Chief Finance and Accounts Officer, Member Secretary
- (2) The President shall be Chairperson of the Finance Committee. Provided that in the absence of the President, the Vice President may be the Chairperson.
- (3) The Finance Committee shall meet at least two times a year for preparation of budget for submission to Board of Management/ Governing Body for their approval and to examine the accounts and scrutinize the expenditure. and
- (4) Four members of the Finance Committee shall form a quorum for the meeting.
- (5) The President may, on representation made to him or otherwise and after making such inquiry as may be necessary, and is of the opinion that the continuance of the member of Finance Committee is not in the interests of the University, by an order in writing, direct the said member to relinquish his office from the date specified in the order.
- (6) The President shall also have the power to replace a member of the Finance Committee nominated by him.

4.4.2 Powers and Functions of the Finance Committee

- (1) Subject to the Provision of the Act, Statutes and Ordinances, and the control and supervision of the Governing Body and the Board of Management, the Finance Committee will administer and execute the following powers and functions:
- (2) To formulate the financial policies of the University. To review the University's financial planning, review and approve the annual operating and capital budgets of the University, and monitor current revenues and expenditures for consistency with the budgets. It shall review and approve legal settlements with respect to claims or controversies which, upon recommendation of the Vice President or



the Board of Management with responsibility may submit for authorization, and shall report to the Governing Body any such authorization.

- (3) To scrutinize the annual accounts and the financial estimates of the University.
- (4) To review the financial position of the University from time to time and recommend to the Governing Body regarding any action to be taken.
- (5) To make recommendations to the Governing Body on all proposals involving raising of funds, receipts and expenditure.
- (6) To provide guidelines for investment of surplus funds.
- (7) To make recommendations to the Governing Body on all proposals involving expenditure for which no provision has been made in the budget or for which expenditure has been incurred in excess of the amount provided in the budget.
- (8) To consider all proposals relating to revision of grades, enhancement of pay-scales and those items which are not included in the budget.
- (9) To fix the limits for the total recurring and non-recurring expenditure for the year based on income and resources of the University and to ensure that no expenditure is incurred by the University in excess of the limits so fixed.
- (10) To devise the purchase policy for procurement of various items/ goods and services.
- (11) To consider the internal audit report and implement the suggestions of the auditors, if feasible. and
- (12) To exercise such other powers and perform such other functions as may be conferred or imposed upon it by the Act, Statutes and Ordinances, Governing Body, Board of Management, President and Provost/Vice Chancellor.

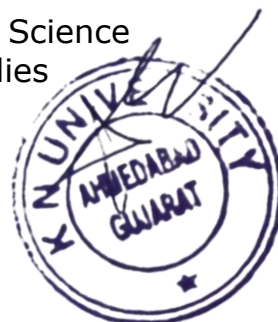
4.5 BOARDS & COMMITTEES

The Governing Body, the Board of Management, the Academic Council, and the Faculty may constitute Boards or Committees consisting of member of the authority and such other persons, if any, as that authority in each case may think fit and any such Board or Committee may deal with any subject assigned to it subject to the subsequent ratification by authority which appointed it.

4.6 FACULTY/SCHOOLS/COLLEGES/INSTITUTES

The University shall include the following Schools with various departments associated with them.

Faculty/School of Management & Computer Science
Faculty/School of Humanities & Liberal Studies
Faculty/School of Pharmacy
Faculty/School of Technology
Faculty/School of Research & Innovation



And such other Faculty/Schools/Colleges/Institutes as may be deemed important shall be added from time to time.

Each Faculty/School/College/Institute shall have such department as may be assigned to it by the Academic Council from time to time.

Each Faculty/School/College/Institute will be headed by a Dean of the faculty who will directly liaise with the Provost/Vice Chancellor.

There shall be board of studies under each Faculty/School/College/Institute.

4.7 BOARD OF STUDIES

4.7.1 Constitution of the Board of Studies

- 1) There shall be a Board of Studies for each faculty comprising of:
 - (i) Dean of the Faculty/School, Chairperson
 - (ii) Dean Academic Affairs
 - (iii) All Heads of the Departments of the Faculty/School.
 - (iv) Two experts of the concerned Faculty/School/Department/Institute to be nominated as members by the Provost/Vice Chancellor on the recommendation of the Chairman, Board of Studies from outside the university from academia/industries.
 - (v) Two teachers from the concerned department / college/ school / institutes to be nominated by the Provost / Vice Chancellor
- 2) The Provost/Vice Chancellor may constitute the Board of Studies for the Faculty/Department/School to be started by the University as and when required.
- 3) Detailed syllabus of the different courses of the dept / college / school shall be prepared by the Board of Studies and be submitted to the Academic Council for its approval and publication.
- 4) Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for approval.
- 5) The Chairman shall call a meeting of Board of Studies whenever required.
- 6) At a meeting of the Board, four members shall form the quorum and all decisions shall be taken by majority votes.
- 7) The Chairman shall have a final / casting vote.



- 8) The Provost/Vice Chancellor whenever he considers necessary may call a joint meeting of two or more Board of Studies for interdisciplinary coordination.

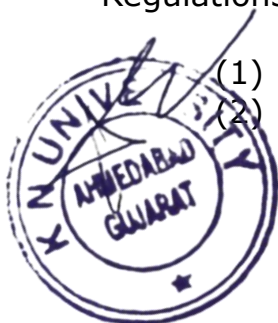
4.7.2 Powers and Function of Board of Studies

1. Recommend course of studies, reading material and syllabus for each course for both under graduate and post graduate programs
2. Recommend books and journals for being prescribed as text and reference books.
3. Make recommendations for publication of books of the University.
4. Prepare list of apparatus and equipment required for laboratories.
5. Make recommendations about instructional methods and evaluation procedures for the subjects concerned.
6. Suggest measures for periodical assessment of educational standards in the subject.
7. Suggest measure of improvement of the standards of teaching and research.
8. Act as consultative body in regards to all questions referred to it by the School and Academic Council.
9. Perform such other duties and functions as may be required by the Board of Management, Academic Council of the School.
10. Propose and oversee the introduction of innovative pedagogy to enhance teaching and learning experiences

4.8 RESEARCH & DEVELOPMENT CELL

- 1) There shall be a Research & Development Cell at the University level. It shall consist of the following members:
 1. The Provost shall be the Chairman of the Board and Director of Research shall be the Member Secretary.
 2. Two members to be nominated from the Academic Council.
 3. One Senior Professor Reader from each Faculty/Institute/Department having research background or exposure to be appointed by the Provost in consultation with the concerned Dean.
- 2) The Research & Development Cell shall meet at least once in an academic session or twice a year.
- 3) In addition to the functions prescribed by the Statutes, Ordinances, and Regulations, the Cell shall be responsible for:

- (1) Promotion and maintenance of the standards of research.
- (2) Monitoring and supervision of all research programs including doctoral research.



- (3) Identifying research and development thrust areas within the framework of the objectives of the University.
- (4) Formulation of regulations and procedures for research development and consultancy work.
- (5) Planning, initiating, reviewing and overseeing the research activities.
- (6) Evolving and implementation of multi-disciplinary research-oriented programs utilizing infrastructure and resources of the University gainfully.
- (7) Considering the applications from teachers for recognition as research supervisors and make recommendation.
- (8) Recommending names of distinguished persons from outside the university for guiding research work.
- (9) Considering the cases of Inter-disciplinary research and making recommendations.
- (10) Any other matter pertaining to research as referred to it by the authorities of University or the Provost/ Vice Chancellor.

Disqualification for membership of an Authority or Body, Validity of Proceedings and Filling up of Vacancies

- (1) A person shall be disqualified for being a member of any of the authorities or bodies of the university, if he –
 1. Is of unsound mind and stands so declared by a competent court
 2. Is an undischarged insolvent.
 3. Has been convicted of any offence involving moral turpitude
 4. Is conducting or engaging himself in private coaching classes.
 5. Has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere.
 6. Is charge sheeted by the University
 7. Is undergoing any punishment as a result of disciplinary inquiry.
- (2) No act or proceeding of any authority or body of the university shall be invalid merely by reason of any vacancy or defect in the constitution thereof.
- (3) Any vacancy which may occur in the membership of the authorities or bodies of the university due to death, resignation or removal of a member or due to change of capacity in which he was appointed or nominated, shall be filled up as early as possible by the person or the body who had appointed or nominated such a member. and

Provided that the person appointed or nominated as a member of an authority or body of the university on an emergent vacancy, shall remain a member of such authority of body only for the unexpired tenure of the member, in whose place he is appointed or nominated.



CHAPTER 5

TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES

5.1 APPOINTMENT OF TEACHERS OF THE UNIVERSITY

- 1) For teaching positions in the University, namely Professors, Associate Professors, Assistant Professors or any such similar nomenclatures like Readers, Senior Lecturers and Lecturers, the Academic Council may recommend to the Board of Management for filling up the vacancies available in different departments of the University from time to time, in two categories namely annual requirements based on Academic and Financial budgets, and for Replacement due to attrition, resignation, death and termination during the academic year.
- 2) The Board of Management shall assess the recommendations of the Academic Council and approve the filling up of teaching vacancies through an open advertisement and selection process or direct recruitment from time to time for annual forecast requirements. This includes rolling advertisements that run throughout the year.
- 3) Teaching positions shall be advertised in daily newspapers of wide circulation, as well as on the University's website, social media platforms, and other digital media. These advertisements will clearly mention the essential qualifications and pay scale for each advertised post as per the norms prescribed by the UGC or any other concerned Regulatory Body and approved by the Governing Body.
- 4) A screening committee consisting of three members, appointed by the Provost/Vice Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview.
- 5) A summary of all the screened applications shall be made available to the Selection Committee at the time of interview.
- 6) The Selection Committee shall be constituted as follows:
 - (1) Provost/Vice Chancellor
 - (2) Dean/Head of Faculty/School/College/Institute
 - (3) One member from the Management
 - (4) Two subject matter experts and Registrar
- 7) The Selection Committee for appointment of Regular Teachers shall be as per the UGC norms.
- 8) The Selection Committee shall recommend to the Board of Management, the names, arranged in the order of merit, if any, of the persons whom it considers suitable for the faculty positions.
- 9) After approval of appointments, as recommended by the Selection Committee and approved by the Board of Management, the Registrar shall issue appointment letters to the selected candidates under his seal and signature.



- 10) In case of any dispute with regard to selection of candidates or any dissenting note by any member of the Selection Committee, the matter will be referred to the President, whose decision shall be final.
- 11) In addition to the regular teachers, the President/Board of Management may appoint the persons of eminence with outstanding Academic and Research Achievements as the Professors of Practice, Professors of Eminence, Professor Emeritus, Adjunct Professors, Advisors in the University for introducing Academic Excellence in teaching, research and extension. The honorarium perks, terms and conditions for these positions shall be decided by the President. Appointment letters for such persons shall be issued by the Registrar on the University letter head under his seal and signature.
- 12) In addition to full-time teachers, the Provost/Vice Chancellor may decide to engage for a fixed period part time, contractual, ad-hoc and/or assignment-based positions, either through direct recruitment or out-sourcing. The such as honorarium, TA/DA, conveyance charges etc. of such engagements shall be as per the policy of the University approved by the President from time to time and such appointment letters shall be issued by the Registrar under his seal and signature.
- 13) Any dispute/legal matter in this regard shall be subject to the Ahmedabad jurisdiction.
- 14) In case of immediate requirements of replacement during an Academic Year, the Registrar, in consultation with the Provost/Vice Chancellor, may appoint suitable persons to fill the vacancy.
- 15) University shall make provisions relating to service of the teaching and non-teaching staff of the University in accordance with the prevailing policies of the UGC and the State Government from time to time.

5.2 TERMS AND CONDITIONS OF THE EMPLOYEES

1. The Provost/Vice Chancellor in consultation with the Board of Management and with the approval of the President shall formulate the policies and terms and conditions of appointment and services of faculty members and employees.
2. The Registrar shall issue appointment orders of all the employees of the University under his seal and signature.
3. Categories of teaching & non-teaching employees:
4. The following types of teaching & non-teaching employees will be employed by the University
 1. Permanent/Probationary Employees.
 2. Contractual Employees.
 3. Casual Employees.
5. Permanent employee means an employee who is appointed against a clear vacancy. The probation period for such employees will be two years, which can be extended, if necessary.
6. Contractual employee means an employee who is appointed on contract for a specific period.



7. Casual employee means an employee who is engaged on the basis of a Muster Roll.
8. 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.



CHAPTER 6

PROCEDURE FOR ARBITRATION IN CASE OF DISPUTES BETWEEN EMPLOYEES OR STUDENTS AND KN UNIVERSITY

Any dispute arising between the University and student of the University shall on the request of the student concerned, be referred to the Students Grievance Redressal Committee formed in compliance with Regulation No.5 of the University Grants Commission - Redressal of Grievances of Students Regulations 2023. Further, as per Regulations 6 of the of the University Grants Commission - Redressal of Grievances of Students Regulations 2023, the University shall hereby appoint an Ombudsperson for a period of three years or until he attains the age of 70 years, whichever is earlier, from the date of assuming office.

An email address shall be created for the students to communicate their grievances. On receiving a complaint on the above stated email, it shall be further forwarded to the SGRC and hence SGRC shall conduct a hearing. The Chairperson of the SGRC can direct, if required, its member(s) to gather evidences and meet again after the allocated time.

PROCEDURE OF ARBITRATION IN CASE OF DISPUTES

Where there is an allegation of misconduct on part of any employee including teachers and university officers below the rank of Provost / ProVC, the procedure of natural justice shall be followed as under:

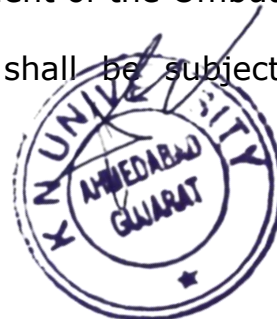
6.1 ACTION AGAINST TEACHERS AND OTHER STAFF

- 1) The conduct of all the staff (teaching and non-teaching), management and administrative staff including all officers below the rank of Provost is based on Honor, Trust and Mutual Respect. All the academic staff shall fall under the purview of the Provost and the administrative staff shall fall under the purview of the Registrar. The Provost and the Registrar shall fall under the purview of the President and the Vice President.
- 2) Where there is an allegation of misconduct against a teacher, the Provost shall constitute a Preliminary Enquiry Committee and, if necessary, based on the findings of the Committee, may later constitute a Departmental Enquiry Committee for the purpose.
- 3) In case, any member is accused of misconduct not conforming to the standards prescribed by all stakeholders, a Primary Enquiry Committee will be formed from amongst the teachers and non-teaching staff. A Primary Enquiry Committee shall have generally one member which may be extend up to three members. The accuser(s) and the member(s) accused of misconduct shall appear before the Primary Enquiry Committee. A Primary Enquiry Committee shall decide, based on representations and evidence presented before the committee, whether primacies there was an incidence of misconduct or not.

- 4) Based on the Primary Enquiry Committee report, the Provost/Vice Chancellor may drop the case or constitute a Departmental Enquiry Committee.
- 5) The Provost/Vice Chancellor may decide the course of action depending on the severity of the misconduct. An appeal, against any action taken by the Provost/Vice Chancellor, can be made to the President 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 Ahmedabad jurisdiction.

6.2 ACTION AGAINST STUDENTS

- 1) Where there is an allegation of misconduct against a student, the Dean-Student Welfare shall be reported.
- 2) The Dean-Student Welfare, upon receiving any information about misconduct or improper behavior or violation of the discipline by any student, shall immediately take appropriate action and do necessary damage control at the earliest to curb any such incidence and its reoccurrence.
- 3) The Dean-Student Welfare shall also ensure the proper students welfare initiatives are undertaken so as the instances of misconduct or improper behavior or violation of the discipline are restricted to the least.
- 4) The Dean-Student Welfare shall also ensure that proper anti-ragging guidelines are in place and are implemented at all levels and safety of women at the University is also ascertained.
- 5) If thought to be necessary, Dean-Student Welfare may constitute a committee consisting of the Chief Warden/Rector, Registrar and Head of the concerned college/institute/school of the University for specific instance of misconduct or improper behavior or violation of the discipline at the University in consultation with the Provost/Vice Chancellor as per the UGC norms.
- 6) The Accuser(s) and the member(s) accused of misconduct shall appear before the disciplinary committee.
- 7) The disciplinary committee shall decide, based on representations and evidences presented before the committee, whether there was an incidence of misconduct or not.
- 8) Based on the disciplinary committee report, the Dean-Student Welfare may decide the course of action with prior approval of the Provost/Vice Chancellor depending on severity of the misconduct.
- 9) An appeal against any action taken by the Dean-Student Welfare can be made to the President within 30 days from the date of receiving the communication of the action taken.
- 10) The constitution of the Anti-Ragging committee, Students Grievance Redressal Committee along with the appointment of the Ombudsperson shall be done as per the UGC norms.
- 11) All disputes, legal matters in such cases shall be subject to the Ahmedabad jurisdiction.



CHAPTER 7

CONFERRMENT OF DEGREES, CONVOCATION, WITHDRAWAL OF DEGREES, CONFERMENT OF HONORARY DEGREES & ACADEMIC DISTINCTIONS.

University shall institute such degree, diploma or certificate or other academic titles and distinctions as per the norms of the UGC and/or Regulatory Bodies

7.1 CONVOCATION

University shall confer:

- 1) Degrees or Diplomas or Certificates or other academic titles and distinctions on the persons who have fulfilled the requirement of the University for such Degrees or diplomas or certificates or other academic titles and distinctions as per the provisions of the Section 33 of the Act. Such Degrees or Diplomas or Certificates may be conferred/awarded at the convocation either in person or absentia.
- 2) Convocation for awarding/conferring its degrees, diplomas, and other academic distinctions of the University shall normally be held annually.
- 3) The academic Council shall frame regulations relating to the formats of the degree, diploma, documents, certificates and citations their texts, issuance of these documents in absentia/duplicate degree & procedure for holding the convocation
- 4) The academic council shall make recommendations to the Governing Body based on the recommendations received from the Dean Office of each faculty for conferment of the degrees. The President on behalf of the University shall confer degrees upon the students so recommended and approved by the Governing Body

7.2 WITHDRAWAL OF DEGREE

The Academic Council shall have the right to withdraw Degrees, Diplomas, Certificates, Academic Distinctions etc. if the council finds that the same is achieved by the person on wrong grounds/qualifications/eligibility criteria or in violation of the norms and standards prescribed by the Regulatory authorities from time to time after providing opportunity of being heard.



7.3 CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS

The University shall institute such Degree or other Academic Distinction as per provisions laid down in the section 26(1-g) of the act and according to the norms of UGC / Regulatory Bodies.

- 1) The proposal of conferring any honorary degree or academic distinction on some distinguished personality shall be made in writing along with the biodata of the proposed recipient by the concerned faculty to the Chairman of the Academic Council. Only one honorary degree shall be awarded at each convocation ceremony.
- 2) On receipt of the proposal a special meeting of the Academic Council shall be called to consider the proposal.
- 3) At such special meeting of the Academic Council, the Provost/Vice Chancellor shall call upon the members to indicate their opinion about the proposal. If the proposal is passed by the Academic Council, it shall be placed before the Governing Body for approval.
- 4) Every proposal for conferment of any Honorary degree or academic distinction shall be made separately and considered in respect of the proposed recipient.
- 5) No employee or Trustee or Officer, holding any position in either University or Sponsoring Body shall be eligible for an Honorary Degree.



CHAPTER 8

SCHOLARSHIP & FELLOWSHIP TO THE STUDENTS OF THE UNIVERSITY

8.1. Administration of Endowment Fund for awarding fellowships, scholarships, medals and prizes in the University as per the provisions laid down in section 28(1-d) of the Act.

The University shall create an endowment fund which shall be governed by the following terms and conditions:

- 8.1.1. The Board of Management may accept donations for creation of endowment fund for the award of fellowships, scholarships, medals and prizes of a recurring nature.
- 8.1.2. The Board of Management shall administer all the endowments.
- 8.1.3. The award shall be made out of annual income occurring from the endowment funds. Any part of the income which is not utilized shall be added to the endowment.
- 8.1.4. The Board of Management shall prescribe the conditions of depositing the endowment fund in a nationalized/scheduled/cooperative bank.
- 8.1.5. The value of endowment necessary for instituting an award shall be prescribed by the Board of Management
- 8.1.6. 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. In case any endowment is accepted by the BOM, the Board shall make a regulation for it by providing such details as the name of the donor, name of the endowment, initial value, the purposes of the endowment etc.
- 8.1.7. Approval of the names of the 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.



CHAPTER 9

ADMISSIONS POLICY FOR STUDENTS OF KN UNIVERSITY

9.1 ADMISSION OF STUDENTS

The admissions to different courses run by the University shall be given as per the provision in section 26(1-i) of the Act as follows:

- 1) Admission to various programs shall be governed by the norms as prescribed in the Ordinances/regulations framed for the concerned courses/programs/subjects.
- 2) University may conduct its own Entrance Test if necessary or may use the result of the examinations/tests conducted by different State/National level professional bodies.
- 3) The University may admit the students on the basis of merit wherever entrance test is not required.
- 4) As and when necessary the guidelines of the different regulatory bodies of the State/Central level shall be followed.
- 5) The University may admit the students from other states and overseas countries directly if they fulfil the eligibility criteria.

9.2 NUMBER OF THE SEATS IN DIFFERENT PROGRAMS

Number of the seats in different courses/subjects for an Academic Year shall be determined by the BoM in consultation with Academic Council /Concerned institute/Faculty/Schools/Department/Center and such other officers, authorities, bodies, committees or boards as the BOM considers appropriate to consult.



CHAPTER 10

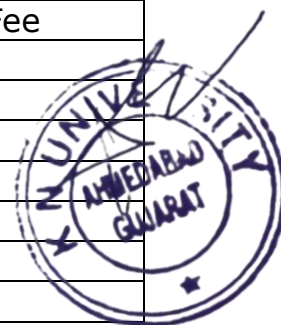
FEES TO BE CHARGED FROM THE STUDENTS

10.1 Provisions Regarding Fees

The University shall follow the criteria for fixation of fees for various programs as determined as per provisions of the Section 26(1-j) of the Act and by the professional fee fixation committee wherever applicable. The overall fee structure shall be fixed by the Finance Committee keeping in view the local circumstances and appropriate fee-waiver schemes, scholarships, fellowships and other financial incentives which are also given to the eligible students.

All the programs in the University shall run on self-financed model. The following types of General or Common fees may be charged from the Students.

Sr No	Type of Fee
1	Prospectus & Registration
2	Entrance Examination
3	Admission Fee (wherever applicable)
4	Tuition Fee
5	Examination Fees
6	Library
7	Laboratory
8	Development/Amalgamated Fund
9	Caution Money & Library Deposit
10	Hostel Fee
11	Transportation (Bus Fee)
12	Uniform Fee
13	Convocation Fee
14	Industrial Academic Tour Fee
15	Summer Training Arrangement/ Supervision Fee
16	Social Project Supervision Fee
17	Finishing School Fee
18	Yoga/Meditation Training Fee
19	Physical Training & Sports Fee
20	Educational Tour Fee
21	Study Material Fee
22	Stationery Fee
23	Students' Welfare Fee
24	Cultural/Co-curricular Activities Fund
25	Extra Classes Fee
26	Duplicate Document(s) Fee



27	Migration Fee
28	Verification Fee
29	Compliance Fee
30	Re-Evaluation Fee
31	Name Change Fee
32	Rechecking Fee
33	Medical/Group Insurance Fee
34	Personality Development Fee
35	Soft-Skill Training Fee
36	Alumni Fees
37	Collegiate Women Development Council Fees (CWDC)
38	Profile & Placement Fees
39	International Exposure Fee
40	Any Other(s)

- 10.2 The Board of Management can have minor changes in the fee structure.
- 10.3 Fees for duplicate marksheets, re-evaluation, issuance of degrees and such other matters may be charged from the students as prescribed by the Board of Management.
- 10.4 The components maybe more and vary from program to program and shall be decided by the Board of Management for each program from time to time.
- 10.5 The fees for programs wherever required shall be in conformity with those proposed by the concerning regulatory bodies.
- 10.6 Fee structure of various courses and provisions of exemption form tuition fee shall be decided by the Board of Management with recommendations from Academic Council from time to time

