



ARKA JAIN **University** **Jharkhand**

THE FIRST STATUTE

OF

THE ARKA JAIN University, Jharkhand, 2017

(JHARKHAND ACT, 14, 2017)

In exercise of powers conferred by sub-section (1) and (2) of section 31, of the ARKA JAIN University Act, 2017 (Jharkhand Act, 14, 2017), the Governing Body of the ARKA JAIN University, Jharkhand hereby adopts the following Statute, namely: -

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THE FIRST STATUTE OF THE UNIVERSITY

(Under Section 31 of the ARKA JAIN University Act. No. 14 of 2017)

Statute 1: Short Title, Scope and Commencement

1. “Act” means The ARKA JAIN University Act, 2017 (Jharkhand Act, 14, 2017).
2. “First Statute” means the First Statute of the ARKA JAIN University, Jharkhand.
3. These Statute shall come into force with effect from the date of publication of it in the official Gazette by the State Government of Jharkhand;
4. The Statutes are to be read in conjunction with the provisions of the Jharkhand Act No 14 of 2017. In case of any specific provisions found to be missing in the Statutes, the Ordinances, or the Rules etc. and/or if there be any difference in the provisions of the Jharkhand Act No 14 of 2017 and the Ordinances or the Statutes, the provisions of the Jharkhand Act No 14 of 2017 shall prevail.
5. The Statutes may be amended by the Governing Body of the University from time to time, and the amended statutes, if any shall be applicable, with immediate or retrospective or prospective effect, from such a date as prescribed in the notification
6. The Board of Management however, shall not make, amend, repeal any Statutes affecting the powers of any authority of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes and any opinion so expressed shall be considered by the Board of Management.
7. All words and expressions used herein and defined in the Act shall have the meanings respectively assigned to them in the Act.

Statute 2: Definitions

In this Statute, unless the context otherwise requires:

1. “Act” means The Jharkhand Private Universities Act, 14, 2017 as amended from time to time.
2. “University” means the —ARKA JAIN University, Jharkhand as incorporated under the ARKA JAIN University Act, 2017 (Jharkhand Act, 14, 2017);
3. “Governing Body” means the Governing Body of ARKA JAIN University: constituted as per Statute No. 6, (6.2) of this act and under section (22) of Jharkhand Act, 14, 2017;
4. “Board of Management” means the Board of Management of The ARKA JAIN University; as constituted in Statute No.6, (6.3) of this act and under section (23) of Jharkhand Act, 14, 2017;
5. “Academic Council” means the Academic Council of the ARKA JAIN University; as constituted in Statute No. 6, (6.4) of this act and under section (24) of Jharkhand Act, 14, 2017;
6. “Finance Committee” means the Finance Committee of the ARKA JAIN University; as constituted in Statute No. 6, (6.6) of this act and under section (25) of Jharkhand Act, 14, 2017;
7. “Planning Board” means the Planning Board of the ARKA JAIN University; as constituted in Statute No. 6, (6.7) of this act and under section (26) of Jharkhand Act, 14, 2017;
8. “Visitor” means the Visitor of the ARKA JAIN University, His Excellency Governor of Jharkhand; as appointed in Statute No. (7) of this act and under section (10) of Jharkhand Act, 14, 2017;
9. "Pro-Chancellor" means the Pro-Chancellor of the ARKA JAIN University; as appointed as per Statute No. (8) (8.1) of this act;
10. "Chief Executive Officer" means the Chief Executive Officer of the ARKA JAIN University; as appointed in Statute No. 8, (8.3) of this act;
11. “Vice Chancellor” means the Vice Chancellor of the ARKA JAIN University; as appointed in Statute No. 8, (8.4) of this Act;

12. “Pro Vice Chancellor means the Pro Vice Chancellor of the ARKA JAIN University; as appointed in Statute No. 8, (8.5) of this act and under the section (15) of Jharkhand Act, 14, 2017;
13. “Registrar” means the Registrar of the ARKA JAIN University; as appointed in Statute No. 8, (8.8) of this act and under section (17) of Jharkhand Act, 14, 2017;
14. “Chief Finance & Accounts Officer” means the Chief Finance & Accounts Officer of the ARKA JAIN University; as appointed in Statute No. 8, (8.9) of this act and section (18) of Jharkhand Act, 14, 2017;
15. “Controller of Examinations” means the Controller of Examinations of the ARKA JAIN University; as appointed in Statute No. 8, (8.10.4) of this act under section (19) of Jharkhand Act, 14, 2017;
16. “College” means a College maintained by the University;
17. “Director / Principal” means the Director/ Principal of an Institution; as specified in Statute No. 8, (8.6.6) of this act and under section (16) of Jharkhand Act, 14, 2017;
18. “Dean” means the Dean of the School/Faculty; as specified in Statute No. 8, (8.6) of this act and under section (20) of Jharkhand Act, 14, 2017;
19. "The Dean of Student's Welfare" means the Dean of the Student's Welfare as specified in Statute No. 8, (8.10.1) of this act and under section (20) of Jharkhand Act, 14, 2017;
20. "The Proctor" means the Proctor of the ARKA JAIN University as specified in Statute No. 8, (8.10.2) of this act and under section (20) of Jharkhand Act, 14, 2017;
21. “Notification” means a Notification published in the official Gazette of the State Government of Jharkhand;
22. “Prescribed” means Prescribed by the Statute made under this Act;
23. “Statute, Ordinances, Regulations or Rules” mean respectively the Statute, Ordinances, Regulations or Rules of the ARKA JAIN University as frame from time to time respectively as per section (31, 33 & 35) of Jharkhand Act, 14, 2017;
24. “Academic Program” means a program of course units / credits and/or any other component required for a Bachelor’s degree, or a Master’s degree, or a Research degree or an undergraduate or a post graduate diploma, or an advanced diploma, or a certificate or other academic distinctions as may be approved by the Governing Body;

25. “Admission Committee” means a Committee at the University level constituted by the Academic Council;
26. “Advanced Diploma” means an Advanced Diploma of the University as may be approved by the Governing Body;
27. “Statute” means a duly numbered Statute of the First Statute of the University;
28. “Campus” means that area of the University in which it is established.
29. “Certificate” means the Certificate of the University as may be approved by the Governing Body;
30. “Constituent Unit” means an Institution / School / College / Centre established / Operated and maintained by the University;
31. “School of Studies” means the School of Studies of the School / Centres / Departments / Institutions of the University;
32. “Degree” means a Degree of Doctor of Literature, Doctor of Science, Doctor Law(s), Doctor of Philosophy, Master’s Degree or Bachelor’s Degree, and such other Degrees of the University as may be approved by the Governing Body;
33. “Department” means a University Teaching Department established by the University to carry out teaching & research;
34. “Examination Council” means the Examination Council of the University;
35. “Research Council” means the Research Council of the University;
36. “Government” means the Government of Jharkhand;
37. “Diploma” means a Diploma approved by the Governing Body;
38. “Distance Education” means the system of imparting education through any means of communications such as Broadcasting, Telecasting, Correspondence Online, Seminar, Contact Program or a combination of any two or more such means;
39. “He” includes She and “His / Him” includes her;
40. “Regulations” means Regulations of the University;
41. “Section” means a duly numbered Section of the Act;
42. “Sponsoring Body in relation to the University” means ARKA Educational & Cultural Trust, Registered at Sub-Registrar Office, Basvangudi, Bangalore, Trust Reg.No. BSG-4-00138-2009-10, dated 21/11/2009.

43. “Student of the University” means a person enrolled in the University or taking a course of study for a degree, diploma, certificate or other academic distinction duly instituted;
44. “University Teacher” means Professor, Associate Professor & Assistant Professor and such other persons as may be appointed for imparting instruction or conducting research in the University or in any college or institution of the university and are designated as teachers by the Statute;
45. “Course Coordinator” shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including setting up of course syllabus, timeline for conduct of various component of the course, examinations and the award of grades. In case of any difficulty, the student is expected to approach the Course Coordinator for advice and clarification;
46. “Employee” means any person duly appointed through engagement letter etc. by the University, and includes a teacher or any other member of the staff of the University;
47. "Examination Hall", means the examination place, room, location, where students have to appear for the respective examination;
48. "Examination Pattern", means the system of the examination being followed by the University;
49. "External Examiner", means the examiner from other University/Institution;
50. "Fee" means the collection made by the University from the students, by whatever name it may be called;
51. “Hostel” means scholar/students Hostel of the University;
52. "Internal Examiner", means the examiner from a teaching department of the University;
53. "Invigilator", means the teacher or person who has been assigned duty in the particular examination hall;
54. “Regular Student”, means the student who is studying in full time program running in the University in the respective academic year, and seeks permission for appearing in examination of the University as such;
55. “Regulatory Body” means statutory bodies established by the central government from time to time such as University Grants Commission, and includes All India Council of Technical Education, Bar Council of India, the Distance Education Council, Dental

Council of India, the Nursing Council, the Medical Council of India, the National Council of Teacher Education, Central Council of Indian Medicine, Pharmacy Council of India or any other statutory body as the case may be;

56. “UGC” means University Grant Commission, Bahadur Shah Zafar Marg, New Delhi – 110002, India.

Statute 3: Seal, Flag, Anthem, Insignia etc. of the University

1. The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as approved by the Board of Management, subject to further changes or amendments, as deemed necessary from time to time.
2. The University may decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government.

Statute 4: Objects of the University

The objects of the University shall be to disseminate and advance knowledge and skill by providing instructional, research and extension of facilities and in such branches of learning as it may deem fit and the University shall endeavor to provide to students and teachers the necessary atmosphere and facilities for the promotion of:

- a. Innovations in education leading to restructuring of courses, new methods of teaching, training, and learning including online learning, blended learning, continuing education and such other modes and integrated and wholesome development of personality;
- b. Studies in various disciplines;
- c. Inter disciplinary studies;
- d. National integration, secularism and social equity and International understanding and ethics;

The other objectives for which the University is established are as under:

1. To establish campus in the State of Jharkhand;
2. To offer continuing and distance education programs;
3. To confer degrees, diplomas, charters, certificates and other academic distinctions on the basis of examination or any other method of evaluation;
4. To disseminate knowledge through seminars, conferences, executive education programme, community development programs, publications and training programs;
5. To collaborate with other college or universities, research institution, industry associations in India or abroad, to conceptualize, design, develop and implement specific programs and exchange programs of education for students, faculty member and other;
6. To undertake programs for the training and development of faculty members of the University;
7. To create higher levels of intellectual and learning abilities in students, faculty and larger society;
8. To provide consultancy to industry, Government and Public Organization, other educational institutions;
9. To ensure that the standard of the degrees, diplomas, charters, certificate and other academic distinctions are not lower than those laid down by the University Grant

Commission (UGC), All India Council for Technical Education (AICTE), Bar Council of India (BCI), the Distance Education Council (DEC), the Dental Council of India (DCI), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), Pharmacy Council of India (PCI) and other National Accreditation bodies as applicable;

10. To pursue any other objectives as may be approved by the State Government and/or Governing Body;
11. To establish assessment and examination centers and counseling centers;
12. To develop and provide test and training facilities in the field of higher education;
13. To provide for inclusive education for men and women from all sections of society;
14. To provide for arrangement for national and global participation in the field of higher education and support/sponsor any other Educational Initiative/ University/Institution, co-curricular, sports, life skills, etc. that develop the physical, Intellectual, artistic, cultural and spiritual dimensions as part of value based holistic education;
15. To establish close linkage with the Industry, business, education institutions, charitable Institutions and other sections of the society to make teaching, research training, documentation, publication, use of various media and outreach activities at the university relevant to the needs of the university and society, at national and International level and to receive and or give aids, grants as may be necessary for furtherance of such objectives;
16. To provide instructions, teaching, training and in skill development, vocational and educational training.
17. To provide instruction, teaching, training and research in specialized fields of Business Management, Engineering & Applied Science, Biotechnology, Law, arts and commerce, Humanities and Social Sciences, Hospitality and Tourism, Media and Communication, Medical & Health Care and Pharmacology, Insurance and Risk Management, Architecture and Planning, Film & Television, Fashion Technology, Mining, Forestry, Quality Training & Development of State Government Officers, company executives, Faculty Development Programme (FDP), Executive Development Programme (EDP), etc. and any other field of study as approved by UGC , New Delhi or any other regulatory

body, subjects and make provisions for research , advancement and dissemination of knowledge therein.

Statute 5: Powers and functions of the University

1. To administer and manage the University, establish, administer and manage its constituent colleges and centers for research, education, training, extension and e-learning as its campus within the State of Jharkhand.
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 sciences, education, management, commerce, law, pharmacy, healthcare and any other fields;
3. To conduct innovative experiments in educational technologies, teaching 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 degree, diploma or grant certificate and other academic distinctions or title on persons subject to such condition as the University may determine and to withdraw or cancel any such degree, diploma or certificates and other academic distinction or titles in the manner prescribed by the Regulations;
6. To institute and award fellowships, scholarships, medals and prizes;
7. To confer honorary degrees or other distinction on the manner prescribed by the Statute;
8. To establish schools, centers, institutes, college and conduct the programme and courses of study as are in the opinion of the University, necessary for the furtherance of its objects;
9. To declare as a constituent college any college, centre, institution imparting education as are in the opinion on the University necessary for the furtherance of its objects or to establish a new constituent college, centre, institution for the purpose;
10. To provide for printing, publication and reproduction of research, educational material and other works and to organize exhibitions, conferences, workshops and seminars;
11. To establish knowledge resource centre;

12. 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;
13. To collaborate or associate with any educational institution with like or similar objects;
14. To establish campuses including virtual campus for the purpose of achieving the objectives of the University;
15. 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;
16. 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;
17. To render services of research, training, consultancy and such other services as required for the purposes of the University;
18. 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;
19. To make special arrangement in respect to women and other disadvantaged students as the University may consider desirable;
20. To regulate the expenditure and to manage the finances and to maintain the accounts of the University;
21. To receive funds, movable and immovable properties, equipments, 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;
22. To establish, maintain and manage halls, hostels for students and quarters for the residence of faculty and staff;
23. To construct, manage and maintain centers, complexes, auditorium, buildings, stadium for the advancement of sports, cultural, co-curricular and extra-curricular activities;

24. 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;
25. To fix, demand and receive or recover fees and such other charges as may be prescribed by the Statute;
26. To institute and award fellowships, scholarships, prizes, medals and other awards;
27. 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;
28. 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;
29. To draw and accept, to make and endorse, to discount and negotiate promissory notes, bills of exchange, cheques and other negotiable instruments;
30. 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 pay all expenses out of the funds of the University,
31. To Invest the funds of the University In or upon such securities and transpose any Investment from time to time in such manner as II may deem fir in the Interest of the University;
32. 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;
33. To determine standards of admission to the University, constituent colleges, affiliated colleges, regional centers, study centers with the approval of Academic Council and/ or Governing Body;
34. To create academic, technical, administrative, ministerial, consultative and other posts prescribing qualifications by the rules and to make appointments thereto;

35. To regulate discipline and enforce disciplinary action among the students, staff members, employees, unions, councils of the University and to provide for such disciplinary measures as may be prescribed by the Regulations;
36. To Institute professorships, associate professorships, assistant professorships, readerships, lectureships, any other teaching, academic or research and supporting posts are to prescribe by the Statues, the qualifications for the persons to be obtained on such posts;
37. To make appointments of the faculty, officers and employees of the University or a constituent college, affiliated colleges, Regional centers or Study centers.
38. To co-operate with other Universities, support/sponsor any other educational initiative/University/Institution and acquire membership of, bodies, authorities, or associations, which may have been formed for the advancement of learning, Innovation, science or research, or for the dissemination of knowledge or for the physical and moral welfare or students and society, in such manner and for such purpose as the University may determine by Statues;
39. To do all such acts and things as the University may consider necessary conducive or incidental to the attainment or enlargement of all or any of the objects of the University;
40. To offer programmes on distance learning basis and continuing education and determine the manner in which such programs are offered by the University;
41. To allow merit scholarship to at least five percent of the total strength, to the students belonging to poor and economically backward classes. The relevant criteria for determining the poor and economically backward classes shall be such as may be determined by the State Government from time to time.
42. To make provisions for reservation of seats for the students domiciled in the State of Jharkhand to the extent of at least twenty five percent of the total students in the university. The reservation of seats shall be regulated by the laws and orders of the State Government from time to time
43. The university shall make provisions for reservation of non-teaching posts in the university for the persons domiciled in the State of Jharkhand to the extent of at least fifty percent of the total number of non-teaching posts of the university. The reservation of

seats shall be regulated by the laws and orders of the State Government from time to time.

44. To develop or purchase instructional materials including films, cassettes, tapes, video cassettes. CD, VCD and other teaching aids, technology and software;
45. To recognize examinations or periods of study (whether in full or part) of other universities, institutions or other places of Higher learning as equivalent to examinations or period of study in the University and give credit based or any other modes of assessment that is prescribed by the Governing Body and / or have suitable tests in place and withdraw such recognition at any time;
46. To do all things necessary or expedient to exercise the above powers.

Statute 6: The Constitution, Powers and Functions of Authorities of the University

6.1 Under Section 21 of the Jharkhand Act No 14 of 2017, all or any of the following shall be authorities of the University: -

- a. the Governing Body,
- b. the Board of Management,
- c. the Academic Council,
- d. the School of Studies,
- e. the Finance Committee,
- f. the Planning Board,
- g. the Admission Committee,
- h. the Fee Committee,
- i. the Examination Board,
- j. the Central Research Council,
- k. such other authorities as may be declared by the Statutes to be authorities of the University

6.2 The Governing Body

6.2.1: The Governing Body shall consist of following:

- a. the Chancellor **Chairperson**
- b. the Pro-Chancellor
- c. the Chief Executive Officer
- d. the Vice-Chancellor
- e. the Registrar **Member Secretary**
- f. the Secretary to the Government, Department of Higher and Technical Education, Jharkhand, or his nominee
- g. Two members from industry/corporate nominated by the Sponsoring Body.
- h. Two eminent educationists to be nominated by the sponsoring body
- i. One expert of management or technology from outside the university, nominated by the Chancellor and
- j. One expert of finance, nominated by the Chancellor

Provided that the Secretary to the Government, Department of Higher & Technical Education, Jharkhand, or in his absence, Director, Higher Education shall be present in each meeting in which decisions on issues involving Government policies/ instructions are to be taken.

6.2.2 The Chancellor shall be the Ex-Officio Chairman of the governing body

6.2.3. The members of the Governing Body referred to in items (g), (h), (i) and (j) shall hold office for a term of two years.

6.2.4. The term of office of the members of the Governing Body shall commence from the date of nomination, or appointment, as the case may be.

6.2.5. One third of the members of the Governing Body including the Chairperson shall constitute the quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither quorum nor a notice shall be necessary in the case of such a reconvened meeting.

6.2.6 The Chancellor has the right to review and modify the composition of the governing body at any time. The Governing Body primarily is an advisory body but shall have the following general power and functions, namely: -

- a. to review from time to time, the broad policies and programs of the University and suggest measures for the working, improvement and development of the University;
- b. to consider and pass resolutions on the Annual Report and Annual Accounts of the University and Audit Report of such accounts;
- c. to advise the Chancellor in respect of any matter which may be referred to it for advice;
- d. to perform such other functions as may be prescribed

6.2.7. Meetings of the Governing Body:

- a. The GB shall meet as often as may be necessary but not less than once during a calendar year.
- b. Seven members including the Chairman shall form a quorum for a meeting of the governing body. Attendance of one amongst the Chancellor, Pro Chancellor or Vice-Chancellor is necessary. In absence of all of these three officers of the University, the meeting shall not be held.

- c. Meetings of the governing body shall be convened by the Chairman either on his own initiative or at the request of the Vice Chancellor or on a requisition signed by not less than four members of the Governing Body.
- d. All questions considered in the meetings of the governing body shall be decided by majority votes of the members present and voting including the Chairman. If the votes be equally divided, the Chairman shall have a second or casting vote.
- e. The Chancellor, if present, shall preside at every meeting of the governing body. In his absence, the Chancellor may nominate Pro Chancellor or a member of the governing body or the members present shall elect one from amongst themselves to preside at the meeting.
- f. A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting, provided that the Chairman may call a special meeting of the body at short notice to consider urgent issues.
- g. The notice may be delivered either by hand or e-mail or sent by registered post at the address of each member as recorded in the office of the GB and if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.
- h. Agenda shall be circulated by the Registrar to the members at least 07 days before the meeting
- i. Notices of motions for inclusion of any item on the agenda must reach the Registrar at least ten days before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received
- j. The ruling of the Chairman in regard to all the questions of procedure shall be final
- k. The minutes of the proceedings of the Governing Body shall be drawn up by the Registrar with the approval of the Chairman and circulated to all members of the Governing Body. The minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed and signed

by the Chairman, they shall be recorded in a minute book which shall be kept open for inspection of the members of the governing body.

- l. If a member of the governing body fails to attend three consecutive meetings without leave of absence, he shall cease to be a member of the governing body, unless the Chairman desires otherwise.
- m. All orders and decisions of the governing body shall be authenticated by the signature of the Registrar or any other person authorized by the governing body in its behalf.
- n. The minutes of the Board of Management shall be reported in meeting of the governing body

6.2.8: Powers of the Governing Body;

The Governing Body shall be the supreme authority of the University. It shall have the following powers, namely:

- a. to provide general superintendence and directions and to control the functioning of the university by using all such powers as are provided by this Act, Statutes, Ordinances, Regulations or Rules;
- b. to review the decisions of other authorities of the university in case they are not in conformity with the provisions of Act, Statutes, Ordinances, Regulations or Rules;
- c. to approve the budget and annual report of the university;
- d. to lay down the extensive policies to be followed by the university;
- e. to recommend to the sponsoring body for the dissolution of the university if a situation arises when there is no smooth functioning of the university in spite of best efforts; and
- f. such other powers as may be specified by the Statutes.

6.3 The Board of Management

6.3.1 The Board of Management shall consist of the following members, namely:

- A. The Vice Chancellor shall be the Chairperson of the Board of Management.
 - a. The Vice Chancellor;
 - b. The Chief Executive Officer;
 - c. The Secretary to the Government, Department of Higher and Technical Education, Jharkhand or his nominee;
 - d. Two members of the Governing Body nominated by the Sponsoring Body;
 - e. Three persons, who are not the members of the Governing Body, nominated by the Sponsoring Body;
 - f. Three persons, from amongst the teachers, nominated by the Sponsoring Body;
 - g. Two teachers nominated by the Vice Chancellor;
 - h. The Registrar shall be the Member Secretary;
- B. The Powers & Duties of the Board of Management shall be such as may be specified by the Statute.
- C. The Board of Management shall meet once in every three months.
- D. The quorum for meetings of the Board of Management shall be five. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither quorum nor a notice shall be necessary in the case of such a reconvened meeting.
- E. The tenure of membership of members of the Board of the Management shall be three years. However, the persons so nominated shall be eligible for re-nomination for further terms.

6.3.2 The Board of Management shall exercise the following powers and perform functions:

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1. To examine and approve financial accounts together with audit report.
2. To examine and recommend budget for recurring & non-recurring expenditure to Governing Body for approval. The Board will also oversee the expenses vis-a-vis approved budget for expenditure.
3. To approve Ordinances and Regulations of the University.

4. To create teaching, administrative, and other necessary posts inter-alia covering qualifications and emoluments in consultation with the Finance Committee.
5. To approve the appointment of such Professors, Associate Professors, Assistant Professors, other teachers and academic staff as may be necessary on the recommendation of the selection committee.
6. To define the function, terms and conditions of service of Professors, Associate Professors, Assistant Professors, other teachers and academic staff employed by the University in consultation with the Academic Council.
7. To approve and specify the manner of appointment to temporary vacancies of academic staff.
8. To make provision for the appointment of visiting Professors. Emeritus Professors, Fellows, Artists, Writers and other distinguished Professionals as required and determine the terms and conditions of such appointments.
9. To manage and regulate the finances accounts, investments, property of the University and other affairs of the University and to appoint such agents as may be considered fit in consultation with the Finance Committee.
10. To oversee enforcement of discipline amongst the employees in accordance with the Statute, Ordinances and Regulations.
11. To recommend transfer or acceptance of transfer of any immovable or moveable property on behalf of the University to the Governing Body.
12. To fix the remuneration payable to course writers, counselors, examiners and invigilators, and traveling and other allowances payable in consultation with the Finance Committee.
13. To recommend to the Governing Body to delegate any of its powers to any committee or sub-committee, the Vice-Chancellor, the Registrar, the Chief Finance and Accounts Officers or any other officer of the University.
14. To entertain, adjudicate upon, or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved, through proper channel.
15. To institute fellowships, scholarships, etc.
16. To select an emblem and to have a common seal for the University and to provide for the custody and use of such seal in consultation with the Sponsoring Body.
17. To approve conferment of degrees, awards, and fellowships.

18. To approve collaborations / exchange programmes with renowned national / international universities to achieve international quality standards in teaching and research.
19. To oversee the management of general and endowment funds as prescribed in the Act in consultation with the Finance Committee.
20. To appoint committees for such purposes under his Statute and with such powers as it may deem fit and to appoint such persons on these committees as it may think fit.
21. To approve provision of buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the University.
22. To examine and accord final approval of building plans and award building contracts or to authorize construction.
23. To issue appeals for funds for carrying out the objectives of the University and accept such funds as grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys.
24. To refer all matters of policy and financial decisions to the Governing Body and ensure that the minutes are regularly presented in the meetings of the Governing Body for perusal and approval.
25. To raise and borrow money with the approval of the Governing Body on bonds, mortgages, promissory notes or other securities founded or based on any of the properties and assets of the University or without any securities and upon approved terms and conditions and to pay out of the University all expenses incidental to the raising of money and to repay and redeem any money borrowed.
26. To exercise such other powers and perform such other functions/duties as may be conferred on it the Act or the Statute or as prescribed by the Chancellor/Governing Body

6.4. Academic Council

6.4.1. The Academic Council shall consist of the following members namely:

1. The Vice Chancellor; **Chairperson**
2. The Chief Executive Officer;
3. The Pro-Vice Chancellor, if any;
4. Directors / Deans / Chairperson / Head of the Schools of Studies in order of seniority by rotation;

5. The Registrar; **Member Secretary**;
6. The Dean of Students Welfare;
7. The University's Librarian;
8. The Controller of Examinations;
9. Four Directors/Deans/Chairpersons/Heads nominated by the Vice Chancellor other than iii above;
10. Four faculty members (professors/associate professors / assistant professors of schools / departments / constituents institutions nominated by the Vice Chancellor);
11. Two Academician from outside the University nominated by the Governing Body;
12. Two nominees of the chancellor from amongst scientist, educationist, technocrats;
13. Two nominees of the Sponsoring Body from amongst scientist, educationist, technocrats

6.4.2. All members of the Academic Council, other than ex-officio members, shall hold office for a term of two years

6.4.3. One third of the total members of the Academic Council shall constitute a quorum. In case the Quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a reconvened meeting.

6.4.4. Powers and duties of the Academic Council:

The Academic Council shall be the principal Academic Body of the University and shall co-ordinate and exercise general supervision over the Academic policies of the University.

Powers and duties of the Academic Council shall be as follows:

1. to exercise general supervision over the academic policies of the University and to give directions regarding methods of instructions, cooperative teaching among schools, research programs or improvements in academic standards.
2. to approve the syllabus of programs of studies as recommended by the Board of Studies, periodic review of syllabi, teaching methods, training facility and assessment of performance of students and library resources.

3. to bring about inter-school co-ordination to appoint Committees or Boards, for taking up projects on an inter-school basis.
4. to consider matters of general academic interest either at its own initiative or referred to it by a School, or the Governing Body and to take appropriate action thereon.
5. to formulate, modify or revise schemes for the organization of, and assignment of subjects to Schools of Studies and to report to the Governing Body as to the expediency of the abolition, reconstitution or division of any school of studies or the amalgamation of one or more schools
6. to make recommendations to the Board of Management for the establishment/expansion of and/or alteration to various Schools, Departments, Centres, Institutes of higher learning, specialized Laboratories, Libraries and Museums.
7. to formulate, revise, or redefine the academic fields of study or subjects allocated to a School/Institute/Centre, a Department or any unit of an academic program.
8. to recommend to the Governing Body the draft Ordinances, rules or Regulations for various academic programs and activities of the University.
9. to constitute such Advisory Council/Committees of students' affairs consisting of such number of teachers and students as may be prescribed by the regulations.
10. to submit an annual report of its activities to the Governing Body/Board of Management.
11. to take measures to ensure excellence in standards of teaching, examination and research

Subject to the provisions of the Act and this Statute, the Academic Council shall, in addition to all other powers vested in it, have the following powers, duties and functions, namely:

- i. Supervise & control admissions of students in the University and the examinations of the University;
- ii. to report on any matter referred to it by the Governing Body;
- iii. to make proposals to the Governing Body for the establishment of Departments, Colleges, Institutions of higher learning, Special Centres, Specialized Laboratories, Libraries and Museums;
- iv. to consider proposals submitted by the Schools of Studies;

- v. to promote research within the University and to require, from time to time, reports on such research;
- vi. to make recommendations to the Governing Body with regard to the creation and abolition of teaching posts in the University and the classification of the said posts and the emoluments and duties attaching thereto;
- vii. to recognize diplomas and degrees of other Universities and institutions and to determine their equivalent diplomas and degrees of the University and to collaborate with other universities including foreign universities;
- viii. to appoint Committees for admission to the University;
- ix. to publish lists of prescribed or recommended textbooks and to publish the syllabuses of prescribed courses of study;
- x. to make such arrangements for the instruction and examination of persons, not being members of the University, as may be necessary;
- xi. to recommend to the Governing Body draft Ordinances regarding examinations of the University and the conditions on which students should be admitted to such examinations;
- xii. to make recommendations to the Governing Body in regard to the appointment of examiners and, if necessary, their removal and the fixation of their remuneration/emoluments and travelling and other expenses;
- xiii. to make arrangements for the conduct of examinations, including their venues and schedules and to maintain proper standards of examinations;
- xiv. to declare the results of various University examinations, or to appoint Committees or Officers to do so;
- xv. to make recommendations for the conferment of honorary degrees and to confer or grant degrees, academic distinctions, honors, diplomas, titles and marks of honors;
- xvi. to make proposals to the Governing Body for the institution of fellowships, scholarships, studentships, medals and prizes and to award the same;

xvii. 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 of the provisions of the Act, these Statute and the Ordinances;

xviii. to promote the health and welfare of students and to constitute a Council of Students' Affairs consisting of such number of teachers and students as may be prescribed by the Ordinances, to advise the Academic Council on matters relating to the welfare of the students of the University.

6.4.5. Meeting of the Academic Council:

- a. The Academic Council shall normally meet at least twice a year on the dates decided by the Vice Chancellor and at such other times as the Vice Chancellor may direct.
- b. In the absence of the Vice Chancellor in a meeting, the Pro Vice Chancellor shall preside at the meeting.
- c. Ordinarily fourteen days notices shall be given for all meetings of the Academic Council and the agenda papers shall be issued at least three days before the date of the meeting.
- d. Notice of a motion or resolution which has been given by member, must reach the Registrar ordinarily three days before the date of the meeting at which the motion or the resolution is to be moved.
- e. One third the members of the Academic Council including the Chairperson shall constitute the quorum at the meeting; In case the Quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a reconvened meeting.
- f. Transaction of Business: In arriving at a decision, if voting becomes necessary it shall be done in manner to be decided by the chairperson. In case of a tie, the chairperson shall have a second cast.
- g. In emergent cases, the chairman, academic council may exercise the powers of the Academic Council. Further, in case of Chairman, exercising any of the powers on the academic council, the members shall be informed through email, post facto and the decisions put up in next meeting of the academic council for ratification.

6.5. School of Studies

6.5.1. Every School shall have a Board consisting of the following members, namely:

1. The Dean of the School – **Chairperson**;
2. Heads of all Centre/ Departments in the School;
3. At least 2 members from outside university , nominated by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge;
4. One or more teachers from the schools nominated by the Vice Chancellor; and
5. Senior faculty member as Secretary (Ex-Officio)

6.5.2. All members of a Board other than ex-officio members shall hold office for a term of three years.

The board of studies in respective departments shall perform duties as laid down in the ordinances of the university.

The functioning and procedures of Board of studies shall be as laid down in the ordinances of the university.

6.5.3 Meetings of Schools of Studies:

1. The meeting of the schools shall be held at least twice a year.
2. Special meeting shall be called by the secretary at the direction of the Chairman of the respective board of studies.
3. One third of the total members of the schools shall constitute a quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a reconvened meeting.

6.6. Finance Committee

6.6.1. The Finance Committee shall be the principal financial body of the University to take care of the financial matters and the composition of the finance committee shall consist of the following members, namely:

1. The Vice Chancellor; **Chairperson**
2. The Chief Executive Officer;
3. Two persons, nominated by the Sponsoring Body;
4. One person, who is not employee of the University or of any recognized institution nominated by the Chancellor;
5. Chief Finance and Account Officer; **Member Secretary**
6. the Registrar

6.6.2. Three members of the Finance Committee shall form the quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a reconvened meeting.

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

6.6.4. The Vice Chancellor shall preside over the meetings of the Finance Committee and in his absence; the nominee of the Chancellor, shall preside over the meeting.

6.6.5. The Finance Committee shall meet at least twice every year to examine Accounts, Budget and to scrutinize proposals for expenditure.

6.6.6. The annual accounts and financial estimates of the University prepared by the Chief Finance & Accounts Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Governing Body for approval with or without amendments.

6.6.7 Powers & Duties of the Finance Committee:

1. The Finance Committee shall prepare the Annual Estimates of Income & Expenditure of the University and make allocation there under.
2. The Finance Committee shall consider the Annual Accounts of the University prepared under the direction of the Vice Chancellor, and its recommendations thereon along with

the Annual Budget, shall put up to the Governing Body for its consideration and approval.

3. The Finance Committee may make its recommendations to the Governing Body to accept bequest, and donations of property to the University such terms as it deems proper.
4. The Finance Committee may recommend mechanisms and ways and means to generate recourses for the University.
5. The Finance Committee may consider any other matters referred to it by the Governing Body and make its recommendations thereon.
6. No expenditure in the budget shall be incurred by the University in excess of the limit so fixed, without a prior approval of Finance Committee which shall fix limits of the total recurring and the non recurring expenditure for the year, based on the resources and income of the university.
7. The Finance committee shall consider the proposal of the Fee Committee as specified in the statute/ordinance regarding the fee structure and shall give its recommendations to the Board of Management for consideration and approval.
8. The Finance Committee shall advise the University on any questions effecting its finances.
9. The Finance Committee shall be responsible for the observance of Regulations, relations to the maintenance of accounts of the income and expenditure of the University.

6.6.8 Meetings of the Finance Committee:

1. The Finance Committee shall meet at least once in each Academic Session. A notice for the meeting of the Finance Committee shall be given so as to reach the members at least fifteen days in advance of the meeting and the agenda for the meeting shall be sent at least three days in advance of the meeting.
2. Transaction of Business: In arriving at a decision, if voting necessary, it shall be done in a manner to be decided by the Chairperson. In case of a tie, the Chairperson shall have a second casting vote.

6.7. The Planning Board

6.7.1. The Planning Board shall be the Principal Planning Body of the University and shall ensure that the Infrastructure and Academic Support System meets the norms of University Grant Commission (UGC) or the respective councils.

6.7.2. The composition of the Planning Board, the Principal Planning Body of the University shall be:

1. The Vice Chancellor; **Chairperson**
2. The Chief Executive Officer;
3. Chief Finance & Accounts Officer
4. Two persons, nominated by the Sponsoring Body;
5. Dean of the department
6. The Registrar; **Member Secretary**

6.7.3. All members of the Planning Board, other than Ex-Officio members, shall hold office for the term of three years.

6.7.4. The Vice Chancellor shall preside at the meetings of the Planning Board.

6.7.5. One third of the members of the Planning Board, including the Chairperson, shall constitute the quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a reconvened meeting.

6.7.6 Powers & Duties of the Planning Board;

The Powers & Duties of the Planning Board shall be as follows:

1. The Planning Board shall normally meet once in a year to ensure that the infrastructure and academic support system meets the norms of the University Grant Commission or the respective councils. A notice for the meeting of the Board shall be given so as to reach the members at least two weeks in advance of the meeting and the agenda papers shall be issued three days before the meeting;
2. To prepare perspective plan for development and growth of the University;

3. To make an assessment of the academic support facilities and the infrastructure of the University to ensure that the University attains & sustains the highest possible academic standards as per the UGC or the other respective councils;
4. To suggest ways and means to generate resources and mobilize them for their optimal utilization.

6.7.7 Meetings of the Planning Board:

1. In the absence of the Chairperson, Chief Executive Officer shall preside at the meeting of the Board.
2. Transaction of Business: In arriving at a decision, if voting becomes necessary, it shall be done in a manner to be decided by the Chairperson. In case of a tie, the Chairperson shall have a second casting vote.

6.8 The Admission Committee

6.8.1. The University shall have an Admission Committee, which shall be constituted as under:

1. Vice Chancellor / Pro Vice Chancellor;
2. Deans / HODs of Schools;
3. Chief Executive Officer
4. Chief Finance and Accounts Officer;
5. Registrar as a Member Secretary;

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

6.8.3 The powers & duties of the Admission Committee shall be specified in the Regulations framed by the Academic Council and approved by the Governing Body.

6.8.4 Policy of Admissions:

1. Admissions in the University shall be open to Indian citizens, Non-Resident, Indians (NRIs), Persons of Indian Origin (PIOs) and Foreigners. For NRIs/PIOs/ Foreign student's admission shall be made on merit based on marks obtained in qualifying

examinations or admission test as decided by the University with the approval of the Board of Management;

2. Subject to the provisions of the Act, admission in all programs of University shall be made on the basis of merit provided that the admission in professional and technical courses shall be made through an all India entrance test, conducted by the University or the University may associate with other Universities which offer similar courses to conduct admission test or can also use the score of entrance tests conducted by Associations of Universities/other Federations/ State/Central agencies/ other bodies for admission to any program. However, in case entrance test has not been conducted due to one or the other reason or lesser availability of candidates, admissions shall be made on the basis of merit in qualifying examination;
3. For courses where admission is through merit in the qualifying examination, weightage can be considered for excellence in sports and other extracurricular activities;
4. Admissions granted shall, in the first instance, be deemed to be provisional. The office of Registrar shall confirm the admission after verification of his/her documents for eligibility and enroll the student by allotting him/her Enrolment Number. If it is found at any stage that the qualifying examination of a candidate is not recognized by the University or he/she has concealed or given false information, such admission shall be cancelled;
5. Such students who were enrolled with any duly constituted University in the country can be migrated to the ARKA JAIN University, Jharkhand with the approval of its Academic Council. Such students shall be enrolled and shall be the students of the ARKA JAIN University, Jharkhand;
6. Every student shall have to pass a medical test within four weeks of the date of his/her provisional admission. Admission of those found medically unfit shall be cancelled.

6.9 The Fee Committee

6.9.1 The Fee Committee of the University shall prepare the Fee Structure and the review the same periodically in light of the Act, as amended from time to time, which mandates that the University shall be self finance and shall not be entitled to receive any grant or financial assistant from the Government or any Board or Corporation owned or controlled by the Government.

6.9.2 The recommendation of the Fee Committee will be considered by the Finance Committee and submitted to the Board of Management for approval. Fee Structure so approved and shall be notified

6.9.3 Powers & Duties of the Fee Committee:

1. The University shall charge fee for various programs of study in accordance with the provisions of the Act. The Governing Body may also prescribe refundable caution moneys for different purposes, in order to ensure use of University property by the students with due diligence and care, access to the library/laboratory or other academic purposes, such as participation in seminars/ workshops/ conferences organized by the University.
2. In case any student discontinues/withdraws or requests to leave the course after the last date of admission, for whatever reason, he/she shall be required to deposit fee for that academic year of the course. The university shall have the right to realize such fees for remaining period from the student because he/she has blocked one seat of that particular discipline for remaining period of the program. No correspondence in this regard shall be entertained and decision of the university shall be final.
3. If University deems it proper, it will take bank guarantee from the student (s) in lieu of fee for the remaining period of program
4. Chancellor shall have the power of full/part exemptions/ waiving of any kind of fee payable by the student for the academic year.

6.9.4 Fee Structure:

1. The Fee Structure & other charges for the students will be decided by Board of Management in consultation with Finance Committee & Fee Committee.
2. The University may, from time to time, decide the fee and shall submit the same for the information to the Government, at least thirty days before the commencement of the academic session.

6.10 The Examination Board

The University shall have Examination Board for smoother functioning and conduct of University examinations which shall be chaired by the ;

1. Vice Chancellor; **Chairperson**
2. Deans of Schools;
3. One person nominated by the Academic Council, from amongst its members for a period of three years;
4. Registrar
5. The Controller of Examinations. **Member Secretary**

6.11. The Central Research Council

The University shall have a Research Council for smoother functioning and conduct the Research related work and to conduct the Ph.D program of study which shall be chaired by the

1. Vice Chancellor - **Chairperson**
2. Deans of Schools;
3. One person nominated by the Academic Council;
4. Registrar;
5. Coordinator of the Research Council;
6. The Controller of Examinations. **Member Secretary**

6.12. Selection/Promotion Committees

There shall be Selection Committees for making recommendations to the Board of Management for appointment to the post of Professor, Associate Professor, Assistant Professor, Registrar, Chief Finance Officer, Controller of Examinations, Librarian and other members of the staff etc.

6.12.1 The Selection Committee shall be constituted as per the extant UGC regulations on the subject and shall comprise.

1. Vice Chancellor - **Chairman**
2. Dean (of respective school) / Director of the respective centre.
3. Head of respective Departments (if professor).

4. Deputy Registrar / Registrar, HR Department.
5. Subject Expert(s) as decided by the Vice Chancellor

At-least four members including one outside expert shall constitute the quorum

6.12.2 The Vice-Chancellor shall convene and preside at the meeting of the Selection/Promotion Committee:

6.12.3 If the Board of Management is unable to accept the recommendations made by the Selection/Promotion Committee, it shall record its reasons and submit the case to the Chancellor for final orders.

6.13. Committees

The Governing Body or the Board of the Management or the Academic Council may appoint Boards or Committees consisting of members of the authority making such appointment and of 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 subsequent confirmation by the authority which appointed it.

6.14. Standing Committee & Sub-Committees

Subject to the provisions of the Act and Statute, the Governing Body/Board of Management/Academic Council may appoint standing committees or Sub-Committees or Boards as deemed appropriate. The persons who are not the members of the said authorities may also be appointed member of these committees/ Boards. The decisions taken by these Committees/ Sub Committees shall be subject to review by the Governing Body / Board of Management / Academic Council as the case may be.

Statute 7: The Visitor

As per the section 10 of Jharkhand Act 14, 2017 (ARKA JAIN University Act), The Governor of Jharkhand by virtue of his office shall be the Visitor of the University.

1. The Visitor shall, when present preside at the convocation of the University for conferring Degrees, Diplomas, Charters, Designation & Certificates.
2. The Visitor shall have right to visit the university or any institution maintained by the University to ensure the standards of education, discipline, decorum and proper functioning of the University.
3. To call for any paper or information relating to the affairs of the University; and
4. On the basis of the information received under clause (c), if he / she satisfied that any order, proceedings, or decision taken by any authority of the University is not in conformity with the provisions of the Act, Statute, Ordinances, Regulations or Rules, he may issue such directions as he may deem fit in the interest of the University and the directions so issued shall be complied with by the University.

Statute 8: Officers of the University

As per the section 11 of Jharkhand Act 14, 2017 (ARKA JAIN University Act), all or any of the following shall be the officers of the university. The university may appoint all or any of the officers, under the list below:

1. The Chancellor
2. The Pro-chancellor
3. The Chief Executive Officer (CEO)
4. The Vice Chancellor
5. The Pro Vice Chancellor
6. The Dean / Director of School of Studies / Centres
7. The Director
8. The Director, Human Resource (Dir,HR)
9. The Registrar
10. The Chief Finance & Accounts Officer
11. Other Officers of the University

8.1 The Chancellor

8.1.1 The First Chancellor shall be appointed by the Sponsoring Body for a period of five years with the approval of the Visitor. On the expiry of the term, the Chancellor may be reappointed for next five years by the Sponsoring Body in consultation with the Visitor;

8.1.2 Provided that the Chancellor shall, notwithstanding the expiry of the term, continue to hold his/her office maximum for a period of one year until either he/she is reappointed or his/her successor, duly appointed by the chairperson of the Sponsoring Body, enters upon his/her office;

8.1.3 The Chancellor by virtue of his office shall be the Head of the University; The Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, preside over the convocation of the University for conferring degrees, diplomas, or other academic distinctions;

8.1.4 In case of any deadlock in the Governing Body and operations of the University cannot be conducted in the normal course, reserve powers or vested with the chancellor to do all

necessary things including superseding the Governing Body and forming a new Governing Body to facilitate smooth functioning of the University;

8.1.5 The Chancellor shall appoint the Pro-Chancellor in accordance with the provisions under sub section (8.2.1) of section (8.2) of this Act;

8.1.6 The office of the Chancellor may be located anywhere in India or overseas;

8.1.7 The Chancellor shall exercise the powers specified in Section (12) of this Act;

8.1.8 Removal of difficulties by the Chancellor at the commencement of the Statute: If any difficulty arises in respect of functioning of University, or in the implementation of the first Statute, or otherwise, the Chancellor may at any time, before the constitution of the authorities of the University by order, consistent with the provisions of the Act and Statute, as far as possible, make any appointment or perform any other function with consent of the Sponsoring Body, which seems necessary or proper to him/her for the removal of the said difficulties; and all such orders shall take effect in a manner as if the said appointment or functions has been done in the manner provided in the Act and Statute; Provided that before making such an order, the Chancellor shall elicit the opinion of the Vice Chancellor on the proposed order and give considerations thereto;

8.1.9 The Chancellor may in writing under his hand addressed to the Sponsoring Body resign his office;

8.1.10 The Chancellor shall have the following powers, namely:

1. to call for any information or record;
2. to appoint the Vice Chancellor;
3. to remove the Vice Chancellor in accordance with the provisions of this Act; and
4. such other powers as may be conferred on him by this Act or Statute made there under.

8.2 The Pro- Chancellor

8.2.1 The Pro-Chancellor shall be appointed by the Chancellor and shall exercise such powers and perform such functions as may be prescribed in the Ordinances.

8.2.2 The Pro-Chancellor shall hold office for a period of five years from the date on which he enters upon his office.

8.2.3 The Pro-Chancellor shall preside over the meetings of the Governing Body, when the Chancellor is not present, shall also preside over the convocation of the University for conferring degrees, diplomas or other academic distinctions.

8.2.4 The Pro-Chancellor may in writing under his hand addressed to the Chancellor of the University resign his office.

8.3 The Chief Executive Officer (CEO)

1. The Chief Executive Officer shall be appointed by the Chancellor and shall exercise powers and perform functions which includes but not limited to:
 - a. Marketing & Brand Building
 - b. Admissions/ Enrolments
 - c. Placements and Corporate Relations
 - d. Human Resources
 - e. Finance, Accounts, Taxation, MIS, Budgeting/ overall Financial Target management
 - f. Project Management
 - g. Administration & Compliance
 - h. Information Technology
 - i. Exercise such other powers and perform such other functions, as may be delegated or assigned to him by the Vice- Chancellor, in consultation with the Chancellor
2. The President shall be a whole time salaried officer of the University; the salary and allowances and other conditions of services of the CEO at the time of appointment shall be such as decided by the Chancellor based on recommendations of Sponsoring Body and as amended from time to time.
3. The Chief Executive Officer shall assist the Chancellor / Pro-Chancellor in respect of such matters as may be specified by the Chancellor / Pro-Chancellor in this behalf. He shall also exercise such powers and perform such duties as may be delegated to him by the Chancellor /Pro-Chancellor.
4. The Chief Executive Officer by virtue of his office shall be the Head of the Operations of the University.

5. The Chief Executive Officer shall preside over the meetings of the Governing Body, as and when the Chancellor / Pro-Chancellor is not present in his office.
6. The services of the President can be terminated by the Chancellor by giving three months' notice or three months' salary in lieu of notice, without assigning any reason.

8.4. The Vice Chancellor

8.4.1 The Vice-Chancellor shall be appointed by the Chancellor, for a period of three years in accordance with the provisions of section 13(1) of the Jharkhand Act No 14 of 2017. For same, a three-member search committee shall be appointed by the Chancellor, having following composition:

1. A nominee of the Sponsoring Body.
2. Two eminent academicians, not being connected with University, one of which shall be the Vice Chancellor of any University.

8.4.2 The Search Committee for the post of Vice Chancellor shall recommend a panel of three to five names to the Chancellor within such period as the Chancellor may stipulate while appointing the Search Committee.

8.4.3 The Chancellor shall select one amongst the recommended name for the position of the Vice Chancellor.

8.4.4 The Chancellor may appoint the first Vice Chancellor of the University without calling for proposal by the Search Committee.

8.4.5 On the expiry of his term, the Vice-Chancellor shall be eligible for reappointment. The proposal for reappointment of the Vice-Chancellor, if any, shall be considered by the Chancellor at least three months before the expiry of the term, and if approved by the Sponsoring Body, the Chancellor shall reappoint the Vice-Chancellor for an additional period of three years or a shorter period as appropriate.

8.4.6 The Vice Chancellor shall be a whole time salaried officer of the University; the salary and allowances and other conditions of services of the Vice-Chancellor at the time of appointment shall be such as decided by the Sponsoring Body and as amended from time to time.

8.4.7 The Vice Chancellor shall hold office for a period of five years from the date on which he enters upon his office or until he attains the age of seventy years, whichever is earlier:

Provided further that after the expiry the term of five years, the Vice Chancellor shall be eligible for reappointment for another term of five years. Provided that the Vice Chancellor shall, notwithstanding the expirations of his term continue to hold his office until his successor is appointed and enters upon his office.

8.4.8 Power and Function of the Vice Chancellor

The Vice-Chancellor shall be the principal executive and academic officer of the University and shall be the Chairman of the Academic Council, Finance Committee and Planning Board of the University. He shall exercise general supervision and control over the affairs of the University and give effect to the decisions of the board of management and governing body of the University, in letter and spirit and shall ensure that they are not contradictory in nature and practice. The Vice Chancellor shall have the following additional powers and functions:

- a. The Vice Chancellor shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
- b. In the absence of the Visitor, the Chancellor and the Pro-Chancellor, the Chief Executive Officer, the Vice Chancellor shall preside over the convocation of the University.
- c. The Vice Chancellor shall be entitled to be present at and to address any meeting of any other authority or any other body of the University;
- d. It shall be the duty of the Vice Chancellor to see that the provisions of the Jharkhand Act No 14 of 2017, the Statutes and the Ordinances of the University are duly observed and he shall have all powers necessary to ensure such observance;
- e. The Vice Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such person or persons as he may deem fit;
- f. The Vice Chancellor shall be empowered to grant leave to any officer of the University and make necessary arrangements for the discharge of the functions of such an officer during the period of his absence;

- g. The Vice Chancellor shall grant leave of absence to any employee of the University in the prescribed manner and if he may decide to delegate such powers to any other officer or officers of the University;
 - h. The Vice Chancellor shall have the power to convene or cause to be convened meetings of the various bodies/committees of the University;
 - i. Without prejudice to the generality of the provisions the Vice – Chancellor shall have the powers to make short-term appointments for a period one year, of such persons as may be considered necessary for functioning of the University;
 - j. The Vice-Chancellor shall cause the budget to be made by the Finance Committee and put before the Board of Management for consideration and approval;
 - k. The Vice-Chancellor may, if he is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under the Act and shall convey to such authority the action taken by him on such matters. However, such acts should be informed to the Chancellor immediately without any delay;
 - l. Provided that if the authority of the University or any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this subsection may prefer an appeal to the Chancellor within one month from the date of communication of such decision. The Chancellor may confirm, modify or reverse such action taken by the Vice Chancellor,
 - m. The Vice Chancellor shall have the powers to enter into agreements on behalf of the University as approved by the respective and relevant Committees or as approved by the Chancellor;
 - n. The Vice-Chancellor may delegate any of his powers to other officers of the University in consultation with the Chancellor.
- 8.4.8 The Pro Chancellor shall be competent authority to sanction leave to the Vice Chancellor: Provided that if the office of the Chancellor is vacant, the Pro-Chancellor shall be competent to sanction leave to the Vice Chancellor; Provided that if the office of the Pro-Chancellor is also vacant then the Governing Body or CEO shall be competent to sanction leave to the Vice Chancellor. During the temporary absence of the Vice-

Chancellor by reason of leave, illness or any other cause, the Chancellor may make such arrangements as he deems fit for carrying on the duties of the Vice-Chancellor:

- 8.4.9 The Vice-Chancellor may by writing addressed to the Chancellor, resign his office by giving a notice of three months. The services of the Vice Chancellor can be terminated by the Chancellor by giving him a three months' notice or three months' salary in lieu of notice, without assigning any reason. In case there is material development to terminate the services of the Vice-Chancellor with immediate effect, the Board of Management and or the Chancellor may do so after deliberation. However, such a decision should only be taken after giving the Vice-Chancellor appropriate time to defend himself/ herself.
- 8.4.10 If the office of the Vice Chancellor becomes vacant, the functions of his office shall, until some person is appointed under clause (8.4.1) to the vacant office, be performed by the Chief Executive Officer. The Chief Executive Officer shall carry on the current duties of the Vice Chancellor and take direction and instructions from the Chancellor/Pro-Chancellor for carrying on the work of the University.

8.5 The Pro Vice Chancellor

The Pro-Vice Chancellor, if the Governing Body decides that there should be one, shall be appointed by the Chancellor on recommendation of the Vice Chancellor and on such terms and conditions as may be laid down in the ordinances:

Provided that where the recommendation of the Vice Chancellor is not accepted by the Chancellor, the Chancellor who may either appoint other person or ask the Vice Chancellor to recommend another person.

- 8.5.1 The term of office of the Pro Vice Chancellor shall ordinarily coterminous with the office of the Vice Chancellor:

Provided that, notwithstanding the expiry of the term of his office, the Pro Vice Chancellor shall continue in office until his successor is appointed and enters upon his office.

- 8.5.2 On the expiry of the term of his office the Pro Vice Chancellor shall be eligible for reappointment.

- 8.5.3 A person appointed as Pro Vice Chancellor shall retire from office, if, during the term of his office or any extension thereof, he completes the age of 65 years.
- 8.5.4 The Pro Vice Chancellor appointed shall discharge his duties in addition to his duties as a Professor.
- 8.5.5 The Pro Vice Chancellor shall get honorarium of such amount as may be determined by the Sponsoring Body.

8.5.6 Powers and duties of Pro-Vice Chancellor:

- a. The Pro Vice Chancellor shall assist the Vice Chancellor in respect of such matters as may be specified by the Vice Chancellor in this behalf. He shall also exercise such powers and perform such duties as may be delegated to him by the Vice Chancellor.
- b. Where the Vice Chancellor is the Chairman of anybody or committee of the University and he is absent for any reason whatsoever from any meeting of such body or committee, the Pro Vice Chancellor shall preside over such meeting.
- c. The Pro Vice Chancellor shall, on being authorized by the Vice Chancellor in that behalf, be entitled to be present at and to address any meeting of any authority, body or committee of the University but shall not be entitled to vote thereat:
Provided that if the Pro Vice Chancellor is a member of such authority, body or committee, such Pro Vice Chancellor shall have all the rights and privileges of a member thereof.

8.6. The Dean / Director of School Studies / Centers

Every Dean of a School of Studies shall be appointed by the Chancellor/Pro- Chancellor on the recommendation of the Vice Chancellor from amongst the Professors of the School for a period of two years and he shall be eligible for re-appointment:

Provided that when the office of the Dean is vacant or when the Dean is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as (the Vice Chancellor may appoint for the purpose).

- 8.6.1 The Dean shall be the Head of the School of Studies and shall be responsible for overall growth, academic supervision and academic control of the organization and the conduct

and standard of teaching and research work in the School/ Departments. He shall have such other duties as may be prescribed by the ordinances.

8.6.2 The Dean shall be responsible for the observance of the Statute, the Ordinances and the Regulations relating to the faculty.

8.6.3 The Dean shall have the right to be present and to speak at any meeting of a board or committee of the School, as the case may be, but not the right to vote thereat unless he is a member thereof

8.6.4 The Dean shall be in-charge of all extracurricular activities of the school.

8.6.5 The Dean of the School shall exercise other such powers and perform other such functions and duties as may be assigned by the Governing Body/ Chancellor/Pro Chancellor/Vice Chancellor and the other terms and conditions shall be as may be laid down by the Statute from time to time.

8.6.6 The Director(s)

- a. Directors shall be appointed against specific appointments and shall be overall responsible for the functioning of the respective centers. Director of Centre shall be appointed by the Vice-Chancellor with prior approval of the Chancellor as a regular salaried employee of the University.
- b. Director shall exercise general supervision and control over affairs of the Centre and give effect to the decisions of the Vice-Chancellor and perform such functions as may be assigned by the Vice-Chancellor.
- c. Director shall prepare the budget of the Centre and forward the same to the Vice-Chancellor.
- d. Powers and Privileges of the Directors of the Centres shall be as laid down in the Ordinances. The Director of the centre shall:
 - i. Report to Vice Chancellor;
 - ii. be responsible for the conduct of academics in the centers, records, and compliance to policies and procedure as outlined by the Academic Council;
 - iii. Exercise such other powers and perform such other functions, as may be delegated or assigned to him by the Vice- Chancellor.

8.7 The Director, Human Resource Dir (HR)

- a. The Dir (HR) shall be full time salaried officer of the University and shall be appointed by the Chief Executive Officer. The CEO may take suggestions of the Vice Chancellor, in this regard.
- b. He shall possess such qualifications and exercise such powers and discharge such duties as may be prescribed.
- c. His emoluments and terms and conditions of service shall be such as may be prescribed in the terms and conditions/service rules.
- d. He shall be responsible for creating an environment in which the faculty and staff is motivated to perform to their full potential. His role shall be to put the personnel policies of the University into practice. It shall include strategy and policy development, recruitment, conditions of service, dealing with promotions and disciplinary matters, including implementation of HR rules and policies as per the service rules. These may include all or any of the following:
 - i. Develops University HR strategies by identifying and researching human resources issues, establishing human resources objectives in line with University objectives.
 - ii. Implements HR policies and strategies by establishing accountabilities, talent acquisition, employment processing, compensation, welfare benefits, training and development, records management, safety & health, succession planning, employee relations & retention, Equal Employment Opportunities (EEO) compliance, and labour relations.
 - iii. Manages HR operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising as per policies, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and designing systems; resolving problems; implementing change.
 - iv. Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning resources; developing action plans; measuring and analysing results; initiating corrective actions; minimizing the impact of variances.

- v. Guides Vice Chancellor and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
- vi. Ensuring compliance with central, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions to reduce, and if possible eliminate, issues that could lead the University open to litigation. He shall be responsible for developing strategies to deal with discrimination, whether it is on grounds of gender, religion, age or any other illegal activities and grievances based on these, when they arise.
- e. The services of the Dir, HR can be terminated by the CEO on his / her own or as advised by the Vice-Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.
- f. Dir, HR may by writing under his hand addressed to the CEO, resign his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. The resignation shall be forwarded to the Chancellor with specific recommendation by the CEO for consideration and acceptance.

8.8 The Registrar

1. The Registrar shall be appointed by the board of management on the recommendation of the Selection Committee constituted for the purpose. However, the first Registrar shall be appointed by the Chairman of the sponsoring body as soon as practicable after commencement of the act
2. The Selection Committee for screening the names for the Registrar shall consist of:
 - a. The Vice-Chancellor - (**Chairman**)
 - b. A Nominee of the Chancellor.
 - c. One expert member nominated by the Sponsoring Body.
3. The University shall follow following procedure for the selection of Registrar:
 - a. The University would invite applications for the post through the process of an advertisement in newspapers having wider circulation and on website of the University.

- b. Short-listing of the applicants shall be done by a sub-committee consisting of the Nominee of the Vice Chancellor and one nominee of the Chancellor.
 - c. Complete lists of short-listed and not short-listed candidates shall be placed before the Selection Committee.
- 4. Registrar shall be a whole time salaried officer of the University. His emoluments and terms and conditions of service shall be such as may be prescribed in the terms and conditions/service rules.
- 5. Registrar shall report to Vice Chancellor / CEO.
- 6. When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of Registrar will be performed by such person as the Vice-Chancellor may appoint for this purpose.
- 7. The Registrar will be a key officer of the University and have following powers and functions:
 - a. be the custodian of the records, the common seal and other properties of the University as the Sponsoring Body shall commit to his charge
 - b. conduct the official correspondence of the University on behalf of all or any of its authorities;
 - c. Issue notices conveying the dates of meeting of the University authorities to the members and make necessary arrangements for the conduct of such meetings and also for other assigned duties by the Governing Body / Board of Management /Vice-Chancellor from time to time.
 - d. supply to the Chancellor copies of the agenda of meetings of the authorities of the University, as soon as they are issued and the minutes of the meeting of the authorities ordinarily within a month of the holding of the meetings;
 - e. in an emergency, when the Vice-Chancellor is not able to act, call a meeting of the Board of Management forthwith, and take its directions for carrying on the work of the University;
 - f. represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose;

- g. the Registrar shall have the powers to enter into agreements on behalf of the University as approved by the respective and relevant Committees or as approved by the Vice Chancellor;
 - h. perform such other duties and functions as may be specified in the Statutes or prescribed by the Ordinances or as may be required, from time to time, by the Board of Management or the Vice- Chancellor,
 - i. be the secretary of the governing body, board of management, Planning Board and Academic Council with or without voting rights as per their individual constitutions.
8. The services of the Registrar can be terminated by the Chancellor on his/her own or as advised by the Vice-Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.
9. The Registrar may by writing under his hand addressed to the Vice-Chancellor, resign his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. The resignation shall be forwarded to the Chancellor with specific recommendation by the Vice-Chancellor for consideration and acceptance.

8.9. The Chief Finance & Accounts Officer

1. The Chief Finance Officer & Account Officer shall be appointed by the Chancellor on the recommendations of the selection committee constituted for the purpose. The committee shall consist of:
 - a. The Vice-Chancellor – **Chairman**
 - b. A nominee of the Chancellor
 - c. One expert member nominated by the Sponsoring Body.
2. The University will adopt following procedure for the selection of the Chief Finance Officer:
 - a. The University would invite applications for the post through the process of an advertisement in Newspapers having wider circulation and on the University website.
 - b. Short-listing of the applicants shall be done by a sub-committee consisting of the Nominee of the Vice Chancellor and one nominee of the Chancellor.

- c. Complete lists of short-listed and not short-listed candidates shall be placed before the Selection Committee.
 - d. The Selection Committee shall interview the short-listed candidates and adjudge the merit of each candidate and send its final recommendation to the Chancellor for approval
3. The Chief Finance Officer & Accounts Officer shall be a whole – time salaried officer of the University. His emoluments and terms and conditions of service shall be such as may be prescribed in the terms and conditions/service rules.
4. When the office of the Chief Finance Officer & Accounts Officer is vacant or when the he/she is by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of his office shall be performed by such person as the Vice-Chancellor may appoint for the purpose for the duration of such absence.
5. The Chief Finance Officer & Accounts Officer shall –
- a. exercise general supervision of the funds of the University and advise it a regard its financial policy;
 - b. hold and manage the property and investments including endowed property for furthering any of the objects of the University;
 - c. see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for one year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
 - d. be responsible for the preparation of the annual accounts and the budget of the university for the next financial year and for their presentation to the Finance Committee;
 - e. keep a constant watch on the state of the cash and bank balances and on the state investments;
 - f. watch the progress of collection of revenue and advise on the methods collection employed;
 - g. have the account of the University regularly audited by the auditors as may appointed for the purpose;
 - h. call from any office under the University any information or return that he may consider necessary to discharge his financial responsibilities.

- i. The Chief Finance Officer & Account Officer shall be the ex-officio secretary of the Finance Committee and shall not have right to vote.
 - j. The Chief Finance Officer & Account Officer shall be responsible for all regulatory compliances, with all authorities, related to Accounts, Tax and any other Finance related matter
6. The services of the Chief Finance & Accounts Officer can be terminated by the Chancellor on his/her own or as advised by the Vice-Chancellor by giving him three months' notice or three months' salary in lieu of notice, without assigning any reason.
 7. The Chief Finance & Accounts Officer may by writing under his hand addressed to the Vice-Chancellor, resign his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. The resignation shall be forwarded to the Chancellor with specific recommendation by the Vice-Chancellor for consideration and acceptance.

8.10 Other Officers of the University

The following shall also be the officers of the University namely:

- a. Dean of Students Welfare;
- b. Proctor: if any
- c. Librarian:
- d. Controller of Examinations
- e. Director of Physical Education
- f. Dean Research & Consultancy
- g. Dean Academics

8.10.1 The Dean of Students Welfare shall be appointed from amongst the teachers of the University not below the rank of a Reader/ Associate Professor by the Governing Body on the recommendation of the Chancellor. The Dean so appointed shall be a whole-time salaried officer and shall hold office for a term of three years and shall be eligible for re-appointment.

Provided that the Board of Management may, if it is considered necessary, appoint, on the recommendation of the Vice Chancellor, a teacher, not below the rank of a Reader/Associate Professor, to discharge the duties of the Dean of Students Welfare in addition to his duties and in such a case the Governing Body may sanction a suitable allowance;

- a. The person who is appointed as the Dean of Students Welfare shall continue to hold his lien on his substantive post and shall be eligible to all the benefits that would have otherwise accrued to him but for his appointment as Dean of Students Welfare;
- b. When the office of the Dean of Students Welfare is vacant or when the Dean of Students Welfare is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the Office shall be performed by such person as the Vice Chancellor may appoint for the purpose;
- c. The duties and powers of the Dean of Students Welfare shall be as follows:
 1. Make arrangements to ensure suitable housing facilities for students;
 2. Arrange for employment/placement of students in accordance with plans approved by the Vice Chancellor;
 3. Communicate with the parents/guardians of the Students concerning the welfare of the students;
 4. Obtain travel facilities for the students from competent authorities;
 5. Assist the Students in obtaining scholarship, studentships etc. by giving them information relating thereto;
 6. Organize events relating to extracurricular/ co-curricular activities;
 7. Perform such other duties as may be assigned to him from time to time by the Vice Chancellor;
 8. Arrange to get periodic feedback from students in various areas of University functioning and liaison with Registrar/Vice Chancellor for action, as necessary;
 9. Constitute small & appropriate committees consisting of teacher and/or students to perform specific activities related to his duties and responsibilities;
 10. Redress grievances of students with the cooperation of other officials as per the Statute/Ordinances;
 11. Overall in-charge of discipline;

8.10.2 The Proctor, if any shall be appointed by the Chancellor on the recommendation of the Vice Chancellor, from amongst a senior teacher of the University to function as Proctor in an honorary capacity, for a period of two years and shall be eligible for reappointment;

- a. The Pro-Chancellor may fix, if required an appropriate honorarium to be paid to the Proctor and other facilities necessary for performance of his functions;
- b. Proctor shall exercise such powers and perform such duties in respect of the maintenance of discipline among the students as may be assigned to him by the Vice Chancellor.

8.10.3 The Librarian shall be appointed by the Board of Management and shall be a whole-time salaried officer of the University;

The duties and powers of the Librarian shall be regulated by the Ordinances

8.10.4 The Controller of Examination shall be the Principal Officer in-charge and without prejudice to the generality of the provisions of Ordinances of the University, shall be responsible for making all arrangements necessary for holding examinations and tests and declaration of results.

- a. He shall discharge his functions under the direct superintendence, direction and guidance of the Vice-Chancellor. In the absence of COE by virtue of any reason anyone of the faculty, approved by Vice-Chancellor will look-after the work of COE, in addition to his own work; till such time COE resumes office.
- b. The Controller of Examination shall be ex-officio special invitee in the meetings of Academic Council, in case not included as Professor or other designation.
- c. The Controller of Examination shall perform such other functions as prescribed by the Ordinances approved by the Board of Management. The functions shall include all, but not restricted to:
 - i. Monitor examination schedule as per the Announce Academic Calendar of University. To postpone or cancel examination in part or in whole, in the event where such need arises, with prior approval from the Vice Chancellor.
 - ii. Issue suitable guidelines and notices to all concerned, on impending examinations of all nature including supplementary examination or examination of additional semesters or Internships etc.
 - iii. Issue of Date sheets for conducting different programmes, theory as well as practical examinations based on academic calendar
 - iv. Coordination of paper-setting work.

- v. Issue of Invigilation Plan and duties, examiners etc.
- vi. Preparation of seating plan
- vii. Finalize the students list eligible to take examinations in coordination with Schools/ERP system, announce the list and where required declare list of debarred students due to shortage of attendance or ant disciplinary action.
- viii. Nomination of flying squads or such like committees to ensure smooth and fair conduct of exams. it may involve appointing external agency(s)/ observer(s) for conducting and monitoring the examinations;
- ix. To arrange for printing of question papers and answer books and their safe custody;
- x. Management and conduct of examinations
- xi. To arrange to evaluation and to process the timely publication of results and declaration of same to the students;
- xii. In case of reported incident of Unfair means initiate necessary action to investigate as per the rules on UFM and submit the report/findings/orders to the Registrar for Promulgation.
- xiii. Provide to Registrar hard copy of signed results and after same are uploaded/locked on the ERP system to enable issue of grade sheets and Transcripts.
- xiv. To submit report regarding examination(s) and results review to the Vice-Chancellor.

The Controller of Examination may initiate proposal to the Vice Chancellor to carry out suitable changes in the Ordinance of the University dealing with Examination and Processes there to.

8.10.5 The Director Physical Education shall be a full-time salaried officer of the University and his appointment shall be made by Chancellor on the recommendation of Vice Chancellor, as per norms prescribed by the University Grant Commission. Director Physical Education will take all necessary actions to promote/organize sports facilities to the campus and work for all round development of students. He will report to the Vice Chancellor for his duties/assignments.

8.10.6 The Dean – Research and Consultancy

- a. Formulate, Revise or update policies of the University pertaining to funded research projects. campus policies, procedures and guidelines relating to research and development;

- b. Responsible for administration of research funding, consultancy and contract research management, in that to monitor effective utilization of funds of externally funded projects and related financial matters;
- c. To establishment of research and development priorities/identify research focus areas, formulate a research plan and create research groups and identification of potential new areas of research and development;
- d. MoUs with Institutions in India and abroad to encourage research activities amongst faculty;
- e. Motivate faculty to initiate projects/ enhancement of the campus' research culture, and mechanisms that support the promotion of research performance;
- f. Maintain updated record of research projects;
- g. Management of PhD program in the University and implementation of Guidelines /rules;
- h. Lay down policies and Promote Undergraduate research schemes and opportunities.
- i. Administration and monitoring of consultancy work in the University;
- j. Responsible for plans and projecting requirement of research infrastructure;

8.10.6 Dean (Academics)

- a. Leading, and coordinating strategic planning, overall academic development and updating of the curriculum; in that Dean shall issue suitable guidelines to all Schools/Departments on policies, processes, and rules related to curricular development, review and related issues and coordinate/resolve interdisciplinary issues.
- b. Oversee, monitor coordinate, facilitate and maintaining quality control of academic programs shall be one of the key responsibilities of Dean (Academics). This may include working closely with faculty and staff to ensure all academic goals are being met and the curriculum of all programs is appropriate.
- c. While overseeing the implementation of different academic programs, he shall also be responsible for maintaining an optimal balance between curricular and co-curricular activities (including extension services).
- d. Coordinate and oversee the Publication and distribution of the curricula, syllabi, and study materials by all Schools and Departments and monitor the provision of online study material on LMS by all Schools, departments, and faculty.

- e. Supervising, Evaluating, and Supporting, along with other Deans of Schools/HOD's of Departments, promotion of excellence in instructions, scholarly and creative productivity, besides research, and academic service and creating centers of excellence ;
- f. Coordinate and oversee the development of new programs by Schools and changes in existing programs if required
- g. Dean shall also be responsible for developing policies and procedures for ensuring that all accreditation criteria are being met for the programs and ensure compliance to the effect.
- h. Finalization of (i) academic calendar, (ii) timetable, (iii) All processes involving registration of students for coursework and examinations before, during the semester (iv) classroom arrangements and all other requirements for proper conduct of class work (v) Academic rules/changes thereto (vi) formulation and implementation of common rules across all schools etc ;
- i. Supervision of the maintenance of up-to-date academic records of policies, procedures and all categories of students;
- j. Monitoring, analyzing and taking corrective actions, where required on the students' feedback.
- k. Ensuring timely meeting of all the Institute level academic bodies like Board of studies, Academic Council, research committees
- l. Arranging the issue of medals and prizes to the students as per defined policies;
- m. Generally oversee and monitor the conduct of those examinations, under COE which are to be conducted at the University level, as stipulated in the regulations and seek reports on same being done under arrangements of faculty and Schools/ Departments. This would also include monitoring and mentoring pre-examination and post-exam processes.
- n. In coordination with Dean (R&C) formulate policies for the conduct of research and execute the policy on the conduct of P.G., Ph.D. and other research programs, including the examination of the thesis.
- o. To co-ordinate for the conduct of Convocation.
- p. To suggest the Vice-Chancellor any suitable steps from time to time, to strive for the high academic standards.
- q. Vice-Chancellor may allocate other tasks as the requirement arises.

Statute 9: Selection Committee (For Non-Teaching & Administrative Staffs)

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

- a. Vice Chancellor **Chairperson**
- b. Chief Executive Officer
- c. Registrar **Member Secretary**
- d. Chief Finance & Accounts Officer
- e. Director/Principal of the Institute
- f. The outside expert nominated by the Vice Chancellor

The creation of the post for other university officers, teaching and non-teaching / administrative staff will be sanctioned by the Board of Management on the recommendation of the Academic Council after approval from the Finance Committee. The selection committee will constitute interview boards as and when required for holding the interviews and based on their recommendations, shall take necessary steps for approval from competent authority as per Statute, inconformity with the provision of the Act.

Statute 10: Elected Chairman to preside where no provision made in Statute

Where, by the Statute or the Ordinances, no provision is made for a Chairman to preside over a meeting of any University Authority, Board or Committee, or when the Chairman so provided for is absent, the members present shall elect one among them-selves to preside at the meeting.

Statute 11: Resignation

1. Any members other than an ex-officio member of the Governing Body, the Board of Management, the Academic Council, or any other authority of the University or committee may resign by letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received by the Registrar.
2. Any officer of the University (whether salaried or otherwise) may resign his office by letter addressed to the Registrar. Provided that such resignation shall take effect only on the date from, which the same is accepted by the authority competent to fill the vacancy.

Statute 12: Disqualification

A person shall be disqualified for being chosen as, and for being, a member of any of the authorities of the University.

- a. if he is of unsound mind or is a deaf-mute or suffers from contagious leprosy;
- b. if he is an un discharged insolvent;
- c. if he has been convicted by a Court of Law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months

Statute 13: Validation of Proceedings

1. 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.
2. Any vacancy which may occur in the membership of the authorities or bodies of the University due to death, resignation or removal of a member or due to change of capacity in which he was appointed or nominated, shall be filled up as early as possible by the person or the body who had appointed or nominated such a member:

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

Statute 14: Honorary Degrees

Any proposal for the conferment of honorary degrees shall be made by the Academic Council to the Board of Management, and the proposal if accepted by the BOM shall require the confirmation from the Chancellor.

14.1 The Board of Management may confer the following Honorary Degrees:

Doctor of Law LL.D.

Doctor of Letters D. Lit.

Doctor of Literature D. Lit.

Doctor of Science D. Sc.

Doctor of Philosophy Ph. D.

14.2 Guidelines to the award of honorary degrees:

The honorary degrees (Honoris Causa) may be awarded to eminent and distinguished persons, who have made significant, worthy and unique contributions to Science & Technology, Arts, Literature, Commerce and Management or any branch of human development. Such degrees may also be awarded to distinguished persons who have rendered exceptional service to the society or whose work has made indelible impact on improving the quality of life of general public.

14.3 Process of conferring honorary degree:

1. The proposal shall be placed before a Committee consisting of the Vice-Chancellor, one eminent educationist not connected with the University and one educationist nominated by the Chancellor.
2. If the Committee unanimously recommends that a honorary degree be conferred on the person on the ground that he is in its opinion a fit and a proper person to receive such degree, its recommendation shall be placed before Board of Management and the report of which shall be sent to the Chancellor.
3. The honorary degree will be conferred only if the Chancellor approves the names.

- 14.4** The honorary degree shall be conferred on the person either at a regular convocation as prescribed in the regulations to be made by the Board of Management or at a special convocation to be held for the purpose as may be decided by the Board of Management.
- 14.5** The presentation of persons at the Convocation, on whom honorary degrees are to be conferred, shall be made by the Vice-Chancellor or by a person nominated by the Board of Management for the purpose. The Vice-Chancellor or the persons nominated by the Board of Management as the case may be shall, while presenting the persons on whom the honorary degrees are to be conferred read a citation.
- 14.6** The diploma or a certificate for an honorary degree shall be signed by the Chancellor.

Statute 15: Diplomas and Certificates

- 15.1 Diplomas in the case of Degree Examinations:** A diploma under the seal of University and signed by the Vice-Chancellor shall be presented to each successful candidate at an examination for a degree at the Convocation ceremony.
- 15.2 Certificate in the case of Examinations other than those for a degree:** A certificate signed by the Vice-Chancellor shall be given to each successful candidate at a University Examinations other than an Examination for a degree. The certificate shall set forth the date of the examination, the class in which he/she was placed.
- 15.3 Conditions for issue of Duplicate Certificate and Diplomas:** A duplicate of a University diploma or certificate shall not be granted except in cases in which the Vice-Chancellor is satisfied, by the production of an affidavit signed before a Magistrate and an FIR lodged with the police, along with a paper notification otherwise, that the applicant has lost the certificate or diploma or that it has been destroyed. In such cases a duplicate, super scribed as such, and signed by the Vice – Chancellor may be granted on payment of a fee.
- 15.4 Transitory Statues**
1. Any person who has been declared successful in the Final Degree Examination conducted or deemed to have been conducted by the university and desiring to obtain the degree or diploma certificate before the Convocation for the conferment of such degree or diploma is held, may apply to the Registrar for a provisional degree certificate along with the prescribed fee as the case may be.
 2. Thereupon, the Registrar shall cause the issue of the degree or diploma certificate to the applicant.
 3. The degree or the diploma so issued shall be, as far as may be, in the same form as the one issued at the Convocation.

Statute 16: Convocation for Conferring Degrees

16.1 Convocation for the purposes of conferring degrees shall be held once a year and at other times as the Chancellor may direct. The second Convocation shall be held at the time of Annual Meeting of the Board of Management and degrees shall be conferred only ‘in absentia’ at this convocation.

16.2 The Registrar shall, not less than forty-five days before the Convocation, cause a notification to be published in one or more national newspapers and in the University Office indicating the place, date and time of the Convocation.

16.3 A special Convocation for conferring degrees or other distinctions may be held on such date and time as the Board of Management may, with the Chancellor’s approval determine.

16.4 Degrees to be taken at Convocation: All those whose names appear in the list of successful candidates for any of the degrees of the University shall receive their respective degrees in person or in absentia at any Convocation held after such lists are approved by the Board of Management.

16.5 No candidate who has already been admitted to a degree and has been awarded his diploma shall be admitted at Convocation a second time to the same degree notwithstanding that he may have become qualified in an additional group or branch or in an additional language. An endorsement shall be made upon his diploma setting forth the further examination passed by him with dates and class, if any.

16.6 Application for admission to a degree:

16.6.1 No candidate shall be admitted to the Convocation in person who has not submitted to the Controller of Exams his application for admission to the degree in the prescribed form along with a fee so that it may reach him not later than thirty clear days before the date fixed for the convocation. No person shall be admitted to the Convocation who has not thus applied.

16.6.2 No candidate shall be admitted to a degree ‘in absentia’ at a Convocation who has not submitted his application to the Controller of Exams in the prescribed form along with a fee of postage so as to reach the Controller of examination not less than thirty clear days before the date fixed for the Convocation.

16.6.3 It shall, however, be competent for the Vice-Chancellor for satisfactory reasons shown to grant a provisional certificate to a candidate who is eligible for a degree prior to the Convocation, subject to such candidate being admitted to the degree.

16.7 Declaration to be signed: Candidates for degree shall sign a declaration in the following form, before they are admitted to the several degrees for which they may have been recommended:

“We hereby solemnly declare and promise that, if admitted to the Degree of Bachelor of arts, Bachelor of Science, Bachelor of Commerce, Bachelor of Business Management, Bachelor of Engineering, Master of Arts, Master of Science, Master of Commerce, for which we have been recommended, we shall in our daily life and conversation, conduct ourselves as befits members of this University, that we shall do the utmost of our capacity and opportunity support the cause of morality and sound learning, and that we shall uphold and advance the social order and wellbeing of our fellowmen”.

In the case of Professional Degrees, the following shall be added to the declaration:

“That we shall faithfully and carefully fulfill the duties of the profession to which we may be admitted by virtue of our degrees, that we shall on all occasions maintain their purity and reputation and that we shall never deviate from the straight path of their honorable exercise by making our knowledge subservient to unworthy ends”.

16.8 Attendance of Candidates: The candidates who are to be awarded degrees at the University Convocation ceremony shall be required to come in such dress as may be prescribed by the University and shall occupy their respective seats before the proceedings begin.

16.9 a. Preliminary meeting of the Board of Management: There shall be a meeting of the Board of Management preliminary to the Convocation at which the reports containing lists of candidates recommended for admission to the various degrees shall be approved.

b. Preliminary meeting of the Academic Council: There shall be a meeting of the Academic Council preliminary to the Convocation at which the report of the Board of Management containing lists of candidates recommended for the degree relating to various faculties be admitted to the several degrees for which they have been recommended.

16.10 The Dean of each faculty, in his absence the senior member present, shall then move that the persons so recommended for the degrees related to his faculty be admitted, to the several degrees for which they have been recommended.

16.11 **Convocation Procession:** On the passing of these motions, the Chancellor, the Vice-Chancellor, the Members of the Board of Management and the Deans of Faculties shall pass in a procession to the place where the Convocation is to be held, the order of the procession being as under:

- a. The Controller of Exams who shall be the Mace Bearer
- b. Authorities of the University (in Pairs)
- c. The Registrar
- d. The Pro-Vice Chancellor
- e. The Vice-Chancellor
- f. The Chancellor
- g. The President of Jain University Trust
- h. The Chief Guest

Members will walk abreast and separate at the dais when the members to the right go up on the dais from the right side and the members to the left side. All will remain standing until the Chancellor and others in the procession have taken their seats.

16.12 **Conferment of degrees:** After the Chancellor, the Chief Guest, the Vice-Chancellor, the authorities of the University and the Controller of Exams have taken their places, the Vice-Chancellor will request the Chancellor to declare the Convocation open in the following words:-

“Mr. Chancellor,

I have the honour to request you, Sir, to declare the Convocation open”.

The Chancellor will then declare the Convocation open.

The Chancellor will then say,

“Let the candidates be presented”.

16.13 The Dean of each Faculty, or in his absence, a member nominated for the purpose by the Vice-Chancellor, shall present the candidates to the Chancellor, for the award of degrees relating to his faculty. The presentation will be in the following order:-

1. School of Commerce;
2. School of Engineering & Technology;
3. School of Humanities & Social Sciences;
4. School of Languages;
5. School of Management;
6. School of Sciences;

16.14 The Dean of each School or the persons authorized in this behalf by the Vice-Chancellor will present the candidates thus:

“Sir,

I present the candidates whose names are set out in the list for the degrees of..... under the School of..... They have been examined and found qualified for the respective degrees to which I request they may be admitted”.

All the candidates who belong to the various degrees under the School will rise from their seats and bow to the Chancellor and then resume their seats.

16.15 When all the candidates are presented by all the Deans one after another in the order indicated in Statute 16.13, the Chancellor shall say to the candidates:-

“By virtue of the authority vested in me as Chancellor of this University, I admit you to the various degrees awarded by the ARKA JAIN University under the Faculties of Commerce, Engineering, Humanities & Social Sciences, Languages, Management and Sciences and I charge you that ever in your life conversation you show yourself worthy of the same”.

16.16 After all the candidates taking degrees in person have been admitted, the Chancellor will admit candidates taking the degree in absentia. He will say –

“By virtue of the authority vested in me as Chancellor of this University, I admit also the rest of the candidates whose names are set out in the lists to their respective degrees in absentia”.

16.17 The names of medalists and prize winners will then be read out by the Registrar. The candidates will proceed to the Chancellor to receive the prizes and medals, bow to the Chancellor and resume their seats. The medals and prizes will be presented to the candidates by the Chancellor in the order in which the names are called by the Registrar. The Registrar will submit the medals and prizes to the Chancellor in the order in which they are to be presented.

16.18 Convocation Address:

- a. The Vice-Chancellor shall introduce the Guest Speaker and request him to address the Convocation.
- b. An address suitable to the occasion shall then be delivered by the person invited for the purpose or nominated for the purpose by the Chancellor. At the conclusion of the address, the Chancellor will say,

“I dissolve the Convocation”.

16.19 Return Procession: The procession will then return in the reverse order as follows:-

1. The Chief Guest
2. The President of Jain University Trust
3. The Chancellor
4. The Vice-Chancellor
5. The Pro-Vice Chancellor
6. The Registrar
7. Authorities of the University (in Pairs)
8. The Controller of Exams who shall be the Mace Bearer

16.20 Notwithstanding anything contained in Statutes the Vice-Chancellor may, with reference to any particular Convocation, for reasons to be recorded in writing, by order, specify a different procedure to be adopted for conferment of degrees at such Convocation.

Honorary Degrees: The procedure indicated in Statutes will apply generally in the case of conferment of Honorary Degrees also except that in the latter case the recipient of the degree may make a brief speech after receiving the degree.

Statute 17: Withdrawal of Degrees, etc.

The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw any degree or academic distinction conferred on, or any certificate or diploma granted to, any person by the University for good and sufficient cause:

Provided that; no such resolution shall be passed until a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice why such resolution should not be passed and until his objections, if any and any evidence he may produce in support of them, have been considered by the Academic Council.

Statute 18: Conferring the Title “Professor Emeritus”

- 18.1 The Board of Management may, on the recommendation of the Academic Council on a proposal made by the Vice-Chancellor, confer the title of “Professor Emeritus” on any University Professor or a person of repute from any industry and organization on or after his retirement in recognition of his eminent service to education, scholarship and research.
- 18.2 The Emeritus Professor shall not participate in the ordinary, regular teaching in a department. He may however, be requested to deliver a course of special lectures on the subject of his study or research and guide the research work of such students as might be assigned to him by the University.
- 18.3 The Emeritus Professor shall be provided with facilities for research in the Libraries and Laboratories of the University while in residence on the University Campus at the invitation of the University. He shall be paid an honorarium fixed by the Chancellor.
- 18.4 He shall be eligible for TA and DA for his visits to the University at rates to be fixed by the Vice-chancellor with the approval of the Chancellor. This will be in addition to the honorarium paid.

The privileges and obligations under Statute shall continue till the recipient attains the age of 70 years.

Statute 19: The appointment of Teachers of the University and other Academic and Administrative staff and their emoluments

1. The guidelines in this Statute should be read in conjunction with guidelines at statute 8 above.
- 2 All teaching posts, namely those of Professors, Associate Professors, and Assistant Professors shall be created by the Board of Management. Similarly, non-teaching staff positions shall also be created and defined by the Board of Management on the recommendations of the Vice Chancellor. .
- 3 Recommendations of Selection Committees will be forwarded by the Vice-Chancellor to the Board of Management for approval as applicable.
- 4 All appointments to teaching posts shall be approved by the Board of Management and reported during next meeting of the Governing Body.
- 5 Teaching positions shall be advertised in at least one leading National Dailies and the University Website as per the norms prescribed by the UGC or any other Regulatory Body or BOM for wide circulation. The details of advertised post(s) shall be provided on the University Website.
- 6 A Screening Committee consisting of three members, appointed by the Vice-Chancellor, shall screen all the applications and prepare a summary of all the candidates satisfying the criteria as approved by the vacancy approving authority, and to be called for the interview. Also a list of candidates not shortlisted and not to be called for the interview shall also be prepared separately giving the reasons for the rejection.
- 7 Summary of all the screened applications shall be made available to the Selection Committee at the time of interview.

- 8 Every Selection Committee shall consist of the Vice- Chancellor who shall be the Chairman thereof. The selection Committee for making recommendation for appointment to a post specified in Column 1 of the Table below shall have as its members the persons specified in the corresponding entry in column 2 of the said table.

<p>Professor , Associate Professor / Assistant Professor</p>	<ul style="list-style-type: none"> ▪ Dean of the School / Director of Center ▪ HOD of the department or 2 Senior most faculty of the department ▪ One Subject expert not concerned with the university, nominated by the Vice-Chancellor out of a panel of the names recommended by the Academic Council for their special knowledge of or interest in the subject with which the faculty will be concerned <p>Atleast four members including one outside expert shall constitute the quorum</p>
<p>Librarian</p>	<ul style="list-style-type: none"> ▪ Vice-Chancellor ▪ Two persons connected with the University, who have special knowledge of the subject or Library Science to be nominated by the Vice Chancellor ▪ Any one Dean as nominated by Vice-Chancellor ▪ Registrar

- 9 For non teaching staff the selection committees shall be approved by the Vice Chancellor and constituted under Dir HR, unless specified under statutes for respective appointment, by the Vice Chancellor.
- 10 The Selection Committee shall recommend to the Chancellor the names, arranged in order of merit, if any, of the persons whom it considers suitable for the posts.
- 11 After the approval of Selection Committee's recommendation by the Chancellor, appointment letters will be issued by the Dir HR.
- 12 In addition to full-time teachers, the Board of Management /Vice-Chancellor may also decide to engage teachers for a fixed term/ part time on contractual basis for short durations.

Statute 20: The conditions of service of employees including provisions for retirement benefits, insurance and provident fund, the manner of termination of service and disciplinary actions

1. Every teacher and salaried officer and such other employees, as are mentioned in the Statutes, shall be appointed under a written contract on such terms and conditions as may be agreed to between parties which shall be lodged with the University, and a copy thereof shall be furnished to the officer or teacher or employee concerned.
2. Subject to the conditions laid down in the statutes, the terms and conditions of service shall be made in the form of HR manual / service rules and approved by the Board of Management. It should cover all the conditions as would be applicable to an employee and would generally include, but not restricted to following:
 - a. Personnel policies
 - b. Pay & Allowances rules
 - c. Traveling Rules.
 - d. Leave Rules:
 - e. Policy covering health and wellbeing/medical/Insurance
 - f. Policy on Loans and Advances
 - g. Honorarium and Schedule of payment
 - h. Dependent Policy
 - i. Appraisal and Career progression
 - j. Recruitment norms
 - k. Ethics policy and code of conduct
 - l. Policy on Sponsored Projects and Consultancy
 - m. Policy on dealing with Sexual Harassment at work places
 - n. Discipline Policy
 - o. Gratuity, Provident fund

Statute 21: Appointment and Service Conditions of Officers, Teachers and Employees of the University

All officers, teachers and employees of the University shall be appointed as per regulations of the University, issued from time to time, and the appointments shall as far as possible be made on a regular basis against substantive posts. However, the Board of Management may, on an urgent basis, authorize the Vice Chancellor to make appointments of the officers, teachers and other employees on short term contract basis, when deemed necessary and urgent.

1. All the Teachers/Academic Staffs and officials of the University shall be governed by the terms & conditions of service as prescribed by the University HR manual book.
2. The Board of Management will formulate policies, terms & conditions of appointment of Teachers in accordance with University Grant Commission/State Government Regulations from time to time with the approval of the Chancellor.
3. All appointments will be made as per terms & conditions, approved for the respective positions & promotions of the employees under various schemes will be made from time to time in accordance with the eligibility conditions under relevant schemes of the University Grant Commission/State Government.
4. A standing committee may be constituted by the Governing Body comprising members of Governing Body, Vice Chancellor and Registrar as considered appropriate to regulate and review these policies and terms & conditions from time to time.
5. Every teacher and salaried officer and such other employees as are mentioned in the Statute shall be appointed under a written contract, which shall be lodged with the University and a copy thereof shall be furnished to the officer or teacher or employee concerned.
6. Any dispute arising out of a contract between the University and those mentioned in clause shall, at the request of the teacher or officer or employee concerned, or at the instance of the University, be referred to a Tribunal of Arbitration consisting of one member appointed by the Governing Body, one member nominated by the officer or teacher concerned and an umpire appointed by the Chancellor, and the decision of the Tribunal shall be final.

Statute 22: The Procedure for settlement of disputes between employees or students and the University

1. the university shall provide a fair and reasonable opportunity to employees or students who have any grievance with regard to any aspects of their employment/rules/grievance with the University. An employee who has a grievance shall present the same in person or in writing to the Vice Chancellor. Wherever necessary, the Vice Chancellor will constitute a grievance hearing committee; members of which will be appointed by him.
2. Based on the report of the grievance hearing committee, the Vice Chancellor may dispose of the grievance case of the employee or refer it to the Chancellor or Chairman, Board of Management. The decision of the authorities to whom case is finally referred in this regard will be final unless the Chancellor feels otherwise. Cases of such grievances dealt, shall be reported to the Board of Management for information.

Statute 23: The Procedure for Appeal to the Board of Management by any Employee or Students of the University

1. Once the decision has been given on any dispute arising between the University and any of its employees or students as per Statute 22 above, the aggrieved party has the right to appeal against such decision to the Board of Management unless such a decision was taken by the Board of Management.
2. The aggrieved party should submit an appeal in writing addressed to chairman of the Board of Management giving full details of the case and reasons for appeal.
3. The appeal shall be considered by the Board of Management in regular or special meeting or through the circulation note.
4. The decision of Board of Management shall be final.

Statute 24: Resignation, Action against Teachers and Non-Teaching staff including removal

1. Resignation: Resignation rendered by an employee shall be processed as per the Regulations prescribed for the purpose.

- a. Any member other than an-officio member of the GB, the Board of Management, the Academic Council or any other authority of the University or Committee may resign by a letter addressed to the chairman of respective authority and process the same through Registrar. The resignation, once accepted, shall take effect as soon as the letter is received by the Dir HR.
- b. Any Officer of the University (whether salaried or otherwise) may resign his office by a letter addressed to the Dir HR. Provided that such resignation shall take effect only on the date from which the same is accepted by the Authority competent to fill the vacancy.
- c. Any teaching or non teaching staff may resign by sending his / her resignation to the Dean of the school / Department Head and Registrar, Provided that such resignation shall take effect only on the date from which the same is accepted by the Authority competent to fill the vacancy.

2. Action Against Teachers and Non-Teaching staff including removal

- a. Where there is an allegation of misconduct against a teacher, the Vice-Chancellor shall institute an inquiry committee for the purpose. Vice –Chancellor may, if he thinks fit, by order in writing, place the teacher on suspension and shall forthwith report to the Board of Management the circumstances under which the order was made:
- b. Based on the inquiry committee report, the Vice-Chancellor may decide course of action including suspension depending on the severity of the misconduct, however, for taking actions to the extent of termination of the teacher concerned, the Vice-Chancellor shall take the approval of the Board of Management, whose decision will be final.

- c. An appeal against any action can be made to the Chairman, Board of Management within 30 days from the date of receiving of the communication of such order.
- d. Notwithstanding anything contained in the terms of his contract of service or of his appointment, The Board of Management shall be entitled to remove a teacher on the ground of misconduct.
- e. Save as aforesaid the Board of Management shall not be entitled to remove a without giving three months' notice in writing or payment of three months' salary in lieu of notice.
- f. No teacher shall be removed until he / she has been given a reasonable opportunity to show cause against the action proposed to be taken in regard to him/her.
 - i. The removal of a teacher shall take effect from the date on which the order of removal is made. The removal of a teacher shall take effect from the date on which the order of removal is made: Provided that where a teacher is under suspension at the time of his removal, the removal shall take effect on the date on which he was placed under suspension.
 - ii. Notwithstanding anything contained in this Statute, the teacher shall be entitled to resign by giving two months notice in writing to the Dean of respective department & Registrar.
- b. Non-Teaching employees against whom there is an allegation of misconduct;
 - i The Vice-Chancellor/CEO shall constitute an inquiry committee for the purpose
 - ii Based on the inquiry committee report, the Vice-Chancellor may decide course of action

An appeal against any action can be made to the Board of Management within 30 days from the date of passing such order

- c Notwithstanding anything contained in the terms of his contract of service or of his appointment, an employee of the University, other than a teacher, may be removed by the authority which is competent to appoint the employee –
 - i if he is of unsound mind or is a deaf-mute or suffers from contagious leprosy;

- ii if he has been convicted by a court of law of any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months;
- iii if he is an un-discharged insolvent;

No such employee shall be removed under above clause until he has been given reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

- 3. Where the removal of such employee is for a reason other than that specified in sub- clause (c) (i), (ii) or (iii), he shall be given three months notice in writing or paid three months salary in lieu of notice.
- 4. Notwithstanding anything contained in these Statutes, an employee of the University, not being a teacher shall be entitled to resign –
 - i. in the case of a permanent employee, only after giving two months notice in writing to the appointing authority or paying to the University two months' salary in lieu thereof;
 - ii. in any other case, only after giving one month's notice in writing to the appointing authority or paying to the University one month's salary in lieu thereof
- 4. In case of teachers , under special circumstances, Vice Chancellor , on the recommendation of Dean of the department will be the final authority to grant exemption in serving the notice period and in case of non teaching employees , only Registrar after having approval from Vice – Chancellor can exempt or give relaxation in notice period.

Statute 25: Fellowships, Scholarships, Medals and Prizes

1. The Academic Council may recommend to the Chairperson to institute the award of Fellowships and Scholarships carrying such remuneration as may be fixed on the approval of Chancellor.
2. Fellowships shall be tenable for one academic year in the first instance, but may, in special cases be extended for a further period. The extension of fellowship shall be as per the criteria laid down by the University.
3. The medals/certificates/cash prizes for academic excellence of a student in the class or a program and for a teacher/employee of the University may be instituted by the Board of Management on the recommendations of the Academic Council.
4. Any private person, Trust or agency can propose to institute a medal/cash prize for a particular program/course. The proposal shall be considered by Board of Studies/Faculty and finally by Academic Council which can accept or reject the proposal. This recommendation of the Academic Council has to be approved by the Board of Management.
5. Medal and Prizes to students/teachers/employees for their outstanding performance in sports, cultural activities, debates, seminars, etc. may be instituted by the Board of Management on the recommendations of the Academic Council.

Statute 26: Other Authorities of the University

Such other Authorities as may be decided by the Governing Body shall be established for the purpose of attainment of the objects of the University. The Composition, Powers & Duties of such Authorities shall be specified in the Regulations.

Statute 27: Special mode of appointment

Notwithstanding anything contained in Statute, the Governing Body may invite a person of high academic distinction and professional attainment to accept a post of Professor or Associate Professor or Senior Fellow in the University, as the case may be, on such terms and conditions as it deems fit, and on the person agreeing to do so, appoint him to the post.

- a. The Vice Chancellor may invite a person of High Academic Distinction and Professional attainment to accept the post of professor or associate professor or any other academic post in the University as per the University Grant Commission, on such terms & conditions as the Vice Chancellor deems fit and on the agreeing to do so, appoint him/her to the post for one year.
- b. The Vice Chancellor may on the recommendation of concern Director/Head of the department and the concern Dean appoint a visiting faculty for a period of one year.
- c. The Vice Chancellor may appoint a teacher or any other academic staff working in any other university or organization to undertake a joint project.
- d. The appointment shall be subject to the approval of the Chancellor.

Statute 28: Maintenance of discipline among students of the University

1. The details as provided for in ordinance of the University and shall be applicable.
2. All powers relating to discipline and disciplinary action in relation to students shall vest in Vice Chancellor.
3. Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him appropriate, the Vice Chancellor may in the exercise of his /her powers aforesaid, order or direct that any student or student he expelled from the university, or be fined a sum of rupees (that may be specified), or be debarred from taking an examination or examination for one or more years or that the results of student or student concerned in the examination or examination in which he/she has or they have appeared be cancelled.
4. The Vice chancellor may, delegate all or such of his powers, as he deems proper to the Dean ,and to such other persons as he may specify in this behalf ,by the approval of the Chancellor of the university.

Statute 29: Membership of Students Organization

The membership of any Student Organization shall be voluntary.

Statute 30: Alumni Association

1. There shall be an Alumni Association established for the ARKA JAIN University.
2. The subscription for membership of the Alumni Association shall be prescribed by the Ordinances.
3. No member of the Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to the date of the election and is a graduate of the University of at least five years standing:

Provided that the condition relating to the completion of one year's membership shall not apply in the case of the first election after the commencement of the Act.

Statute 31: Regulations

The authorities of the University may make Regulations consistent with this Act, these Statute and the Ordinances:

- a. Laying down the procedure to be observed at their meetings and the number of members required to form a quorum;
 - b. Providing for all matters which by this Act, these Statute or the Ordinances are to be prescribed by Regulations;
 - c. Providing for all other matters solely concerning such authorities or committees appointed by them and not provided for by this Act, these Statute or the Ordinances.
1. Every authority of the University shall make Regulations providing for the giving of notice to the member of such authority of the dates of meetings and of the business to be considered at meetings and for the keeping of a record of the proceedings of meetings.
 2. The Governing Body may direct the amendment in such manner as it may specify, of any Regulation made under this Statute or the annulment of any such Regulation.

Statute 32: Degrees & Diplomas

1. The University shall confer the following Degrees, namely:
 - i. Doctor of Literature, Science and Laws;
 - ii. Doctor of Philosophy;
 - iii. Doctor of Medicine and Master of Surgery;
 - iv. Master of Philosophy;
 - v. Master of Arts, Science, Commerce, Laws Engineering & Technology, Agricultural Sciences, & Forestry, Pharmacy, Architecture & planning, Vocational & Skill Development, Medical Sciences & Research, Art & Culture, Foreign Languages, International Relations, Language, Fashion Technology, Film & Media Sciences;
 - vi. Bachelor with Honors of Arts, Science, Commerce;
 - vii. Bachelor of Medicine and Surgery, Engineering Technology, Laws, Agricultural Sciences & Forestry, Pharmacy, Architecture & planning, Vocational & Skill Development, Medical Sciences & Research, Art & Culture, Foreign Languages, International Relations, Language, Fashion Technology, Film & Media Sciences;
 - viii. Such other Bachelors or Masters Degrees as may be prescribed by the Ordinances
 - ix. Any other degree as specified and approved by UGC & other regulatory bodies
2. The University shall award Diplomas and Certificates in such subjects as may be specified in the Ordinances.

Statute 33: Establishment of New Institution (s), Off-Campus (s) and creation of New Department(s) & Abolition or Restructuring of existing Department(s)

1. New School(s), Department(s), Institute(s) shall be established by the Board of Management on the recommendations of the Academic Council and also in compliance with the Statutory regulations shall be framed and approval by the vice - chancellor on the recommendations of the Academic Council.
2. The University shall not admit any college or institution of the state to the privilege of affiliation.
3. The University may open any off-campus, offshore campus, and study centre, examination centre in or out of the state of Jharkhand only after the prior approval of University Grant Commission or such regulatory body established by the Government or state or central Government, as are in the opinion of the University, necessary for furtherance of its objects within or outside the State with prior approval of the Governing Body on the recommendations of the Academic Council and as per relevant laws.
4. The University can start, after obtaining the approval of the vice - chancellor and on the recommendations of the Academic Council, Undergraduate/Postgraduate/Post-Doctoral/other courses/programs along with the number of seats allocated to these programs in all disciplines. Such decisions will be placed before the next meeting of the Board of Management. The University shall apply to the statutory council(s) for seeking prior approval for course(s) where such approval is mandatory before starting the course(s).
5. The University may establish, from time to time, specialized laboratories or other units for research and instructions with the approval of the Board of Management on the recommendations of the Academic Council.
6. The University may also launch the study program in distance/correspondence mode, only after the prior approval of University Grant Commission or such regulatory body established by the Government, as are in the opinion of the University, necessary for furtherance of its objects within or outside the State with prior approval of the

Governing Body on the recommendations of the Academic Council and as per relevant laws.

7. The proposal for abolition or restructuring of existing department(s) is to be submitted by the Head of concerned department/institute to the Registrar of the University which shall be placed before the Academic Council for consideration. On the recommendation of the Academic Council, the Registrar shall place the proposal before the Board of Management for consideration and approval.
8. Dean of School desirous of launching a new academic program/Course, shall submit to the Registrar of the University, a proposal in a prescribed format sufficiently before the academic year in which the program is to be launched. The Registrar shall place the proposal before the Academic Council for consideration. On the recommendation of the Academic Council, the Registrar shall place the proposal, along with modifications or additions suggested by Academic Council, if any, before the Board of Management for consideration and approval. Thereafter the Registrar shall convey the decision to the constituent unit, which had initiated the proposal.

**By Order of the Governing Body
of
The ARKA JAIN University, Jharkhand**

Registrar