

# **JAIN VISHVA BHARATI INSTITUTE**

(Declared as Deemed-to-be University under Section 3 of the UGC Act, 1956)

Tulsigram, Ladnun-341306  
Dist. Nagaur (Rajasthan) INDIA



## **MEMORANDUM AND ARTICLES OF ASSOCIATION / RULES**

as per UGC (Institutions Deemed to be Universities)  
Regulations, 2010, UGC (Amendments) Regulations, 2014  
and UGC (Amendments) Regulations, 2015

*Proposed on 31<sup>st</sup> December, 2015  
for approval*

## PART - I

### MEMORANDUM OF ASSOCIATION

1. **Name of the Trust / Society**

The name of society shall be the Jain Vishva Bharati Institute (hereinafter referred to as the "Institute" or the "Institution").

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

The name of the Institution shall be Jain Vishva Bharati Institute (Deemed to be University).

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

The Registered Office of the Institution deemed to be University shall be situated at Tulsigram, Ladnun (District Nagaur) Rajasthan.

4. **Objectives**

Jain Vishva Bharati Institute is solely an educational institution dedicated to cultivate and practice high ideals of "Anekant" including tolerance and peaceful co-existence for the weal of the mankind at the global level as propagated by the Anushasta. The objectives for which the Institute is established are:

4.1 To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit primarily at post-graduate and research degree levels fully conforming to the concept of university, namely, University Education Report (1948) and the Report of the Committee on Renovation and Rejuvenation of Higher Education in India (2009) and the Report of the Review Committee for Deemed to be Universities (2009);

4.2 To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the university education system that is - academic engagement clearly distinguishable from programmes of an ordinary nature that lead to conventional degrees in arts, science, engineering, medicine, dental, pharmacy, management, etc. routinely offered by conventional institutions;

4.3 To provide for high quality teaching and research and for the advancement of knowledge and its dissemination through various research programmes undertaken in- house by substantial number of full time faculty / research scholars (PhDs and Post Doctoral) in diverse disciplines;

- 4.4 To enable creation of institutions deemed to be university under the 'de novo' category devoted to unique and emerging areas of knowledge, not being pursued by conventional or existing institutions - particularly in specific areas of study and research preferably sponsored by the Government of a State / UT or the Central Government regarded as important for strategic needs of the country or for the preservation of our cultural heritage, so determined by a well laid-out process of wide consultation with the eminent peers of academic community with the prior approval of Central Government;
- 4.5 To provide for Instruction, Training, Research, Extension and Experimentation in the various branches of learning, make arrangements, take up and impart education in professional courses and award degrees , diploma and certificates as may be permitted under the UGC regulations and /or guidelines and the higher education policies by the Government;
- However, it shall not be an Institution imparting education leading to conventional degrees only, without strong inter-disciplinary and innovative programmes with matching research capabilities, and should have achieved peer recognition and verifiable scholarly attainment and research output.
- 4.6 to provide for research and for advancement of and dissemination of knowledge and extension activities in the Oriental Learning— Prakrit Language and Literature, Pali, Sanskrit, Apabhramsha, Jainology, Philosophy, Religion, Comparative Studies in Philosophy and World Religions, Astrology, Mantravidya, Avadhanvidya (Memonics), Yoga and Sadhana, Ayurveda, Naturopathy, Colour Therapy, Magnet Therapy, Epigraphy, Paleography, Jeevan Vigyan & Preksha Dhyan (Science of Living & Preksha Meditation) and the fundamental principles of Shramana Culture and such other related and ancilliary or supplementary subjects as may be permitted under the UGC regulations and /or guidelines and the higher education policies by the Government;
- 4.7 to encourage students of higher education in critical study of the above - mentioned & related disciplines and to equip them with an analytical outlook to discover the elements of social sciences in the various disciplines;
- 4.8 to provide facilities for study and research & extension in discipline of Indian Yoga with special emphasis on spiritual discipline embedded in the Jain Agamas;
- 4.9 to edit the original works for a comparative and critical study of the aforesaid & related subjects;

- 4.10 to prepare and publish reference books such as Dictionary and Encyclopaedias on Prakrit Language and Literature, Jain Philosophy and Culture and related aspects; to provide for the teaching of other Indian and foreign languages and research in the context of the aim of the Institute;
- 4.11 to give special emphasis on the synthesis of the spiritual heritage of the ancient Indian Shramana Culture with the modern scientific outlook in the field of education and research and inculcate amongst students the essential values and ideals of ancient Indian culture and civilization;
- 4.12 to organise residential community of students and teachers for living together on patterns of ancient Indian Educational Centres and Ashramas;
- 4.13 to establish courses of study, research & extension and to provide the instruction & extension in such branches of study as the Institute deems appropriate for the advancement of learning and dissemination of knowledge in such disciplines;
- 4.14 to confer Degrees and to grant Diploma and/or Certificate to persons who have satisfactorily completed the approved courses of study and/or research as may be prescribed and shall have passed such tests or examinations or successfully completed the assignments as may be prescribed;
- 4.15 to institute and award visitorships, fellowships, prizes and medals etc;
- 4.16 to sanction and award financial assistance in the form of scholarships, stipends, awards, prizes, loans, etc. to students, scholars, researchers, spiritually devoted persons, social workers, and the institutions and to manage and arrange with cost or free for their boarding and lodging;
- 4.17 to create Trusts, collect funds, raise loans and to plan & prepare scheme for the same, to obtain contributions, grants and financial assistance from the general public, government or non-government organizations and to utilise the same and the income there from for the objects referred to above;
- 4.18 to build up a corpus of fund of which only the income is to be spent for carrying out the objects of the Institute;
- 4.19 to acquire, purchase or get or give on lease buildings or land for the Institute conditionally or unconditionally, to construct buildings, roads etc. and to collect and purchase necessary equipments and material for the fulfillment of the aims of the Institute;
- 4.20 to establish contacts with scholars and philosophers and organize occasional conferences, seminars, discussions, exhibitions etc., and to

- arrange for reading of papers and to send representatives to other places to fulfill this object;
- 4.21 to establish campuses of study and research as may be required for the students and scholars of the Institute with the prior permission of the MHRD/UGC;
  - 4.22 to undertake suitable extension activities for the public welfare and social advancements;
  - 4.23 to make rules and bye-laws for the conduct of affairs of the Institute and to amend, vary or rescind them from time to time and also to enable the Institute to accept gifts, bequests of land and buildings, and all income thereof;
  - 4.24 to fix, demand and receive fees and other charges as may be necessary;
  - 4.25 to constitute Board of Studies and Research and such other committees as may be necessary for fulfillment of the objects;
  - 4.26 to disseminate the popular aspects of Prakrit and Jain learnings among the common people by holding meetings, conferences, seminars and discourses by inviting eminent scholars etc.;
  - 4.27 to establish and manage hostels and other places of residence for the students, teachers and staff;
  - 4.28 to supervise, control and regulate the discipline of the students of the Institute and to make arrangements for promoting their health, general welfare and cultural and corporate life.
  - 4.29 to create teaching cadres including academic research and extension and administrative, ministerial and field posts for the fulfillment of its objects and to fix the terms and conditions of all appointments;
  - 4.30 to recognize degrees, diplomas and certificates of other educational bodies corporate as equivalent to those of the Institute;
  - 4.31 to establish laboratories as part of the Institute for the practice of Yoga, Meditation and Self-realization and to arrange for the training in these disciplines;
  - 4.32 to publish books, journals, monographs and periodicals and papers in furtherance of the objects of the Institute and to establish a library of CD's;
  - 4.33 to build up and equip an up-to-date library of printed books, manuscripts, journals and periodicals relating to the abovementioned and related subjects and to establish reading rooms;
  - 4.34 to establish museum(s) and preserve rare manuscripts, letters, pictures, stone images, artistic works, and archaeological and historical exhibits;

- 4.35 to prescribe qualifications for admission to its various classes, training programmes and such other activities;
- 4.36 to institute awards for outstanding contributions made by individuals or institutions for the promotion of and to the cause of global peace, propagation of Ahimsa, harmony and goodwill and in such other fields of national integration and in international understanding through literary, scientific or humanistic pursuits in accordance with Rules and Bye-laws adopted from time to time;
- 4.37 to have well established, broad based and viable under-graduate, post-graduate and research programmes in several disciplines with firm inter-disciplinary orientation and linkages;
- 4.38 to do all such things as may be conducive, necessary, incidental, complementary, residual for the effective functioning of the Institute in pursuance of its objectives.
- 4.39 The institution shall be a not-for-profit organization and shall not be engaged in commercialization of higher education, under-graduate, post-graduate and research programmes.

Provided however no object shall be pursued unless permissible under the rules of the UGC.

## **5. Definitions**

- 5.1 "ANUSHASTA" means the Anushasta (Spiritual and Moral Disciplinarian) of the Institute.
- 5.2 "AUTHORITIES" means the authorities of the Institute.
- 5.3 "CENTRAL GOVT." means the Govt. of India.
- 5.4 "COMMISSION" or "UGC" means The University Grants Commission.
- 5.5 "INSTITUTE" OR "INSTITUTION" means "Jain Vishva Bharati Institute (Deemed to be University)".
- 5.6 "KULADHIPATI" means the Kuladhipati (Chancellor) of the Institute.
- 5.7 "KULAPATI" means the Kulapati (Vice-Chancellor) of the Institute.
- 5.8 "KULASACHIVA" means the Kulasachiva (Registrar) of the Institute.
- 5.9 "NIDESHAK" means the Nideshak (Director) of a constituent Institution, Department/ Division mainly with Research or Extension activities of the Institute.
- 5.10 "PRABANDHA MANDAL" means the Prabandha Mandal (Board of Management) of the Institute.
- 5.11 "RULES & BYE-LAWS" means the Rules & Bye-Laws of the Institute.

- 5.12 "SOCIETY" means the Jain Vishva Bharati Institute registered as Society under the Rajasthan Societies Registration Act, 1958.
- 5.13 "SPONSORING SOCIETY / PARENT SOCIETY / PARENT BODY" means the Jain Vishva Bharati, a society registered under the Rajasthan Societies Registration Act, 1958.
- 5.14 "VIDYA PARISHAD" means the Vidya Parishad (Academic Council) of the Institute.
- 5.15 "VITTA SAMITI" means the Vitta Samiti (Finance Committee) of the Institute.
- 5.16 "VITTADHIKARI" means the Vittadhikari (Finance Officer) of the Institute.
- 5.17 "YEAR" means the financial year.
- 5.18 "YOJANA & NIRIKSHAN SAMITI" means the Planning and Monitoring Board of the Institute.
- 5.19 "General Body of Members" means the General Body of Members of the Institute constituted as per rules.

#### **ANUSHASTA (SPIRITUAL AND MORAL DISCIPLINARIAN)**

- (i) There shall be an "Anushasta" (Spiritual and Moral Disciplinarian) of the Institute.
- (ii) The spiritual fountain-head of the Jain Vishva Bharati–Anuvrat Anushasta Acharya Shri Tulsi of Terapanth Order shall be the first Anushasta of the Institute. The successive Anushasta shall be the succeeding Acharya in the said order.
- (iii) The role of the Anushasta in the realm of the institutional set up shall be that of the supreme guide in the spiritual and moral discipline of the Institute. He will, inter-alia, advise/ exhort/ address as and when he feels opportune or on the request of the authorities of Institute and also about the advancement of knowledge /learning in the various Departments of the Institute.

#### **6. Powers and Functions**

The powers and functions of the Institute shall be as prescribed under these rules subject to the rules and regulations of the Commission.

#### **7. Governance System**

- 7.1 The Institution is registered as a not-for profit Society under the Rajasthan Societies Registration Act, 1958. Provided that the members/trustees/promoters of the Managing Society/Trust/Company or a deemed to be University, not being a public funded deemed to be university, shall not

be directly or indirectly connected with the members/trustees/promoters of the sponsoring society/Trust/Company.

- 7.2 Among the Authorities, there shall be a Chancellor who shall be appointed by the Sponsoring Society and shall be an eminent educationist or a distinguished public figure other than the President of the Sponsoring Society or his/her close relatives.
- 7.3 There shall be no position of Pro Chancellor.
- 7.4 The highest governing body of the deemed to be university shall be a Board of Management to be headed by the Vice-Chancellor. This body shall consist of a minimum of ten members and a maximum of twelve members.
- 7.5 The Board of Management of the Institution shall be independent of the Sponsoring Society with full autonomy to perform its academic and administrative responsibilities. The number of representative(s)/nominee(s) of the Sponsoring Society on the Board of Management shall be limited to a maximum of two.
- 7.6 The Board of Management shall consist of eminent persons capable of contributing to and upholding university's ideals and traditions.
- 7.7 There shall be a Board of Management consisting of the following: -
  - i. Vice-Chancellor – Chairperson
  - ii. Pro Vice-Chancellor, if any, otherwise a nominee of Vice-Chancellor in consultation with the Chancellor
  - iii. Deans of Faculties, or Heads of Departments not exceeding two (by rotation based on seniority)
  - iv. Three eminent academics as nominated by the Chancellor.
  - v. One eminent academic to be nominated by the Central Government in consultation with UGC
  - vi. Two teachers (from Professors, Associate Professors) by rotation based on seniority
  - vii. Maximum of Two nominee of the Sponsoring Society
  - viii. The Registrar, who shall be the Secretary.

The term of membership of the Board of Management and its powers shall be as defined in the rules.

- 7.8 (i) The Vice-Chancellor shall be a whole time salaried officer of the Institution deemed to be university and shall be appointed in



accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

Provided that in case of a public funded deemed to be university, the Vice-Chancellor shall be appointed in accordance with the procedure laid down by the Central Government or the State Government, as the case may be.

(ii) The Vice-Chancellor shall hold office for a term of 5 years. He/ She shall be eligible for a second term, provided that in no case shall he/ she shall hold office beyond the age of 70 years. Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.

(iii) In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her absence, the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

7.9 All other statutory bodies of the deemed to be university shall be as described in the rules.

## **8. Admission and Fee Structure**

8.1 The Institution shall not accept payment towards admission fee and other fees and charges for admission in respect of any course or programme of study conducted in the Institution :

(i) other than such fee or charges for such admission as fixed in accordance with the Fee Regulations framed by the Government or by the Commission in this behalf from time to time, which shall be declared by it in the prospectus for admission against any such seat, and on the website of the institution; and

(ii) without a proper receipt in writing issued for such payment to the concerned student admitted in such institution.

8.2 The Institution shall not charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test:

Provided further that the Institution shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving students.

- 8.3 No students shall be eligible for admission to any course or programme of study except through inter se merit as specified in Prospectus of the Institute.

Provided that admission of Non-Resident Indian (NRI) and Persons of Indian Origin (PIO) foreign students shall be governed by the Guidelines / Regulations framed by the commission in this behalf from time to time.

- 8.4 Institution shall –

- (i) Maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;
- (ii) Exhibit such records on its website; and
- (iii) Be liable to produce such record, whenever called upon to do so by any statutory authority or by the Government under an law for the time being in force.”

- 8.5 The institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any to its courses or programmes of study, a Prospectus containing the following for the purposes of informing those persons intending to seek admission to the institution and the general public, namely :-

- (i) each component of the fee, deposits and other charges payable by the students admitted to the institution for pursuing a course or a programme of study, and the other terms and conditions of such payment;
- (ii) the percentage of tuition fee and other charges refundable to a student admitted in the institution in case such student withdraws from the institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the student;
- (iii) The number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;
- (iv) the condition of eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or programme of study, where so specified by the institution;

- (v) The educational qualifications specified by the relevant statutory authority/body, or by the Institution, where no such qualifying standards have been specified by any statutory authority;
- (vi) the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regards to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
- (vii) details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is on regular basis or visiting basis;
- (viii) the minimum pay and other emoluments payable for each category of teachers and other employees;
- (ix) Information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library, hospital or industry wherein the practice training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- (x) Broad outline of the syllabus specified by the appropriate statutory body or by the Institution, as the case may be, for every course or programme of study, including the teaching hours, practical sessions and other assignments;
- (xi) All relevant instructions in regard to maintaining the discipline by student within or outside the campus of the Institution, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the University Grants Commission Act, 1956 or other law for the time being in force.

Provided that the institution shall publish information referred to in items (i) to (xi) of this clause on its website, and the attention of the prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in the different newspapers and through other media;

Provided further that the institution deemed to be university may publish prospectus in accordance with this clause at any time before the expiry of sixty days specified under this clause.

- 8.6 The Institution shall fix the price of each printed copy of the prospectus, being not more than reasonable cost of its publication and distribution and no profit shall be made out of this publication, distribution or sale of prospectus.
- 8.7 The institution shall not directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a course or programme of study conducted by it.
- 8.8 The institution, if it is in possession or custody of any documents in the form of certificates of degree, diploma or any other award or other documents deposited with it by any purpose of seeking admission in the Institution shall not refuse to return such degree, certificates, award or other documents with a view to induce or compel such person to pay any fee or fees in respect of any courses or programme of study which such person does not intend to pursue or avail any facility in the Institution.
- 8.9 In case a student, after having admitted to the institution, for pursuing any course or programme of study in the institution, subsequently withdraws from the institution, in that case Institute shall not refuse to refund such percentage of fee deposited by such student and within such time as has been mentioned in the prospectus of such institution.
- 8.10 The Institution shall not issue or publish –
- (i) any advertisement for inducing students for taking admission in the institution, claiming to be recognized by the appropriate statutory authority where it is not so recognized; or
  - (ii) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the institution, or person authorized to issue such advertisement on behalf of the institution knows to be false or not based on facts or to be misleading.
- 8.11 No person shall, directly or indirectly, offer or pay capital fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a course or programme of study in any institution deemed to be university.
- 8.12 Admission of students to an institution deemed to be university, public or private, shall be made in the following manner:

- (i) In case the appropriate statutory authority has specified the process of selection for admission to any course, or programme of study in any institution which includes conducting competitive admission test for ascertaining the competence of any person to pursue such course or programme of study, in that case, no person shall be admitted to such course or programme of study in such institution, except through an admission test conducted by a recognized body or such institution or a group of institutions if such institution or group of institutions have been so authorized by the Central Government or a State Government or any statutory authority.
- (ii) In case the process of selection for admission to any course or programme of study in any institution including conducting competitive admission test has not been specified under sub-clause (i), in that case, no person shall be eligible for admission to such course or programme of study in such institution except through inter se merit to be specified in the prospectus of each institutions.

**9. Maintenance of Standards**

The Institution shall maintain standards, higher than the minimum, of instruction, academic and physical infrastructure, qualifications of teachers, etc. as prescribed for college level institutions by the Commission or by the Statutory/Regulatory body concerned, such as All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teachers Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), etc. and shall obtain their approval for running various programmes of study, wherever applicable, which may be periodically monitored by the duly constituted Committee(s) of the Commission.

**10. New Departments, Off-campus centres and Off-Shore campuses**

New Departments, Off-campus centres and Off-shore-campus centres shall be started by the Institutions only after prior approval of the UGC/MHRD/ Statutory/Regulatory body.

The institutions may operate a maximum of Six off campuses beyond its approved geographical boundaries with the prior approval of Central Government.

**11. Inclusion of other institutions under the ambit of Institution deemed to be university**

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

## **12. Joint programmes**

12.1 The Institution may conduct joint academic programme(s) with other Universities / institutions deemed to be universities in India and abroad with the prior approval of the Commission. The proposed joint programme(s) shall conform to the Acts and Rules of the Commission that shall apply to such programmes from time to time.

12.2 The Institution shall take sufficient safeguards so as to protect the interests of students enrolled in such programmes.

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

## **13. Institution Deemed to be University open to all**

Admission and employment in the Institution shall be open to all citizens of India regardless of race, religion, caste or creed and the area/ place of residence in India.

## **14. Institution Deemed to be University to be Unitary**

The Institution shall not affiliate any other institution.

## **15. Reservation Policy**

The Institution shall implement the reservation policy in admissions and recruitment, in accordance with any Act of Parliament for the time being in force and applicable to deemed universities.

## **16. Distance Education**

The Institution deemed to be university is conducting programmes in distance education from within its geographical boundaries shall continue to do so only with the approval of the concerned statutory body, and in any case not after expiring or ten years from the commencement of the UGC (Institutions Deemed to be Universities) (Amendments) Regulations, 2014.”

New courses under distance mode shall be started only after prior approval of UGC. The Institute shall not conduct courses in the distance mode from any of its Off-campus centre/off-shore campus approved subsequent to these Regulations.

## **17. Meetings of University Bodies**

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

## **18. Use of the Word “University”**

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

## **19. Consequences of Violation of Regulations**

- 19.1 The Central Government/Commission shall have the right to cause an inspection of the institution deemed to be university, its buildings, laboratories, its examinations, teaching and other work conducted or done by the institution deemed to be university, and to cause an enquiry to be made, if considered necessary by the Central Government/UGC, in respect of any matter of the institution deemed to be university.
- 19.2 After conducting an inspection of the institution deemed to be university by the Commission on its own or on the basis of any other authentic information or report received from any other reliable source(s) and after considering the explanation submitted by the institution deemed to be university, if the Commission is satisfied that the institution deemed to be university has violated any of the provisions of these Regulations or any directives issued by the Commission, the Commission may direct the concerned institution deemed to be university not to admit new students for the period to be decided by the Commission and in case of deliberate continuous violation of these Regulations, may advise the Central Government for withdrawal of the declaration notifying the institution as an institution deemed to be university. In the event of such withdrawal of the declaration, the entire movable and immovable properties of the institution deemed to be university shall stand transferred to the commission. For first violation, the withdrawal may be restricted to one academic session which can be extended up to five academic sessions for repeated violations. However, for serious and deliberate violation, the status of deemed to be university shall be withdrawn permanently. Provided that in case of a withdrawal of declaration notifying the institution as a deemed to be university of a public funded deemed to be university, the entire movable and immovable properties of the Institution deemed to be University shall stand transferred to the Central Government or the State Government, as the case may be.
- 19.3 In the event of the withdrawal of the deemed university status, action shall be simultaneously initiated to protect the interests of the students according to such precedents and practices as applicable or determined for the specific situation.
- 19.4 If an institution deemed to be university wishes to withdraw itself or its constituents from the status of 'institution deemed to be university', it may do so with the prior permission of the Central Government. Such withdrawal shall take effect only after the last batch of students then enrolled, passes out of the institution deemed to be university.

## PART II

### Rules

#### 1. Management of the Institution

1.1 The Institution shall be run managed and administered by the Board of Management in accordance with the Rules.

1.2 The names, addresses and occupation of the members of the first Board of Management to whom the management of the Institution was entrusted at the time of its incorporation on 10.09.1991 are as under :

Sl	Name	Addresses & Occupation
1.	Shri S.C. Rampuria	Jain-Vidya Manishi-Kuladhipati (Chancellor), Jain Vishva-Bharati University
2.	Vice-Chancellor(Kulapati)	Professor M.R. Gelra
3.	Shri K.C. Sethia	President, Jain Vishva-Bharati
4.	Shri S.C. Bengani	Secretary, Jain Vishva-Bharati
5.	Shri H.M. Bengani	Chairmain of Trust Board, Jain Vishva-Bharati
6.	Dr. N.M. Tatia	Director, Anekant Shodh Peeth, Jain Vishva-Bharati
7.	Shri R. L. Kothari	Registrar, Jain Vishva-Bharati
8.	Shri J.S. Zaveri	Prof. Jeevan Vigyan (Science of Living), Jain Vishva-Bharati
9.	Shri G.B.K. Hooja	Ex-Vice-Chancellor, Gurukul Kangadi Vishvavidyalaya, Haridwar, A-15/a, Vijay Path, Jaipur-302010
10.	Dr. D. N. Bhargava	Prof. & Head, Deptt. Of Sanskrit, University of Jodhpur, Jodhpur
11.	Dr. Ramjee Singh	Prof. & Head, Deptt. Of Gandhian Thought, Bhagalpur University
12.	Shri J.L. Rampuria	Advocate, 15, Noormal Lohia Lane, Kolkata

1.3 The Board of Management shall be a compact and homogeneous body enabling it to promptly take and implement well considered decisions and to effectively handle crisis situations.



## **2. Authorities of the Institution**

The following shall be the authorities of the Institution deemed to be university :-

- (i) Board of Management
- (ii) Academic Council
- (iii) Planning and Monitoring Board
- (iv) Finance Committee
- (v) Board of Studies
- (vi) Such Other Authorities as may be declared by the Rules to be Authorities of the Institution. General Body of Members is declared as other authority under the rules of the Institute.

### **2.1 General Body of Members:**

#### **2.1.1. Composition:**

The General Body of Members shall consist of the following:

##### **A. Ex-Officio members:**

- i. the Kuladhipati, who shall be the Chairman of the General Body of Members;
- ii. the Kulpati of the Institute;
- iii. two from the heads of department to be nominated by the Kulpati;
- iv. the President of Sponsoring Society or Trust;
- v. the Secretary of Sponsoring Society or Trust;

Such other ex-officio members not exceeding two, as may be provided for in the Bye-laws;

##### **B. Founding Members:**

- (vii) One representative of the founding members of the Institute to be nominated by the Kuladhipati;

##### **C. Life Members:**

- (viii) Any individual who has made a donation to the Institute at one time of an amount or of property valued Rupees five lakhs or more shall be admitted as a member for the whole of his life. However the amount shall stand increased to Rupees Fifty Lakhs or more (w.e.f. 1<sup>st</sup> June, 2012).

Provided that in the case of a corporate body including body of individuals or trust or society such a donation shall be Rupees ten lakhs or more and the membership shall last for a period of 10 years from the date of acceptance by the Institute of such donation.

Provided further that w.e.f. 1<sup>st</sup> June, 2012 a person shall be deemed to be a member on recommendation by the Prabandh Mandal (Board of Management) to Chancellor and Chancellor will nominate them.

Provided further that w.e.f. 1<sup>st</sup> June, 2012 corporate body, body of individuals, trust or society shall not be appointed as a member.

#### **D. Members by Representation:**

The following shall be members by representation:

- (ix) Four members engaged in promotion of Jainism and Prakrit Learning, Jain Culture and allied subjects or members of Jain institutions to be nominated by the Sponsoring Society or Trust;
- (x) Four Jain Scholars of whom at least one should be a woman member to be nominated by the Anushasta;
- (xi) Four nominees of the Kuladhipati from amongst Philosophers, Philanthropists, Educationists and Social Workers;
- (xii) Such other ex-officio members not exceeding two as may be provided for in the bye-laws.

#### **E. Associate Members:**

The Kuladhipati may nominate not exceeding five persons as associate members who have the commitment to the achievement of the objects of the Institute during his tenure.

The Kulasachiva shall be the non-member Secretary.

The total strength of the General Body of Members at any one time shall not exceed seventy-five.

#### **2.1.2 Term of Office:**

The term of Office of the members of the General Body of Members other than ex-officio members, Life members and Associate members shall be three years provided that a person appointed as a member of the General Body of Members by virtue of his holding an office of appointment shall cease to be a member of the General Body of Members when he ceases to hold the office or appointment.

#### **2.1.3 Membership Roll:**

- (i) The Institute shall keep roll of members of the General Body of Members stating therein the name, address and occupation of every member. Every member of the General Body of Members shall sign the roll.

#### **2.1.4 Meetings of the General Body of Members:**

- (a) The Kuladhipati shall preside over the meeting of the General Body of Members and in his absence the Kulapati shall preside.

- (b) The annual meeting of the General Body of Members shall be held on the date fixed by the Kulapati.
- (c) At the annual meeting of the General Body of Members a report of the Board of Management on the working of the University of the preceding year together with the Audited Accounts and the Budget estimates of the University for the next year shall be presented.
- (d) The Kulapati may, whenever he thinks fit, shall, upon a requisition in writing signed by not less than thirteen members of the Parishad, convene a special meeting of the General Body of Members.
- (e) Any emergent business necessary for the General Body of Members to transact may be carried out by circulation amongst all the members and any resolution so circulated and approved by a majority of the members signing shall be as effective and binding as if such resolution has been passed at a meeting of the General Body of Members; provided that at least half the members of the General Body of Members have recorded their views on the resolution.
- (f) The ruling of the Kuladhipati in all matters of procedure shall be final.
- (g) The quorum of the meeting of the General Body of Members shall be one-fourth of the effective strength of the members of the University present in person but subject to a minimum of 9 members.
- (h) In every meeting of the General Body of Members each member present in person shall have one vote and decision of the Parishad shall be by majority vote of the members present and voting. In event of the equality of the votes the Chairman shall have a second or casting vote.
- (i) Director of the Company coming along with the resolution passed by the Board of Directors, Trustee of a Trust coming along with the resolution passed by the Trust Board and Office Bearer of an organization coming along with the resolution passed by the executive committee will be entitled to attend the meeting of General Body of Members and shall have power of voting. No proxy will be allowed to participate in the meeting.

#### **2.1.5 Powers and Function of the General Body of Members:**

Subject to the provisions of the Rules of the Institute, the General Body of Members shall act as a general deliberative and supervisory body and shall perform the following functions:

- (i) to review from time to time the broad policies and programmes of the Institute and to suggest measures for improvement and development of the Institute;
- (ii) to consider and approve resolutions with or without modification, if any, on the annual report, annual accounts, audit report on such accounts and the budget estimates of the Institute;

- (iii) to advise Kulapati in respect of any matter that may be referred to it for advice; and
- (iv) to perform such other function as may be considered expedient or thought fit in the interest of the Institute.

### **3. Composition of the Board of Management**

The Board of Management shall consist of :-

- i) Vice-Chancellor – Chairperson
- ii) Pro Vice-Chancellor, if any, otherwise a nominee of Vice-Chancellor in consultation with the Chancellor
- iii) Deans of Faculties, if any, otherwise Heads of Departments not exceeding two (by rotation based on seniority)
- iv) Three eminent academics as nominated by the Chancellor.
- v) One eminent academic to be nominated by the Central Government in consultation with UGC
- vi) Two teachers (from Professors, Associate Professors) by rotation based on seniority
- vii) Maximum of two nominees of the Sponsoring Society
- (viii) The Registrar, who shall be the Secretary.

3.1 All the members of the Board of Management other than the Ex-Officio members and the members of the teaching staff shall hold office for a term of 3 years and shall be eligible for re-appointment.

3.2 Members of teaching staff in the Board of Management shall hold office for a period of 2 years or till such time as they continue to be members of the teaching staff, whichever is less.

### **4. Powers of the Board of Management**

The Board of Management shall be the principal organ of Management and principal executive body of the Institution deemed to be university and shall have the following powers, namely:

- i. to establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the Institution and to allocate areas of study, teaching and research to them;
- ii. to create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the Commission, and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee;
- iii. to appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendation of the Selection Committee;

- iv. to lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the Institution in consultation with the Academic Council;
- v. to provide for appointment of Visiting Fellows and Visiting Professors;
- vi. to create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;
- vii. to constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the Institution;
- viii. to regulate and enforce discipline among the employees of the Institution and to take appropriate disciplinary action, wherever necessary;
- ix. to entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Institution;
- x. to grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence;
- xi. to approve the award of Degrees and Diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;
- xii. to fix the emoluments and traveling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;
- xiii. to institute Fellowships, including Traveling Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;
- xiv. to advise the Society (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the Institution;
- xv. to purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the Institution, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);
- xvi. To transfer or accept transfers of any movable or immovable property on behalf of the Institution : Provided that the Board of Management shall not transfer or alter ownership in any manner whatsoever of any movable or

- immovable property of the Institution deemed to be university without the approval of the Sponsoring Society;
- xvii. to execute in consultation with the Sponsoring Society conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the Institution or to be acquired for the purposes of the Institution;
  - xviii. to issue appeals for funds for carrying out the objectives of the Institution and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.; mortgages, promissory notes or other obligations or securities funded or based on any of the properties and assets of the Institution, or without any securities;
  - xix. to raise and borrow money on bonds, upon such terms and conditions as it may think fit and to pay out of the funds of the Institution, all expenses incidental to the raising of money and to repay and redeem the money borrowed;
  - xx. to draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;
  - xxi. to maintain a fund to which shall be credited:
    - a) all moneys provided by the Central or State / UT Government(s) /University Grants Commission;
    - b) all fees and other charges received by the Institution;
    - c) all money received by the Institution as grants, gifts, donations, benefactions, bequest or transfers and
    - d) all money received by the Institution in any other manner or from any other source;
  - xxii. to open account or accounts of the Institution with anyone or more scheduled banks and to lay down the procedure for operating the same;
  - xxiii. to deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;
  - xxiv. to invest the funds of the Institution or money entrusted to the Institution in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;
  - xxv. to maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations / Bye-Laws, get the same audited and submit the same to the

- Sponsoring society and to the respective statutory authorities where the same is required to be submitted;
- xxvi. to manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the Institution and for that purpose to appoint such agent or agents as it may deem fit;
  - xxvii. to provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the Institution;
  - xxviii. to establish, maintain and manage residencies for faculty and staff and hostels for the students of the Institution;
  - xxix. to recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the Institution and to rescind such recognition;
  - xxx. to appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit;
  - xxxi. to appoint in order to execute an instrument or transact any business of the Institution, any person as attorney of the Institution with such powers as it may deem fit
  - xxxii. to appoint Auditor(s) for the ensuing year;
  - xxxiii. to select an emblem and to have a common seal for the Institution and to provide for the custody and use of such seal;
  - xxxiv. to delegate all or any of its powers to any Committee or sub- Committee constituted by it or the Vice-Chancellor of the Institution or any other person;
  - xxxv. to conduct all administrative affairs of the Institution not otherwise specifically provided and for such purposes appoint such officers, Financial Advisors and other Advisors as may be required for efficient management , administration and running of the Institution;
  - xxxvi. to take all necessary decisions for the smooth and efficient functioning of the Institution.
  - xxxvii. Subject to the provisions of the Memorandum of Association and the Rules and guidelines/regulations of the UGC, the Board of Management shall, in addition to all other powers vested in it, have the powers to frame rules and regulations which may be required for the management, administration and running of the Institution.

## **5. Meetings of the Board of Management**

- 5.1 The Board of Management shall meet at least four times a year. Not less than 15 days' notice shall be given of a meeting of the Board of Management. Eight members shall make the quorum for a Board of Management meeting.
- 5.2 Every meeting of the Board of Management shall be presided over by its Chairman and in his/her absence, by a member chosen by the members present, from amongst themselves.
- 5.3 Each member of the Board of Management, including its Chairman, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote. However, special invitee, if any, shall not have voting right in the meeting of the Board of Management.
- 5.4 Any business which it may be necessary for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.
- 5.5 A copy of the proceedings of each meeting shall be furnished to the Chancellor of the Institution as soon as possible after the meeting.

## **6. Termination of Membership**

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a full time appointment in the Institution deemed to be University or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, he/she shall cease to be a member of the Board of Management.

## **7. Constitution of Standing Committee and Ad-hoc Committee by the Board of Management**

- 7.1 Subject to the provision of the Rules of the Institution, the Board of Management may, by a resolution, constitute such Standing Committee or Ad hoc Committee or Committees for such purposes and with such powers as the Board may think fit for discharging any function of the Institution deemed to be university or for inquiring into, reporting and advising upon any matter of the Institution.
- 7.2 The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees, as it may consider suitable.

## **8. Delegation of Powers of the Board of Management**

The Board of Management may, by a resolution, delegate to the Vice-Chancellor or any other officer of the Institution or the Standing Committee or the



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

## **9. Academic Council**

The Academic Council shall be the principal academic body of the Institution and shall, subject to the provision of the Rules , have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests within the Institution and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institution as framed by the Board of Management.

## **10. Composition of the Academic Council**

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

- i. Vice-Chancellor – Chairperson
- ii. Pro Vice-Chancellor (if any)
- iii. Dean(s) of Faculties
- iv. Heads of the Departments
- v. All Professors other than the Heads of the Departments (by rotation of seniority)
- vi. Two Associate Professors from the Departments other than the Heads of the Departments by rotation of seniority
- vii. Two Assistant Professors from the Departments by rotation of seniority
- viii. Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution who are not in the service of the Institution, nominated by the Vice-Chancellor.
- ix. Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge
- x. The Registrar, who shall be the Secretary of the Academic Council.

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

## **11. Term of Membership**

The term of Membership other than the ex-officio members shall be two years.

## **12. Powers and Functions of the Academic Council**

The Academic Council shall have the following powers and duties, namely

- I. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/ faculties and to take proper action thereon;
- II. to exercise general supervision over the academic work of the Institution and to give advice regarding methods of instruction, evaluation, and improvements in academic standards;
- III. to promote research within the Institution, acquire reports on such researches from time to time;
- IV. to prescribe courses of study leading to degrees and diplomas of the Institution;
- V. to make arrangements for the conduct of examinations in conformity with the Bye-Laws;
- VI. to appoint examiners, moderators, tabulators and such other personnel for different examinations;
- VII. to maintain proper standards of the examinations;
- VIII. to recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the Institution;
- IX. to suggest measures for departmental co-ordination;
- X. to make recommendations to the Board of Management on:
  - a) measures for improvement of standards of teaching, research and training;
  - b) institution of Fellowships, Traveling Fellowships, Scholarships, Medals, Prizes etc.;
  - c) to recommend to the Board of Management, the establishment or abolition of departments/ centers; and
  - d) to frame rules covering the academic functioning of the Institution, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
- XI. to appoint sub-committees to advice on such specific matters as may be referred to it by the Board of Management;
- XII. to consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- XIII. to take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving standards of instruction;

- XIV. to recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- XV. to exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

**13. Meeting of the Academic Council**

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

**14. Planning and Monitoring Board**

- 14.1 The Planning & Monitoring Board shall be the principal Planning Body of the Institution and shall be responsible for the monitoring of the development programmes of the Institution.
- 14.2 The Vice-Chancellor shall be the Chairman of the Planning & Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members and three outside eminent experts, including one nominee of the UGC.
- 14.3 The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules as may be framed by the Board of Management from time to time.
- 14.4 The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the Institution.
- 14.5 The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

**15. Finance Committee**

There shall be a Finance Committee of the Institution.

**16. Composition of the Finance Committee**

The Finance Committee shall consist of the following members:

- i. Vice-Chancellor – Chairperson
- ii. Pro Vice-Chancellor,
- iii. A person nominated by the Sponsoring Society
- iv. Two nominees of the Board of Management, one of whom shall be a member of the Board
- v. A representative of the Central Government
- vi. A representative of the State Government, in case the Institution is receiving grants from the State Government
- vii. Finance Officer – Secretary.

**17. Term of Office of the Finance Committee**

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

**18. Powers and Functions of the Finance Committee**

- i. To consider the annual accounts and financial estimates of the Institution and submit them to the Board of the Management for approval;
- ii. to consider and recommend the annual budget and revised estimates to the Board of Management;
- iii. to fix limits of the total recurring expenditure and the total nonrecurring expenditure of the year based on the income and resources of the Institution. Provided, however, no expenditure other than that provided in the budget shall be incurred by the Institution without the approval of the Finance Committee;
- iv. to monitor the maintenance of the accounts in accordance with the guidelines of the Board of Management so that the accounts can be completed for each financial year within the time required under the rules and statutes;
- v. The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for consideration and thereafter submitted to the Board of Management together with the comments of the Finance Committee for approval.

## **19. Meetings of the Finance Committee**

Meetings of the Finance Committee: The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Five members shall constitute the quorum for the meeting.

## **20. Board of Studies**

- 20.1. There shall be one Board of Studies for each Department of the Institution.
- 20.2. The Board of Studies of each faculty / Department shall consist of:
  - a) Dean of faculty/ Head of the Department - Chairperson
  - b) All Professors of the faculty/ Department
  - c) Two Associate Professors of the faculty/ Department by rotation of seniority
  - d) Two Assistant Professors of the faculty/Department by rotation of seniority.
  - e) Not more than two persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.
- 20.3. The powers and functions of the Board of Studies shall be prescribed by the Rules of the Institution deemed to be University.

## **21. Selection Committee**

- 21.1. There shall be a Selection Committee for making recommendations to the board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.
- 21.2. Every Selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

## **22. Meetings of the Selection Committee**

- 22.1 The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary.
- 22.2 Four members of the Selection Committee shall consist of at least two experts which shall form the quorum.

22.3 If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons thereof and require an appropriate review by a high power committee.

### **23. Officers of the Institution**

The following shall be the officers of the Institution:

- i. Chancellor
- ii. Vice-Chancellor
- iii. Pro Vice-Chancellor (if any)
- iv. Registrar
- v. Finance Officer
- vi. Controller of Examinations
- vii. Dean of Faculties
- viii. Heads of Departments
- ix. Such other officers as may be prescribed in the Rules of the Institution.

### **24. Chancellor**

The Institution shall have a Chancellor who shall, when present, preside over the convocations of the Institution but shall not be the Chief Executive Officer. The Chancellor shall be appointed by the Sponsoring Society, shall hold office for a period of five years and shall be eligible for one more term. The Chancellor shall neither be a member of the Sponsoring Society nor a close relative of the President of the Sponsoring Society or the trust.

Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the Institution.

### **25. Vice-Chancellor**

- (i) "The Vice Chancellor shall be a whole time officer (with or without salary if he/she so chooses) of the Institution deemed to be university and shall be appointed in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time : Provided that in case of a public funded deemed to be university, the Vice Chancellor shall be appointed in accordance with the procedure laid down by the Central Government or the State Government, as the case may be."
  - a) A nominee of the Chancellor

b) A nominee of Central Government, who shall be an eminent academic nominated by the Government in consultation with the UGC

c) A nominee of the Board of Management

The Committee shall be chaired by the nominee of the Board of Management.

(ii) The Vice-Chancellor shall hold office for a term of 5 years. He/ She shall be eligible for a second term, provided that in no case shall he/ she hold office beyond the age of 70 years. Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.

(iii) In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her absence, the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

## **26. Powers of the Vice-Chancellor**

i) The Vice-Chancellor shall be the Principal Executive Officer of the Institution and shall exercise general supervision and control over the affairs of the Institution and shall be mainly responsible for implementation of the decisions of all the authorities of the Institution.

ii) The Vice-Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.

iii) The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the Institution.

iv) The Vice-Chancellor may, if he/ she is of the opinion that immediate action is called for on any matter, he / she shall exercise any power conferred upon any authority of the Institution under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken on such matters.

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

Provided further that if any person in the service of the Institution is aggrieved by the action taken by the Vice- Chancellor under the said

clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- v) It shall be the duty of the Vice-Chancellor to ensure that Regulations and Rules of the Institution are duly observed and implemented and, he/she shall have all the necessary powers in this regard.
- vi) All powers relating to the proper maintenance and discipline of the Institution shall be vested in the Vice-Chancellor.
- vii) The Vice-Chancellor shall have the power to re-delegate any of his/her powers to any of his/her subordinate officers or any other competent person with the concurrence and approval or ratification of the Board of Management.
- viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- ix) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.

**27. Pro Vice-Chancellor**

- (i) The post of the Pro Vice-Chancellor may be created with the approval of the Board of management and the Central Government.
- (ii) The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- (iii) The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor and at the pleasure of Vice-Chancellor.
- (iv) The Pro Vice-chancellor shall have the powers and duties as prescribed by Rules of the Institution.

**28. Registrar**

- (i) The Registrar shall be a whole-time salaried officer of the Institution and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-
  - a) Vice Chancellor - Chairperson
  - b) One nominee of the Chancellor
  - c) One nominee of the Board of Management.
  - d) One expert appointed by the Board of Management who is not an employee of the Institution.



- (ii) The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the Institution.
- (iii) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.
- (iv) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.
- (v) The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his/her direction.
- (vi) The following shall be the duties of the Registrar :
  1. To be the custodian of the records and the funds and such other property of the Institution as the Board of Management may commit to his/her charge;
  2. to conduct the official correspondence on behalf of the authorities of the Institution;
  3. to issue notices convening meetings of the authorities of the Institution and all Committees and sub- Committees appointed by any of these authorities;
  4. to maintain the minutes of the meetings of all the authorities of the Institution and of all the Committees and sub-committees appointed by any of these authorities;
  5. to make arrangements for and supervise the examinations conducted by the Institution;
  6. to represent the Institution deemed to be university in suits or proceedings by or against the Institution, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
  7. to enter into agreement, sign documents and authenticate records on behalf of the Institution;
  8. to make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institution;
  9. to perform such other duties as may be specified in the Rules or as may be assigned by the Board of management or the Vice-Chancellor from time to time; and

10. to see that proper note sheets are maintained by each of the officers for the decisions approved by the authorities concerned with endorsement of the relevant officers.

**29. Finance Officer**

- (i) The Finance Officer shall be a whole-time salaried officer of the Institution and shall be appointed by the Board of Management.
- (ii) The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the Institution.
- (iii) The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- (iv) He/she shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.
- (v) He/she shall be responsible for the management of funds and investments of Institution, subject to the control of Board of Management.

**30. Controller of Examinations**

- (i) The Controller of Examinations shall be appointed by the Board of Management.
- (ii) The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the Institution.
- (iii) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.
- (iv) The Controller of Examinations shall be a permanent invitee to the Board of Management.

**31. Dean**

The Departments dealing with allied subjects could be grouped into faculties. Each faculty may be headed by a Dean.

**32. Head of the Department**

- (i) There shall be a Head of the Department for each of the Departments in the Institution who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the

Department is ending, the Vice-Chancellor may appoint an Associate Professor as the Head of the Department.

- (ii) The term of the Head of the Department shall normally be 03 years and he/ she shall be eligible for reappointment for one more term, but not for two consecutive terms.
- (iii) The powers and functions of the Head of the Department shall be prescribed by Rules of the Institution.

### **33. Delegation of Powers**

Subject to the provisions of these Regulations and Rules, any authority or officer of the Institution, with the approval of Board of Management, may delegate its power to any other authority or officer or person under their respective control and subject to the conditions that the overall responsibility for exercising the powers so delegated shall continue to rest in the authority or officer delegating such powers.

### **34. Seniority List**

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

### **35. Dispute as to Membership**

If any question arises , whether any person has been duly nominated or appointed, as or is entitled to be a member of any authority or any committee of the Institution, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding .

### **36. Grievance Redress Mechanism**

For individual grievances and complaint(s), the Institution shall constitute a Grievance Redress Mechanism as may be prescribed by the Rules framed by the Board of Management.

### **37. Resignation**

Any member other than an ex-officio member of any authority may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairman of the Board of Management, as the case may be.

### **38. Acting Chairman of the Meeting**

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

### **39. Validation of certain actions, decisions**

No action or proceedings of any authority or anybody or any committee of the Institution shall be invalid merely by reason of any vacancy therein.

### **40. Disqualification**

- (a) A person shall be disqualified for being chosen as and for being a member of any of the authorities of the Institution:
  - i) if he/she is of unsound mind
  - ii) if he/she is an un-discharged insolvent
  - iii) if he/she has been convicted by a court of law of an offence involving moral turpitude.
- (b) If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor and his decision shall be final.

### **41. Filling of Casual Vacancies**

Casual vacancies among the members (other than ex-officio members) of any authority or any Committee of the Institution shall be filled as soon as it may be convenient by such authority or the person who appointed or co-opted the member whose place has become vacant and the person appointed or co-opted to a casual vacancy shall be member of such authority or committee for the residual term for which the person whose place he/she fills would have been a member.

### **42. Review of the Academic Activities of the Institution deemed to be University.**

The functioning of the Institution Deemed to be University may be reviewed every 5 year or earlier, if necessary, by a committee.

**43. Inspection of the Institution deemed to be University by the Commission.**

- i) The Commission may cause an inspection, to be made by such person or persons as it may direct, of the Institution, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the Institution.
- ii) The Commission shall, in every case, give notice to the Institution of its intension to cause an inspection or inquiry to be made and on receipt of such a notice, the Institution shall have the right to make such representations to the Commission as it may consider necessary.
- iii) Where an inspection or inquiry has been caused to be made by the Commission, the Institution shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.
- iv) The Commission may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the Institution to the Vice-Chancellor who shall communicate the same to the Board of Management.
- v) The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the Institution and communicate to the Commission the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.
- vi) Where the Board of Management does not, within a reasonable time, take any action to the satisfaction of the Commission, the Commission may, after giving due consideration to the explanation furnished or representation made by the Board of Management to it, issue such directions as it may think fit and the Board of Management shall comply with such directions.

**44. Income and Property of the Institution deemed to be University to be utilized for its objectives only.**

Income and Property of the Institution shall be utilized solely for promoting the objectives of the Institution.

**45. Ban on payment or transferring of Income and Property of the Institution by way of Profit.**

No portion of the income and property of the Institution shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise

howsoever by way of profit to the persons who were at any time or are members of the Institution or to any of-them or any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the Institution or for travelling or other allowances and such other charges.

**46. Funds, Accounts, Audits and Annual Report**

- i) The accounts of the Institution shall be maintained in the name of the Institution and not in the name of the Sponsoring Society. The accounts of the Institution shall be kept in such forms as may be laid down by the Board of Management and shall conform to the rules, if any, prescribed by the Commission. The accounts of the Institution shall be open for examination by the Comptroller and Auditor General of India. The accounts shall also be open for inspection by the Commission.
- (ii) The annual financial statements and accounts shall be audited by the Chartered Accountant of the Institution.
- iii) Annual Reports and the Audit Reports shall be submitted by the Institution to the Commission within nine months of the closure of the accounting year.

**47. Rules of the Institution Deemed to be University**

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

- (i) establishment of Departments of teaching ;
- (ii) courses of study to be laid down for all degrees, diplomas and certificates of the Institution;
- (iii) grant of academic awards (such as degrees and diplomas) and distinctions;
- (iv) admission of students to the Institution and their enrolment as such;
- (v) the fees to be charged for courses of study and for admission to the examinations, degrees, diplomas and certificates of the Institution;
- (vi) conduct of examinations, appointment of examiners and approval and publication of results thereof;
- (vii) institution of award of fellowships, scholarships, studentships, medals and prizes and prescription of the conditions thereof;

- (viii) maintenance of discipline among the students;
- (ix) maintenance of discipline among the employees;
- (X) establishment of halls of residence and conditions of residence and health of the students;
- (xi) classification, emoluments, method of appointment and determination of the terms and conditions of service of the staff;
- (xii) such other powers, functions and duties of the Academic Council as are not mentioned elsewhere;
- (xiii) constitution, powers and functions of the Planning & Monitoring Board
- (xiv) Powers and functions of the Board of Studies;
- (xv) composition, powers and functions of the Grievance Redress Mechanism;
- (xvi) prescribing persons as such other officers of the Institution;
- (xvii) such other powers and functions of the Vice-Chancellor as are not specified elsewhere;
- (xviii) emoluments, terms and conditions of service of the Registrar;
- (xix) emoluments, terms and conditions of service of the Finance Officer;
- (xx) constitution of pension, provident fund, insurance etc for the benefit of the officers, teachers, and the other staff;
- (xxi) establishment of special centers;
- (xxii) creation, composition and functions of any committees or body, which is considered necessary for the work of the Institution;
- (xxiii) procedure for preparation and submission of budget estimates;
- (xxiv) procedure for convening of meeting of any authority or committee;
- (xxv) laying down of procedures to be observed at any meeting of any authority or any committee;
- (xxvi) constitution of any other body as an authority of the Institution;
- (xxvii) delegation of powers to any authority or officer; and
- (xxviii) all other matters by the Regulation or the Rules may be provided but no rule shall be made affecting the condition of residence, health, discipline, admission, enrolment of students, conditions, mode of appointments, duties of examiners, conduct of and standard of

examinations or any course of study without consulting the Academic Council.

**48. Interpretation Clause**

In the event of conflict of opinion with regard to interpretation of Regulations or the Rules of the Commission, the opinion of the Commission shall be final.

**49. Adjustment of Income and Property on Dissolution of the Institution**

If on the winding up or dissolution of the Institution there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Institution or any of them, but shall be transferred to the 'Commission or Other Body'.

**50. Legal Proceedings**

- i) For the purpose of Section 6 of the Societies Registration Act, 1860 and Section 6 of the Rajasthan Societies Registration Act, 1958, the person in whose name the Institution may sue or be sued shall be the Registrar.
- ii) No suit or legal proceedings shall lie against the Central Government or the Commission or the Institution or an Officer of the Institution or a member of the authority of the Institution in respect of any thing done or purported or intended to be done in pursuance of any of these Regulations.

**51. Alteration, Amendments and Additions to the Rules governing the functioning of the Institution deemed to be University**

No Rule and Bye-law governing the functioning of the Institution may be altered, amended and added to by the Board of Management or **no** other competent body to the effect that it is in conflict with or to the detriment of the provisions of these Regulations; and **no** alteration, amendment or addition to the Rules and Bye-laws shall be given effect to without the prior approval of the Commission in accordance with the provision of the Societies Registration Act, 1860 and Section 6 of the Rajasthan Societies Registration Act, 1958 or the relevant Public Trust Act as in force for the time being.