



MAEER's
MIT ART, DESIGN AND TECHNOLOGY UNIVERSITY, PUNE
Rajbaug, Loni Kalbhor, Pune – 412201, India

Under the Act of
MIT Art, Design and Technology University Act, 2015
(Maharashtra Act No. XXXIX of 2015)

FIRST STATUTES, 2016

(August 2016)

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Statute No.: MIT ADTU/2016-17/ First Statutes/01

THE FIRST STATUTES OF THE MIT ART, DESIGN AND TECHNOLOGY UNIVERSITY, PUNE

CHAPTER – 1: PRELIMINARY

- 1.1 (a) These Statutes may be called the First Statutes of the MIT Art, Design and Technology University, Pune.
- (b) These shall come into force with immediate effect.
- 1.2 In these Statutes, unless the context otherwise requires:
- (a) ‘Act’ means the MIT Art, Design and Technology University Act 2015 (Maharashtra Act No. XXXIX of 2015)
- (b) ‘Sponsoring Body’ means Maharashtra Academy of Engineering and Educational Research, Pune.
- (c) ‘Governing Body’ means Governing Body of the University.
- (d) ‘Board of Management’ means the Board of Management of the University.
- (e) ‘Academic Council’ means Academic Council of the University.
- (f) ‘Board of Examinations’ means Board of Examinations of the University.
- (g) ‘Faculty Board’ means Faculty Board of the University.
- (h) ‘Board of Studies’ means Board of Studies of the University.
- (i) ‘Finance Committee’ means Finance Committee of the University.
- (j) ‘Planning Board’ means Planning Board of the University.
- (k) ‘Admission Committee’ means Admission Committee of the University.
- (l) ‘Departmental Academic Committee’ means Departmental Academic Committee of the University.
- (m) ‘Board’ means Board of Trustees of the Maharashtra Academy of Engineering and Educational Research, Pune.
- (n) ‘Clause’ means a clause of these Statutes in which that expression occurs.
- (o) ‘Prescribed’ means as may be laid down in Ordinances.
- (p) ‘Section’ means a section of the MIT Art, Design and Technology University Act 2015 (Maharashtra Act No. XXXIX of 2015).

- (q) 'State Government' means the Government of Maharashtra.
- (r) 'University' means the MIT Art, Design and Technology University, Pune and
- (s) Words and expressions used but not defined in these Statutes shall have the meaning assigned to them in the Act.
- (t) 'He' includes all genders.

1.3 The powers conferred on the University under the MIT Art, Design and Technology University Act 2015 (Maharashtra Act No. XXXIX of 2015) shall be executed by the Officers and the Authorities of the University, as may be laid down in the Statutes and Ordinances.

CHAPTER – 2: OFFICERS OF THE UNIVERSITY

Officers of the University will be:

2.1 The President & Executive President:

- (a) The Sponsoring Body shall appoint the President of the University for tenure of three years, which may be renewed for additional tenures. President shall hold his office at the pleasure of the Sponsoring Body, with the approval of Government in such manner.
- (b) The Sponsoring Body shall also appoint the Executive President to assist and represent President of the University in discharging his duties partially or fully as the case may be decided by President for tenure of three years, which may be renewed for additional tenures. Executive President shall hold his office at the pleasure of the Sponsoring Body, with the approval of Government in such manner.
- (c) The President shall, by virtue of his office, be the Head of the University and the Governing Body and shall preside over convocations of the University.
- (d) The President shall be competent to call from time to time such information or records relating to any affair of the University as he may think necessary and the Vice-Chancellor shall furnish the same. It shall be lawful for the President, after perusal of such information or records, to give, in the interest of the University, any directive to the Vice-Chancellor, or take any action against anyone as he deems fit and the Vice-Chancellor shall comply with such directives.
- (e) The President shall preside over the meetings of the Governing Body and convocation of the University for conferring Degrees, Diplomas or other Academic Distinctions and shall have the right to conduct an inspection of a college, hostel, office, or any other establishment/ part of the University and of the examination centers himself or can direct any person or authority to do so. He can order an inquiry to be made in respect of any of these establishments. He can also order an inquiry to be made in respect of any matter connected with the administration and finances of the University. The decision of conducting an inspection can be taken by the President suo-moto or on a representation.
- (f) The President may address the Vice-Chancellor with reference to the result of such an inspection or inquiry together with his views and advice with regard to the action to be taken thereon. On receipt of the address made by the President, the Vice-Chancellor shall communicate forthwith to the Authority

concerned, the result of the inspection or inquiry and the views of the President and the advice tendered by him regarding action to be taken thereon. The Authority concerned shall take action on the advice given by the President within a reasonable time.

- (g) The Authority concerned shall communicate, through the Vice-Chancellor to the President, the action taken on the advice of the President.
- (h) Where the Authority concerned does not take action to the satisfaction of the President within the time limit, if any, fixed by the President, the President may, after considering any explanation furnished or representation made by the Authority concerned, issue such directions as he may think fit and the Vice-Chancellor or the Authority concerned shall be bound to comply with such directions.
- (i) Without prejudice to the foregoing provisions of the section, the President may by an order in writing annul, suspend or modify any resolution, order or proceeding of any of the officers or authorities of the University not in conformity with the Act, the Statutes or the Ordinances or not in the interest of the University.
- (j) Every proposal for the conferment of an Honorary Degree as recommended by the Committee appointed for the purpose by the Board of Management shall be subject to confirmation by the President.
- (k) If in the opinion of the President, the Vice-Chancellor willfully omits or refuses to carry out the provisions of the Act or abuses the powers vested in him and if it appears to the President that the continuance of the Vice-Chancellor in office is detrimental to the interests of the University, the President may suspend the Vice-Chancellor during the pendency or in contemplation of any inquiry against him. In such a situation the President will assign any other qualified and competent person, will be assigned officiating charge to work as Vice-Chancellor by the President. The President shall appoint a high power enquiry committee and based on its recommendations, if so decided, by order under his signatures remove the Vice-Chancellor. The President shall appoint the Vice-Chancellor as per the procedure laid down in the Statutes.
- (l) The President shall have the powers such as to call for any information and record, to appoint the Vice-Chancellor, to remove the Vice-Chancellor in accordance with the provisions of sub section (7) of section 14 of the MIT Art,

Design and Technology University Act 2015 (Maharashtra Act No. XXXIX of 2015) issued by Government of Maharashtra and such other powers as may be specified by the statutes in force time to time.

- (m) The President shall also have such other power as may be specified elsewhere in the Act or Statutes.

2.2 The Vice-Chancellor

- (a) The Vice-Chancellor shall be a whole time salaried officer of the University and shall be appointed by the President from amongst the persons whose names are submitted to him by the Search committee constituted in accordance with the provisions of sub-clause,

Provided that the first Vice-Chancellor shall be appointed by the Board of Sponsoring Body.

- (b) The Search committee for the selection of the Vice-Chancellor shall comprise:
 - i. A prominent member of the Governing Body or Academician nominated by the Governing Body - (Chairman).
 - ii. One nominee of the President of University- (Member).
 - iii. One member of the Governing Body, who is also member of the Sponsoring Body, nominated by the Governing Body of the University - (Member).

The Registrar of the University will act as the convener for the search committee. The Registrar will provide all the administrative support to the committee, but will not participate in the deliberation of the committee.

- (c) The committee shall at least sixty days before the date on which a vacancy in the office of the Vice-Chancellor is due to occur by reason of expiry of term or resignation under sub-clause (g), and also whenever so required and before such date as may be specified by the President, submit to the President, names of three persons suitable to hold the office of the Vice-Chancellor. The Committee shall, while submitting the names, in the alphabetical order also forward to the President a concise statement showing the qualifications and distinctions of each of the persons so recommended, but shall not indicate any order of preference.
- (d) Where the President does not consider any one of the persons recommended by the committee to be suitable for appointment as a Vice-Chancellor, he may require the Committee to submit a list of fresh names in accordance with sub-clause (c).

- (e) If the Committee in the case referred to in sub-clause (c) or sub-clause (d) fails or is unable to suggest any names within the time specified by the President, or if the President does not consider any one or more of the fresh names recommended by the Committee to be suitable for appointment as Vice-Chancellor, another Committee consisting of three persons of eminence shall be constituted by the President, and this committee shall submit the names in accordance with sub clause (c).
- (f) No act or proceeding of the Committee shall be invalidated merely by reason of the existence of a vacancy or vacancies among its members or by reason of some person having taken part in the proceeding who is subsequently found not to have been entitled to do so.
- (g) The Vice-Chancellor shall hold office for a term of three years from date on which he enters upon his office;
- Provided that the Vice-Chancellor may, by writing under his hand addressed to the President, resign his office, and shall cease to hold his office on the acceptance by the President of such resignation.
- After expiry of this tenure, if the Governing Body of University so desires, he may be re-appointed for another term of three years.
- (h) The emoluments and other conditions of service of the Vice-Chancellor shall be such as may be determined by the President.
- (i) In any of the following circumstances, the existence of which the President shall be the sole judge, the President may appoint a competent and qualified person, to the office of the Vice-Chancellor for a term, not exceeding six months, as he may specify:
- i. Where a vacancy in the office of the Vice-Chancellor occurs or is likely to occur by reason of leave or any other cause, OR
 - ii. Where a vacancy in the office of the Vice-Chancellor occurs and it cannot be conveniently and expeditiously filled in accordance with the provisions of the sub-clause (a) to (d), OR
 - iii. In any other emergency, provided that the President may, from time to time, extend the term of appointment of any person to the office of Vice-Chancellor under this sub-clause, so that the total term of such appointment including the term fixed in the original order, does not exceed one year.

- (j) The Vice-Chancellor shall be the principal academic and Executive officer of the University and shall exercise supervision and control over the affairs of the University and give effect to the decisions and recommendations of the various Bodies and the Authorities of the University.
- (k) He shall be responsible through the Controller of Examinations and the Board of Examinations for holding and conducting the University examinations properly and at due time and for ensuring that the results of such examinations are published expeditiously and that the academic sessions of the University start and end on proper dates.
- (l) The Vice-Chancellor shall be the ex-officio Chairman of the Board of Management, Academic Council, Planning Board, Board of Examinations and the Finance Committee.
- (m) He shall have the power to convene or cause to be convened, meetings of the Board of Management, Academic Council, Planning Board, Board of Examinations and the Finance Committee.

Provided that he may delegate this power to any Officer of the University.

- (n) In the absence of the President or his nominated representative from the Sponsoring Body, the Vice-Chancellor shall preside at the meetings of the Governing Body and the convocations of the University.
- (o) Notwithstanding anything contained in the Statutes, the Vice-Chancellor, if he is of the opinion that any decision of any Authority is beyond the power conferred on them by the provisions of the Act, the Statutes or the Ordinances or that any decision taken is not in the interest of the University, may ask that Authority concerned to review their decision within sixty days of such a decision, and if the Authority refuses to review their decisions, either in whole or in part, as directed by the Vice-Chancellor or no decision is taken by them within the said period of sixty days, the matter shall be referred to the President whose decision thereon shall be final.

Provided that, the decision of the Authority concerned shall remain suspended during the period of review of such decision, if so directed by the Vice-Chancellor.

- (p) The Vice-Chancellor shall have the right to speak in and otherwise to take part in the meetings of any other Authority or Body of the University.

- (q) It shall be the duty of the Vice-Chancellor to ensure faithful observance of the provisions of the Act, the Statutes and the Ordinances and shall, without prejudice to the powers of the President, exercise all such powers as may be necessary in this behalf.
- (r) Where any matter is of urgent nature requiring immediate action and the same could not be immediately dealt with by any Officer or the Authority or other Body of the University empowered by or under Statutes to deal with it, the Vice-Chancellor may take such action as he may deem fit and shall forthwith report the action taken by him to the Officer, Authority, or other Body, who or which in the ordinary course, would have dealt with the matter,

Provided that if the Officer, Authority or other Body is of opinion that such action ought not to have been taken, it may refer the matter through the Vice-Chancellor to the President who may either confirm the action taken by the Vice-Chancellor or annul the same or modify it in such manner, as he thinks fit and thereupon, it shall cease to have effect or, as the case may be, take effect in the modified form. However, such annulment or modification shall be without prejudice to the validity of anything previously done by or under the order of the Vice-Chancellor,

Provided also that any person in the service of the University, who is aggrieved by the action taken by the Vice-Chancellor under this sub-clause, shall have the right to appeal against such action to the President within sixty days from the date on which the decision of such action is communicated to him and thereupon, the President may confirm, modify or reverse the action taken by the Vice-Chancellor.

- (s) In exceptional circumstances, the Vice-Chancellor may, in the interest of the University, take an action, which may involve a deviation from the provisions of the Statutes or the Ordinances.
- (t) Nothing in sub-clause (r) and (s) shall be deemed to empower the Vice-Chancellor to incur any expenditure not duly authorized and provided for in the budget.
- (u) Where the exercise of the power by the Vice-Chancellor under sub-clause (s) involves the appointment of an officer, such appointment shall terminate on appointment being made in the prescribed manner or on the expiry of a period of six months from the date of the order of the Vice-Chancellor, whichever is earlier.

- (v) The Vice-Chancellor shall exercise such other powers as may be laid down by the Statutes and the Ordinances.
- (w) The Vice-Chancellor may be removed from the office if the President is satisfied that the incumbent:
 - i. has become insane and stands so declared by a competent court;
 - ii. has been convicted by a court for any offence involving moral turpitude;
 - iii. has become an undischarged insolvent and stands so declared by a competent court;
 - iv. has been physically unfit and incapable of discharging functions due to protracted illness or physical disability;
 - v. has willfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of the service contract or any other conditions laid down by the Statutes or has abused the powers vested in him or the continuance of the Vice-Chancellor in the office has become detrimental to the interests of the university;

Provided that, the Vice-Chancellor shall be given a reasonable opportunity to show cause by the President before taking recourse for his removal under clause (v).

2.3 The Pro-Vice-Chancellor

- (a) The Pro-Vice-Chancellor shall be appointed from amongst the Professor by the Vice-Chancellor, if needed with the approval of the Board of Management and shall discharge his duties as directed and delegated to him by Vice-Chancellor.
- (b) The Pro-Vice-Chancellor shall assist the Vice-Chancellor in discharging day to day duties as and when required by the Vice-Chancellor. He shall preside over the meetings of the University Bodies as assigned or in the absence of the Vice-Chancellor and shall exercise such powers and perform such duties as delegated to him by the Vice-Chancellor from time to time.

2.4 The Deans of Faculties:

- (a) The Deans of Faculties shall be appointed by the President on the recommendation of a duly constituted Selection Committee consisting of the following:

- i. The Vice-Chancellor – (Chairman)
 - ii. One member of Governing Body, nominated by President – (Member)
 - iii. Two members of the Board of Management, nominated by the Board of Management– (Members).
- (b) He will hold the office of the Dean for a period of three years.
- (c) The Dean of Faculty shall preside at all meetings of the Board of Faculty and shall ensure that various decisions of the Board of Faculty are implemented.
- (d) He shall have the right to present and to speak at any meeting of the Board of Studies / Academic Committees pertaining to his Faculty but shall have no right to vote there unless he/she is a member thereof.
- (e) If a casual vacancy occurs in the office of the Dean of Faculty, the senior-most Professor and where no Professor is available in the Faculty, the senior-most teacher in the Faculty shall perform the duties of the Dean until a regular appointment of the Dean is made by the Vice-Chancellor.
- (f) The Dean of a Faculty shall have the following duties and powers:
- i. He shall preside at all the meetings of the Board of Faculty and shall see that the various decisions of the Board are implemented.
 - ii. He shall be responsible for bringing the academic, financial and other needs of the Faculty to the notice of the Vice-Chancellor.
 - iii. He shall take necessary measures for proper custody and maintenance of libraries, laboratories and all other assets of the departments comprising of the Faculty.
- (g) One or more Professors of the College / School may be designated as Associate Dean(s) in addition to their duties as Professor of the University to strengthen the academic administration of the College / School.

2.5 The Registrar:

- (a) The Registrar shall be appointed by President on recommendation of a duly constituted Selection Committee consisting of the following:
- i. The Vice-Chancellor - (Chairman)
 - ii. One nominee of the Governing Body - (Member)
 - iii. Two members of the Board of Management, nominated by the President- (Member)
 - iv. One external expert, nominated by Vice- Chancellor- (Member)
- (b) The Registrar shall be a whole time salaried officer of the University and shall

- be directly responsible to the Vice-Chancellor
- (c) The term of the office of registrar shall be for a period of 3 years, renewable for additional term(s) with the approval of the President.
 - (d) The Registrar shall have the power to authenticate records on behalf of the University.
 - (e) The Registrar shall be responsible for due custody of the records and the common seal of the University. He shall be ex-officio non-member Secretary of the Governing Body, the Board of Management and the Academic Council. He shall be bound to place before these authorities all such information as may be necessary for the transaction of their business. He shall also be the Member Secretary of Selection Committee for the appointment of the staff of the University. He shall perform such other duties as may be prescribed by the Statutes and Ordinances or required from time to time, by the Board of Management or the Vice-Chancellor. He shall not, by virtue of this sub-clause, be entitled to vote.
 - (f) The Registrar shall be the Member-Secretary of the Governing Body, Board of Management and Academic Council, but shall not have the right to vote.
 - (g) The Registrar shall have disciplinary control over all staff and employees of the University.
 - (h) The power to take any disciplinary action under the above sub-clause except to order dismissal, removal, reduction in rank, reversion, termination or compulsory retirement of an employee referred to in the said sub-clause, shall lie with the Registrar. It shall include the power to suspend such employee during the progress or in contemplation of an inquiry. However, order of dismissal, removal, reduction in rank, reversion, termination or compulsory retirement may be made by the Registrar with the prior approval of the Vice-Chancellor.
 - (i) Subject to the provision of the Act, it shall be the duty of the Registrar:
 - i. To be the custodian of all properties of the University unless otherwise provided for by the Board of Management.
 - ii. To issue all notices convening meetings of various Authorities with the approval of the competent authority concerned and to keep the minutes of all such meetings.
 - iii. To conduct the official correspondence of the Governing Body, the
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Board of Management and the Academic Council.

- iv. To exercise all such powers as may be necessary or expedient for carrying out the orders of the President, Vice-Chancellor or various Authorities or Bodies of the University of which he acts as non-member Secretary.
 - v. To represent the University in suits or proceedings by or against the University, sign vakalatnama, powers of attorney and verify the pleadings.
 - vi. To exercise powers to enter into agreements, sign documents and authenticate records on behalf of the university.
- (j) The Registrar in his work would be assisted by a number of other officers including Deputy and Assistant Registrars as prescribed and appointed by the Vice-Chancellor. Their work and conduct shall be supervised by the Registrar.
- (k) The President can suspend the Registrar, institute inquiry and take appropriate action against him in cases of misconduct on his own or on recommendation of the Vice-Chancellor. The President can remove the Registrar without assigning any reason after giving him notice of three months or salary in lieu of the notice period.
- (l) The Registrar may resign his office after giving three months' notice in advance to the President through the Vice-Chancellor and shall cease to hold his office on the acceptance by the President of such resignation or on expiry of the notice period, whichever is earlier.

2.6 The Controller of Examinations:

- (a) The Controller of Examinations will be appointed by the President on the recommendation of the selection committee constituted as under:
- i. The Vice-Chancellor - (Chairman)
 - ii. One nominee of the Governing Body - (Member)
 - iii. One member of the Board of Management, nominated by the President - (Member)
 - iv. One Dean / Director from the University as an expert, nominated by the Vice-Chancellor - (Member)
 - v. Registrar - (Non- member Secretary)

- (b) The term of the office of the Controller of Examinations shall be for the period of three years, renewable for additional term with approval of the President,
- (c) The Controller of Examinations shall be the principal Officer in-charge to supervise examinations and declaration of results and making it available on internet/intranet and all such official public platforms for the students. He shall discharge his functions under the direct supervision, direction and guidance of the Vice-Chancellor.
- (d) He shall be a whole time salaried officer of the University and shall be directly responsible to the Vice-Chancellor.
- (e) The Controller of Examinations shall be the Member Secretary of the Board of Examinations and may be invited to a meeting of the Board of Management, as and when required.
- (f) The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations and tests and timely declaration of results.
- (g) Subject to the prior approval of the Vice-Chancellor, the Controller of Examinations shall perform the following duties and responsibilities, namely:
 - i. To prepare and announce in advance the calendar of examinations.
 - ii. To appoint Examiners and Moderators from the list finalized by the Board of Examinations.
 - iii. To arrange for printing of question papers and blank answer books and their safe custody.
 - iv. To arrange to get performance of the candidates at the examinations properly assessed and to process results.
 - v. To arrange for timely publication and declaration of the results of University Examinations and other tests of the University. He can refer the matter to the Board of Examinations in special circumstances before declaration of results, if so needed.
 - vi. To arrange for, constitute and supervise Unfair Means Committee and take disciplinary action as recommended.
 - vii. To postpone or cancel examinations in part or in whole, in the event of malpractices or if the circumstances so warrant and take disciplinary action or initiate any civil or criminal proceedings, against any person or group of persons alleged to have committed malpractices.

- viii. To make appraisal from time to time of the conduct of the University Examinations, wherever required to ensure secrecy and confidentiality.
- ix. To submit report regarding conduct of examination to the Board of Examinations and Academic Council.
- (h) The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Board of Examinations and the Vice-Chancellor.
- (i) In absence of the Controller of Examinations, his duties shall be performed by any officer or teacher of the University as nominated by the Vice-Chancellor.
- (j) The President can suspend the Controller of Examinations, institute inquiry and take appropriate action against him in cases of misconduct on his own or on the recommendation of the Vice- Chancellor. The President can remove the Controller of Examinations without assigning any reason after giving him notice of three months or salary in lieu of the notice period.
- (k) The Controller of Examinations may resign his office after giving three months notice in advance to the President through the Vice-Chancellor and shall cease to hold his office on the acceptance by the President of such resignation or expiry of the notice period whichever is earlier.

2.7 The Chief Finance and Accounts Officer

- (a) The Chief Finance and Accounts Officer will be appointed with approval of the President on the recommendation of the selection committee constituted as under;
 - i. The Vice-chancellor- (Chairman).
 - ii. One nominee of the Governing Body- (Member).
 - iii. Two members of the Board of Management nominated by the President (Member).
- (b) The term of the Chief Finance and Accounts Officer shall be for a period of 3 years, renewable for additional term(s) with the approval of the President.
- (c) He shall be a whole time salaried officer of the University and shall be directly responsible to the Vice-Chancellor.
- (d) The Chief Finance and Accounts Officer shall be the Member Secretary of the Finance Committee and may be invited to a meeting of the Governing Body, as and when considered necessary.
- (e) Subject to the prior approval of Vice-Chancellor, Chief Finance and Accounts

Officer shall perform the following duties and responsibilities:

- i. Exercise general supervision over the funds of the University and shall advise it as regard its financial policy.
- ii. Shall cause to compile accounts of the University in accordance with rules and procedures prescribed in the Account Code.
- iii. Act as the receiving and paying officer, receive all the moneys (other than those payable by the students studying in Colleges/ Schools) due to and receivable on behalf of the University and bring them promptly to the accounts and pay or otherwise settle all claims preferred against the University.
- iv. Hold and manage the property and investments for furthering any of the objects of the University.
- v. See that the limits fixed by the Finance committee for recurring and non-recurring expenditure for a year are not exceeded and that all money are expended on the purpose for which they are granted or allocated.
- vi. Be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to Board of Management.
- vii. Keep constant watch on the state of the cash and bank balances and on the state of investments.
- viii. Watch the progress of collection of revenue and advise on the methods of collection employed;
- ix. Shall keep himself fully conversant with all sanctions and orders made by offices of the University and other proceeding of the University which may affect the estimates or accounts of actual or anticipated charges. He shall advise the University on the financial effects of all the proposals of effects of the proposals of expenditure and keep a watch over all liabilities as soon as they are incurred;
- x. Shall apply certain preliminary checks of auditing to the initial accounts vouchers and other like matters of accounting relating to the University;
- xi. Have accounts of the University regularly audited by an internal auditor;
- xii. Shall implement decisions of the Finance Committee, Purchase and Sales Committees of the University faithfully, effectively and expeditiously;
- xiii. See that the registers of buildings, land, furniture and equipment are Maintained up to date and that the stock-checking is conducted of equipment and other consumable material in all offices of the University;
- xiv. Call for explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary action against the persona at fault;

and

- xv. Call for from any office or institute or collage or department under the University any information or returns that he may consider necessary to discharge his financial responsibilities;
 - xvi. Perform such other financial functions as may be assigned to him by the Board of Management.
- (f) The President can suspend the Chief Finance and Accounts Officer, institute inquiry and take appropriate action against him in cases of misconduct on his own or on the recommendation of the Vice-Chancellor. The President can remove the Chief Finance and Accounts Officer without assigning any reason after giving him notice of three months or salary in lieu of the notice period.
- (g) The Chief Finance and Accounts Officer may resign after giving three months notice to the President through the Vice-Chancellor and shall cease to hold his office on acceptance by the President of such resignation and on expiry of the notice period, whichever is earlier.

CHAPTER – 3: AUTHORITIES OF THE UNIVERSITY

Authorities of the University will be:

3.1 The Governing Body

- (a) The Governing Body will be constituted as follows:
 - i. The President
 - ii. The Vice-Chancellor
 - iii. 05 persons nominated by Sponsoring Body out of whom two shall be the eminent educationists.
 - iv. One expert of Management or Information Technology from the outside the University, nominated by the President;
 - v. 02 persons, nominated by State Government.
 - vi. 02 representative of the Industries to be nominated by the President.
 - vii. The Registrar of the University shall be the Member-Secretary but shall not have right to vote.
- (b) The term of the nominated/selected members shall be three years.
- (c) The following shall be the powers and functions of the Governing Body:
 - i. To provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by the Act or the Statutes. Ordinance, regulations or rules made there under.
 - ii. To review decisions taken of the other authorities of the University in case they are not in conformity with the provision of the Act or the Statutes. Ordinance, regulations or rules made there under.
 - iii. To approve the budget and annual report of the university.
 - iv. To lay down policies to be followed by the University.
 - v. To recommend the Sponsoring Body about the voluntary liquidation of the University if a situation arises when smooth functioning of the University does not remain possible in spite of all efforts.
 - vi. To make, amend or repeal statutes.
 - vii. To consider the recommendation of the Board of Management; thereupon confer honorary degree or other academic distinctions.
 - viii. To advise the President in respect of any matter which may be referred for advice.

- ix. To perform such other functions as may be assigned to it by the Statutes or by the President provided such functions are consistent with the provisions of the Act.
- (d) The Governing Body shall meet at least thrice in a calendar year
- (e) The quorum for meeting of the Governing Body shall be 5. In absence of the required quorum, the meeting shall be adjourned for one hour and will be recovered at the same place irrespective of the required quorum.

3.2 The Board of Management

- (a) The Board of Management shall be the principal body of the University and responsible for overall smooth conduct of the University.
- (b) The Board of Management shall be constituted as follows:
 - i. The Vice-Chancellor, (Chairman).
 - ii. Two Members of the Governing Body, nominated by the Sponsoring Body
 - iii. Two Deans of the university, by rotation, to be nominated by the Vice-Chancellor;
 - iv. Three persons, who are not the members of the Governing Body, nominated by the Sponsoring Body; and
 - v. Three persons from amongst the teachers of the University, nominated by the Sponsoring Body.
- (c) The term of nominated members of Board of Management shall be three years.
- (d) The Registrar shall be the Member-Secretary but shall not have right to vote.
- (e) The Controller of Examinations and the Chief Finance and Accounts Officer may be invited to a meeting of the Board of Management as and when considered necessary.
- (f) The Board of Management shall have the following powers:
 - i. To hold and control the property and funds of the University.
 - ii. To acquire, hold, manage, transfer and dispose off through sale/ lease/ rent of any moveable or immovable or intellectual property on behalf of the University, with the prior approval of Board of Sponsoring Body.
 - iii. To make, amend or repeal Ordinances.

- iv. To administer any funds placed at the disposal of the University for specific purpose.
- v. To recommend the budget of the University to the Governing Body for final approval;
- vi. To approve prescribe tuition fees, other fees and charges
- vii. To institute scholarships, fellowships, bursaries, medals and other rewards.
- viii. To award scholarship, fellowships, bursaries, medals and other rewards in accordance with the Statutes and Ordinances.
- ix. To approve appointment of officers, teachers and other employees of the University and to define their duties and the conditions of their service, and to provide for the filling of temporary casual vacancies in their posts.
- x. To fix the fees, emoluments and traveling and other allowances of the examiners / visiting faculty / experts.
- xi. To arrange for and direct the inspection of constituent colleges, schools, halls, hostels and other places of residence of students.
- xii. To approve new courses, revision in syllabi, assessment methodology and other academic decisions recommended by Academic Council and Board of Examinations;
- xiii. To direct the form and use of the common seal of the University.
- xiv. To regulate and enforce discipline among members of the teaching, administrative and other staff of the University in accordance with the Statutes and Ordinances.
- xv. To manage and regulate the finance, accounts, investments, property, business and all other administrative affairs of the University, and for that purpose, to appoint such agents as it may deem fit;
- xvi. To arrange for funds / loans / donations for smooth functioning and development of the University from endowment/ financial institutions/ individuals and any other manner on agreed terms and conditions.
- xvii. To invest any money belonging to the University in such stock, funds, shares or securities as it shall, from time to time, deem fit or the purchase of immovable property in India, with the like power of varying such investment from time to time.
- xviii. To provide the buildings, premises, furniture and equipment and other means needed for carrying on the work of the University.
- xix. To enter into, vary, carry out and cancel contracts on behalf of the

University.

- xx. To regulate and determine all other matters concerning the University as well schools and constituent colleges in accordance with the Act, the Statutes and the Ordinances.
 - xxi. The Board of Management may, by a resolution passed by a majority of its total membership, delegate such of its powers as it deems fit to an Officer or Authority of the University or to a Committee appointed by it subject to such conditions as may be specified in the resolution.
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- (g) The meetings of Board of Management shall be called by the Registrar under the directions of the Chairman of the Board of Management.
 - (h) The Board of Management shall meet at least once in every two months.
 - (i) The draft minutes of the meeting shall be submitted by the Registrar to the Chairman, Board of Management, within 08 working days of the meeting for approval.
 - (j) The Board of Management may create supernumerary posts of teacher including the post of Professor Emeritus on terms and conditions as may be decided by the Sponsoring Body.
 - (k) The Board of Management shall take action in regard to the number, qualifications and emoluments of teachers, and the fees payable to examiners / visiting faculty / experts, after considering the advice of the Academic Council and the Boards of Faculties concerned.
 - (l) The Board of Management shall give due consideration to every resolution of the Governing Body, and take such action thereon as it shall deem fit and report to the Governing Body, the action taken.
 - (m) The quorum for meeting of the Board of Management shall be five. In absence of the required quorum, the meeting shall be adjourned for one hour and will be recovered at the same place irrespective of the required quorum.

3.3 The Academic Council

- (a) The Academic Council shall be the principal academic body of the University. It is constituted as follows:
 - i. The Vice-Chancellor- (Chairman)

- ii. Deans of Faculties.
 - iii. All Directors of constituent Schools / Colleges of the University.
 - iv. The President may appoint up to 5 persons of academic eminence to the Academic Council.
- (b) Registrar, shall be the Member-Secretary but shall not have right to vote.
- (c) Members of the Academic Council nominated by the President shall hold office for a period of three years.
- (d) Academic Council shall have the following powers:
- i. To institute degrees, diplomas, certificates and distinctions that may be awarded by the University.
 - ii. To control and regulate the maintenance of the standard of instructions, education and research carried on or imparted in the University.
 - iii. To scrutinize and make its recommendations for the consideration of the Board of Management on proposal submitted by the Board of Studies through the Faculties concerned in regard to the courses of study and to recommend principles and criteria on which the examiners and the inspectors may be appointed
 - iv. To advise the Board of Management on all academic matters including matters relating to examination conducted by the University.
 - v. To advise the Board of Management in regard to the concurrence of the degrees in line with the UGC Nomenclature.
 - vi. To advise the Board of Management in regard to the qualifications required to be possessed by persons imparting instructions in particular subjects for various degrees and diplomas of the University.
 - vii. To report on any matter referred or entrusted to it by the Governing Body or the Board of Management;
 - viii. To perform all such duties in relation to academic matters and to do all such acts as may be necessary for carrying out the provisions of Act, the Statutes and the Ordinances properly.
- (e) The meeting of the Academic Council shall be called by the Registrar under the directions of the Vice- Chancellor.
- (f) The Council shall have at least one meeting in each term i.e. two meetings in an Academic year.

- (g) The minutes of the meeting shall be reported to the Chairman Board of Management within eight working days of the meeting, after these are approved by the Vice-Chancellor.
- (h) The term of the nominated / selected members shall be three years.
- (n) The quorum for meeting of the Academic Council shall be five. In absence of the required quorum, the meeting shall be adjourned for one hour and will be recovered at the same place irrespective of the required quorum

3.4 The Board of Examinations

- (a) There shall be the Board of Examinations in the University, shall consist following members:
 - i. The Vice-Chancellor (Chairman)
 - ii. 01 Member of the Sponsoring Body, nominated by the Board of Management. – (Member)
 - iii. 01 Member of the Board of Management of the University. – (Member)
 - iv. 01 Dean by rotation – (Member)
 - v. 01 evaluation expert co-opted by the Board of Management- (Member)
 - vi. The Controller of Examinations- (Member Secretary)
- (b) The Board of Examinations shall supervise all the examinations of the University, including nature and form of assessment for various courses, moderation and tabulation, to ensure their proper conduct and shall perform the following other functions namely:
 - i. To review from time to time the results of the University assessments and examinations and submit reports thereon to the Academic Council.
 - ii. To make recommendation to the Academic Council for the improvement of the examination system.
 - iii. To scrutinize the form and nature of assessment to be conducted for various courses as proposed by the Board of studies and finalize the same.
 - iv. To scrutinize the list of examiners proposed by the Board of studies and finalize the same.
 - v. To take action wherever necessary against the candidates, paper setters, examiners, moderators or any other person connected with the conduct of an examination and found guilty of malpractices in relation to the conduct of the examination.

- (c) The Board of Examinations may appoint such number of sub- committees as it deems fit and, in particular, may delegate to any one or more persons or sub-committees the power to deal with and decide cases relating to the use of unfair means by the examinees.
- (d) Notwithstanding anything contained in these Statues, it shall be lawful for the Board of Examinations or, as the case may be, for a sub-committee or any person to whom the Board of Examinations has delegated its power in this behalf under sub-clause (c), and as per the Ordinances to debar an examinee from future examinations of the University, if in its or his opinion, such examinee is guilty of using unfair means at any such examinations or to inflict any other punishment as laid down in Ordinances.
- (e) The committee shall have at least two meetings, one in each term. The minutes of the meeting shall be reported to Chairman, Board of Management within eight working days of the meeting, after these are approved by the Vice-Chancellor.
- (f) The quorum for meeting of the Board of Examinations shall be 3. In absence of the required quorum, the meeting shall be adjourned for one hour and will be conducted at the same place irrespective of the required quorum;
- (g) The term of nominated / selected members shall be three years

3.5 The Finance Committee

- (a) The Finance Committee shall consist of:
 - i. The Vice-Chancellor- (Chairman)
 - ii. The Chief Finance and Accounts Officer – Member Secretary
 - iii. The Registrar
 - iv. The Controller of Examinations
 - v. Two financial experts nominated by the Sponsoring Body.
- (b) The term of membership of the persons except ex-officio members shall be three year, provided that they shall continue in office till the nomination / selection of their successor.
- (c) The Finance Committee shall guide the Chief Finance and Accounts Officer on matters relating to the administration of property and funds of the University. It shall, having regard to the income and resources of the University, fix limits for the total recurring and nonrecurring expenditure for

the ensuing financial year and may, for any special reasons, revise during the financial year the limits of expenditure approved in the budget. The decision of Finance Committee shall be binding on the Chief Finance and Accounts Officer.

- (d) The annual accounts, budget and the financial estimates of the University prepared by the Chief Finance and Accounts Officer shall be laid before the Finance Committee for consideration and thereafter before the Board of Management for approval. In case of any difference of opinion between the Finance Committee and the Board of Management, the matter shall be referred to the Governing Body whose decision thereon shall be final.
- (e) The Finance Committee shall meet at least twice every year to examine the accounts and to scrutinize proposals for expenditure however, the Chief Finance and Accounts Officer will submit unaudited quarterly report to the President, the Board of Management through the Finance Committee.
- (f) The quorum for meeting of the Planning Board shall be 3. In absence of the required quorum, the meeting shall be adjourned for one hour and will be conducted at the same place irrespective of the required quorum;
- (g) The meeting of the Finance Committee shall be convened under the direction of the Vice-Chancellor and the notice for convening the meetings shall be issued by the Finance Officer, who shall be the ex-officio Member Secretary. He will keep the minutes of all such meetings.
- (h) The minutes of the meeting shall be reported to the Chairman, Board of Management within eight working days of the meeting, after those are approved by the Vice-Chancellor.
- (i) The auditor for auditing the accounts of the University shall be appointed by the Governing Body.

3.6 The Planning Board

- (a) There shall be one Planning Board for the whole University
- (b) The Board shall consist of:
 - i. The Vice-Chancellor - (Chairman)
 - ii. All Deans of Faculties
 - iii. All Directors of constituent colleges
 - iv. The Chief Finance and Accounts Officer.
 - v. Registrar - Secretary

- (c) The functions of the Board shall, be as follows:
 - i. To ensure compliance in respect of infrastructure and supportive teaching aids;
 - ii. To assess the need and plan the utilization of the infrastructure;
 - iii. To devise ways and means to augment the financial resources of the University;
 - iv. To plan the development of University campus and ensure its implementation; and.
 - v. Any other work that might be in the interest of the University.
- (d) The Planning Board shall have minimum two meetings in a year.
- (e) The quorum for meeting of the Planning Board shall be three. In absence of the required quorum, the meeting shall be adjourned for one hour and will be conducted at the same place irrespective of the required quorum;
- (f) The minutes of the meeting of Planning Board shall be reported to Chairman, Board of Management within eight working days of the meeting, after those are approved by the Vice-Chancellor.

3.7 The Admission Committee

- (a) There shall be an Admission Committee of the University, the constitution of which shall be such as may be decided by the Vice- Chancellor, in consultation with the Board of Management.
- (b) The Admission Committee shall have the power to appoint such number of sub-committees as it deems fit.
- (c) Subject to the superintendence of the Academic Council the Admission Committee shall lay down the principles or norms governing the policy of admission to various courses of studies in the University and may also nominate a person or sub-committee as the admitting authority in respect of any course of study in college or school of the University.
- (d) No student admitted to any course in contravention of the provisions of this sub-clause shall be permitted to take any examination conducted by the University and the Vice-Chancellor shall have the power to cancel any admission made in such contravention. The decision of the Vice-Chancellor shall be final.

3.8 The Faculty Boards

- (a) The Board of each Faculty shall be constituted as follows: (Constitution of Faculty Boards would be need based & at the Discretion of Vice Chancellor.)
- i. The Dean of the Faculty, who shall be the Chairman.
 - ii. All the Chairman of the Board of Studies under that faculty.
 - iii. All the Directors of the colleges / schools of the Faculty
 - iv. All the Professors of the Departments comprising the Faculty.
 - v. If there is no professor in any department, two senior most teachers may be the members of Faculty Board.
 - vi. The Vice-Chancellor is authorized to invite experts from outside University if and when required. Such invited experts will give their valuable suggestion but will not have right to vote.
 - vii. 3 faculty members from each of the Faculty Board.
- (b) Powers & Functions of the Faculty Board shall be as follows:
- i. All the decisions taken by the Board of Studies shall be considered and shall need to be approved by Faculty Board.
 - ii. The Faculty Board shall have the power to approve the names of the examiners in each subject after considering the proposed list by the Board of Studies of each department.
 - iii. All the research proposals of various departments shall be considered and approved by the Faculty Board.
 - iv. The Faculty Board shall control the academic, research and other such activities in the various departments comprising it.
 - v. In case a meeting of the Faculty Board is not possible for any reason the Dean of Faculty shall have the emergency power to act on behalf of the Faculty Board and shall have the powers of Faculty Board.
 - vi. All emergency decisions of the Dean shall have to be reported and ratified in the next meeting of the Faculty Board.
- (c) The term of nominated / selected members shall be three years.
- (d) The quorum for meeting of the Faculty Board shall be six.

3.9 The Departmental Academic Committees

- (a) There shall be an Academic Committee in each department of teaching in the University to assist the Head of the Department in discharge of his/her duties and responsibilities.
- (b) The Departmental Academic Committee shall consist of
 - i. The Head of the Department, who shall be the Chairman.
 - ii. All the Professors, Associate Professors and Readers of the department.
 - iii. In a department which has no Professors, Associate Professors and Readers, the three senior most lecturers shall be members of the Departmental Academic Committee.
- (c) The Committee shall meet at least once in a month. The minutes of its meetings shall be submitted to the Principal of college and the Dean of Faculty concerned, by the Head of Department.

3.10 Other Authorities of the University:

- (a) For smooth and efficient functioning of the University, the Board of Management may constitute standing, advisory and / or other committee(s) as it may deem fit.
- (b) The composition, powers, functions and the tenure of these committees shall be as decided by the Board of Management

3.11 The Board of Studies

- (a) A Board of Studies may be constituted for one or more than one department clubbed together, as may be decided by the Dean of the Faculty concerned.
- (b) It shall comprise of:
 - i. Head of the Department - Chairman. If one Board has been constituted for more than one department, the Chairman will be nominated by the Dean of the Faculty concerned.
 - ii. Three (3) teachers, each from the category of Professors, Associate Professors and Assistant Professors of the department(s) or Lecturers of which one of the persons must be the one designing a particular course.
 - iii. Three Experts with more than 15 (fifteen) years of experience in Industry/ University/ Research Organizations / NGOs, etc. nominated by the Vice-Chancellor.

- (c) The functions of the Board of Studies shall be as follows:
 - i. The Board shall examine and approve the program outcomes and contents of the courses of each subject prepared and proposed by the departmental committee,
 - ii. Propose names of the examiners- internal and external,
 - iii. Ensure quality of teaching and research in the department(s),
 - iv. Any other matter that may be referred to it by Authorities/ Officers of the University.
 - v. All the decisions of the Board shall have to be placed before the Faculty Board for approval and recommendation, before being sent to higher Authorities.
- (d) The term of nominated / selected members shall be three years.
- (e) The quorum for meeting of the Board of Studies shall be four.

CHAPTER – 4: OTHER PROVISIONS OF THE UNIVERSITY

4.1 Appointment, Emoluments and Other Terms and Conditions of the University Employee

- (j) The qualification, experience, procedure of selection and the terms and conditions of appointment for both teaching as well as non-teaching employees, shall be as laid down in the Manual of Human Resource Administration, Policies and Procedures and as approved by the Board of Management.
- (ii) The Statutory positions shall be governed as per provisions in the University Statutes.

4.2 The Procedure for Arbitration in case of disputes between the employees, students and the University

- (l) In case of any dispute/ difference/ claim and / or grievance in connection with any matter regarding functioning of the University or with regard to interpretation of any provision of statutes / ordinance / rules and regulation of the University, amongst students / any member of academic staff / other staff / any outside person or authority having any dealing with the University and in which the University is one of the concerned parties, the same shall be referred to a sole arbitrator to be appointed by the President.
- (ii) The Arbitrator shall be other than an employee of the University and his decision shall be final and binding upon the parties.
- (iii) No person / official / student / faculty shall have a right to take any matter to a civil court / any other Tribunal without first resorting arbitration. Provisions of Indian Arbitration and conciliation Act 1996 shall be applicable to arbitration.

4.3 Conferment of Honorary Degrees

All proposals for the conferment of honorary degrees shall be initiated by the Vice-Chancellor who after consultation with the Academic Council and the Board of Management shall submit the same to the President for approval.

4.4 Admission and Registration of Students

- (i) Admission shall be based on merit providing equal opportunity to all without any prejudice towards gender, religion, cast, creed or nationality of a candidate.
- (ii) The University would make suitable provision for reservation of the students belonging to weaker section of the society and others in accordance with the prevalent Government of Maharashtra norms.
- (iii) The admission criterion recommended by Admission Committee and approved by the Academic Council shall be followed for admission in all the programs of studies.

- (iv) The criterion, if any, prescribed by respective Statutory Councils shall be followed in admissions to council based programs.
- (v) The registration of the provisionally admitted and continuing students shall be done by the School(s) as per the dates notified in Academic Calendar each year.

4.5 University Fees

- (i) The fee structure would be concomitant with the objective of providing quality education to the University students.
- (ii) The tuition, examination and any other fee chargeable from the students shall be as recommended by the Fee Committee and approved by the Board of Management. The fee revision shall be duly notified.
- (iii) The revision shall be applicable to all the students admitted in that Academic year and onwards.

4.6 Exemption of student(s) for payment of tuition fee and awarding to them scholarship and fellowship

- (i) The Board of Management shall make provision regarding exemption of students for payment of tuition fee and awarding to them scholarship and fellowship keeping in view the merit / need of the student concerned.
- (ii) The Board of Management shall approve and declare the University policies in this regard from time to time.
- (iii) In the interim, if a request is received from a registered student for waiver of payment of fee due, the same shall be considered by the Director of the School under which the student is studying and forwarded to the Finance Committee with his recommendations for approval.

~~~ End of Statutes ~~~