



DHANALAKSHMI SRINIVASAN UNIVERSITY

Tiruchirappalli – 621 112, Tamil Nadu, India.



Statutes – 2023 (Amended)

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DHANALAKSHMI SRINIVASAN UNIVERSITY

STATUTES

WHEREAS a Letter of Intent was issued by the Government of Tamil Nadu under Section 8 of the Tamil Nadu Private Universities Act, 2019 (Tamil Nadu Act 14 of 2019) on **10.09.2020** *vide* Letter No.14645/K2/2019-6, dated 10.09.2020 for the establishment of a new Private University in the name of M/s. Dhanalakshmi Srinivasan University to the sponsoring body, namely, M/s. Dhanalakshmi Srinivasan Charitable and Educational Trust;

AND WHEREAS the Schedule to the Tamil Nadu Private Universities Act, 2019 (Tamil Nadu Act 14 of 2019) was amended by the Government of Tamil Nadu *vide* G.O.Ms.No.11, Higher Education (K2) Department so as to include the M/s. Dhanalakshmi Srinivasan University as on 25.02.2021;

NOW, THEREFORE, in exercise of the powers conferred by sub-section (1) of Section 31 of the Tamil Nadu Private Universities Act, 2019 (Tamil Nadu Act 14 of 2019), the Executive Council of the M/s. Dhanalakshmi Srinivasan University with the previous approval of the Management Committee of the M/s. Dhanalakshmi Srinivasan Charitable and Educational Trust makes the following Statutes, namely: -

PART 1 - PRELIMINARY

1.1. Short title and commencement. –

- a. These Statutes may be called the “Dhanalakshmi Srinivasan University” Statutes, 2022.
- b. These Statutes shall come into force at once.

1.2. Definitions. - In these Statutes, unless the context otherwise requires, -

- a. "**Act**" means the Tamil Nadu Private Universities Act, 2019 (Tamil Nadu Act 14 of 2019);
- b. "**Academic Council**" means the Academic Council of the University constituted under section 27;
- c. "**Deans and Directors**" means the Head of an Institution, a Centre, a School, or the person appointed for the purpose to act as such in his absence;
- d. "**Department**" means a Department of Studies of the University and includes a Centre of Studies and Research;
- e. "**Employee**" means any person appointed by the University, and includes a teacher or any other member of the staff of the University;
- f. "**Executive Council**" means the Executive Council of the University constituted as per these Statutes;
- g. "**Faculty**" means a Faculty of the University;
- h. "**Governing Council**" means the Governing Council constituted as per these Statutes;
- i. "**Government**" means the State Government;
- j. "**Hostel**" means a unit of residence for students of the University maintained or recognized by the University;
- k. "**Institution**" means an institution established or maintained by or associated with or constituent to the University in accordance with the Act and these Statutes;
- l. "**Management Committee**" means the committee constituted by the sponsoring body for the purposes of these statutes;
- m. "**Sponsoring body**" means, Dhanalakshmi Srinivasan Charitable and Educational Trust, located at 274/C, Thuraiyur Road, Perambalur, registered under the Indian Trusts Act, 1882 (Central Act 2 of 1882) with Registration No.3/1994 dated 21.01.1994.

- n. **"Statutes"** and **Ordinances"** means, respectively, the statutes and the ordinances of the University;
- o. **"Student"** means a student enrolled in the register of the University;
- p. **Teachers"** means persons appointed by the University to give instructions on its behalf;
- q. **"TNNMC"** means The Tamil Nadu Nurses and Midwives Council constituted under the Tamil Nadu Nurses Midwives Act, 1926;
- r. **"Trust"** means M/s Dhanalakshmi Srinivasan Charitable and Educational Trust;
- s. **"University"** means Dhanalakshmi Srinivasan University;
- t. Words and expressions not defined in these Statutes shall have the same meaning assigned to them in the Act;

PART 2 - OFFICERS OF THE UNIVERSITY

2.1 The following shall be the Officers of the University, namely: -

- a) The Chancellor
- b) The Pro- Chancellor
- c) The Vice-Chancellor
- d) The Pro Vice-Chancellor
- e) The Registrar
- f) The Controller of Examinations
- g) The Deans and Directors
- h) The Chief Finance Officer
- i) Such other Officers as may be declared by the Statutes to be the Officers of the University.

2.2 Chancellor

- a. The Chancellor shall be appointed by the Management Committee for a period of three years. However, the Management Committee shall have the discretionary power to extend the tenure of the Chancellor. The Chancellor may in writing under his hand addressed to the Management Committee, resign from his office.
- b. The Chancellor shall be the Head of the University and also Chairperson of the Governing Council.
- c. The Chancellor shall have general powers of supervision, control and administration over the University, particularly shall have the following powers, namely: -
 1. The Chancellor shall confer Degrees, Diplomas or other academic distinctions upon the students during the Convocation of the University;
 2. The Chancellor may, on his own motion or on application, shall have the power to call for and examine any information or record from any of the Authorities and Officers of the University to satisfy himself as to the regularity, correctness, propriety, validity and legality of any decision taken or order passed therein and if, in any case, it appears to the Chancellor that any such decision or order should be modified, annulled, reversed or remitted for reconsideration, he may pass orders accordingly:

Provided that every such application to the Chancellor for exercise of the aforesaid powers shall be preferred by the applicant within three months from the date of receipt of a copy of such proceedings, decision or order or from the date of knowledge of such proceedings, decision or order, as the case may be:

Provided further that no order prejudicial to any person shall be passed unless such person has been given a reasonable opportunity to make his representation;

3. The Chancellor shall appoint the Vice-Chancellor, Registrar, Finance Officer and Controller of Examinations and shall also have the power to terminate the appointment of such Vice-Chancellor, Registrar, Finance Officer or Controller of Examinations in the overall interest of the University;
4. The Chancellor shall convene the meetings of various authorities or bodies of the University;
5. In the event of any disputes regarding the interpretation or implementation of these Statutes, the issue shall be referred to the Chancellor and the decision of the Chancellor in respect of such issue shall be final and binding on the University;
6. The Chancellor will exercise such other powers as may be prescribed by the statutes;
7. The Chancellor shall be eligible for such allowances and other perquisites as may be approved by the Management Committee;

2.3 Pro-Chancellor

- a. The Chancellor shall, on the recommendation of the Management Committee, appoint a member of the Trust as a Pro-Chancellor of the University for a period of three years;
- b. The Pro-Chancellor shall act as a Deputy to the Chancellor and exercise such powers or perform such functions and duties of the Chancellor as may be expressly authorized by the Chancellor or the Management Committee;
- c. In the absence of Chancellor, the Pro-Chancellor shall discharge such duties and exercise such powers of the Chancellor as may be authorized by the Chancellor;
- d. The Pro-Chancellor shall be eligible for such allowances and other perquisites as may be approved by the Management Committee;

2.4 The Vice-Chancellor

- a. The Vice-Chancellor shall be appointed by the Chancellor with the approval of the Management Committee;
- b. A three-member Search Committee shall be appointed by the Chancellor consisting of (i) a member of the Management Committee, (ii) an eminent educationalist to be appointed by the Chancellor, and (iii) a former Chancellor / Vice-Chancellor of a University. The Search Committee shall recommend a panel of three to five persons to the Chancellor, who are found suitable to be appointed as Vice-Chancellor of the University and the Chancellor shall select one among those persons to be appointed as the Vice-Chancellor of the University, subject to approval of the Management Committee:

For the purpose of inclusion in the panel, the Search Committee shall ensure that such person is an academician of high standards who possesses minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and/or academic administrative organization and is a person who has contributed to the growth of higher education or been instrumental in introducing innovations and best practices in teaching, learning and research;

- c. The Vice-Chancellor shall hold office for a term of three years and shall be eligible for re-appointment.

Provided that a person appointed as Vice-Chancellor shall retire from his office during his tenure when he completes the age of seventy (70) years;

- d. The Vice-Chancellor may resign from his office upon giving three months' notice of his intention to the Chancellor;
- e. The Chancellor may, in the interests of the University and after completing such inquiry as may be necessary, terminate the appointment of the Vice-Chancellor by issuing a written order to such effect provided that no such order may be passed without giving a reasonable opportunity of being heard to the Vice-Chancellor;
- f. The Vice-Chancellor shall be the Principal Executive and Academic Officer of the University and shall exercise all the powers and functions as provided in the Act and Statutes of the University. He shall be an *ex-officio* member of the Governing

Council, Executive Council, Academic Council, Finance Committee, the Planning Board and the Research and Innovation Council;

- g. It shall be the duty of the Vice-Chancellor to ensure that the provisions of the Act and Rules framed there under, the Statutes, ordinance, bye-laws and Regulations of the University, if any, are duly observed and implemented and also ensure the due maintenance of discipline in the University and he shall have all the necessary powers in this regard;
- h. The Vice-Chancellor shall exercise general control over the affairs of the University and shall be responsible for implementation of the decisions of the various authorities of the University;
- i. The Vice-Chancellor may delegate his powers in the case of any temporary absence to such senior officers of the University after obtaining concurrence from the Chancellor;
- j. The Vice-Chancellor shall be paid salary and other perks as may be fixed by the Chancellor, from time to time;
- k. The Vice-Chancellor shall report to the Chancellor and the Governing Council periodically on the progress being made by the University towards achievement of any strategic and long-term plans approved by them from time to time;
- l. The Vice-Chancellor shall resolve conflicts, if any, that may arise in the day-to-day management of the University;
- m. Where, in the opinion of the Vice-Chancellor, it is necessary to take immediate action on any matter for which powers are conferred on any other officer or authority by or under these statutes. He may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course deal with the matter:

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor, then such case shall be referred to the Chancellor, whose decision thereon shall be final:

Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal

to the Chancellor and he may confirm or modify or reverse the action taken by the Vice-Chancellor;

- n. Where, in the opinion of the Vice-Chancellor, any decision or action taken by any officer or authority of the University is not in accordance with the powers conferred by these statutes or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise its decision within fifteen days from the date of its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the Chancellor and his decision thereon shall be final;
- o. The Vice-Chancellor shall appoint and promote teaching and non-teaching staff as per the provisions of the Statutes and with the approval of the Chancellor:
- p. The Vice-Chancellor may establish collaborations with the important Institutions / Universities / Industries and such others both at National and International level with the approval of the Chancellor:
- q. The Vice-Chancellor may initiate new programs/courses as per the provisions of these statutes.

2.5 Pro-Vice-Chancellor

- a. The Pro Vice-Chancellor shall be appointed by the Management Committee of the University after obtaining concurrence from the Chancellor;
- b. A three-member Search Committee shall be appointed by the Chancellor consisting of (i) a member of the Management Committee, (ii) an eminent educationalist to be appointed by the Chancellor, and (iii) the Vice-Chancellor of the University. The Search Committee shall recommend a panel of three persons to the Chancellor, who are found suitable to be appointed as Pro-Vice-Chancellor of the University and the Chancellor shall select one among those persons to be appointed as the Pro-Vice-Chancellor of the University, subject to approval of the Management Committee.
- c. The Pro-Vice-Chancellor shall hold office for a period of three years or till attaining the age of seventy (70) years, whichever is earlier and he shall be eligible for reappointment;
- d. The Pro-Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor, from time to time, and shall also exercise such

powers and perform such functions as may be delegated to him by the Vice-Chancellor with the prior approval of the Chancellor;

- e. The Pro-Vice-Chancellor shall be a person with ten years of service in teaching and research experience as Professor or Principal of a College or an Institution;
- f. The Pro-Vice-Chancellor shall be entitled to such salary and other perquisites as may be decided by the Chancellor, from time to time.

2.6 The Registrar

- a. The Registrar shall be appointed by the Chancellor on the recommendations of a committee consisting of Vice Chancellor, an eminent academician from outside the University nominated by the Chancellor and one member of the Management Committee: Provided that the first Registrar shall be appointed by the Chancellor;
- b. He/ She shall be a whole-time salaried officer of the University entitled to such salary and other perquisites as may be decided by the Chancellor, from time to time. The Registrar shall be an academician with not less than five years experience as a Professor in any recognized University or College:
Provided that no person appointed as a Registrar shall hold office on attaining the age of sixty-five (65) years; tenure of Registrar will be three years. He shall be eligible for reappointment.
- c. The Registrar shall be the *ex-officio* Secretary of the Governing Council, Executive Council, Academic Council, Planning Board and the Research & Innovation Cell, but do not have right to vote.
- d. The Registrar shall discharge his duties under the general superintendence and over all control of the Vice-Chancellor;
- e. If at any time, either *suo motu* or upon representation, the Vice-Chancellor is of the opinion that the continuance of the Registrar is not in the overall interest of the University, then, he shall request the Chancellor in writing by stating the reasons therein, for the termination of the Registrar and the Chancellor shall pass such orders as deemed to fit in the circumstances, including the termination of the Registrar provided that no such order shall be passed without giving a reasonable opportunity of being heard to the Registrar;

- f. The Registrar may, by writing under his hand addressed to the Vice-Chancellor, resign his office. The resignation shall be forwarded to the Chancellor with specific recommendation by the Vice-Chancellor for consideration and acceptance;
- g. When the office of the Registrar is vacant or when the Registrar is absent by reason of his illness or any other reasons, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may authorize in this behalf;
- h. The Registrar shall —
 - 1. Have the power to enter into agreements, sign documents and authenticate records on behalf of the University;
 - 2. Be the custodian of the records and common seal of the University, as may be committed to his charge by the Management Committee, the Chancellor or the Vice-Chancellor;
 - 3. Publish the Academic Calendar, Notifications, Legislation, and Official Records of the University as required by any Statute, regulation or resolution of the Governing Council;
 - 4. Issue notices convening the meetings of the authorities of the University and all committees and sub-committees as may be appointed by these authorities as per the advice of the Chancellor/Vice-Chancellor;
 - 5. Keep the minutes of the meeting of all the authorities of the University and of all the committees and sub-committees appointed by these authorities;
 - 6. Have powers to initiate disciplinary action against non-teaching employees working in the University with the approval of the Vice-Chancellor and such disciplinary action shall be taken in accordance with the principles of natural justice;
 - 7. Conduct all official correspondences with Departments / Schools, Government Departments, Statutory bodies, etc;
 - 8. Execute the decisions of the Governing Body, the Board of Management, Academic Council and other Statutory Bodies of the University in consultation with the Chancellor and the Vice-Chancellor;

9. Execute the decisions and directions of the Government, UGC, and such other statutory bodies of the Government in consultation with the Chancellor and the Vice-Chancellor;
10. Issue orders of appointment of teaching and non-teaching staff, members of various authorities as per the decision of the respective authority and with the approval of the Chancellor / Vice-Chancellor;
11. Exercise all such powers as may be conferred on him for maintaining discipline among the employees of the University;
12. Exercise all such powers that are required to protect and maintain the University property in consultation with the Chancellor, the Vice-Chancellor and other appropriate Authorities of the University;
13. Administer matters relating to the purchase of furniture, equipment, stationeries, consumables and such other articles as may be required for the smooth functioning of the University;
14. Ensure regular attendance and efficient work of the employees of the University;
15. Keep in contact with foreign embassies in India and Indian Embassies abroad in relation to students' admission and academic exchange programs;
16. Look after routine administration of the University;
17. Oversee the functioning of the transportation, security, stores and hostel mess operations;
18. Assist the Chancellor and Vice-Chancellor in carrying out all functions of the University;
19. Exercise such powers and perform such functions as may be specified by the Ordinances, from time to time;
20. Represent the University in suit or proceedings by or against the University, sign powers of attorney, pleadings and *vakkalats* on behalf of the University and do all acts and deeds necessary to prosecute or defend any legal proceedings before any Court of law or tribunal established by or under any law for the time being in force;

2.7 The Deans of Faculties / Schools / Centres:

- a. Each Faculty / School / Centre within the University shall be headed by a Dean;

- b. The Dean of Faculties / Schools / Centres shall be appointed by the Chancellor upon the recommendation of a Selection Committee consisting of the Vice-Chancellor, one academic expert from outside the University nominated by the Chancellor and one member of the Management Committee;
- c. The Deans of Faculties / Schools / Centres shall be an academician in the respective field not below the position of Professor;
- d. The Dean shall hold office for a period of three years and shall be eligible for re-appointment subject to the upper age limit of 65 years;
- e. When the office of the Dean is vacant or when the Dean is unable to perform his duties, the Vice-Chancellor shall appoint a Senior Professor as interim Dean in-charge with the approval of Chancellor;
- f. The Deans of Faculties / Schools / Centres will be responsible for the administration and academic affairs of their respective Faculty / School / Centre under the supervision of the Vice-Chancellor;
- g. The Dean of Faculty / School / Centre shall -
 - 1. Be responsible for the conduct and maintenance of standards of teaching, training, research and such other extension activities;
 - 2. Be responsible for overall discipline and performance of the faculty and students;
 - 3. Provide effective leadership and guidance in the policy making, curriculum planning and in the implementation;
 - 4. Be responsible for curriculum delivery, project work, group work and assessment;
 - 5. Be responsible for the creation, administration, upkeep and maintenance of the required laboratories, teaching, research and library facilities;
 - 6. Be responsible for convening the meetings of the Board of Studies, preside over such meetings, record the proceedings and implement the decisions of the Board of Studies;
 - 7. Initiate and promote collaborations with industries and such other institutions to undertake joint academic, research and extension work;
 - 8. Promote the interdisciplinary / multidisciplinary studies and research within the University;

9. Create conducive environment for innovative teaching practices and learning techniques;
10. Initiate innovative programs and funded research projects and extension activities that link society, teachers and students;
11. Spot and nurture creativity among students and teachers and promote innovations;
12. Instill team spirit, build teams and to bring harmony to study and work together for better results;
13. Arrange for circulation of Circulars / Notification received from various quarters to the faculty members and students well before the last date fixed for the purpose;
14. Procure equipment and such other material required for the department/School with necessary permission of the University;

2.8 The Chief Finance Officer

- a. The Chief Finance Officer (CFO) shall be appointed by the Chancellor on the recommendations of a committee consisting of Vice-Chancellor, an eminent financial expert from outside the University nominated by the Chancellor and one member of the Management Committee:
Provided that the first CFO shall be appointed by the Chancellor;
- b. He/ She shall have the qualification and experience in financial management and hold office for the period of three years not exceeding age of 65 years. He/ She shall be eligible for reappointment.
- c. When the office of the Chief Finance officer is vacant or when the Chief Finance officer is unable to perform his duties, the Vice Chancellor shall make an alternate arrangement by appointing an interim Chief Finance officer;
- d. The Chief Finance officer shall be the ex-officio Member-Secretary of the Finance Committee and Fee Fixation Committee and shall not have right to vote;
- e. The Chief Finance Officer shall exercise such other powers and perform such other duties as may be prescribed by the Statutes;
- f. The Chief Finance Officer shall have the following duties and responsibilities, namely: -
 1. He/She shall be a key officer of the University responsible for handling accounts and finances of the University and maintaining the related records properly;

2. He/She shall discharge all such functions as assigned to him by the Chancellor or the Vice-Chancellor or as may be prescribed in the Statutes;
3. He/She shall monitor the funds situation on a regular basis;
4. He/She shall hold the responsibility of preparation of annual budget estimation, revised estimate and all other financial statements of the University and place them before the Finance Committee. The Management Committee shall recommend the same after scrutiny;
5. He/She shall arrange for audit of the accounts of the University and submit the audited accounts to the Finance Committee for its perusal and necessary approval to the Management committee;

2.9 The Controller of Examinations

- a. The Controller of Examinations shall be a full time officer of the University and appointed by the Chancellor on the recommendation of a selection committee consisting of the following members: -
 1. The Vice-Chancellor
 2. The nominee of the Chancellor
 3. The RegistrarProvided that the first Controller of Examinations shall be appointed by the Chancellor;
- b. The Controller of Examinations shall be an academician not below the rank of Professor and shall have experience in works related to conduct of examinations;
- c. The Controller of Examinations shall hold office for a period of three years and shall be eligible for re-appointment subject to the upper age limit of 65 years;
- d. When the office of the Controller of Examinations is vacant or when the Controller of Examinations is unable to perform his duties, the Vice-Chancellor shall appoint an alternate Dean as interim Controller of Examination in-charge with the approval of Chancellor;
- e. The Controller of Examinations shall be responsible for the conduct of all University examinations as required, including entrance and exit examinations, if any, and it shall be his duty to prepare and publish, with the prior approval of the Vice-Chancellor, the

- schedules for all such examinations and arrange for all other matters connected with the conduct of the examinations;
- f. The Controller of Examinations shall appoint Chief Superintendents, Assistant Superintendents, and Invigilators, required for conduct of examinations and examiners for setting question papers and evaluation of answer books with the approval of the Vice-Chancellor. Also, he shall terminate such appointment at any time as per the instructions of the Vice-Chancellor;
 - g. The Controller of Examinations shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all examinations;
 - h. The Controller of Examinations shall appoint Examination Disciplinary Committee with the approval of the Vice-Chancellor to deal with malpractices / unfair means committed by the Students, Chief Superintendents, Assistant Superintendents, Invigilators and other Staff involved in the conduct of the Examinations;
 - i. The Controller of Examinations shall convene Examination Committee meetings with Vice-Chancellor as Chairperson;
 - j. The Controller of Examinations shall be an ex-officio member in Academic Council and Examination committee;
 - k. The Controller of Examinations shall arrange to scrutinize the question papers with a help of scrutiny committee and he/she shall make all necessary arrangements to publish the results of all University examinations with the approval of the Vice-Chancellor;
 - l. The major role and responsibilities of Controller of Examinations shall include execution of various activities pertaining to periodic conduct of semester examinations from question paper setting to declaration of results;
 - m. The Controller of Examinations shall arrange for payment of TA / DA and other remunerations to the question paper setters, evaluators through Finance department of University;
 - n. The Controller of Examinations shall arrange for conduct of Convocation of the University;

2.10 The Dean- Academic Affairs

- a. The Dean - Academic Affairs shall be appointed by the Chancellor on the recommendations of a committee consisting of Vice-Chancellor, an eminent academician/researcher from outside the University nominated by the Chancellor and one member of the Management Committee:

Provided that the first Dean - Academic Affairs shall be appointed by the Chancellor;

- b. He shall be an academician not below the rank of Professor and shall have experience in framing curriculum structure, organizing Board of Studies Meeting, across various schools/colleges, converting minutes of Board of Studies meeting into policy inputs, coordinating academic activities of all the Deans, and preparation of academic calendar and hold office for a period of three years not exceeding age of 65 years. He/ She shall be eligible for reappointment.
- c. When the office of the Dean – Academic Affairs is vacant or when the Dean – Academic Affairs is unable to perform his duties, the Chancellor shall make an alternate arrangement by appointing an interim Dean – Academic Affairs;

2.11 The Dean – Approvals and Accreditations

- a. The Dean – Approvals and Accreditations shall be appointed by the Chancellor on the recommendations of a committee consisting of Vice-Chancellor, an eminent academician from outside the University nominated by the Chancellor and one member of the Management Committee: Provided that the first Dean Approval and Accreditations shall be appointed by the Chancellor;
- b. He shall be an academician not below the rank of Professor and shall have experience in works related to Approvals and Accreditations and hold for a period of three years not exceeding age of 65 years. He/She shall be eligible for reappointment.
- c. When the office of the Dean – Approvals and Accreditations is vacant or when the Dean – Approvals and Accreditations is unable to perform his duties, the Chancellor shall make an alternate arrangement by appointing an interim Dean – Approvals and Accreditations;
- d. The Dean – Approvals and Accreditations shall exercise such other powers and perform such other duties as may be prescribed by the Statutes;
- e. The Dean – Approvals and Accreditations shall have the following duties and responsibilities namely:

1. He shall be a key officer of the University responsible for all Approvals, Accreditations and Rankings of the University and maintaining the related records properly;
2. He shall discharge all such functions as assigned to him by the Chancellor or the Vice-Chancellor or as may be prescribed in the Statutes;

2.12 The Dean - Planning and Development

- a. The Dean – Planning and Development shall be appointed by the Chancellor on the recommendations of a committee consisting of Vice-Chancellor, an eminent academician/researcher from outside the University nominated by the Chancellor and one member of the Management Committee:

Provided that the first Dean, Planning and Development & shall be appointed by the Chancellor;

- b. They shall be an academician not below the rank of Professor and shall have experience in works related to Admission, Research and Funding and hold office for such period and such terms and conditions as may be prescribed by the Management Committee;
- c. The Dean – Planning and Development shall have the following duties and responsibilities, namely: —
 1. He/She shall be a key officer of the University responsible for all planning and development activities of the University and maintaining the related records properly;
 2. He/She shall discharge all such functions as may be assigned to him by the Chancellor or the Vice-Chancellor or as may be prescribed in the Statutes;
- d. When the office of the Dean – Planning and Development is vacant or when the Dean – Planning and Development is unable to perform his duties, the Chancellor shall make an alternate arrangement by appointing an interim Dean – Planning and Development.
- e. He/she shall hold the office for a period of three years, not exceeding age of 65 years. He/ She shall be eligible for reappointment.

2.13 Dean Students' Affairs

- a. The Dean-Students' Affairs shall be appointed by the Chancellor on the recommendations of a committee consisting of Vice-Chancellor, an eminent

academician/researcher from outside the University nominated by the Chancellor and one member of the Management Committee:

Provided that the first Dean, Students' Affairs shall be appointed by the Chancellor;

- b. He/She shall be an academician not below the rank of Professor and shall have experience in works related to students' welfare activities like cultural, sports and other extracurricular activities and hold office for such period and such terms and conditions as may be prescribed by the Management Committee;
- c. The Dean -Students Affairs shall have the following duties and responsibilities, namely: -
 1. He/She shall be responsible for organizing and coordinating students' cultural programs, identify students' interest in sports/games, yoga and to facilitate all arrangements to equip students in soft skills like communication skills, life skills and social skills as well; He shall also be responsible for various club activities, NSS and NCC activities at the University and activities of students at the hostel.
 2. He/She shall discharge all such functions as assigned to him by the Chancellor or the Vice- Chancellor or as may be prescribed in the Statutes;
- d. When the office of the Dean-Students' Affairs is vacant or when the Dean-Students' Affairs is unable to perform his duties, the Chancellor shall make an alternate arrangement by appointing an interim Dean-Students' Affairs.
- e. He/she shall hold the office for a period of three years, not exceeding age of 65 years. He/ She shall be eligible for reappointment.

2.14 Dean -Human Resource Development

- a. The Dean – Human Resource Development shall be appointed by the Chancellor on the recommendations of a committee consisting of Vice-Chancellor, an eminent academician/researcher from outside the University nominated by the Chancellor and one member of the Management Committee:

Provided that the first Dean, Human Resource Development shall be appointed by the Chancellor;
- b. He/She shall be responsible for all activities pertaining to human resource developmen of the students and faculty. He shall organize and coordinate programs to enrich the knowledge of faculty members; Refresher course for teachers in the concerned disciplines and Orientation programs to update their knowledge in recent changes and

advancements in teaching pedagogy like micro teaching, ICT enabled teaching etc. Similarly, updating their skills in research methodology of students and faculty shall also be the responsibility of the Dean, Human Resource Development.

- c. When the office of the Dean-Human Resource Development is vacant or when the Dean-Human Resource Development is unable to perform his duties, the Chancellor shall make an alternate arrangement by appointing an interim Dean-Human Resource Development.
- d. He/she shall hold the office for a period of three years, not exceeding age of 65 years. He/She shall be eligible for reappointment.

2.15 Dean- Centre for Research

- a. The Dean – Centre for Research shall be appointed by the Chancellor on the recommendations of a committee consisting of Vice-Chancellor, an eminent academician/researcher from outside the University nominated by the Chancellor and one member of the Management Committee: Provided that the first Dean, Centre for Research shall be appointed by the Chancellor;
- b. He/She shall be responsible for preparation of guidelines of Ph. D programme, in line with UGC guidelines, conduct of entrance examination of selection of Ph. D candidates. Secondly, to organize research methodology training for research scholars and teaching pedagogy for faculty members in a periodic manner. Promotion of research through encouraging faculty members to apply for research projects to different funding agencies. He shall be in charge of the incubation and innovation centre.
- c. When the office of the Dean- Centre for Research is vacant or when the Dean- Centre for Research is unable to perform his duties, the Chancellor shall make an alternate arrangement by appointing an interim Dean- Centre for Research.
- d. He/she shall hold the office for a period of three years, not exceeding age of 65 years. He/ She shall be eligible for reappointment.

2.16 Deputy Registrar

- a. The Deputy Registrar shall be appointed by the Chancellor on the recommendations of a committee consisting of Vice Chancellor and Registrar.

- b. He/She shall be responsible for assisting the Registrar in maintaining the records of all the non-teaching staff of the University. Matters relating to non-teaching staff like keeping the original certificates of the employees of the university, appointment order, joining letter, leave particulars, increment, and promotion – all such documents to be maintained.

2.17 Other Officers:

- a. The University may appoint such other officers as may be necessary for its functioning;
- b. The manner of appointment and powers and functions of such officers shall be such as may be prescribed by the Chancellor.

PART 3 - AUTHORITIES OF THE UNIVERSITY

3.1 Authorities of the University

- a. The following shall be the Authorities of the University, namely: -
 1. The Management Committee
 2. The Governing Council
 3. The Executive Council
 4. The Academic Council
 5. The Finance Committee
 6. The Planning Board
 7. Such other authorities as may be declared by the Management Committee.

3.2 The Management Committee

- a. All Members of the Trust shall be the members of the Management Committee;
- b. The Management Committee is the Principal Policy Approving Body;
- c. The Management Committee shall, in addition to all powers vested under the Act, have the following powers, namely: -
 1. To establish off campus, offshore campus and special centres and to start new programs and courses of study in the University;
 2. To constitute, outline the powers and functions of the authorities of the University;
 3. To select an emblem and to have a common seal for the University;
 4. To appoint and continuance in office of the members of the authorities, filling up of vacancies of the members;
 5. To appoint, outline the powers and duties of the officers of the University and fix their emoluments;
 6. To appoint the officers, teachers and other academic and administrative staff of the University on the recommendation of the selection committee and fix their emoluments;
 7. To institute fellowships, scholarships, studentships, medal and prizes in accordance with the statutes;
 8. To approve the conferment of honorary degree and honorary academic distinction;

9. To regulate and enforce discipline among the employees of the University and to take appropriate disciplinary action wherever necessary;
10. To appoint the Statutory Auditors of the University;
11. To approve the Budget and Annual Report of the University;
12. To lay down the extensive policies to be followed by the University;
13. To accord approval of the statutes and amendments thereto;
14. To approve proposals for submission to the Government;
15. To take such decisions and steps as are found desirable for effectively carrying out the objects of the University;
16. To purchase, take on lease or accept as gift or otherwise any land or buildings or work which may be necessary or convenient for the purpose of the University, on such terms and conditions as it may deem fit and proper, and to construct, alter and maintain any such building(s) or work(s);
17. To transfer or accept transfers of any movable property on behalf of the University;
18. To open account or accounts and deposits, regulate and administer the revenue of the University with banks with the approval of the Chancellor and to lay down the procedure for operating the same;
19. To advise the holding trustees on matters regarding acquisition, management, mortgages, leases and disposal of any immovable property on behalf of the University;
20. To provide buildings, premises with furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the University;
21. To appoint a qualified person as attorney of the University with such powers as it may deem fit;
22. To maintain a fund which shall be credited with:
 - i. All money provided by the Central or State /Union Territory Government(s)/ University Grants Commission;
 - ii. All fees and other charges received by the University;
 - iii. All money received by the University as grants, gifts, donations, benefactions, bequest or transfers;

- iv. All money received by the University in any other manner or from any other source;

3.3 The Governing Council

- a. The Governing Council is the principal governing and policy-making body of the University.
- b. The Composition is as follows: The Governing Council shall comprise of the following such other members not exceeding thirteen as may be specified by the Management Committee.
 - 1. The Chancellor
 - 2. The Pro-Chancellor
 - 3. The Vice-Chancellor
 - 4. The Pro Vice-Chancellor
 - 5. Two External Experts
 - 6. The Registrar
 - 7. The Chief Finance Officer
 - 8. The Dean, Approvals and Accreditations
 - 9. The Dean, Planning and Development
- c. The Chancellor shall be the Ex-Officio Chairperson and the Registrar shall be the Member-Secretary of the Governing Council.
- d. The term of office of an Ex-officio Member shall continue so long as he holds the office by virtue of which he is a member.
- e. The procedure for the meetings of the Governing Council shall be the following: -
All meetings shall be chaired by the Chancellor and in his absence, by any one of the members authorized by the Management Committee and where the Management Committee has not nominated any nominee, then, by the Vice-Chancellor.
 - 1. The quorum for all meetings of Governing Council shall be six members who are present at such meeting.

2. In the event of a conflict of opinion at a meeting of, the issue shall be referred to the Management Committee and the decision of the Management Committee in respect of such issue shall be final and binding on the University.
 3. A written notice of every meeting shall be sent either by e-mail or in-person by the Registrar to every member at least two weeks before the date of meeting. The notice shall state the place, the date and time of meeting. Agenda of the meeting shall be circulated by the Registrar to the members at least one week before the meeting. Non receipt of notice, agenda and other papers connected with any meeting of the Governing Council by any member shall not invalidate the proceedings of the meeting.
 4. The minutes of the proceedings of a meeting of the Governing Council shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all the members.
 5. A member may resign his office by informing the Chairperson in writing, but he shall continue in office until his resignation has been accepted.
 6. A supplementary list of such amendments and other urgent subjects arising after the issue of the first Agenda shall be supplied to each member before the meeting.
 7. Every member of the Governing Council including the Chairperson shall have one vote and all decisions of the Governing Council shall be taken by a simple majority. However, in case of the members dividing equally on any issue and there is a tie, the Chairperson shall have a casting vote.
 8. It is open to the Governing Council to decide any issue by way of a resolution passed by circulating the same to its members and any such resolution so approved by simple majority shall be effective and binding as if the same had been passed by the Governing Council in its properly convened meeting.
 9. No member shall abstain from attending the meeting without proper leave of absence.
 10. Special invitees shall be invited by the Chancellor to serve as additional members, whenever necessary.
- f.** The Governing Council shall have the following powers, namely: -

1. To recommend the Statutory Auditors of the University;
 2. To lay down policies and programmes to be pursued by the University;
 3. To review decisions of other authorities of the University if they are not in conformity with the provisions of the Act, or the Rules or these Statutes;
 4. To suggest new or additional Statutes or amend or repeal the earlier Statutes;
 5. To approve proposals for submission to the Government;
 6. To take such decisions and steps as are found desirable for effectively carrying out the objectives of the University;
 7. To make guidelines and procedure for conduct of examinations in conformity with the rules and regulations of the Regulatory Bodies and with the approval of the Management Committee;
 8. To make recommendation to confer Honorary degrees, titles or other academic distinctions to the Management Committee;
 9. To confer the title of Professor Emeritus on the recommendations of the Academic Council and with the approval of the Chancellor;
- g.** The Governing Council shall meet twice a year at such time and place as may be specified by the Chairperson.

3.4 The Executive Council

- a. The Executive Council shall be the Chief-Executive body of the University with the following members, namely: -
 1. The Vice-Chancellor – Chairperson
 2. The Secretary to Government in-charge of Higher Education Department - Ex-officio member or his nominee
 3. The Director of Collegiate Education - Ex-officio member, or his nominee
 4. Three Eminent Educationist nominated by the Vice Chancellor
 5. One Industrialist/Corporate Member nominated by the Vice Chancellor
 6. The Registrar, Ex-officio Member – Secretary
- b. A minimum of one half of the total members shall form a quorum for a meeting of the Executive Council.
- c. A member may resign his office by informing the Chairperson, but he/she shall continue in office until his/her resignation has been accepted.

- d. A supplementary list of such amendments and other urgent subjects arising after the issue of the first Agenda shall be supplied to each member before the meeting.
- e. Every member of the Executive Council including the Chairperson shall have one vote and all decisions of the Governing Council shall be taken by a simple majority. However, in case of the members dividing equally on any issue and there is a tie, the Chairperson shall have a casting vote.
- f. It is open to the Executive Council to decide any issue by way of a resolution passed by circulating the same to its members, any such resolution approved by the simple majority shall be effective and binding as if the same had been passed by the Executive Council in its properly convened meeting.
- g. No Member shall abstain from attending the meeting without proper leave of absence.
- h. Special invitees shall be invited by the Vice Chancellor to serve as additional members, whenever necessary.
- i. The powers and functions of the Executive Council include the following, namely: -
 - 1. To recommend to the Management Committee / Governing Council, on the advice of the Academic Council, to establish the Faculties, Schools, Departments and such other Centre, cells, units of teaching, research and extension activities for the academic work and functions of the University and to allocate areas of study, teaching, research and such other related tasks to them;
 - 2. To propose the duties and conditions of service of the Professors, Associate Professors, Assistant Professors and other academic staff of the University with the approval of the Chancellor;
 - 3. To maintain and manage residences for faculty and staff and hostels for the students of the University;
 - 4. To regulate, supervise and control the residence and discipline of the students of the University within the campus and its annexes and to promote their health and well being;
 - 5. To maintain, control and supervision of hostels owned and managed by other agencies for the students of the University and to rescind such recognition;
 - 6. To make arrangements for the conduct of examinations prescribed by the Statutes, Ordinances and Regulations;

7. To monitor all administrative affairs of the University otherwise specifically provided for /delegated /assigned by the Chancellor/ Governing Council;
8. To take all necessary decisions for the smooth and efficient functioning of the University. All such decisions shall be informed to the Chancellor; and
9. Such other powers as may be authorized by the Management Committee.

3.5 Academic Council

- a. The Academic Council shall consist of members comprising of the following: -
 1. Vice-Chancellor - Ex-officio Member & Chairperson
 2. Registrar - Ex-officio Member & Secretary
 3. Controller of Examinations - Ex-officio member
 4. Deans of the Faculties - Ex-officio Member
 5. Two Senior Professors - Nominated by the Vice-Chancellor
 6. Two Associate Professors - Nominated by the Vice-Chancellor
 7. Two Assistant Professors - Nominated by the Vice-Chancellor
 8. Five Eminent Educationists- Nominated by the Vice-Chancellor
- b. The Vice-Chancellor shall be the Chairperson of the Academic Council and the Registrar shall be the member Secretary of the Academic Council.
- c. The tenure of the Members other than Ex-officio Members shall be three years.
- d. The Academic Council shall be the principal academic body of the University and shall co-ordinate and exercise general supervision over the academic polices of the University, maintenance of standards of instruction, education and examinations and conferment of degrees to various faculties.
- e. The Academic Council may, by resolution, constitute and appoint any Committee with such membership and on such terms and conditions and with such powers and duties as it thinks fit to recommend the academic policies of the University. The powers delegated under this clause are revocable by a resolution of the Academic Council at any time.
- f. All meetings of the Academic Council shall be chaired by the Vice-Chancellor and in the absence of the Vice-Chancellor, by the member nominated by the Vice-Chancellor shall preside over the meeting.
- g. The meetings of the Academic Council shall be conducted in the following manner: -

1. Quorum for all the meetings of the Academic Council shall be 1/2 (one half) of members at the time of conduct of the meeting.
2. No Member shall abstain from attending the meeting without proper leave of absence from the Chairperson.
3. Special invitees shall be invited by the Vice Chancellor to serve as additional members, whenever necessary.
4. A member may resign his office by informing the Chairperson in writing, but he shall continue in office until his resignation has been accepted.
5. The Academic Council shall meet at least two times a year at the date, time and place to be fixed by the Vice-Chancellor. In addition to the above two meetings, the Vice-Chancellor may convene the meeting of the Academic Council, whenever he thinks fit.
6. The Registrar under the direction of the Vice-Chancellor shall send to the members a notice of the meeting fifteen days in advance specifying the place, the day and the hour of meeting. The preliminary agenda of the meeting shall be sent at least seven clear days before the meeting:

Provided that the Vice-Chancellor with the approval of the Chancellor may bring any business, which in the opinion of the concerned is urgent, with shorter notice or without placing the same on the agenda.
7. Non receipt of notice, agenda and other papers connected with any meeting of the Academic Council by any member shall not invalidate the proceeding of the meeting.
8. A supplementary list of such amendments and other urgent subjects arising after the issue of the first Agenda shall be supplied to each member before the meeting.
9. Every member of the Academic Council including the Chairperson shall have one vote and all decisions of the Academic Council shall be taken by a simple majority. However, in case of the members dividing equally on any issue and there is a tie, the Chairperson shall have a casting vote.
10. It is open to the Academic Council to decide any issue by way of a resolution passed by circulating the same to its members any such resolution approved by the

simple majority shall be effective and binding as if the same had been passed by the Academic Council in its properly convened meeting.

11. The minutes of the meetings shall be drawn up by the Registrar and placed before the Vice-Chancellor for approval. After approval, the Registrar shall communicate a copy of the minutes to the concerned Departments/Officers of the University for necessary action.
 12. A copy of the minutes of the meeting of the Academic Council duly authenticated by the Chairperson shall be submitted to the Executive Committee & Chancellor for his perusal.
- h. The Academic Council shall have the following powers and functions, namely: -
1. To co-ordinate and monitor the academic activities which are based on the academic policies of the University and to give suggestions in regard to methods of instructions, evaluation, research and improvement in academic standards;
 2. To promote research in the University, acquire reports on such researches from time to time;
 3. To consider matters of academic interest either on its own initiative or at the instance of the Management Committee or those proposed by the Faculties / Board of Studies / Schools / Departments and to take proper action thereon;
 4. To prescribe courses of study leading to degrees and Post-graduate Diplomas / Diplomas and such other programs of the University;
 5. To approve the Panel of examiners, moderators, tabulators and such other personnel for different examinations and to maintain proper standards of examinations;
 6. To recognize diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of the University;
 7. To monitor arrangements made for the conduct of the examinations, and this is prescribed by the Statues, Ordinances and Regulations.
 8. To make recommendations to the Executive Committee on -
 - i. Measures for the improvement of standards of teaching, training and research;

- ii. Execution of Fellowships, Travelling Fellowships, Scholarships, Medals, Prizes, Studentships etc.;
- iii. Institution of Teaching posts - Professors, Associate Professors, Assistant Professors, Teaching Assistants, and such other positions required for academic and research and extension activity of the University;
- iv. Institution or abolition of programs of study;
- v. Appointment of visiting Professors/Scholars, Adjunct-Faculty, Professors Emeritates, and such others for enhancing the quality of higher education and research;
- vi. Introduction of Academic innovations such as award of dual-major degree, major-minor degree, Faculty Improvement Program, Semester Abroad Program etc;
- vii. To frame academic policies covering academic functioning of the University,
- viii. Discipline, residence, admissions, examinations, attendance, award of fellowships and studentships, free ships, concessions, etc.
- ix. To take periodical inspection of various Schools / Centres and to take appropriate action (including making recommendations to the Executive Committee) with a view to maintaining and improving the standards of instruction;
- x. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the ordinance.

3.6 Finance Committee

- a. The Finance Committee shall consist of five members comprising the following, namely:
 - 1. The Vice-Chancellor - Ex-officio Member and Chairperson
 - 2. The Registrar - Ex-officio Member
 - 3. The Chief Finance Officer - Ex-officio Member & Secretary
 - 4. Two Members nominated (Finance background) by the Vice Chancellor.
- b. The Vice Chancellor shall preside over the meeting of the Finance Committee.
- c. The term of nominated member of the Finance Committee shall be for a period of three years and he may resign his office by informing the chairperson in writing, but he shall continue in office until his resignation has been accepted.

- d. The Finance Committee shall meet at least twice in a year on dates, time and place fixed by the Chancellor.
- e. Half of the total members including the Chairperson shall be the quorum for any meeting of the Finance Committee.
- f. No Member shall abstain from attending the meeting without proper leave of absence.
- g. Special invitees shall be invited by the Vice Chancellor to serve as additional members, whenever necessary.
- h. The Chief Finance Officer under the direction of the Chancellor shall send a notice of the meeting to the members, specifying the place, the date and the hour of the meeting 15 days prior to the day of the meeting.
- i. The Chief Finance Officer shall send the agenda for the meeting as approved by the Chancellor/ Chairperson at least seven days before the date of the meeting.
- j. The Chancellor may bring any business which in his opinion is urgent, with shorter notice or without placing the same on the agenda paper.
- k. Non receipt of notice, agenda and other papers connected with any meeting of the Finance Committee by any member shall not invalidate the proceeding of the meeting.
- l. The business at the meeting of the Finance Committee shall be transacted in accordance with the agenda issued for the purpose (for approval and confirmation, ratification and discussions) and the various items placed on the agenda will be considered in sequence unless otherwise decided unanimously by the members at the meeting.
- m. The decision of the Finance Committee shall be recorded in the form of resolutions.
- n. Every resolution shall be passed by a majority through consensus/voting by the members present at the meeting. In case of voting, the Chairperson shall have a casting vote in addition to the vote as Chairperson of the Finance Committee.
- o. The minutes of the meeting approved by the Chairperson shall be circulated by the Chief Finance and Accounts Officer to the members, within two weeks after the meeting. A copy of the minutes shall be communicated to the concerned Departments and Officers of the University for necessary action.
- p. The Chief Finance and Accounts Officer shall place the minutes of the meeting along with the action taken report before the Finance Committee in its next meeting for perusal.

- q. The Finance Committee shall be the principal, financial decision-making authority of the University and shall deal with all matters pertaining to its finances and property.
- r. The Finance Committee shall perform the following functions, namely: -
 - 1. To scrutinize the Annual Budget Estimate / Revised Budget Estimate of the University and recommend to the Management Committee / Governing Council for approval.
 - 2. 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 Rules;
 - 3. To conduct the general scrutiny of accounts of the University, review the yearly audit reports and make recommendations thereon to the Management Committee / Executive Committee;
 - 4. To scrutinize all proposals of the University involving expenditure for which no provision is made in the budget or involving the expenditure in excess of the amount provided for in the budget including creation, up-gradation and abolition of posts in the University;
 - 5. Notwithstanding anything contained in clauses (2) to (4), the Vice-Chancellor may in case of urgency and for reasons to be recorded in writing, and in consultation with the Chancellor incur without the approval of the Finance Committee, any expenditure not exceeding rupees two lakhs in any one case for which no provision is made in the budget or which is in excess of the provisions made in the Budget. However, such expenditure shall be placed before the Finance Committee for ratification in its immediate next meeting.
 - 6. To recommend to the Management Committee for approval of tuition fee recommended by the Fee Fixation Committee and other fees for various courses, examinations, degrees and diplomas, etc.
 - 7. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Chancellor.

3.7 The Planning and Monitoring Council

- a. There shall be a Planning and Monitoring Council which shall consist of the following members, namely: -

1. Vice-Chancellor - Ex-officio member & Chairperson
 2. Pro Vice-Chancellor - Ex-officio member
 3. Planning Coordinator - Dean Planning & Development- Secretary
 4. Two Deans or Directors to be nominated by the Vice-Chancellor
 5. Two Professors or Associate Professors to be nominated by the Vice-Chancellor
 6. Registrar - Member
 7. Two Experts - To be nominated by the Vice Chancellor
- b. All the members of the Planning Board, other than the ex-officio members, shall hold office for a term of three years. The nominated member may resign his office by informing the chairperson in writing, but he shall continue in office until his resignation has been accepted;
- c. Powers and Functions of Planning Board:
1. The Planning Board is the principal planning body of the University, which is chiefly responsible for ensuring that the infrastructure and academic support system meets the norms prescribed by regulatory bodies and also responsible for constant monitoring of academic and research programs of the university and prepare perspective plans for sustainable development of the university.
 2. The Planning Board shall advise the Management Committee and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the University. The recommendations of the Planning Board shall be placed before the Management Committee for consideration. Proposals relating to academic matters shall be processed through the Academic Council.
 3. The Planning Board shall take all steps that are necessary to ensure that the infrastructure and academic support system of the University are in compliance with and exceed the minimum standards prescribed by the regulatory bodies for the conduct of various courses.
 4. The Planning Board shall meet as often as necessary, but at least once in a year. The quorum for any meeting of the Planning Board shall be half of the total members.
 5. Special invitees shall be invited by the Chancellor to serve as additional members, whenever necessary.

3.8 Research and Innovation Council

- a. The Research and Innovation Council shall consist of the following members, namely:-
 1. The Vice-Chancellor - Ex-officio Member & Chairperson
 2. The Registrar - Ex-officio Member
 3. The Dean of Research - Ex-officio Member & Secretary
 4. Deans of all Faculties - Ex-officio Members
 5. Two successful Entrepreneurs/Researchers -To be nominated by the Vice-Chancellor
- b. The nominated member shall hold office for a term of three years. The nominated member may resign his office by informing the chairperson in writing, but he shall continue in office until his resignation has been accepted;
- c. Special invitees shall be invited by the Chancellor to serve as additional members, whenever necessary.
- d. The Research and Innovation Council shall be the Principal Research Council of the University and shall provide the larger holistic vision of the kind of research to be undertaken by the University, including prioritization of the research areas;
- e. Research and Innovation Council shall, subject to the provisions of these Statutes, co-ordinate and exercise general supervision over the Research Policies of the University;

3.9 The Board of Studies

- a. There shall be one Board of Studies for each department in the University, constituted by the Vice-Chancellor;
- b. A separate Board of Studies shall be constituted for under graduate program and another separate Board of Studies for the post graduate program;
- c. The Chairperson and members of each Board of Studies shall be nominated by the Vice-Chancellor and the term of office of members so appointed shall be for three years. In the event of vacancy in the office of the Chairperson or Member of a Board, the Vice-Chancellor shall appoint any person to act as Chairperson or Member of the Board for the remaining period;
- d. Whenever there are two Boards in a subject, the Chairperson of the Post-graduate Board will be ex-officio member of the under-graduate Board and *vice-versa*;

- e. Every Post-graduate and Under-graduate Board of Studies shall be constituted by the Vice-Chancellor from out of the panel of names recommended by the Deans of the Schools / Centres of the University. Such panel of names shall comprise-
 - 1. *Internal Persons*: All the Faculty members in the concerned discipline;
 - 2. *External Persons*: The Senior Faculty (Professors, Associate Professors) working in other Universities and Colleges or the persons who have made recognizable contribution in the concerned field, from the industry, business, judiciary, educational administration, research institute, etc;
 - 3. Any other person possessing special knowledge of the subject concerned can also be appointed as a member by the Vice-Chancellor or invited with the approval of the Vice-Chancellor to participate in the deliberations of the Board. However, the number of such invitees shall not exceed two;
- f. The Vice-Chancellor may, amalgamate the Under-graduate Board of Studies and the Post-graduate Board of Studies relating to the same subject and constitute Combined-Board of Studies for one or more subjects for the sake of co-ordination and maintenance of standards. The Chairperson of Post-graduate Board of Studies shall be the Chairperson of Combined-Board of Studies for the same subject or group of subjects;
- g. A member may resign his office by informing the chairperson in writing, but he shall continue in office until his resignation has been accepted;
- h. The quorum for a meeting of any Board of Studies shall not be less than half the strength of the Board;
- i. No member shall abstain from attending the meeting without proper leave of absence;
- j. Meeting of the Board of Studies:
 - 1. The Board of Studies shall normally meet at least once a year. The special meetings of the Board of Studies may be convened in extraordinary circumstances, on the direction of the Vice-Chancellor;
 - 2. The Registrar, under the direction of the Vice-Chancellor shall fix the date and time of meetings of the Board of Studies and through circular inform Chairpersons of all Boards of Studies to hold meeting(s) of the Board(s) on the appointed date and time;

3. On requisition / circular received from the Registrar, the Chairperson of the Board of Studies shall issue the notice of meeting along with the agenda at least seven clear days before the date of the meeting;
 4. The Chairperson of the Board of Studies shall preside over the meetings;
 5. Joint Meeting of Board of Studies: Under certain extraordinary circumstances, the Vice-Chancellor shall be competent to convene the joint meetings of two or more Boards of Studies / Interdisciplinary Board of Studies and all such meetings the Vice-Chancellor shall preside;
 6. Ad hoc Board of Studies: In such cases where no Board of Studies exist the Vice-Chancellor with the prior approval of the Chancellor may form Ad hoc Board of Studies temporarily. However, Ad hoc Board of Studies ceases to be in existence, after formation of regular Board of Studies in that discipline / subject, which shall be done within one academic year;
- k. The Chairperson of each Board of Studies shall maintain a register for recording the minutes of the meeting. All resolutions of the Board of Studies passed shall be recorded at the meeting and read out by the Chairperson for the information of the members present at the meeting and signature of all the members present is obtained;
- l. The Chairperson of the meeting shall send a copy of the minutes to the Registrar, within seven days after the date of the meeting;
- m. Functions and powers of the Board:
1. The Board of Studies shall consider a report on any matter or an issue referred to it by the Academic Council or the School / Centre or the Dean of the concerned School / Centre;
 2. The Board of Studies of a subject or a group of subjects shall recommend to the Academic Council through the concerned School/Centre, the regulations, courses of study, detailed curriculum and scheme of examination of each course for different levels of studies in such subject(s) / discipline(s). Also, to recommend text books for several courses of study;

3.10 The Schools and Centers of Study

- a. Each School and Centre of Study shall be headed by the Dean / Director;
- b. The School shall offer such Under-graduate and Post-graduate programs and such other programs, courses leading to degree, diploma, Post-graduate Diploma and Certificate Courses, as decided by the Management Committee;
- c. The School shall also offer M. Phil, Ph. D and Post Doctoral research programs and undertake research projects funded research from various agencies, government and national international organizations including industries;
- d. The School shall engage itself in inter disciplinary, multidisciplinary studies, research and extension activities and promote them by creating interdisciplinary culture among faculties and students. For this purpose, the School shall form research club, association, and clubs of various types and collaborate with other Schools within the University and institutions, industries and such other organizations / agencies outside the University;
- e. The following shall be the Schools of the University: -
 1. Srinivasan Medical College and Hospital
 2. School of Engineering and Technology
 3. School of Agricultural Sciences
 4. College of Nursing
 5. School of Allied Health Sciences
 6. School of Physiotherapy
 7. Additional Schools that may be established by the Management Committee on the recommendation of the Governing Body, Executive Council and the Academic Council.

3.11 Fee Fixation Committee

- a. There shall be a Fee Fixation Committee which shall consist of —
 1. Chancellor - Chairperson
 2. A member of the Management Committee nominated by the Chancellor
 3. A member of the Academic Council nominated by the Chancellor
 4. One External expert on Finance / Legal matters nominated by the Chancellor
 5. One Chartered Accountant nominated by the Chancellor.
 6. Chief Finance Officer - Member-Secretary

- b. The term of nominated members of the Committee shall be three years from the date of constitution. A nominated member may resign his office by informing the chairperson in writing, but he shall continue in office until his resignation has been accepted;
- c. The Fee Fixation Committee shall ordinarily meet once in a year or at such times as are fixed by the Chairperson. The Member-Secretary shall, on the directions of the Chairperson, issue notice for the meeting along with the agenda to the members five days in advance specifying the place, date and time of the meeting;
- d. Quorum for the meeting of the Committee including the Chairperson shall be Four members of the committee;
- e. The Fee Fixation Committee shall determine the fees to be charged for each program offered by the University;
- f. The following are the powers and functions of the committee: -
 - 1. To recommend tuition fees to be fixed for various programs offered by the University;
 - 2. To recommend revision of tuition fee for existing courses or programs of the University;
 - 3. To recommend modification in the fee structure as and when required;
 - 4. To recommend the quantum of other charges that may be collected from the students including hostel fees, transportation charges, mess hall charges, etc.;
 - 5. The Committee shall adopt transparent method and recommend the fee taking into consideration the current market trend, inflation, additional infrastructure required for the course(s) concerned and income & expenditure of the University;
 - 6. The Committee shall further take-up such other finance related issues referred by the Finance Committee, Management Committee, Governing Body, the Chancellor and the Vice-Chancellor of the University and submit its report / recommendation to the University;
- g. The fee so recommended by the Fee Fixation Committee shall be placed before the Finance Committee for its scrutiny. The Finance Committee shall after scrutiny forward the proposal to the Management Committee for its consideration;
- h. The Management Committee may accept recommendations of the Fee Fixation Committee received from the Finance Committee with modifications, if any, and forward

the same to the Chancellor along with the specific remarks for the modification suggested by it, for approval;

- i. The Chancellor may approve the recommendation of the Management Committee or return the proposal with his observation for reconsideration by the Management Committee;
- j. The fees recommended by the Fee Fixation Committee shall come into force only after the approval of the Chancellor.

3.12 Other Authorities

The constitution, powers and functions of the other authorities of the University shall be such as may be specified by the Statutes.

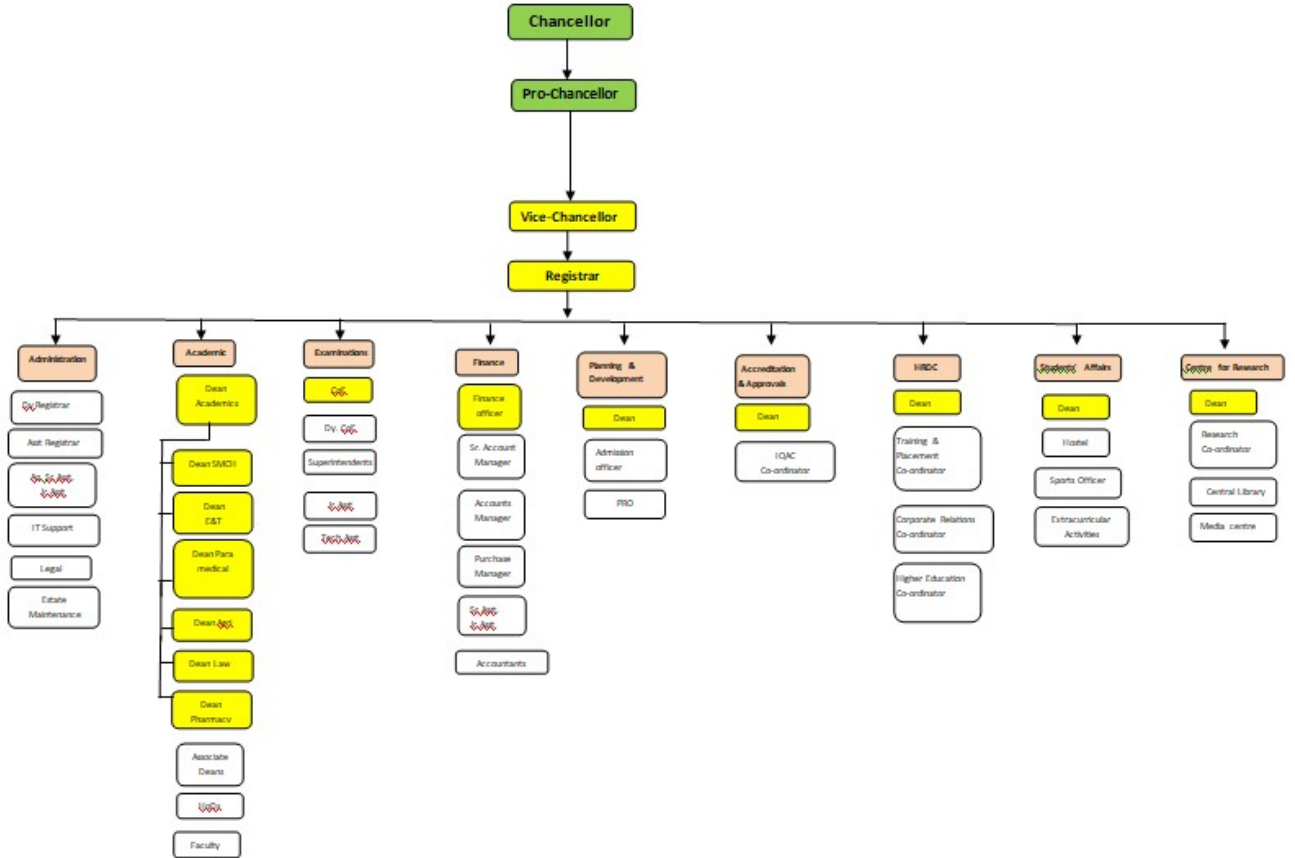
PART 4 - ORGANIZATIONAL STRUCTURE

- a. Chancellor**
- b. Pro-Chancellor**
- c. Vice-Chancellor**
- d. Pro Vice-Chancellor**
- e. Registrar**
 - 1. Joint Registrar
 - 2. Deputy Registrar
 - 3. Section Officers & Staff
 - 4. Estate Manager (Transport, Electrical, Plumbing & House Keeping)
 - 5. Chief Security Officer
- f. Faculties**
 - 1. Dean - Srinivasan Medical College and Hospital
 - 2. Dean - College of Nursing
 - 3. Dean - School of Paramedical Sciences
 - 4. Dean - School of Engineering & Technology
 - 5. Dean - School of Agricultural Sciences
 - 6. Dean – School of Law
 - 7. Dean – School of Pharmacy
 - 8. Dean – School of Architecture
 - 9. Dean – School of Management
 - 10. Dean – School of Horticulture
- g. Dean - HRDC**
 - 1. Training and Placement Officer
 - 2. Assistant Training and Placement Officer
 - 3. Coordinator – Entrepreneur Development Cell
 - 4. Coordinator – Higher Education Cell
- h. Dean – Academic Affairs**
- i. Dean – Student Welfare**
- j. Dean – Planning and Development**
- k. Dean – Centre for Research**

- l. Dean – Approvals and Accreditations**
- m. Controller of Examinations**
 - 1. Deputy Controller of Examinations
 - 2. Section Officers & Other Staff
- n. Chief Finance Officer**
 - 1. Administrative Officer
 - 2. Accounts Manager & Staff
 - 3. Purchase Manager & Staff
- o. Public Relations Officer**
- p. Legal & Compliance Officer**
- q. Sports Officer**
- r. Chief Hostel Warden**
 - 1. Deputy Wardens
 - 2. Supervisors

Dhanalakshmi Srinivasan University

Organizational Structure



PART 5 - OBJECTIVES OF THE UNIVERSITY

- 5.1 In addition to the objectives specified in section 12 of the Act, the following are the prime objective of the university to promote higher education by taking students onboard from the local region, different States of our country and students from abroad: -
- a. To offer educational programs at the under graduate, post graduate and doctoral levels in Engineering and Medical streams initially. Humanities and Social Sciences, Science, Architecture, Dental, Pharmacy, Education, Law, Agriculture, Veterinary and other programs would be offered in the subsequent years;
 - b. To prepare a student centric world-class curriculum to maintain high standards by leveraging quality teaching from teaching faculty to meet with the demand for manpower particularly from the Industrial sector in India and abroad;
 - c. To give exposure to students both theory and practice coupled with value-based education with an aim to produce good citizens;
 - d. Adequate focus will be given to research and development, which is a pre-requisite of higher learning to gain application of knowledge and skills;
 - e. To introduce Innovation and Entrepreneurship aspects in the curriculum thereby prepare students 'Entrepreneur ready' on completion of their studies;

PART 6 - POWERS OF THE UNIVERSITY

- 6.1 The University shall exercise the following powers, namely: -
- a. To provide for instructions in such branches of learning as the University may, from time to time, determine and to make provisions for research and for the advancement and dissemination and application of knowledge and skills;
 - b. To impart and promote the study of humanities and social sciences, science, engineering and technology, management, law, medical and allied health sciences and any other professional courses through in-campus, off-campus, and satellite centers or by distance educational programs;
 - c. To honor educational stalwarts and persons of academic eminence with the decoration of professor Emeritus;
 - d. To grant, subject to such conditions as the University may determine, diplomas or certificates to, and confer degrees or other academic distinctions on the basis of examinations, evaluation or any other method of testing on persons, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;
 - e. To confer honorary degrees or other distinctions in the manner prescribed;
 - f. To provide education and training including correspondence and such other courses, to such persons who are not members of the University, as it may determine;
 - g. To institute Directorships, Professorships, Associate Professorships, Readerships, Assistant Professorships, Lectureships and other teaching or academic posts required by the University and to make appointments for the same;
 - h. To create administrative, ministerial and other posts and to make appointments thereto;
 - i. To appoint or engage persons of eminence working in any other University or Organization permanently or for a specified period;
 - j. To co-operate, collaborate or associate with any other University or Authority or Institution in India and abroad in such manner and for such purpose as the University may determine;
 - k. To establish and maintain schools, centers, specialized laboratories or other units for research and instructions as are in the opinion of the University, necessary for the furtherance of its objects;

- l. To institute and award fellowships, scholarships, studentships, medals and prizes;
- m. To establish and maintain and supervise residences, hostels within the University and promote the health and general welfare activities for students and staff;
- n. To make provisions for research and consultancy, and for that purpose to enter into such arrangements with other institutions or bodies as the University may deem necessary;
- o. To declare a centre, an institution, a department, or school, as the case may be, in accordance with the statutes;
- p. To determine standards for admission into the University, which may include examination, evaluation or any other method of testing;
- q. To prescribe, demand and receive payment of fees and other charges;
- r. To make such arrangements in respect of the residence, discipline and teaching of women and other disadvantaged students as the University may deem fit;
- s. To regulate and enforce discipline amongst the employees and students of the Private University and take such disciplinary measures in this regard as may deem necessary by the University;
- t. To make arrangements for promoting the health and general welfare of the employees of the University;
- u. To receive donations and to acquire, hold, manage and dispose through sale or lease or rent of any property, movable or immovable for the welfare of the University;
- v. To borrow without security or by way of hypothecation or mortgage against the property of the University with the approval of the sponsoring body;
- w. To appoint either on contract or otherwise, visiting professors, emeritus professors, consultants, fellows, scholars, artists, course writers and such other persons who may contribute to the advancement of the objects of the University;
- x. To organize and to undertake extra-mural studies and extension service;
- y. To do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the University;

PART 7 - ACADEMIC ACTIVITIES OF THE UNIVERSITY

7.1 The most important purpose of the university, as a higher education institution, shall be to promote academic activities. The University shall offer Under Graduate, Post Graduate and Doctoral Programs, as per section 13 (b) of the Act, in humanities and social sciences, science, engineering and technology, management, law, medical and allied sciences and any other professional courses through in-campus, off-campus and satellite centre (study centre) or by distance education mode. Board of Studies shall be constituted for each and every department of all the streams of disciplines. There shall be provision to ensure academic quality of the University by establishing Internal Quality Assurance Cell (IQAC). Academic audit shall be conducted periodically to sustain the academic quality.

7.2 Examination Committee

a. The Examination Committee shall consist of the following members, namely: -

- | | | |
|---------------------------------------|---|--------------------------|
| 1. The Vice- Chancellor | - | Ex-officio - Chairperson |
| 2. The Registrar | - | Ex-officio member |
| 3. The Controller of Examinations | - | Ex-officio member |
| 4. Dean of Academic Affairs | - | Member |
| 5. Dean of Medical Sciences | - | Member |
| 6. Dean- College of Nursing | - | Member |
| 7. Dean of Paramedical Sciences | - | Member |
| 8. Dean of Engineering and Technology | - | Member |
| 9. Dean of Agricultural Sciences | - | Member |
| 10. Dean of Law | - | Member |
| 11. Dean of Pharmacy | - | Member |

b. The functions of the Examination Committee shall include planning and execution of all examination related activities. The said Committee shall meet twice a year (once in each semester) to determine the date and time of commencement of examination, question paper setting, conduct of examination, evaluation of answer scripts, and publishing the results.

PART 8 - ADMISSION OF STUDENTS

7.1 Admission Committee:

- a. There shall be a Admission Committee which consist of –
 1. Vice Chancellor
 2. A member of the Management Committee nominated by the Chancellor
 3. Academic Expert nominated by the Vice Chancellor
 4. Dean of the respective School/College
 5. A member of the Academic Council nominated by the Vice Chancellor
 6. Dean-Planning and Development-Secretary

7.2 Admission to the University Courses

- a. Procedure for Admission: - Admission of students to various programs shall begin with advertisements in the News paper, Website and Social Media well in advance of the academic year. Based upon the eligibility criteria and preference, students will be admitted to different Under Graduate, Post Graduate and Doctoral programs;
- b. No candidate shall be admitted to a course of study or training in the University and permitted to appear for any examination held by the University leading to any Degree, Diploma or other academic distinctions unless they: -
 1. Have fulfilled the minimum standards prescribed by the regulatory bodies for admission into the course;
 2. Have passed the qualifying examination prescribed for the Course by the University; and
 3. Fulfill such other conditions as may be prescribed by the regulations of the University;

Provided that the Management Committee may, on the recommendation of the Academic Council, exempt from this Statute any candidate who has undergone equivalent course of study imparted or training given in any recognized college or approved Institution outside the University Campus;

Provided further that the question whether such candidate has undergone the equivalent course of study or training shall be decided by an Admission Committee. The Admission

Committee shall decide the questions referred to it with reference to the syllabus, the course contents and the period of study or training undergone by the candidate;

c. Selection of candidates for admission to any course of study conducted by the University shall be made on merit, *i.e.*, Admissions shall be carried out through —

1. University Level Entrance Test conducted by the University; or
2. National/State Level Entrance Test conducted by State/Central Government agencies; or
3. Marks obtained in the qualifying examinations; or
4. Interview and counseling conducted by the University and added to the marks under (1) or (2) or (3);
5. In such other mode of selection as may be deemed fit and decided by the Management Committee, from time to time:

Provided that the Board of Management may prescribe different mode of selection for admission of candidates

to different course of studies or training offered in the University, subject to the rules and regulations of the Regulatory Bodies;

6. No candidate shall be admitted to any University Examinations unless:
 - i. He / She is enrolled as a student of the University; and
 - ii. He / She has satisfied the requirements as to the attendance prescribed by the regulations of the University:

Provided that the Management Committee may, on the recommendation of the Academic Council, grant exemption to any student from the provisions of this Statute subject to such conditions as it may deem fit.

8.3 Reservation on Admission

- a. In compliance with Section 14(3) and 14(4) of the Act, thirty-five per cent of seats in each course of study shall be reserved for students resided in the State of Tamil Nadu and the admission to these reserved seats shall be made following the rule of reservation for the time being in force. The remaining seats will be filled up by the University in fulfilling the aspiration of students across all section of society;

PART 9 - CONVOCATION

- 9.1 University Convocation shall be conducted for the purpose of conferring degrees and other special honor or recognition to successful students and scholars;
- 9.2 The procedure for the conduct of convocation by the University shall be as per the directions of the Executive Council of the University with due approval of the Chancellor;
- 9.3 **Definitions:** - For the purpose of this Part:
- a. “**Convocation**” means a ceremonial function arranged by the University to award Degree and Honorary Degrees to students and research scholars after they have been examined and found qualified for the respective Degrees;
 - b. “**Degree**” means an academic degree awarded in recognition of having satisfactorily completed the prescribed courses of study and examination in the University;
 - c. “**Diploma**” means a diploma issued in recognition of having satisfactorily completed the prescribed courses of study and examination in the University;
 - d. “**Examination**” means the act or process of examining and/or the exercise designed to examine progress or test qualification or knowledge of students or such others;
 - e. “**Honorary Degree**” means conferment of Honorary Degree upon a person on the ground that he is by reason of eminent position and attachments or by virtue of his contribution to learning or eminent services;
- 9.4 **Convocation for conferring Degrees and Honorary Degrees**
- a. The Convocation ceremony shall be held at the university campus on a specified date and time consented by the Chancellor;
 - b. Candidates who passed the examinations of the University and qualified for the award of the degrees shall be admitted to the respective degrees at the convocation. The candidates may receive their degrees “in person” in the convocation and those who are unable to come in person may collect their degrees “*in absentia*”;
 - c. The Management Committee may, on the recommendation of not less than two-thirds of its members and with the approval of Chancellor, confer Honorary Degree upon a person on the ground that he is by reason of eminent position and attachments or by virtue of his contribution to learning or eminent services;
 - d. Honorary degrees shall be conferred only at convocation;

- e. The presentation of persons at the Convocation on whom honorary degrees are to be conferred shall be made by the Chancellor;

9.5 Convocation Fee

- a. The fee for admission to various Degrees and Diplomas shall be as prescribed by the Management Committee, from time to time, and shall be collected from the candidates along with the examination fees remitted for the final year examination;

9.6 Eligibility of candidates

- a. The candidates, who have successfully undergone the prescribed courses of study in the respective Schools / Centres of the University and also have been declared to have qualified themselves for the award of respective Degrees and Diplomas and for the prizes or medals for candidates with distinctions, shall also be eligible to be admitted to a convocation in-person;
- b. All candidates who have been declared qualified themselves for the award of Degrees and Diplomas of the University shall be admitted to a convocation either in-person or *in-absentia*;

9.7 Approval of Award of Degrees and Diplomas

- a. The Management Committee shall meet and approve the award of Degrees, Diplomas and distinctions to the candidates who have been certified by duly appointed examiners to be qualified to receive the same. According to the approved minutes, the names shall be entered in the register of Degrees and the Chancellor's signature obtained;
- b. Notwithstanding anything contained in clause 9.7(a), the Vice-Chancellor may award Degree / Diploma, prior to the conduct of Convocation, to a candidate who is otherwise eligible to receive the same at a Convocation, having regard to the special circumstances and urgency represented by the candidate:
Provided that such candidates shall be required to submit a letter of request to the Registrar and pay the fee prescribed there for:
Provided further that the names of such candidates shall be included later in the list of candidates admitted '*in-absentia*' to the respective Degree or Diploma and entered in the Register of Degrees as specified in clause 9.12(h);

9.8 Presiding at the Convocation

The Chancellor of the University by virtue of his office as the head of the University shall when present preside at the convocation of the University and confer Degrees, Diplomas or other academic distinctions upon such persons entitled to receive them;

- a. In the absence of the Chancellor, the Pro-Chancellor shall preside and, in his absence, any other Member of the Management Committee nominated by the Chancellor shall preside and, in their absence, the Vice-Chancellor and in his absence the Pro-Vice-Chancellor shall preside at the convocation of the University;

9.9 Assembly of Dignitaries

- a. The Chancellor, Pro-Chancellor, Vice-Chancellor, Pro-Vice-Chancellor, Chief Guest, Guest of Honour, Presenters and Members of the Management Committee and the Registrar shall wear the academic robes prescribed and assemble in the robing room at the appointed hour;

9.10 Procession

- a. The Chancellor, Pro-Chancellor, Vice-Chancellor, Pro-Vice-Chancellor, Chief Guest, Guest of Honor, Presenters and Members of the Management Committee shall proceed in procession led by the Registrar to the hall in which the Degrees are to be conferred;

9.11 Arrangement of Seats

- a. The Chancellor, Pro-Chancellor, Vice-Chancellor, Pro-Vice Chancellor, Chief Guest, Members of Management Committee and the Registrar and presenters of awardees shall be seated on the dais;
- b. Seats shall be provided in the hall for the members of all the authorities of University;

9.12 Convocation Procedure

- a. The candidates shall wear the gowns pertaining to their respective degrees and shall be seated facing the dais;
- b. On the procession entering the hall, the audience including the candidates shall rise and remain standing until the Chancellor, Pro Chancellor, the Vice-Chancellor, Pro-Vice-Chancellor, Chief Guest, Guest of Honor and Members of the Management Committee and the Registrar have taken their seats;

- c. The Chancellor shall invite the Vice-Chancellor to give welcome address and read out the Annual Report. Then the Chancellor shall declare open the convocation by saying:
“This convocation of Dhanalakshmi Srinivasan University has been called to confer Degrees and Diplomas upon the candidates who in the examinations recently held have been certified to be worthy of the same”;
- d. Award of Honorary Degree if any, shall be awarded first. The Vice-Chancellor shall read the citation. The Guest of Honour on whom the Honorary Degree is to be conferred shall rise up and receive the Degree certificate from the Chancellor;
- e. Convocation address: Then, the Chancellor shall say -
"I invite the Chief Guest to address the candidates". The Chief Guest will then deliver the convocation address to the candidates;
- f. Presentation of Degree recipients:
As soon as the Chief Guest has resumed his seat: The Chancellor shall say-
"Let the candidates be now presented";
- g. Presentation of candidates for the award of prizes/medals and Degrees and Diplomas:
1. The candidates for the award of prizes/ medals and Degrees and Diplomas shall be presented by the respective Presenters in the following order -
i. D.Sc. Degrees
ii. Ph. D. Degrees
iii. P.G. Degrees
iv. P.G Diplomas
v. U.G. Degrees
2. The respective Presenters shall bow to the Chancellor and say:
“Mr. Chancellor, I present unto you these candidates who have been certified by duly appointed examiners to be qualified to receive the Degree of in the Faculty of Then, the Presenter will read the names of concerned candidates presented by him”;
3. As the names of the candidates are read out by the Presenter, the candidates concerned shall go over to the stage and receive their prizes/medals and certificates;
- h. Presentation of Degrees *in-absentia*:

1. After presentation of all the candidates as specified above, any one of the Presenters or the Controller of Examinations will say: "Mr. Chancellor under the laws of the University, I present unto you the candidates to be admitted '*in-absentia*' to the several Degrees and Diplomas of this University for which they have been declared to be qualified;
 2. He shall then read out only the total number of candidates degree-wise in each faculty;
- i. Administration of Pledge:
- The Chancellor will say: Let all the candidates stand up and take the pledge;
- The Chancellor will read out the following pledge and the candidates shall repeat after him;
- Pledge-:
- "We shall, in thought, word and deed ever to be honest in the discharge of our duties and shall uphold the dignity and integrity of our profession and the honour and name of our University and our Alma mater;
- We pledge to uphold and advance social order and the well-being of our fellow members and shall devote all our energy to promote the unity, integrity secular ideal of our country. We swear to sincerely endeavor to serve all those who need our services to the best of our ability without any consideration of caste, creed or status";
- j. Admission to Degrees
- After administration of the above pledge, while the candidates remain standing, the Chancellor shall say:
- "By virtue of the authority vested in me as the Chancellor of Dhanalakshmi Srinivasan University, I admit you and those candidates presented in absentia' to the respective degrees and diplomas of various faculties for which you have been declared qualified by this university and in token thereof I authorise you to wear the robes ordained as the insignia of your qualifications";
- k. Signing of the Record of Degrees:
- The Registrar shall lay the record of the degrees that have been conferred before the Chancellor who shall sign the same;

1. Dissolution of Convocation:

1. After the record has been signed, the Chancellor, Pro-Chancellor, Vice-Chancellor, Pro-Vice Chancellor, Chief Guest, Guest of Honour, Presenters, Members of the Management Committee and Registrar shall then rise up and the Chancellor shall say:

I dissolve this Convocation;

2. National Anthem
3. Then the Chancellor, Pro-Chancellor, Vice-Chancellor, Pro-Vice Chancellor, Chief Guest, Guest of Honour, Presenters, Members of the Management Committee and Registrar shall retire in procession to the robing room, while the graduates remain standing;

PART 10 - HUMAN RESOURCE POLICY

10.1 Recruitment of teaching faculty shall be made by means of giving advertisement through university website, news paper and social media, calling for applications from the eligible candidates against the vacancies, after scrutiny of applications the short-listed candidates shall be called for personal interview. Selection committee comprising subject experts and the authorities of the university shall select the suitable candidates purely on the basis of merit. A probationary period of one year of service shall be given to selected candidates and confirmation may be made upon satisfactory performance;

The pay fixation and promotion prospects shall be duly considered and the Management Committee to take the final decision in this regard, depending upon the qualifications, satisfactory performance and years of service;

As per section 39 of the Act, University may constitute for the benefit of its employees such welfare schemes or provident fund as it may deem fit in such manner and subject to such conditions as may be decided by the Executive Council;

10.2 Duties and responsibilities of teaching faculty are as follows: -

- a. Teaching and research are the primary tasks of a university faculty; mentoring students, conducting periodic tests and examinations, undertaking research projects, organizing seminars, conferences and extension activities by involving students;
- b. Teachers shall be allowed to undertake major/ minor research projects by way of submitting research proposals to national and international funding agencies for financial support;
- c. The working hours of the Schools/Centre shall be prescribed from time to time as per the direction of the Management and all the staff members are expected to follow without any deviation;
- d. Every staff member shall record their attendance in the manner prescribed by the Management from time to time during arrival and departure each day and failing to do will be marked as absent;
- e. Any staff member, who leaves the campus after reporting for duty without prior permission shall be treated as absent for the whole day;
- f. Two hourly permissions are allowed in a month up to a maximum of 1 hour duration at one time only with the prior approval of the respective Deans;

- g. The detailed procedures for availing Academic leave, On-Duty, Medical leave, Maternity leave and Vacation leave shall be prescribed by the Management Committee, from time to time, depending upon the merit of the case;
- h. Attendance register shall be maintained to mark the above stated particulars of employees;

10.3 Appointment, Terms and Conditions of Service of Officers, Teaching and Non-Teaching Staff of the University

- a. Method of Recruitment:
 - 1. Recruitment to the various posts shall be made by the following methods: -
 - i. By direct recruitment;
 - ii. By promotion;
 - iii. By transfer from other categories;
 - iv. On deputation from Central or State Government or from other Universities, Public Sector Undertakings or Local Bodies; and
 - v. On contract basis for a specific period to any of the posts in the University;
- b. Appointment, terms and conditions of service of Teaching Staff:
 - 1. Teachers of the University shall be of the following categories, namely:
 - i. Professors;
 - ii. Associate Professors/ Readers;
 - iii. Assistant Professors;
 - iv. Tutors / Senior Residents;
 - v. Junior Residents;
 - vi. Demonstrators;
 - 2. The Teachers of the University shall be appointed from the list recommended by the Selection Committee constituted by the University through any one of the mode of recruitment and the same has to be approved by the Management Committee;
 - 3. The qualification for teacher for appointment shall be as prescribed by the University Grants Commission and Statutory Bodies like the National Medical Commission / Dental Council of India/ Nursing Council of India/ Bar Council of India/ All India Council for Technical Education/ Pharmacy Council of India/

National Council for Teacher Education / Council of Architecture / Indian Council for Agricultural Research/ Veterinary Council of India, etc;

4. A teacher of the University shall follow the Code of Professional Ethics for University;
 5. A teacher of the University shall be paid salary as fixed by the University and shall discharge the duties and responsibilities as prescribed by the University;
 6. Teachers shall be considered for promotion to the next cadre as per the norms of the respective statutory bodies and their performance. However, the Management Committee shall have the continuous evaluation of the teaching staff and provide for career advancement in accordance with the guidelines framed by the University;
 7. The Management Committee shall have the power in consultation with the Academic Council and Board of Studies to make from time-to-time arrangements for Endowment Lectures;
- c. Selection Committee:
1. The Selection Committee is constituted by the University to recommend to the Management Committee for appointment to the post of Professors, Associate Professors / Readers, Assistant Professors / Lecturers, Senior Residents, Tutors, Junior Residents in the University and also for appointment of such post in the University which shall be made by the Management Committee, from time to time;
 2. The Selection Committee shall consist of the following members for appointing faculties in all cadres: -
 - i. Vice-Chancellor of the University as Chairperson;
 - ii. One person nominated by the Chancellor;
 - iii. One Expert or One Dean / Head of the Department nominated by the Vice-Chancellor;
 3. The Meeting of the Selection Committee shall be convened by the Chairperson of the Selection Committee as and when necessary;
 4. The Management Committee may or may not accept recommendations of the Selection Committee. However, the same may be submitted to the Chancellor whose decision shall be final in this regard;
- d. Appointment, terms and conditions of service of Non-Teaching Staff of the University:

1. Method of Selection:

The Non-Teaching Staff shall be appointed by the Vice-Chancellor or Registrar, as the case may be, with the approval of the Chancellor from the merit list recommended by the Selection Committee constituted by the University. The Committee shall consist of Vice Chancellor as Chairperson, Registrar and Dean (or) One Professor of the School nominated by the Vice-Chancellor as members;

2. Salary, Duties and Responsibilities:

The Non-Teaching Staff shall be paid salary as fixed by the University and discharge the duties and responsibilities as prescribed by the University;

3. Creation of Non-Teaching Post:

The Management Committee shall have the power to finalize the creation or removal of any post / appointments, making temporary or permanent appointments;

4. Transfer / Deputation:

All the Non-Teaching Staff members are liable for transfer / deputation, from time to time, to any branch, department or any of the Schools of the University and they have to follow the rules and regulations of the Schools to which he is transferred or deputed, as the case may be;

e. Pay and Allowances & Increment

1. Pay and Allowances:

- i. The pay and allowances of the employee shall be fixed by the Management Committee;
- ii. In case of appointment, transfer, promotion, demotion or otherwise, an employee shall commence to earn the pay and allowances for the post to which he is appointed, transferred or promoted or demoted with effect from the day in the forenoon of which he assumes the duties of the post; or else from the working day following the day on which the charge is taken over;
- iii. However, the Management Committee may approve or sanction additional allowances to the employees concerned based on the nature of work;
- iv. Persons appointed on contract, or part-time basis, may be paid a consolidated amount as honorarium as fixed by the Management Committee;
- v. The statutory recovery, loss or damage caused to the University property, fine

or penalty shall be recovered from the concerned employee's salary;

2. Increment:
 - i. The quantum of increment shall be decided after evaluating the employee's performance;
 - ii. The Management Committee is empowered to withhold increment for any employee if his conduct has not been good or his work has not been satisfactory;
 - iii. An employee who has absented himself for 15 days without prior permission/sanction, either continuously or intermittently during the course of that year is not eligible for getting increment. In case the same mistake is committed for the subsequent year, he shall be liable to be terminated from the services of the University.
- f. Career Advancement Scheme. The Career advancement scheme for various disciplines/schools of the University is as per norms laid down by UGC, NMC, INC or any other statutory body.
- g. Service Register or Service Record:
 1. The Service Register / Record shall be maintained for every employee showing among other things like the basic Bio-data, the date of birth, the scale of pay on which he is appointed, the increments given, from time to time, etc. leave availed of, transfers, promotions, suspensions, punishments, dismissal/retirement, etc;
 2. The Service Register/Record shall be initiated, immediately an employee is appointed to a position in the University;
- h. Leave Rules
The leave entitlements of permanent employees of the University are as follows:—
 1. Casual Leave.
 2. Academic/Special Casual Leave.
 3. Medical Leave.
 4. Leave - Loss of Pay.
 5. Vacation Leave/Annual Leave.
- i. **Casual Leave (CL)**
 1. In an Academic year, the total Casual Leave entitled/ granted to an employee shall

not exceed 12 days (including half day Casual Leave). CL will be calculated on pro rata basis. CL can be accumulated only up to 3 months *i.e.*, maximum Casual Leave that can be sanctioned at a time is 3 days. Un-availed leave will lapse at the end of the Academic year;

2. Casual Leave cannot be combined with any other kind of leave except Special Casual Leave. However, such Casual Leave may be combined with holidays including Saturdays and Sundays. Half Day Casual Leave will be up to 4 hours duration, for example, 9 AM to 1 PM in the forenoon and 1 PM to 5 PM in the afternoon. It will be strictly monitored by biometric attendance/attendance register.
3. Casual leave can be availed only by prior sanction. However, in any emergency, the employee can be absent from duty and he/she must apply for leave immediately on joining duty. This is permitted only in an emergency. The number of absences will be governed as per the casual leave rules so far mentioned. However, the absence must be immediately intimated by mail or by telephone to the competent sanctioning authority before proceeding on leave.

j. Academic/Special Casual Leave

Academic/Special Casual Leave, not exceeding 10 days in an academic year, may be granted to an employee for the following reasons: —

1. To conduct examination of a University/Public Service Commission/Board of Examination or any other similar body/institution.
2. To inspect academic institutions attached to a statutory board.
3. For the purpose of attending Conferences/Seminars and Workshops. The employee should be presenting a poster/paper or chairing a session.
4. In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be included.
5. In addition, special casual leave to the extent mentioned below, may also be granted;
6. To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six

working days; and

7. To a female employee who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
8. The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays by the sanctioning authority on each occasion.
9. Application in the prescribed form shall be made to the appropriate authority through proper channel at least 15 days in advance.

k. Medical Leave

1. Every employee is entitled to avail 6 days of medical leave per year on pro-rata basis. It can be accumulated up to 30 days. Valid medical documents/certificates should be submitted to the sanctioning authority.
2. The Duration Of Maternity Leave Available For Women Employees Shall Be 6 Months.

l. Leave –Loss Of Pay

1. Grant of Leave on Loss of Pay may be decided on case-by-case basis depending on the circumstances by the concerned authority

m. Vacation/Annual/Earned Leave

1. All Non-Clinical teaching staff of Medical College and all teaching staff of other schools are entitled to 21 days vacation leave per year for Faculty Members (7 Days during winter and 14days during summer).
2. All other employees of the University/various schools (other than those mentioned in the above paragraph), who have served for a period of one year, shall be entitled to 12 days annual/earned leave with pay in the succeeding period of 12 months. A maximum period of 30 days of earned leave can be accumulated. Application in the prescribed form shall be made to the appropriate authority through proper channel at least 15 days in advance.

n. COMPENSATORY OFF (CO)

1. An employee is eligible for compensatory off only when he has worked for a full day on a weekly off /official holiday. CO should be utilized within three months from the day of the accumulation. Compensatory Off cannot be used

more than two days at a stretch.

o. GENERAL RULE

1. As far as possible, members of the staff are requested to avail leave without affecting regular work.
2. Two one-hour permission is allowed per month. Grace time of 10 minutes can be availed two times a month. Further, one late (coming) will be considered as half-a-day Casual Leave or Loss of Pay leave, as the case may be..
3. Leave without information will be treated as absent and will result in Loss of Pay. Leave Sanctioning Authorities:

p. 1. University Administrative Persons:

- i. Casual /Medical Leave - Registrar
- ii. Other Leave - Vice-Chancellor

2. Teaching Staff:

- i. Casual /Medical Leave - Dean
- ii. Other Leave - Registrar

3. Non-Teaching Staff:

- i. Casual /Medical Leave - Administrative Officer
- ii. Other Leave - Dean

q. Termination, Superannuation and Retirement and Resignation Regulations:

1. An employee shall hand over all the Documents, Papers, slides, CDs, Reference Books, and Equipment, etc., belonging to the University which has been entrusted during the course of employment;
2. If any loss or damage made to University property should be made good before getting relieved. Only after getting a “No Dues Certificate” from the concerned departments, the relieving order will be issued;
3. An employee shall cease to be in employment to University from the date of such termination or retirement;
4. If any employee produce documents related to his qualification, previous experience, employment, etc., are found to be incorrect or not true or not acceptable to the Council or University, he shall be liable for dismissal from his duties and responsibilities immediately by the Management Committee;

5. The maximum age limit prescribed by the University for all employees shall be 60 years for non-Teaching staff and 65 years for Teaching staff;
6. However, for outstanding individuals, the age limit may be extended to a stipulated period as may be decided by the Management Committee;
7. An employee of the University desirous of resigning voluntarily shall follow the following procedures as the rules and regulations of the university.
8. He shall submit a written notice to the Dean, forwarded by the HoD, by stating a valid reason along with the effective date of relieving.
9. Notice period for resignation has two- fold guidelines for teaching faculty:
 - i. Three months' notice in advance is mandatory, should the date of resignation fall during the semester/academic session.
 - ii. One month notice is required, **except for the school of Medicine**, if it is at the end of the semester/academic session *i.e.* if for e.g. the academic session ends on 30th April, the employee can apply for resignation on 1st April.
10. Non-teaching staff is permitted to resign with one month advance notice prior to resignation.
11. Resignation brings an end to employees' job in the university and therefore, he may be issued a Service Certificate on the last day of his employment, with clearly indicating the date of joining and the date of leaving the university and also his conduct, upon obtaining 'No Dues Certificate' duly signed by the respective Dean.

r. Code of Conduct Rules

1. Every employee shall confirm to and abide by rules and regulations of the University;
2. No employee shall use his position or influence directly or indirectly to secure any benefits;
3. No employee shall take part in any election except with prior written permission from the Management Committee;
4. No employee can form or join in any association or activities which are prejudicial to the interest and sovereignty and integrity of India or to the interest of the University or public order;

5. No employee shall participate in any form of strike or coercion or physical threat in connection with any matter pertaining to his/her service or the service of any other employee or any other service of employees of the University;
6. No employee shall consume intoxicating drinks or drugs or possess any of them in the University premises;
7. An employee shall not make representations to the Management Committee/Academic Council or Government or to any authority of the University directly and all such representations shall be made through proper channel only;
8. An employee of the University may be placed under suspension where an enquiry into charges is either pending or contemplated against him;
9. Any employee who is detained under police custody or who is committed to prison for any criminal charge or convicted for any offence involving moral turpitude shall be liable for dismissal;
10. No employee shall apply or seek any outside employment whether casual, temporary, permanent, part time or any other services including private coaching without prior sanction from the Management Committee;

s. Code of Conduct of the Teachers

Every Teacher shall—

1. Carry out both primary and secondary duties, teaching, practical, conduct of tests, organizing students' seminar work with dedication and sincerity;
2. Maintain punctuality to classes and engage the classes till the end of the scheduled hour and complete the syllabus, keeping in view the academic calendar in mind;
3. Strive to conduct high quality and endeavor to obtain research funding from agencies and consistent effort and perseverance is warranted in this regard;
4. Membership in professional bodies and organizations would facilitate career growth and academic contacts at the national and international levels;
5. Never ever indulge in plagiarism, while submitting research papers and project reports and shall refrain from any unethical behavior in teaching and research;
6. Uphold fairness, while expressing opinion in professional seminars/conferences and in professional meetings;

7. Maintain the dignity of the teaching profession and do not allow the private affairs to compromise his integrity and image of the university;
8. Sharing the academic responsibilities of the university as faculty in admission process, conduct of university examination, including supervision, invigilation and evaluation, besides organizing/assisting the conduct of seminars/conferences/workshops/symposiums;
9. Understanding concept of mentorship in perspective which is a prerequisite in achieving robust results in mentoring students. Contribution of faculty towards mentorship is essential for university/students towards holistic development of mentees;
10. Any unruly behavior observed on the part of students to the Dean/University authorities. Immediate action should be taken by the Faculty to control any untoward occurrences/behavior. They should assist the university authorities, should the situations so demand;
11. Faculty members do away with entertaining considerations of caste, creed, religion, race, sex in professional endeavor;
12. Faculty members undertaking any other employment, including handling private tuitions simultaneously, is strictly forbidden;
13. Faculty members are advised stay away from instigating students against fellow students, colleagues or administration; if possible, instill the sense of oneness and togetherness.

t. Code of Conduct for Non-Teaching Staff

Every Non-Teaching Staff

1. Carry out all assigned tasks faithfully and maintain high level of professionalism;
2. Maintain the confidentiality of official records and other sensitive matters;
3. Be impartial and faithful in carrying out the official decisions and policies;
4. Carry out work as a team with due regard for teaching staff and administrative officers;
5. Be punctual to office and work efficiently and honestly;
6. Extend all support and facilitate the smooth functioning of the University;

7. Act quickly to bring it to the knowledge of immediate superior of any communication/letter/message from the Government/Regulatory authorities;
8. Protect and care for the University property and ensure a sense of belonging;
9. Do not accept bribes nor indulge in any corrupt practices. Any such act is punishable;
10. Necessary to complete the assigned duty and responsibility within the time period;
11. Do not practice discrimination and facilitate good work ambience in the office.

u. Misconduct:

1. The following acts and omissions shall be deemed to be acts of misconduct, namely:-
2. Involving in Gambling or any such act within the premises of the University;
3. Possession of fire arms, weapons or any other dangerous equipment within the premises of the University;
4. Breakage or damage to work or to any equipment or property of the University;
5. Distribution or exhibition within the premises of the University of any bill or
6. pamphlets or posters without the previous sanction of the Management Committee;
7. Sleeping while on duty;
8. Theft, fraud or dishonesty in connection with University business or property;
9. Taking or giving bribes in any means;
10. Improper behavior or Dress Code;
11. Such other behavior or actions that affects the overall interests of the University;

v. Disciplinary Action

1. In the case of misconduct, the Vice Chancellor may form the local enquiry committee for enquiry in accordance with the principles of natural justice:
2. The University shall have a right to appoint an Enquiry Officer;
3. The University shall be entitled to ask any members of the staff to present before the enquiry committee for enquiry and if the staff fails to appear at the enquiry committee on time without sufficient reason shall be proceeded with *ex-parte*;
4. Punishment for Misconduct

10.4 Prevention of Sexual Harassment

- a. "Sexual Harassment" means any form of verbal or non-verbal, physical or other conduct of sexual nature including comment, gesture made whether directly or by implication, either individually or collectively against a person like -
1. Eve-teasing.
 5. Unwelcome remarks.
 6. Jokes causing or likely to cause awkwardness or embarrassment.
 7. Gender based insults or sexist remarks.
 8. Unwelcome sexual overtone in any manner including over telephone/mobile phone and the like
 6. Touching, or brushing against the body, and the like
 - w. Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings; forcible physical touch or molestation.
 - x. Physical confinement against one's will and other acts in tentative to violate one's privacy.
- b. An Internal Complaints Committee shall be constituted which shall consist of:
1. A woman Professor working in the Institution - Presiding officer
 2. Two members of the faculty - Member;
 3. Two members of the non-teaching staff - Member;
 4. One female representative of a non-governmental organization or a female member actively engaged in the welfare of women or in the field of education (who is not on the payroll of the Institution) - Member;
 5. Three students enrolled for undergraduate, masters and research scholar level (if the matter involves students) - Members
- (At least half the members of ICC shall be women)
- c. The term of office of the committee members shall be three years. One third of the members may change every year.
- d. The Committee will enquire the complainant, accused, witnesses, if any, and record their statements which shall be signed at the end of each page;
- e. The Committee will prepare its report containing its specific findings on the complaint

- made and submit it to the Dean of concerned School in a sealed cover;
- f. The Dean of concerned School may, in consultation with the Vice-Chancellor of the University, direct that the person complained of, be relieved of his duties in whole or in part, or assign him such other duties as may be deemed fit;

10.5 Anti Ragging Committee

- a. Ragging constitutes one or more of any of the following acts:
1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
 2. Indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
 3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
 4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
 5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
 6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
 7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
 8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
 9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher.

10. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.
- b. Anti Ragging Committee for each School/College shall be constituted, which shall consist of the following:
- | | | |
|--|---|-------------|
| 1. Respective Dean | - | Chairperson |
| 2. One civil representative | - | Member |
| 3. One Police representative | - | Member |
| 4. One Media representative | - | Member |
| 5. Representatives of Faculty members | - | Member |
| 6. Representatives of Parents | - | Member |
| 7. Representatives of Students | - | Member |
| 8. Representatives of Non-Teaching Staff | - | Member |
- c. The minutes of the Anti-Ragging committee shall be forwarded to the Registrar. In case of any appeal, firstly it can be brought to the notice of the Vice-Chancellor. Any further, an appeal can be made finally to the Chancellor for the final decision.
- d. Anti-Ragging Committee to ensure compliance with the provisions of Regulations as well as the provisions of any law for the time being in force concerning ragging; and also, to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the University.

10.6 Code of Conduct for the Students

Students shall mandatorily act in accordance with the Tamil Nadu Private Universities Act, 2019, Statutes, rules and regulations, and academic procedures, besides upholding the traditions and cultural practices of the University. Further, the students shall follow the following Code of Conduct, namely: -

1. Physical presence in the institution during working days.
2. To be punctual with regularity in attending classes and affirm discipline in the campus;
3. Humble in one's appearance as a whole and to conduct oneself properly.

4. Be courteous and uphold dignity towards university authorities, officers, faculty and non-teaching staff and class mates.
5. Assert oneself as a role model and lead the juniors to excel in academic performance, sports and cultural activities.
6. Achieve peace and tranquility in the society through mutual respect for fellow citizens devoid of caste, religion, language and culture or regions.
7. Cultivate clean campus practices like plastic free, garbage free and noise free to evolve green surroundings.
8. Develop a sense of belonging and safeguard university properties inclusive of students' amenities.
9. Bring only good name and laurels to your university and refrain from any untoward activities outside the university during industry visit, internships, inter-university competitions and educational tours.
10. Be genuine in furnishing information on all documents and do away with falsification of any document or certificate.
11. Set high standards of academic and uphold professional honesty and integrity while carrying out academic work.
12. Effectively organize and participate in Co and Extra-curricular activities and be a member of various clubs like quiz, debate and nature clubs etc..
13. Commit yourself in winter/summer internships and expand horizon of host of career opportunities within the ambit of the rules and regulations of the University.
14. Enable teachers in sustaining the learning environment suitable for every student.
15. Strive upkeep of ragging free University campus.
16. Be gender –sensitive and stay gender –neutral and do not be insensitive to societal issues and development.
17. Refrain from intoxicants, liquor and drugs and maintain good health.
18. Strictly adhere to University hostel rules and regulations, which may get modified from time to time.
19. Adherence to DSU Library rules is compulsory.
20. Refrain from malpractices in examination related activities and strictly adhere to University Examination rules and regulations and violation of rules attract punishments;

21. Do follow the University's security protocols.
22. Students can represent their problems through proper channels (*i.e.*) students' representatives, mentors and concerned Deans to address these problems. Next step is to take the matter to Students' Welfare Officer, to find an amicable solution.
23. Students can also make use of various redressal mechanisms available at University to address these problems. Unruly behavior on the part of students individually or in groups will be treated as an offence and will be seriously dealt with.
24. Decisions taken by the University authorities shall be final, binding on all students; the University reserves the right to initiate disciplinary action, depending upon the gravity of situation, not set out in the aforesaid rules.

10.7 Dress Code for the University Students.

1. Students are advised to wear working dress as prescribed by their respective schools/ colleges; engineering laboratory, medical college/laboratory, agricultural field work, nursing and physiotherapy.
2. For the regular classes, students are expected to wear dress with decency and decorum; boys in shirts and pants, shirts tucked in and with shoes and the girls wear salwar or saree.
3. Students' uniform dress shall be prescribed for each school/ college to be worn on Monday, Tuesday, Thursday and Friday. Boys and girls are permitted to have casual wear on Wednesday (torn-jeans are not all permitted to be worn by students).

10.8 Appearance Code

1. Physical appearance of students ought to be presentable in the university campus. Boys may be allowed sporting neatly trimmed beard and mustache. Periodic haircutting is necessary for boys so as to avoid uncanny look. Girls may avoid ostentatious appearance.

10.9 Identity Card (ID) tag

It is mandatory for the students to wear the **ID card tag** in the campus, right from the moment they step out from the hostel and get back to hostel.

10.10 Hostel –Code of Conduct

Hostellers are strictly instructed to adhere the following rules in the hostel, namely: —

- a. Allotment of rooms shall be made by the Deputy Wardens under the orders of Warden;
- b. Only 4 students are allowed to accommodate in a room. Change of room is strictly avoided;

- c. Students are not allowed to use extra electrical fitting in their rooms;
- d. Wardens and management officials from institute can visit any room at any time for checking. If any objectionable material found with students, strict action will be taken against them;
- e. Strictly adhere college and mess timings;
- f. Students should return to the hostel before 6.00 pm on all days;
- g. Students should settle in their rooms for study hours from 6.30 pm to 7.30 pm and 9.00 pm to 10.00 pm and maintain silence during study time;
- h. Students can go outing once in a week with prior permission (**OUT PASS**) from the respective Deputy Wardens. Students should sign in the outing register before leaving and after returning back every time;
- i. Students should provide the letter to warden before getting out pass and while returning back they should co-operate with security for checking;
- j. Students are strictly instructed not to stay in hostel during college hours without the prior permission from Head of Departments and Warden;
- k. Any damage/breakage to hostel property will be charged to the occupants of the room/ block with a fine. Disciplinary action will also be initiated;
- l. All the rooms, doors and windows should be kept neat and tidy. A fine amount will be charged for disfiguring of doors, glass panels and walls of rooms from the resident(s) of the room in addition to the amount needed for repairing and repainting the above;
- m. Students should keep the toilets and bathrooms clean, failing which a collective fine will be collected from the inmates of the respective wings/floors;
- n. Residents are instructed to switch off the lights and fans when they go out of the rooms, to save electric power;
- o. Guests /Visitors are not permitted to enter any rooms allotted to the students;
- p. If any misuse of computers and mobile phones in hostel rooms is brought to notice of Hostel authorities the respective student(s) will be expelled from the hostel;
- q. Students should not arrange any functions or meeting within the hostel/college campus, without prior permission from the Principal and Warden;
- r. Any student who is removed from the college will automatically be ceased to be a member of the hostel;

- s. No student should stay away from the hostel on any day without the prior permission of the concerned Deputy Warden/Principal;
- t. Abnormal activities of any nature causing disturbance to neighbours should not be carried out in the rooms;
- u. Students should not paste any posters/pictures etc. on the walls, doors, windows and shelves. Cut-outs should not be placed or brought in the hostel;
- v. Student should not keep large amount of cash or costly items like mobile phones, camera, electronic gadgets, jewellery, etc. in their rooms at their own risk, college and hostel management will no way be responsible for the above;
- w. Students should not keep Mopeds, Motor cycles, Scooters and cars in the hostel premises;
- x. The hostel will be personally inspected by the Deputy Warden and other authorities regularly. The students will be subjected to severe disciplinary action if they fail to follow above mentioned rules and regulations.
- y. Disciplinary action
 - y. In the case of misconduct, the Vice Chancellor/Dean may form the local enquiry committee for enquiry in accordance with the principles of natural justice:
 - z. The University/School/College shall have a right to appoint an Enquiry Officer;
 - aa. The University/School/College shall be entitled to ask student to present before the enquiry committee for enquiry and if the student fails to appear at the enquiry committee on time without sufficient reason shall be proceeded with *ex-parte*;
 - bb. Punishment for Misconduct
 - cc. Suspension
 - dd. Fine
 - ee. Grace marks for NCC/Sports etc denied
 - ff. Rustication for varying duration
 - gg. Termination
 - hh. Debarred from Hostel

PART 11 – FUNDS OF THE UNIVERSITY

The University shall have the following funds, namely: -

11.1 Endowment Fund

- a. The Trust shall establish a permanent endowment fund of at least rupees fifty crore (Rs. 50,00,00,000/-) for the University;
- b. The University shall have the power to invest the permanent endowment fund of the University as may be recommended by the Management Committee in accordance with rule 5 of the Tamil Nadu Private University Rules, 2019;
- c. The University may transfer any amount from the General Fund or the Development Fund to the Permanent Endowment Fund;
- d. Any amount over and above the minimum amount specified in clause (1) may be withdrawn with the approval of Management Committee from the Permanent Endowment Fund by the University for the purposes of development of the University;

11.2 General Fund

- a. The University shall establish a General Fund to which the following amounts shall be credited, namely:-
 1. All fees which may be charged by the University;
 2. All sums received from any other source;
 3. All contributions made by the Trust; and
 4. All contributions made in this behalf by any other persons or body which are not prohibited by any law for the time being in force;
- b. The moneys credited to the General Fund shall be applied to meet all the recurring expenditures of the University with the approval of Management Committee;

11.3 Development Fund

- a. The University shall establish a Development Fund to which the following amounts shall be credited, namely:-
 1. Development fees which may be charged from the students;
 2. All sums received from other sources for the purpose of the development of the University;.
 3. All contributions made by the Trust;

4. All contributions made in this behalf by any persons or body which are not prohibited by any law for the time being in force;
 5. All incomes received from the Permanent Endowment Fund.
- b. The moneys credited to the Development Fund shall be applied to meet all the development activities of the University with the approval of Management Committee;

11.4 Maintenance of Funds

The Endowment Fund, the General Fund and the Development Fund shall be under the general supervision and control of the Governing Council subject to such recommendations as may be made, from time to time by the Management Committee, and shall be regulated in such manner as may prescribed by the Act, these Statutes or the Ordinances;

PART 12 – ANNUAL REPORT OF THE UNIVERSITY

12.1 Annual Report

1. The annual report of the University shall be prepared under the direction of the Executive Council and shall be submitted to the Governing Council on or after such date as may be prescribed and the Governing Council shall consider the report in its annual meeting;
2. The Governing Council shall submit the annual report to the Chancellor along with its comments and the observations;