

THE FIRST STATUTE
OF
THE DHAMMA DIPa INTERNATIONAL BUDDHIST UNIVERSITY ACT 2022.
(THE TRIPURA ACT, 13, 2022)

In exercise of the powers conferred by sub-section (1) of Section 28 of the Dhamma Dipa International Buddhist University Act, 2022 (Tripura Act No. 13 of 2022), and with the approval of the Chancellor, the Executive Council of Dhamma Dipa International Buddhist University, South Tripura, hereby adopts the following Statute:

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1. Short Title & Commencement

- I. "Act" means The Dhamma Dipa International Buddhist University Act, 2022 (Tripura Act No. 13 of 2022)
- II. These Statutes may be called the First Statutes of the University framed under section 28 of The Dhamma Dipa International Buddhist University Act, 2022 (Tripura Act No. 13 of 2022)
- III. These Statutes shall come in force with effect from the date of their publication either by displaying it on University website or through newspapers or by both
- IV. These Statutes shall extend to the whole of the State of Tripura, and simultaneously shall be uniformly applicable throughout all the Indian Region.
- V. All the words and the expressions used therein these Statutes and defined in the Acts shall have the meanings respectively assigned to them in the Acts i.e. the Dhamma Dipa International Buddhist University Act, 2022 (Act No. 13 of 2022).
- VI. The powers conferred on the University under the Act shall be exercised by the officers and the authorities of the University, as may be laid down in the Statutes and the Ordinances.
- VII. Notwithstanding anything to the contrary contained in this Statute, the University Authorities shall have the authority to amend, revise, or repeal any of its provisions at any time, as may be deemed necessary in the interest of the University.
Provided that such amendment, modification, or addition shall be made only with the prior consent of the Governing Body DDIBU-BHET and the final approval of the Chancellor.

2. Definitions

- I. "Act" means The Dhamma Dipa International Buddhist University Act, 2022.
- II. "University" means The Dhamma Dipa International Buddhist University, established under The Dhamma Dipa International Buddhist University Act, 2022 (Tripura Act No. 13 of 2022).
- III. "Chancellor" means the Chancellor of the Dhamma Dipa International Buddhist University, as specified in Statute No. 7 and under Section 11 of the Act.
- IV. "Pro-Chancellor" means the Pro-Chancellor of the Dhamma Dipa International Buddhist University, as specified in Statute No. 8 and under Section 12 of the Act.
- V. "Chief Executive Officer" means the Chief Executive Officer (CEO) of the Dhamma Dipa International Buddhist University, as specified in Statute No. 9 and under Sub-section (k) of Section 10 of the Act.
- VI. "Vice Chancellor" means the Vice Chancellor of the Dhamma Dipa International Buddhist University, as specified in Statute No. 10 and under Section 13 of the Act.
- VII. "Pro Vice Chancellor" means the Pro Vice Chancellor of the Dhamma Dipa International Buddhist University, as specified in Statute No. 11 and under Section 14 of the Act.

- VIII. "Registrar" means the Registrar of the Dhamma Dipa International Buddhist University, as specified in Statute No. 12 and under Section 15 of the Act.
- IX. "Chief Financial Officer (CFO)" means the Chief Financial Officer of the Dhamma Dipa International Buddhist University, as specified in Statute No. 18 and under Section 17 of the Act.
- X. "Controller of Examinations" means the Controller of Examinations of the University, as specified in Statute No. 16 and under Sub-section (h) of Section 10 of the Act.
- XI. "Chief Proctor" means the Chief Proctor of the University, as specified in Statute No. 17 and under Sub-section (i) of Section 10 of the Act.
- XII. "Director/Principal" means the Director or Principal of an institution, as specified in Statute No. 15 and under Section 18 of the Act.
- XIII. "Dean" means the Dean of a School or Faculty, as specified in Statute No. 13 and under Sub-section (f) of Section 10 of the Act.
- XIV. "Dean of Students' Welfare" means the Dean of Students' Welfare, as specified in Statute No. 14 and under Sub-section (g) of Section 20 of the Act.
- XV. "Dean, Research and Development" means the Dean of Research and Development, as specified in Statute No. 21 and under Section 18 of the Act.
- XVI. "HOD" means the Head of Department of a teaching department, as specified in Statute No. 19 and under Section 18 of the Act.
- XVII. "University Librarian" means the University Librarian, as specified in Statute No. 22 and under Section 18 of the Act.
- XVIII. "The Trust" means Bahujana Hitaya Educational Trust.
- XIX. "Governing Body " means GB DDIBU – BHET/ GB DDIBU Bahujana Hitaya Education Trust.
- XX. " GB DDIBU – BHET " means Governing Body DDIBU – BHET
- XXI. "Governing Body DDIBU - BHET" refers to the Governing Body of Dhamma Dipa International Buddhist University, constituted by the Bahujana Hitaya Educational Trust (Registration No. 2024/SDR/I/3582), and amended under reference no. 2024/SDR/I/3583. This body, as per resolution no. 19/BHET/MBK/SBM/02/49(A), serves as the sponsoring authority responsible for the administration, management, and establishment of the University in accordance with its founding objectives.
- XXII. "The Court" means the Court of the University, as specified in Statute No. 23 and under Section 20 of the Act.
- XXIII. "Executive Council" means the Executive Council of the University, as specified in Statute No. 24 and under Section 21 of the Act.
- XXIV. "Academic Council" means the Academic Council of the University, as specified in Statute No. 25 and under Section 22 of the Act.
- XXV. "Finance Committee" means the Finance Committee of the University, as specified in Statute No. 26 and under Section 23 of the Act.
- XXVI. "Planning Board" means the Planning Board of the University, as specified in Statute No. 27 and under Section 24 of the Act.
- XXVII. "Admission Committee" means the Admission Committee, as specified in Statute No. 30 and under Sub-section (vii) of Section 19 of the Act.

- XXVIII. "Research Council" means the Research Council, as specified in Statute No. 33 and under Sub-section (ix) of Section 19 of the Act.
- XXIX. "Boards of Faculties" means the Boards of Faculties of the teaching schools of the University, as specified in Statute No. 28 and under Sub-section (vi) of Section 19 of the Act.
- XXX. "Board of Studies" means the Board of Studies of each teaching department, as specified in Statute No. 29 and under Sub-section (v) of Section 19 of the Act.
- XXXI. "University Library Committee" means the University Library Committee, as specified in Statute No. 34 and under Sub-section (ix) of Section 19 of the Act.
- XXXII. "Internal Quality Assurance Cell" means the Internal Quality Assurance Cell (IQAC), as specified in Statute No. 35 and under Sub-section (ix) of Section 19 of the Act.
- XXXIII. "Fees Fixation Committee" means the Fees Fixation Committee, as specified in Statute No. 31 and under Sub-section (ix) of Section 19 of the Act.
- XXXIV. "University Students Council" means the University Students Council, as specified in Statute No. 36 and under Sub-section (ix) of Section 19 of the Act.
- XXXV. "Selection Committee" means the Selection Committee for the appointment of University teachers, administrative officers, and other employees.
- XXXVI. "Notification" means a notification published in the Official Gazette of the Government of Tripura.
- XXXVII. "Prescribed" means prescribed by the Statutes made under this Act.
- XXXVIII. "Statutes" and "Ordinances" mean, respectively, the Statutes and Ordinances of the University as framed from time to time under Sections 28 and 29 of the Act.
- XXXIX. "Academic Program" means a program comprising course units, credits, and other components required for a Bachelor's degree, Master's degree, research degree, diploma, certificate, or other academic qualification.
- XL. "Campus" means the campuses of the University, including the main campus.
- XLI. "Certificate" means a certificate issued by the University as approved by the Court.
- XLII. "Constituent Unit" means an institution, school, college, or centre established, operated, and maintained by the University.
- XLIII. "Degree" means a Degree of Doctor of Literature, Doctor of Science, Doctor of Law(s), Doctor of Philosophy, Master's Degree, Bachelor's Degree, or such other degrees as may be approved by the Court.
- XLIV. "Department" means a University Teaching Department established to carry out teaching and research.
- XLV. "Government" means the Government of Tripura.
- XLVI. "Diploma" means a diploma approved by the Court.
- XLVII. "Distance Education" means a system of imparting education through broadcasting, telecasting, correspondence, online platforms, seminars, contact programs, or any combination of such means.
- XLVIII. "He" includes "She", and "His/Him" includes "Her".

- XLIX. "Regulations" means the Regulations of the University.
- L. "Section" means a duly numbered section of the Statute and the Act.
- LI. "Sponsoring Body" in relation to the University means Bahujana Hitaya Educational Trust.
- LII. "Student of the University" means a person enrolled in the University.
- LIII. "Teacher" means Professor, Associate Professor, Assistant Professor, and such other persons appointed for instruction or research and designated as teachers by the Statute.
- LIV. "UGC" means University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110002, India.
- LV. "AICTE" means All India Council for Technical Education established under Section 3 of the AICTE Act, 1987.
- LVI. "Board" means the Board of Faculties, Board of Studies, Planning Board, or any other Board of the University.
- LVII. "CSIR" means the Council of Scientific and Industrial Research, New Delhi.
- LVIII. "DSIR" means the Department of Scientific and Industrial Research, New Delhi.
- LIX. "Department" also refers to a Department of Studies under a Centre of Studies and Research.
- LX. "Director" means the head of an Institute, Centre, or School, or a person appointed to act as such.
- LXI. "DST" means the Department of Science and Technology, Government of India.
- LXII. "Employee" includes both teaching and non-teaching staff of the University.
- LXIII. "Hostel" means the Scholars/Students Hostel of the University.
- LXIV. "ICAR" means the Indian Council of Agricultural Research.
- LXV. "Institute/School" means an Institute or School established by the University in accordance with this Act and the Statutes.
- LXVI. "NMC" means the National Medical Commission constituted under the National Medical Commission Act, 2019.
- LXVII. "Minority Private University" means a Private University established by a religious or linguistic minority of the State of Tripura.
- LXVIII. "NAAC" means the National Assessment and Accreditation Council.
- LXIX. "NCC" means the National Cadet Corps.
- LXX. "NCTE" means the National Council for Teacher Education under the NCTE Act, 1993.
- LXXI. "NSS" means the National Service Scheme.
- LXXII. "PCI" means the Pharmacy Council of India constituted under Section 4 of the Pharmacy Act, 1948.
- LXXIII. "Records and Publications" means the records and publications of the University.

3. Seal, Flag And Anthem Of The University

- I. The University will possess a shared seal to be utilized for University purposes, and the seal's design will be as per the Executive Council's approval.

- II. The University may choose to create and utilize any kind of flag, anthem, or other graphic or symbolic representation, including acronyms, for any reason that the Government of India or the state deems appropriate from time to time and that isn't restricted or forbidden in any way.

4. Academic Calendar Of The University

- I. The University's academic calendar must adhere to the rules periodically issued by the State Government and other regulatory bodies and be approved by the Executive Council.
- II. The University's Academic Calendar shall be published on its website.
- III. The University may adhere to a modified admissions procedure and academic calendar for international students, as specified by the Ordinances.

5. Objectives Of The University:

- I. The objectives for which the University is established are as follows:
 - a. To foster and promote the ancient knowledge of India with special reference to Buddhism and other sources of Indian wisdom to build a value-based knowledgeable society for harmonious and sustained peaceful living.
 - b. Innovations in education, leading to restructuring of courses, new methods of teaching, training and learning including online learning, blended learning, continuing education and such other modes and integrated and wholesome development of personality.
 - c. To disseminate and advance knowledge by providing instruction, research and extension of facilities in such branches of learning as it may deem fit and the University will endeavour to provide students and teachers, the necessary atmosphere and facilities for the promotion of studies in various disciplines.
 - d. To grant, subject to such conditions as the University may determine, diplomas, certificates, and confer degrees or other academic distinctions on the basis of examinations, evaluations, or any other method of assessment; and to withdraw any such diplomas, certificates, degrees, or other academic distinctions for good and justifiable grounds.
 - e. To confer honorary degrees or other distinctions in the manner prescribed.
 - f. To conduct training and research on inter-disciplinary and inter-religious studies.
 - g. To provide instructions and courses for national integration, secularism, social equity and engineering of international understanding and ethics.

- h. To organise and undertake extramural studies and extension services.
- i. To make provisions for integrated courses in humanities, natural and physical sciences, social sciences, agricultural science, forestry and other allied disciplines in the educational programme of the University.
- j. To take appropriate measures for promoting innovations in the teaching-learning process, inter-disciplinary studies and research.
- k. To educate and train manpower for the development of the state and the nation.
- l. To pay special attention to the improvement of the social and economic conditions and welfare of the people of that state, their intellectual, academic and cultural development.
- m. Provide Studies in various disciplines.
- n. Provide Interdisciplinary studies.

6. Powers of The University:

- I. The University will have the following powers.
 - a. To provide for instruction 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 of knowledge and skills.
 - b. To provide for instruction in such branches of learning as the University may think fit and to make provisions for research and for the advancement and dissemination of knowledge.
 - c. To impart and promote the study of Buddhism, Indology, science, technology, medicine, dentistry, management, law and other professional courses and also history, culture, philosophy, art, etc. through in campus centers or by conducting distant educational programme etc.
 - d. To honour educational stalwarts and persons of academic eminence with the appellation/ title decoration of Professor Emeritus.
 - e. To grant, subject to such conditions as the University may determine, diplomas, certificates, and confer degrees or other academic distinctions on the basis of examinations, evaluations, or any other method of assessment; and to withdraw any such diplomas, certificates, degrees, or other academic distinctions for good and justifiable grounds.
 - f. To confer honorary degrees of other distinctions in the manner prescribed.

- g. To provide education including correspondence and such other courses to such persons, who are not members of the University?
- h. To institute Directorships, Principalships, Professorships, Associate Professorships/ Readerships, Assistant Professorships/ Lectureships and other teaching or academic posts required by the University and to make appointments for the same.
- i. To create administrative, ministerial and other posts and to make appointments thereto.
- j. To appoint or engage, for a specified period, persons from other universities or organizations possessing specialized knowledge.
- k. To cooperate, collaborate or associate with any other University or authority of institution in such a manner and for such a purpose as the University may determine.
- l. To establish and maintain schools, centers, specialised laboratories or other units for research and instructions as are in the opinion of the University, necessary for the furtherance of its objects.
- m. To institute and award fellowships, scholarships, studentships, medals and prizes.
- n. To provide online education, Distance Education and Industry Integrity Education
- o. To establish, maintain and supervise residences, hostels for students of the University and promote their health and general welfare activities.
- p. 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.
- q. To declare a centre, and institution, a department, or school, as the case may be, in accordance with the statutes.
- r. To determine standards for admission into the University, which may include examination, evaluation or any other method of testing.
- s. To demand and receive payment of fees and other charges.
- t. To make special arrangements in respect of women students as the University may consider desirable.
- u. To regulate and enforce discipline amongst the employees and students of the University and take such disciplinary measures in this regard as may be deemed necessary by the University.

- v. To make arrangements for promoting the health and general welfare of the employees to the University.
- w. To receive donations and grants, and to acquire, hold, manage, and dispose of any property, movable or immovable, for the welfare of the University.
- x. To borrow by way of hypothecation or mortgage against the property of the University with prior approval of the Governing Body DDIBU-BHET.
- y. To appoint, either on contract or otherwise, visiting professors, emeritus professors, consultants, fellows, scholars, artists, course writers and other such persons who may contribute to the advancement of the objectives of the University.
- z. To organize and undertake extramural studies and extension services.
- aa. To do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of the objectives of the University and which may be permitted by the Executive Council of the University.
- bb. To organised and conduct refresher courses, orientation courses and workshops, seminars and other programmes for teachers, professors, evaluators, academic and other staff.

7. Chancellor: Appointment, Powers and Functions

- I. The Board of Trustees of the Trust shall appoint a person, as per the provisions contained under Section-11(i) of the Dhamma Dipa International Buddhist University Act, 2022 as the Chancellor of Dhamma Dipa International Buddhist University, Sabroom, South Tripura
- II. The Chancellor appointed under Section-7(i) above shall be for a period of three years subject to the age of retirement being 75 years who satisfies the following eligibility criteria:-
 - a. The age of retirement of the Chancellor will be 75 years;
 - b. He/she should be physically and mentally fit to shoulder the responsibility;
 - c. He/she should possess special qualifications and a distinguished record of service or achievements in the field of Buddhism, science / education / administration / judiciary / medicine etc.;
- III. The Chancellor shall by virtue of his office, be the Head of the University and the President of the Court and shall, preside at the meetings of the Court and shall also preside over the annual

- convocation ceremony of the University for conferring degrees, diplomas, or other academic distinctions;
- IV. The Chancellor shall, by virtue of his/her office constitute the interim the Court , Executive Council , Academic Council, Finance Committee of the University;
- V. The Chancellor shall appoint the Pro-Chancellor in accordance with the provisions under sub section (k) of section (10) of this Act;
- VI. The Chancellor shall appoint the Chief Executive Officer in accordance with the provisions under sub section (k) of section (10) of this Act;
- VII. The office of the Chancellor may be located anywhere in India or overseas;
- VIII. The Chancellor shall exercise the powers specified in Section (11) of this Act;
- IX. Removal of difficulties by the Chancellor at the commencement of the Statute;
- X. The Chancellor, may in writing under his/her hand addressed to the Chairman of the Governing Body-BHET, resign his/her office;
- XI. The Chancellor shall appoint the Vice-Chancellor with the approval of Governing Body DDIBU - BHET
- XII. If a vacancy arises in the office of the Vice-Chancellor and it is not possible to appoint a regular Vice-Chancellor by following the prescribed procedure of appointment, the Chancellor shall have the power to appoint a person as officiating Vice-Chancellor for a period of six months, to be extended by another six months and any extension thereafter may be allowed only with the approval of the Court and Governing Body DDIBU - BHET ;
- XIII. The Chancellor shall have the power to call for any information or summon any document from the University for the purposes of exercising his power and function under the Act. The Vice-Chancellor shall furnish the same. After perusal of such information or records can give any directives in the interest of the University as deemed necessary, the Vice-Chancellor shall comply with such directives;
- XIV. The Chancellor may, at his discretion and/or during his absence, delegate his powers to the Pro-Chancellor for some or all of his functions contained in this section and in other sections of these Statutes, for a specified or unspecified period. Such delegation of power may be undertaken with a simple notification to the University authorities;
- XV. The Chancellor shall have the power to conduct inspections of a school of study, a hostel, an office, or any other department of the University on his own or to direct any officer or authority of the University to do so on his behalf. He also shall have the power to order an inquiry in respect of any of these establishments or in any other matter

connected with University administration and financial management. The decision to conduct an inspection can be taken by the Chancellor *suo-moto* or on a representation;

- XVI. The Chancellor may address the Vice-Chancellor with reference to the result of such an inspection or inquiry together with his/her views and advise with regard to the action to be taken thereon. On receipt of the address made by the Chancellor, the Vice-Chancellor shall communicate forthwith to the Court Executive Council/the Authority concerned, the result of the inspection or inquiry and the views of the Chancellor and the directions given by him regarding the action to be taken thereon. The Authority concerned shall execute the directions given by the Chancellor within a reasonable time;
- XVII. The Executive Council/the Authority concerned shall communicate, through the Vice-Chancellor, to the Chancellor regarding the action taken on the directions of the Chancellor;
- XVIII. Where the Executive Council or the Authority concerned does not take action to the satisfaction of the Chancellor within the time limit, if any, fixed by the Chancellor, then, the Chancellor may, after considering any explanation furnished or representation made by the Executive Council or the Authority concerned, issue such directions as he/she may think fit and the Vice-Chancellor or the Executive Council or the Authority concerned shall be bound to comply with such directions;
- XIX. In case of any dispute and/or difference of opinion of the Sectors' officials of the University, the decision of the Chancellor shall be binding and final on all concerned;
- XX. Without prejudice to the foregoing provisions of this Section, the Chancellor may, by an order in writing annul, suspend or modify any Resolution, Order or Proceeding of any of the officers and authorities of the University not in conformity with the Act, the Statutes or the Ordinances or not in the interest of the University;
- XXI. Every proposal for the conferment of an Honorary Degree shall be subject to the confirmation by the Chancellor;
- XXII. If in the opinion of the Chancellor, the Vice-Chancellor will fully omits or refuses to carry out the provisions of the Act or abuses the powers vested in him/her and/or it appears to the Chancellor that the continuance of the Vice-Chancellor in his/her office is detrimental to the interests of the University, the Chancellor may place the Vice-Chancellor under suspension
- XXIII. The Chancellor may appoint a high power enquiry committee and based on its recommendations and by an order in writing under his signatures, remove the Vice-Chancellor from his office;

Provided that the Vice-Chancellor will be given a chance to defend himself and his viewpoint will be duly considered by the Chancellor

before arriving at a decision;

- XXIV. The Chancellor shall have the power to suspend the Vice-Chancellor during the pendency or in contemplation of any inquiry against him/her. In such a situation the Pro-Vice-Chancellor or under special circumstances, any senior Professor to act as the Vice-Chancellor for the period until a new Vice-Chancellor is appointed as per the procedure laid down in the Statutes; will officiate as the Vice-Chancellor; with the prior approval of Governing Body DDIBU - BHET ;
- XXV. The decisions taken by the Chancellor may be placed before the Governing Body DDIBU-BHET for information, in its next meeting;
- XXVI. The Chancellor shall be authorized to issue such directions and/or advise to any Officer/Authority of the University as deemed necessary, in the interest of the University;
- XXVII. If any difficulty arises in respect of the functioning/operational working of the University or in the implementation of the First Statutes, or otherwise, the Chancellor may at any time, before the constitution of the Authorities of the University by Order, consistent with the provisions of the Acts and the Statutes, as far as possible, make any appointment or perform any other function/operation with the consent of the Court as well as the Governing Body DDIBU - BHET , which seems necessary or proper to him/her for the removal of the said difficulties; and all such Orders shall take effect in a manner as if the said appointment or functions/operations have been done in the manner provided in the Acts and the Statutes;

Provided that before making such an order, the Chancellor shall elicit the opinion of the Vice Chancellor on the proposed order and give considerations thereto;

- XXVIII. Notwithstanding anything contained in the Statutes, the Chancellor may discharge all or any of the functions of the University for the purposes of carrying out its business in accordance with the laid down in provisions of the Act and Statutes, when such Officer or Authority of the University is not available;
- XXIX. The Chancellor shall constitute a committee headed by the Vice-Chancellor to propose the framing of any Statutes, Ordinances, Rules or Regulations required for the functioning/operations of the University that arise from the implementation of these Statutes afterwards, which shall be placed before the Court and Governing Body DDIBU - BHET for its consideration and the worthy approval;

8. Pro-Chancellor: Appointment, Powers and Functions

- I. The Pro-Chancellor shall be appointed by the Chancellor with the approval of the Governing Body DDIBU - BHET as per the provisions contained under Section-12 of this Act. For a period of three years and upon expiry of his term, shall be eligible for re-appointment.

Provided that the position of the Pro-Chancellor may be designated as Executive or Non-Executive, as may be deemed appropriate by the University.

- II. The Governing Body DDIBU - BHET shall determine the salary of the Pro-Chancellor.
- III. The Pro-Chancellor shall assist the Chancellor in discharging his duties and he shall exercise such powers as may be delegated to him by the Chancellor.
- IV. In the absence of the Chancellor, the Pro-Chancellor shall discharge the duties and responsibilities associated with the Office of the Chancellor.
- V. The office of the Pro-Chancellor may be located anywhere in India
- VI. The Pro-Chancellor shall be responsible for getting membership of other Institutions viz. the Association of Indian Universities (AIU), New Delhi; Commonwealth Universities; Association of International Universities; India International Centre; Industry Associations etc.;
- VII. If, at any point of time and upon receipt of a representation or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuation of Pro-Chancellor is not in the interest of University, the Chancellor with the approval of Governing Body DDIBU - BHET and by an order in writing stating the reasons thereof, may ask the Pro-Chancellor to relinquish his office before expiration of his term, from such date as may be specified in the order;

Provided that before taking an action under this sub-section, the Pro-Chancellor/Vice-Chancellor shall be given an opportunity of being heard.

- VIII. The Pro-Chancellor, shall, when the Chancellor is not present, preside over the convocation ceremony of the University for conferring the Degrees, Diplomas, or other Academic Distinctions to the students/excellent performers of the academic fields as well as other activities etc.;
- IX. The Pro-Chancellor shall assist the Chancellor in discharging his/her duties and he/she shall exercise such powers as may be delegated to him/her by the Chancellor;
- X. The Pro-Chancellor shall possess such powers to prepare an action plan for performing a general high-level ambassadorial function to promote the University and its achievements regionally, nationally and internationally;

- XI. The Pro-Chancellor shall play a major role in the oversight of University business and shall deputize in many duties in the absence of the Chancellor;
- XII. The Pro-Chancellor shall have the powers of attending or hosting the high-profile events arranged/organized by the University from time to time in the course of its engagement with the key external stakeholders, including those relating to fundraising;
- XIII. The Pro-Chancellor shall be, similar to the Chancellor of the University, the honorary Head of the University and shall represent the University from time to time in a ceremonial and ambassadorial capacity in the absence of the Chancellor.
- XIV. The Pro-Chancellor shall identify the High-Profile individuals that might be invited to engage with the University;
- XV. The Pro-Chancellor shall be empowered to act in the absence of the Chancellor, or to undertake duties in the name of the Chancellor;
- XVI. The Pro-Chancellor may be called upon to provide a sounding board for the Chair, to act as an intermediary with other members of the Council as may be required, and to potentially play a role in supporting and advising the Chair should there be significant differences of view within the Governing Body DDIBU-BHET;
- XVII. The Pro-Chancellor may, in writing under his/her hand addressing to the Chairperson of the Governing Body DDIBU - BHET or to the Chancellor of the University resign his/her Office of the Pro-Chancellor.

9. Chief Executive Officer : Appointment, Powers and Functions

- XVIII. The Chief Executive Officer (C.E.O.) shall be appointed by the Chancellor of the University as per the provisions contained under Section-10(K) of this Act.
- XIX. The Chief Executive Officer (C.E.O.) shall be responsible for making the major institutional decisions, managing overall operations & functioning of the University;
- XX. The Chief Executive Officer (C.E.O.) shall oversee the strategic direction of the University with the forwarded approaches by synthesizing the results, concluding them for final implementation and the worthy processes of the important tasks and functions to be performed by the junior level officials of the University;
- XXI. The C.E.O. shall often be the face of the University, and this shall include the involvements in the Media relations and the industry relation. The C.E.O. shall speak at the conferences; address the public on notable changes made at the University; participate in the community programs/cultural events/promotional activities organized at the local level/regional level/State level/national level and at the international level by some Institutions/University Bodies/Public Bodies or NGOs etc.;

- XXII. The C.E.O. shall be responsible for managing the University's overall operations/functioning, which may include delegating and directing the Agendas, driving the profitability, managing & expanding the University's organizational structure, strategy, and communicating with the Governing Body DDIBU - BHET , the Court , the Executive Council, the Academic Council, the Finance Committee, the Planning Board, the Vice-Chancellor, Registrar, the Controller of Examinations, the Finance Officer, all Deans and other senior officials of the University;
- XXIII. The C.E.O. shall interact with other senior officials of the University for grabbing and analyzing their way outs and for assessing or envisaging the vision of the University from their viewpoints such that the flawless functioning of the University's academic activities and other related operations/functions may take the proper pace and expected shapes. Instead of directly overseeing every aspect of the University, the C.E.O. shall often rely on other officials of the University to manage their own realm/departments/sections, and then shall engage with them to get a high-level understanding of how the things are going on for achieving the designated academic goals;
- XXIV. The Chief Executive Officer (C.E.O.) shall assist the Chancellor/ Pro-Chancellor in respect of such matters/issues as may be specified by the Chancellor/Pro-Chancellor in this behalf. He/She shall also exercise such powers and perform such duties as may be delegated to him/her by the Chancellor/Pro-Chancellor/ Governing Body DDIBU - BHET /The Court of the University;
- XXV. The Chief Executive Officer (C.E.O.) shall preside over the meetings of the Court, as and when the Chancellor and the Pro-Chancellor are not present in their respective Offices;
- XXVI. The C.E.O. shall ultimately be responsible for the financial performance of the University. The C.E.O. may rely on the Financial or the Non-Financial metrics to track how the things are going on in the University. These departments usually shall make the reporting requests from their directly involved departments to get a quick sense of how each functional area in the University is performing and what strategic maneuvers should be initiated/ taken for streamlining the tentative desired outcomes for achieving the ultimate academic goals in the University;
- XXVII. The C.E.O. shall report to the Chancellor/Pro-chancellor as well as the Governing Body DDIBU - BHET and the Court, The management body shall oversee, assess, evaluate and analyze the performance of the C.E.O. and may remove or replace the C.E.O. if they feel the executive's performance is not generating the results as per expectations or as they had planned or as the C.E.O. committed at the time of taking over the Charge of his/her Office at the University;

10. Vice-Chancellor : Appointment, Powers and Functions

- I. The Vice-Chancellor shall be appointed by the Chancellor, with the approval of the Governing Body DDIBU - BHET as per the provisions contained under Section-13(i) of the Act.

- II. The Vice-Chancellor shall be a whole time salaried officer of the University and shall be appointed for a period of three years;
- III. The Search-cum-Selection Committee for the selection of the Vice-Chancellor shall comprise:
 - a. A Senior most person , nominated by the Governing Body DDIBU - BHET Chairman;
 - b. A renowned Buddhist with academic and administrative; experience from any country nominated by Governing Body DDIBU - BHET Chairman;
 - c. Vice-Chancellor of any University, nominated by the Chancellor;
- IV. The Vice-Chancellor shall be appointed from amongst the persons whose names are submitted to him/her by the Search-cum- Selection Committee constituted by the Chancellor in accordance with the provisions of Sub-Section-10(III);
- V. The Search-cum-Selection Committee, shall, as far as may be, at least sixty days before the date on which a vacancy in the office of the Vice-Chancellor is due to occur by reason of expiry of term or resignation , and also whenever so required and before such date as may be specified by the Chancellor, submit to the Chancellor, names of three persons suitable to hold the office of the Vice-Chancellor. The Search-cum-Selection Committee shall, while submitting the names, in the alphabetical order also forward to the Chancellor a concise statement showing the qualifications and distinctions of each of the persons so recommended, but shall not indicate any order of preference; Provided that the first Vice-Chancellor shall be nominated by the Trust Chairman;
- VI. The Chancellor shall appoint a person as the Vice-Chancellor for a period of three years subject to the age of retirement being 75 years who satisfies the following eligibility criteria:-
 - a. The age of retirement of Vice-Chancellor shall be 75 years;
 - b. He/she should be physically and mentally fit to shoulder the responsibility; and
 - c. He/she should have special qualifications and a distinguished record of service or achievements in the field of Buddhism/science/education/administration/judiciary/medicine etc.
- VII. Where the Chancellor does not consider anyone of the persons recommended by the Search-cum-Selection Committee to be suitable

for appointment as the Vice-Chancellor, he/she may require the Search-cum-Selection Committee to submit a list of fresh names in accordance with Sub-Section-10(v)

- VIII. If the Search-cum-Selection Committee in the case referred to in Section-10(V) fails or is unable to suggest any names within the time specified by the Chancellor, or if the Chancellor does not consider anyone or more of the fresh names recommended by the Search-cum-Selection Committee to be suitable for appointment as the Vice-Chancellor, another Search-cum-Selection Committee consisting of three persons of eminence shall be constituted by the Chancellor, and this another Search-cum-Selection Committee shall submit the names in accordance with Section-10(v);
- IX. The Vice-Chancellor shall hold office for a term of three years from the date on which he/she enters upon his/her office subject to the age of retirement. Only the Chancellor shall have the power to extend the term of the Vice-Chancellor with the consent of Governing Body DDIBU - BHET to a maximum of 5 terms (each term of 3 years) subject to the age of retirement mentioned in the Statutes;

Provided that the Vice-Chancellor may, by writing under his/her hand addressed to the Chancellor, resign his/her office, and shall cease to hold his/her office on the acceptance by the Chancellor of such resignation;

- X. The emoluments and other conditions of service of the Vice-Chancellor shall be such as maybe determined by the Governing Body DDIBU - BHET , which may be as follows, namely:
- a. The post of the Vice-Chancellor shall carry the Pay Scale as fixed by the Governing Body DDIBU - BHET ;
 - b. The Vice-Chancellor shall be paid the allowances as shall be applicable to other employees of the University;
 - c. The Vice-Chancellor shall be provided with a suitable residence, duly furnished and equipped with necessary amenities, at no cost to the incumbent;
 - d. The Vice-Chancellor shall be entitled to leave on full pay at the rate of one-eleventh of the period spent in active service.
 - e. The Vice-Chancellor shall also be entitled, on the medical grounds or otherwise than on the medical grounds, to avail the leaves without Pay for a period not exceeding three months during the tenure of his/her office;
 - f. Provided that such leaves may be converted into the leaves on full Pay to the extent to which he/she will be

entitled to the leaves under the Sub-Section-X(d) of Section 10(X) above;

- g. The Vice-Chancellor shall not be entitled to the benefits of the Provident Fund or any other allowances of the University;
 - h. Provided that where any employee of the University is appointed as the Vice-Chancellor, he/she shall be allowed to continue or to avail the Provident Fund and the contribution of the University shall be limited to what he/she had been contributing immediately before his/her appointment as the Vice-Chancellor of the University;
 - i. The Vice-Chancellor shall be entitled to travelling allowances at such rates as may be determined by the Governing Body DDIBU-BHET of the University for official purposes;
- XI. Governing Body DDIBU - BHET may, with the prior approval of the Chancellor, vary the emoluments as well as all or any of the terms & conditions of the service of the Vice-Chancellor of the University at the time of his/her appointment;
- XII. The Chancellor shall be the competent Authority to sanction the leaves to the Vice-Chancellor of the University;

Provided that if the office of the Chancellor is vacant, then the Pro-Chancellor shall be the competent Authority to sanction the leaves to the Vice-Chancellor of the University;

Provided further that if the office of the Pro-Chancellor is also vacant, then the Chief Executive Officer (C.E.O.) or Chairperson/Vice-Chairman of the Governing Body DDIBU - BHET shall be the competent Authority to sanction the leaves to the Vice-Chancellor of the University;

- XIII. In any of the following circumstances the existence of which the Chancellor shall be the sole judge, the Chancellor may appoint the Pro-Vice-Chancellor or any senior Professor to the office of the Vice-Chancellor for a term not exceeding six months as he/she may specify:
- a. Where a vacancy in the office of the Vice-Chancellor occurs or is likely to occur by reason of leave or any other cause, not being resignation or expiry of term, of which a report shall forthwith be made by the Registrar to the Chancellor; or
 - b. Where a vacancy in the office of the Vice-Chancellor occurs and it cannot be conveniently and expeditiously filled in

accordance with the provisions of the section 10(v)

Provided that the Chancellor may, from time to time, extend the term of appointment of any person to the office of Vice-Chancellor under this section 10(ix) , so however, that the total term of such appointment including the term fixed in the original order, does not exceed one year;

- XIV. The office of the Vice-Chancellor shall not remain vacant at any time. In the event of a vacancy arising for any reason, and until an ad hoc or regular appointment is made in accordance with the applicable provisions, the Pro-Vice-Chancellor shall automatically officiate. If the post of Pro-Vice-Chancellor is also vacant, the Chancellor may appoint a senior Professor to officiate, upon being informed by the Registrar;

Provided that such an officiating Vice-Chancellor shall carry out only the routine business and will not take any financial decision or policy decision;

- XV. If in the opinion of the Chancellor, the Vice-Chancellor wilfully omits or refuses to carry out the provisions of the Act or the Statutes or abuses the powers vested in him/her, or if it otherwise appears to the Chancellor that the continuance of the Vice-Chancellor in office is detrimental to the interest of the University, the Chancellor may, after making such inquiry as he/she deems proper, by order, remove the Vice-Chancellor;
- XVI. The Vice-Chancellor shall be the principal academic and executive officer of the University and shall exercise the supervision and control over the affairs of the University and give effect to the decisions and the recommendations of various authorities of the University and shall be responsible for the maintenance of discipline in the University;
- XVII. The Vice-Chancellor shall have the general responsibility for maintaining and promoting the efficiency and good order of the University and he/she shall report on all the matters to the Chancellor for appraisal;
- XVIII. He/she shall be responsible for holding and conducting the hindrances-free and fair examinations of the University properly and at due time in coordination & support of the controller of examinations (CoE) and for ensuring that the results of such examinations are published expeditiously and that the academic sessions of the University start and end on proper dates;
- XIX. The Vice-Chancellor shall be the *ex-officio* Chairman of the Executive Council, the Academic Council.
- XX. He/she shall have the power to convene or cause to be convened, the meetings of the Executive Council, the Academic Council and the

Finance Committee,

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

XXI. In the absence of the Chancellor, Pro-Chancellor and CEO, the Vice-Chancellor shall preside at the meetings of the Court and the convocations of the University;

XXII. Notwithstanding anything contained in the Statutes, the Vice-Chancellor, if he/she is of the opinion that any decision of any subordinate authority is beyond the powers conferred on it by the provisions of the Act, the Statutes or the Ordinances or that any decision taken is not in the interest of the University, may ask that the authority concerned to review its decision within a specified time period and if the authority refuses to review its decision, either in whole or in part, as directed by the Vice-Chancellor or no decision is taken by it within the specified period, the matter shall be referred to the Executive Council whose decision thereon shall be final;

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

XXIII. The Vice-Chancellor shall have the right to speak in and otherwise to take part in the meetings of any other subordinate authority of the University, but shall not by virtue be entitled to vote;

XXIV. It shall be the duty of the Vice-Chancellor to ensure the faithful observance of the provisions of the Act, the Statutes and the Ordinances and he/she shall, without prejudice to the powers of the Chancellor, exercise all such powers as may be necessary in that behalf;

XXV. Where any matter is of urgent nature requiring immediate action and the same could not be dealt with by any subordinate authority of the University empowered by or under Statutes to deal with it, the Vice-Chancellor may take such action as he/she may deem fit and shall forthwith report the action taken by him/her to the authority, who or which in the ordinary course, would have dealt with the matter;

Provided that if the said authority is of opinion that such action ought not to have been taken, it may refer the matter to the Chancellor who may either confirm the action taken by the Vice-Chancellor or annul the same or modify it in such manner, as he/she thinks fit and there upon, it shall cease to have effect or, as the case may be, take effect in the modified form, so however, that such annulment or modification shall be without prejudice to the validity of anything previously done by or under the order of the Vice-Chancellor;

Provided further that any person in the service of the University, who is aggrieved by the action taken by the Vice-Chancellor, shall have the right to appeal against such action to the Chancellor within sixty days from the date on which the decision of such action is communicated to him/her and thereupon, the Chancellor may confirm, modify or reverse the action taken by the Vice-Chancellor;

- XXVI. In exceptional circumstances, the Vice-Chancellor may, in the interest of the University, take an action, which may involve a deviation from the provisions of the Statutes or the Ordinances;

Provided that no such action shall be taken by the Vice-Chancellor without prior approval of the Chancellor;

Provided further that an affected person, if any, may apply to the Chancellor for a review, within sixty days from the date such a decision;

- XXVII. The Vice-Chancellor shall be empowered to incur expenditure not specifically authorized or provided for in the budget, in case of necessity, subject to such limits and conditions as may be prescribed by the Governing Body DDIBU-BHET of the University.;

- XXVIII. Where the exercise of the power by the Vice-Chancellor under Sub-Section-10(XXVI) involves the appointment of an officer, such appointment shall terminate on appointment being made in the prescribed manner or on the expiration of a period of six months from the date of the order of the Vice-Chancellor, whichever is earlier;

- XXIX. The Vice-Chancellor shall ensure that the provisions of the Acts, the Statutes, the implemented Government Rules & Regulations are duly observed and the decisions taken by the University authorities are implemented properly;

- XXX. The Vice-Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions of all the University authorities in letter & spirit and shall ensure that they are not contradictory in nature and practice;

- XXXI. The Vice-Chancellor shall possess all the powers necessary for the proper maintenance of the discipline in the University and he/she may delegate any such powers to such officer or the officers, as the case may be, deems fit;

- XXXII. The Vice-Chancellor shall appoint Deans, Principals, Professors, Associate Professors, Assistant Professors, Readers, Lecturers, Librarians, and other academic staff of the academic units established by the University, as may be necessary, on the recommendations of the Selection Committee constituted for the purpose by the

Chancellor. The Vice-Chancellor shall serve as the Chairperson of such Committee(s);

Provided that the he/she may make the short-term appointments, for a period not exceeding the one year, of such officers as he/she may consider necessary for the flawless functioning of the University;

XXXIII. The Vice-Chancellor shall coordinate with the Deans/Chairpersons concerned for making & procuring the collaborations with any other University/Research Institute/Centres of the Indian regions and Abroad from time to time for fulfilling the academic advancement and upgradation with the prior approval of the Governing Body DDIBU - BHET and in accordance with the directives of the Government of India as well as the Tripura State Government;

XXXIV. The Vice-Chancellor shall co-ordinate with the Dean of Academic Affairs in respect of the teaching & other educational activities in all the departments and similarly coordinate with the Dean of Research & Development for the research activities and the research work in different departments of the University; shall take the opinions of these officials for improving the teaching departments and for introducing the new academic programmes as per the latest educational trends from the next coming session;

XXXV. The Vice-Chancellor shall provide the academic leadership as well as the motivation for achieving the academic excellence among the society;

XXXVI. The Vice-Chancellor shall grant the leave of absence to any officer/officers of the University and shall ensure the necessary arrangements for the discharge of the functions/operations of such officer/officers during his/her/their absence;

XXXVII. The Vice-Chancellor may initiate the disciplinary actions, whenever and wherever needed, for omissions or commissions, dereliction of duty etc., as may be specified in the Statutes, against the faculty members/technical/ admin staff of the University as well as other maintained institutions in accordance with the Acts, the Statutes, the Ordinances and the implemented government rules & regulations; Provided that if the decision taken by any authority on his/her report affects any person/persons in service of the University, the said person may make an appeal to the Chancellor within thirty (30) days from the date on which such a decision was communicated to him/her and the decision of the Chancellor on such appeal shall be final and binding to all;

XXXVIII. The Vice-Chancellor shall exercise such other powers as may be laid down by the Statutes and Act.

11. Pro –Vice Chancellor: Appointment, Powers and Functions

- I. The Pro-Vice-Chancellor shall be appointed, as per the provisions contained under Section-14(i) of this Act. by the Vice-Chancellor with prior approval of the chancellor from amongst the senior Professors of the University and who will discharge his/her duties in addition to the duties as a Professor;

Provided that the Vice-Chancellor may, with the prior approval of the Chancellor, appoint more than one Pro-Vice-Chancellor in the interest of smooth discharge of the work assigned to the Vice-Chancellor.

Provided further that where the recommendation of the Vice-Chancellor is not accepted by the Chancellor, then the Chancellor may either appoint other competent person or may advise the Vice-Chancellor to recommend another more worthy & competent person for the post of Pro Vice-Chancellor of the University;

- II. The Pro-Vice Chancellor of the University shall be a whole–time officer of the University. He/She shall hold the office, on such terms & conditions as may be determined, by the Chancellor, in consultation with the Governing Body DDIBU - BHET , for a period not exceeding three years during the pleasure of the Chancellor, or on attaining the age of 70 years, as the case may be;
- III. The Pro-Vice-Chancellor shall assist the Vice-Chancellor in discharging the day to day duties as and when required by the Vice-Chancellor , unless otherwise directed by the chancellor;
- IV. He/She shall preside overin the meetings of the University Authorities in the absence of the Vice-Chancellor and shall exercise such powers and perform such duties as may be assigned or delegated to him/her by the Vice-Chancellor;
- V. On the expiry of the tenure of his/her office, the Pro-Vice- Chancellor shall be eligible for the re-appointment on this post;
- VI. The Pro-Vice-Chancellor shall, on being authorized by the Vice-Chancellor in that behalf, be entitled to be present at and to address any meeting of any authority, regulatory body or the committee of the University but shall not possess the right to vote thereat;

Provided that if the Pro-Vice-Chancellor is a member of such authority, regulatory body or the committee, in such conditions he/she possesses/preserves all his/her rights and the privileges of a member thereof;

- VII. The Pro-Vice-Chancellor shall be responsible for the monitoring of all the teaching as well as the research programmes in the University which includes monitoring of the Time Tables, allocation of classes, functioning of the departments, timely implementation of the teaching programmes, student feedback and conduct of all the Tests/Examinations etc. in the University;
- VIII. The Pro-Vice-Chancellor shall demand/instruct to the concerned officer/Head of Department the reports, at the first instance for salvation, about all the daily routine issues pertaining to the teaching process, research activities, faculty and students;
- IX. The Pro-Vice-Chancellor shall perform all such other duties assigned to him/her from time to time by the Vice-Chancellor.
- X. If the Vice-Chancellor is of the opinion that the Pro-Vice-Chancellor will fully abuses the powers delegated to him and/or refuses to carry out the business of the University in accordance with the provisions of the Act and Statutes or if it appears to the Vice-Chancellor that the continuance of the Pro-Vice-Chancellor in office is detrimental to the interests of the University, the Vice-Chancellor may revert him to his substantive position, and / or place him under suspension till completion of an inquiry with the approval of the chancellor.
- XI. The matter shall be reported to the Executive Council in its next meeting and the Council, after due deliberations shall either confirm or revoke the action or take an action as deemed fit.
The Pro Vice-Chancellor may resign his office and service after giving a three month notice and shall cease to hold his office on the acceptance of his resignation by the Vice-Chancellor or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived off by the Vice-Chancellor at his discretion

12. Registrar : Appointment, Powers and Functions

- I. The Registrar shall be the whole time officer of the University.
- II. The First Registrar shall be appointed by the Chancellor as soon as practicable after the commencement of the Act:
- III. The Registrar shall be appointed by the Vice-Chancellor with the prior approval of the chancellor in consultation with the Chairman of the Governing Body -BHET. On the name recommended by the Selection Committee.
- IV. The Selection committee for the posts of Registrar shall be constituted as under:

a. The Vice-Chancellor

Chairman

- b. The Pro-Vice-Chancellor;
 - c. One nominee of the Chancellor;
 - d. One member of the Executive Council nominated by Governing Body DDIBU-BHET;
 - e. One outside expert nominated by the Vice-Chancellor; and
 - f. The Director/Head, Human Resource Department shall be the convener of the Committee.
- V. The term of office of the Registrar shall be for a period of three years, renewable for additional term(s) till the attainment of the age of superannuation, i.e. 65 years;
- VI. The qualifications and other terms and conditions of the service of the registrar shall be in accordance with the UGC guidelines from time to time.
- VII. When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose
- VIII. The Registrar shall not by reason only of his being ex-officio Member Secretary of the Court, the Executive Council, the Academic Council, the Planning Board and other bodies as may be constituted by or under the Act or the Statute or the Rules, be deemed to be a member of any of these authorities
- IX. The Registrar may resign his/her office after giving three months' notice in advance to the Vice-Chancellor and shall cease to hold his/her office on the acceptance by the Vice-Chancellor of such resignation or on expiry of the notice period, whichever is earlier;
- X. The Registrar shall have the power to authenticate records on behalf of the University;
- XI. All contracts shall be signed by the Registrar on behalf of the University
- XII. The Executive Council, in a case of misconduct, may place the Registrar under suspension *suo-moto*, or on the recommendations of the Vice-Chancellor, order an inquiry and take appropriate action in accordance with the findings of the inquiry committee.
- XIII. If the Executive Council, based upon the findings of the inquiry committee, arrives at a conclusion that the continuance of the Registrar is not in the interest of the University, it may, by an order in writing stating the reasons therefore, ask the Registrar to

relinquish his office from such date as may be specified in the order;

Provided that before taking an action under this sub-clause, the Registrar shall be given an opportunity of being heard.

- XIV. When the office of the Registrar is vacant or when the Registrar is unable to perform his duties by reason of illness, or any other cause, the Vice-Chancellor may assign the work of the Office of Registrar to a Joint Registrar or an Officer equal in rank, to officiate as Registrar until the Registrar reports back;

Provided that such Officiating Registrar shall discharge only the routine duties and responsibilities of the post of Registrar and any decision on policy and other important matters shall be taken by the Vice-chancellor.

- XV. The Registrar may resign his office after giving a three months' notice. He shall cease to hold his office from the date of acceptance of his resignation by the Executive Council or on expiry of the notice period, whichever is earlier. The requirement of the notice period may be waived by the Executive Council.

- XVI. Subject to the provisions of the Act, it shall be the duty of the Registrar:

- a. To issue all the notifications to convene the meetings of various authorities, the Court, the Executive Council, the Academic Council, the Planning Board, the **Boards of Faculties**, etc., with the approval of the competent authority concerned, and to keep and issue the minutes of meetings of all such meetings;
- b. To write and send the official intimation letters to all the concerned chairpersons and the members of such statutory bodies/authorities;
- c. To prepare the Agenda of all such meetings and communicate such Agenda to all the concerned officials and members of such statutory bodies/authorities;
- d. To conduct the official correspondence of the Court, the Executive Council, the Academic Council, the Finance Committee, the Planning Board, other authorities and other statutory bodies of the University;
- e. To exercise all such powers as may be necessary or expedient for carrying out the orders of the Chancellor, Vice-Chancellor or various other authorities of the University of which he/she acts as Secretary;
- f. To represent the University in the suits or proceedings of the courts by or against the University, sign the Powers of

Attorney (PoA) and verify the pleadings;

- g. Provided that the Registrar may delegate this authority to one of his immediate sub-ordinates or depute his representative for the purpose.
- h. To issue offers of appointment letters for appointment of the Teachers and employees;

- XVII. The Registrar shall undertake such functions/tasks as may be specified by the court or the Executive Council or the Chancellor or the Pro-Chancellor or the Chief Executive Officer of the University;
- XVIII. The Registrar shall report to the Vice-Chancellor/Chief Executive Officer (C.E.O.) for all the official tasks/proceedings/official communications/other sorts of academic operations, and other related operations/functioning activities/tasks etc.;
- XIX. The Registrar shall possess the powers to take necessary disciplinary actions against such of the employees, excluding the teachers and other academic staff, as may be specified in the Order of the Executive Council of the University and shall also possess the powers to suspend them pending enquiry, to administer warnings to them or to impose on them the penalty of censure or withholding of the increment in Salary;

Provided that no such penalty shall be imposed unless such employee has been given a reasonable opportunity to show cause against the action proposed to be initiated in respect to him/her;

An appeal shall be initiated/made by such employee to the Vice-Chancellor against any Order of the Registrar for imposing any penalty;

- XX. In a case where the enquiry/investigation discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the enquiry/investigation, make a report to the Vice-Chancellor along with his/her recommendations, for such action as the Vice-Chancellor deems fit;

Provided that an appeal shall be initiated/made to the Executive Council of the University against an Order of the Vice-Chancellor for imposing any penalty;

- XXI. The Registrar in his/her work would be assisted by a number of other officers including the Additional Registrar, Deputy Registrar (Administration), Deputy Registrar (Academics), Deputy Registrar (Examinations), Deputy Registrar (Planning & Development), Assistant

Registrar (Administration), Assistant Registrar (Academics), Assistant Registrar (Examinations), Assistant Registrar (Planning & Development) as prescribed and appointed by the Vice-Chancellor. Their work and conduct shall be supervised by the Registrar and they will continue in their offices at the pleasure of the Vice-Chancellor;

XXII. The Registrar shall possess sufficient powers to make the communications with all the departments of the University and to demand/ask any of the official documents pertaining to the academic affairs any time from any Deans or the Department Heads under the knowledge of the Vice-Chancellor;

XXIII. If at any point of time upon the representation made or otherwise, if the Chancellor or the Pro-Chancellor or the Chief Executive Officer of the University in his/her wisdom feels that the situations warrant that the continuance of the Registrar is not in the interest of the University, then the Chancellor or the Pro-Chancellor may, by issuing/releasing an Order in writing, remove the Registrar from his/her office from such date as may be specified in the Order and may appoint an Interim/new Registrar for flawless functioning of the University;

Provided that before taking an action, the Registrar shall be given an opportunity of being heard by the Chancellor or the Pro-Chancellor or the Chief Executive Officer or other competent authority of the University;

XXIV. The Registrar shall maintain a register of all the degrees, diplomas, certificates, citations and other academic distinctions conferred to the students/excellent performers in the academic activities and other activities held at the University;

XXV. The Registrar, or in relation to the Accounts and Audit Staff of the University the Chief Finance & Accounts Officer (C.F.A.O.), shall possess the powers to take disciplinary actions against the employees belonging to the ministerial staff and to suspend them the pending enquiry, to administer the warnings to them or to impose on them the penalty of censure or the withholding of the Increment in Salary:

Provided that no such penalty shall be imposed unless the employee concerned has been given a reasonable opportunity to show cause against the action proposed to be initiated/taken in respect of him/her

XXVI. The Registrar shall, in an emergency when the Vice-Chancellor is not able to act/perform, call a meeting of the Executive Council forthwith and shall take its necessary directions from the Vice-Chancellor (or Pro-Chancellor/Chancellor/Chief Executive Officer in case of non-availability of the Vice-Chancellor) for conducting and carrying on the

- tasks/operations of the University;
- XXVII. The Registrar shall perform such other duties & tasks as may be specified in the Acts, the Statutes or prescribed by the Ordinances or the Regulations or as may be required, from time to time, by the Executive Council or the Vice-Chancellor.

13. Dean of School: Appointment, Powers and Functions

- I. The Dean of a School shall be appointed by the Executive Council from amongst the School's Professors and as recommended by the Vice-Chancellor.
- II. The Dean shall hold his office for three years or for a period as specified;
- III. Provided that when the office of the Dean is vacant or when the Dean, because of illness or absence or any other reason, is unable to perform his duties, the duties of the office of Dean may be performed by the Associate/Assistant Dean, and if there is no Associate/ Assistant Dean by such other Dean or Professor, as the Vice-Chancellor may decide; Provided further that no person shall continue to be a Dean after he ceases to hold the post by which he was appointed to the office of Dean;
- IV. The Executive Council may remove a Dean from his office, if he is found guilty of misconduct of any kind, or if he fails to perform the duties of his Office to the satisfaction of the Executive Council, and revert him to his substantive post and place him under suspension till completion of an inquiry.
- V. The Dean shall have the right to be present and to speak at any of the meetings of the Board of Studies of a Department of his School.
- VI. The Dean shall have the following powers, duties and responsibilities:
 - a. shall be the head of the School;
 - b. shall be responsible for maintenance of the standard of the teaching and research undertaken by the School;
 - c. shall preside over the meetings of the **Boards of Faculties** and shall ensure that the decisions of the Board are implemented in letter and spirit, after their approval;
 - d. shall be responsible for bringing the academic, financial, and other requirements of the school to the notice of the Vice Chancellor; and
 - e. shall take necessary measures for proper maintenance of libraries, laboratories, and all other assets of the Departments comprising the school. Note: In Schools having a substantially higher number of students/ administrative load, the Vice-Chancellor, in consultation with the Dean of the School, may appoint a Professor/ Associate Professor as Associate/ Assistant Dean, in addition to their existing duties as teacher of the University, to strengthen the academic administration of a School.

- VII. The Dean shall also exercise such other powers and perform such other functions as may be decided by the Executive Council or as laid down in the Ordinances or Regulations of the University.
- VIII. The dean may leave his position with three months' notice. When the Vice-Chancellor accepts his resignation or the notice period expires, whichever comes first, he will no longer be in office. The Vice-Chancellor may, in his sole judgment, waive the notice time required.

14. Dean Students' Welfares: Appointment, Powers and Functions

- I. The University's faculty members who have a position higher than Associate Professor and who have taught for at least ten years will be chosen by the Executive Council to serve as Dean of Students Welfare
- II. An Associate/Assistant Dean of Students Welfare may also be appointed by the Vice-Chancellor to support the Dean of Students Welfare from among the University's Associate/Assistant Professors.
 - a. To specifically oversee the welfare of the female students, if the dean is a male teacher, one such Associate/Assistant Dean Student Welfare shall come from the University's female professors.
- III. The Associate/Assistant Dean shall report to the Dean of Students' Welfare.
- IV. The term of office of the Dean as well as Associate/Assistant Dean Students' Welfare shall be for a period three years or as specified.
- V. The Dean's Office for Students' Welfare will oversee:
 - a. planning extracurricular, social, cultural, recreational, and athletic events at the University;
 - b. organising co-curricular, cultural, social, recreational and sports activities at the University;
 - c. development of leadership skills in the students;
 - d. arranging medical assistance in case of emergency;
 - e. counselling and personality building;
 - f. maintenance of peace and harmony amongst various sections of students;
 - g. Any other activity related to students' welfare; and
 - h. Perform such other duties as may be assigned by the Vice Chancellor
- VI. When necessary, the Dean and the Associate/Assistant Dean for Students Welfare may speak with the parents and guardians.
- VII. If the Dean of Students Welfare is discovered to have engaged in any type of misbehaviour or is deemed to have failed in his office's responsibilities to the satisfaction of the Executive Council, the Executive Council may dismiss him from his position. Return him to his primary role and/or suspend him until completion of an inquiry;

- VIII. Accordingly, the Vice-Chancellor will have the authority to take such measures against an Associate or Assistant Dean for Student Welfare.
- IX. With a three-month notice, the Dean of Students may resign from his position and its associated responsibilities. He will no longer hold his position upon the Vice-Chancellor accepting his resignation or the end of the notice period, whichever comes first. The Vice-Chancellor may, at his option, waive the notice time requirement.

15. Director(s) / Principal(s): Appointment, Powers and Functions

- I. Director/Principal shall be appointed on need basis for institute/center by the Chancellor/Pro-Chancellor on the recommendation of Vice Chancellor:

Provided that minimum eligibility for appointing as Director/Principal shall be Associate Professor

- II. The Director/Principal shall be responsible for the observance of the Statute, Ordinances and Regulations relating to the institute.
- III. The Institute's Director/Principal will carry out any additional responsibilities and powers that The Court, The Executive Council, Chancellor, Pro-Chancellor, CEO or Vice Chancellor may assign.
- IV. The Director/Principal will be in charge of the institute's general management, including administrative supervision and the way that teaching and research are carried out there.
- V. In order to carry out various and particular duties at the University level, the Chancellor/Pro-Chancellor may designate a number of senior academics and administrators at the Director level from the University's Professors, Associate Professors, and Administrators on the Vice Chancellor's recommendation, or it may come through direct recruitment;
Provided that such Directors, namely, Director, Internal Quality Assurance Cell (IQAC), Director, Teaching Learning Centre (TLC) and Director, Industry Integration & Knowledge Exchange Cell (IIEEC), Director, Placement & Industrial Collaboration is declared as Statutory Officers of the University, in terms of Section 18 of the University Act; and

Furthermore, it should be noted that the Vice-Chancellor and CEO will be the Director(s) directly in charge of them.

- VI. Director, Industry Integration & Knowledge Exchange Cell (IIEEC), Director, Placement & Industrial Collaboration Shall be responsible for signing MOUs with industry and different research centers/centers of excellence for internships, training, and industry-integrated courses for University students.
- VII. The Executive Council will set the term and other terms of appointment for such Director(s) and principal(s).
- VIII. A Joint Director/Deputy Director/Assistant Director/Vice-Principal may also be appointed by the Vice-Chancellor to support the

Director/Principal from among the University's Staff or outside the University through direct recruitment

- IX. With three months' notice, the Director may resign from his position and all associated responsibilities. He will no longer hold his position upon the Vice-Chancellor accepting his resignation or the end of the notice period, whichever comes first. The Vice-Chancellor may, at his discretion, waive the necessity of the notification period.

16. Controller of Examination: Appointment, Powers and Functions

- I. The Controller of Examinations must be a full-time, paid employee of the University with at least ten years of experience as a teacher at a reputed University or institution.
- II. On the advice of a properly formed selection committee, the chancellor shall designate the Controller of Examinations for a term of three years or as otherwise determined, with the consent of the Governing Body DDIBU-BHET;

Provided that the Chancellor may appoint a teacher of the University not below the rank of Associate Professor to discharge the duties of the office of the Controller of Examination in addition to his own duties as a teacher of the University for a term of three years.

- III. The Selection committee for the selection of Controller of Examinations shall be constituted as under:
- a. The Vice-Chancellor – **Chairman**
 - b. The Pro-Vice-Chancellor;
 - c. A nominee of the Chancellor;
 - d. One member of the Executive Council nominated by the Chancellor;
 - e. One member of the Governing Body DDIBU - BHET nominated by the Chairman;
 - f. One Dean/ Professor of the University nominated by the Vice Chancellor; and
 - g. Registrar - **Ex-Officio Secretary.**
- IV. The age of superannuation of the Controller of Examination shall be 65 years;
- V. With the caveat that, under extraordinary situations, the Chancellor may, with the Executive Council's suggestion, prolong the term of the Controller of Examination beyond 65 years to 68 years;
- VI. The Controller of Examinations shall be the responsible for the smooth conduct of the examinations, declaration of results and its notification on time. He shall discharge his duties under the supervision, direction and guidance of the Vice-Chancellor.
- VII. The Controller of Examinations shall be the Member Secretary of the Examinations Committee and may be invited to a meeting of the Executive Council and the Academic Council as and when a matter related to examinations is under consideration.

- VIII. The Controller of Examinations with prior approval of the Vice chancellor shall:
- a. Obtain the examiners and moderators nominated by the vice chancellor from the roster created by the examination committee and approved by the academic council;
 - b. be responsible for getting the paper set, printing of question papers and blank answer books and their safe custody, planning and conduct of examination, assessment of answer books, consolidation-preparation and timely declaration of results, verification, revaluation, issue of certificates / degrees/ diplomas and maintenance of examination records;
 - c. Make available one set of question papers to the University library after the examinations are over;
 - d. Get the committee constituted to find facts and settle the cases of unfair means, if any, and to take action as recommended;
 - e. suggest to the Vice-Chancellor that the exams be postponed or cancelled in the event of any malpractice, either partially or completely, or that, if the situation calls for it, you take disciplinary action or start a lawsuit or other legal action against some individual or individuals said to have perpetrated the misconduct, after consulting the Vice-Chancellor;
 - f. Suggest appropriate measures to the Vice-Chancellor to guarantee examination impartiality, confidentiality, and secrecy;
 - g. Make a performance analysis of results, within a period of one month, and report the outcome there of to the Vice Chancellor, the Dean and the Head of Department; and
 - h. Report in detail to the Academic Council on the examination that was held each semester or term.
- IX. The Vice-Chancellor may from time to time assign the Controller of Examinations additional responsibilities and powers.
- X. To enhance the examination system, the vice chancellor may designate one or more Joint, Deputy, or Assistant Controllers of Examinations from among University staff members, subject to any terms and conditions that the vice chancellor may determine.
- XI. The Controller of Examinations may resign by giving three months' notice. He or she will vacate the position either upon acceptance of the resignation by the Vice-Chancellor or upon completion of the notice period, whichever comes first. The Vice-Chancellor may, at his discretion, waive the notice period.
- XII. If, at any point in time and based upon a complaint received by the Vice-Chancellor or on his own, the Vice-Chancellor arrives at a conclusion that the continuance of the Controller of Examinations is detrimental to the interest of the University, he may place the Controller of Examinations under suspension, institute an inquiry, and based on the finding of the inquiry committee recommend to the Chancellor and Executive Council the removal of the Controller of Examinations from his office from such date as may be specified;

Provided that the Controller of Examinations must be given a chance to be heard before taking such action.

17. Chief Proctor: Appointment, Powers and Functions

- i. The Executive Council will select the Chief Proctor, who will serve for a period of three years or as long as indicated, from among University faculty members who hold a position equal to or higher than Associate Professor.
- ii. In order to maintain student discipline, the Chief Proctor will carry out any duties and wield any authority that may be specified in the Ordinances or as determined by the Vice Chancellor from time to time.
- iii. To improve the proctorial system, the Vice-Chancellor may designate one or more Associate/Assistant Proctors from among the University's Associate/Assistant professors;
- iv. If a male teacher is chosen to serve as the proctor, at least one female University teacher must be designated as the associate or assistant proctor.
- v. There shall be a Proctorial Committee consisting of all the Proctors;
- vi. Provided that the Vice-Chancellor, in consultation with the Chief Proctor, may nominate a senior employee of the University to the proctorial committee for a period as may be specified.
- vii. Any infringement upon the students' code of conduct and ethics will be deemed misconduct and subject to sanctions determined by the vice chancellor based on the Chief Proctor/Proctorial Committee's records.
- viii. On the Chief Proctor's advice, the Vice-Chancellor may suspend any student from the University until an investigation is conducted if they engage in misbehaviour or indiscipline;

if necessary given the circumstances, the school's dean may issue a suspension order based on the Chief's precise recommendation. Proctor, contingent upon the Vice-Chancellor's approval.
- ix. If the Chief Proctor is found guilty of any misbehaviour at all or if he does to carry out his office's responsibilities to the satisfaction of the Executive Council, the Council may remove him from office. And return him to his previous role, or put him under suspension while an investigation is ongoing;
- x. Furthermore, it should be noted that the Vice-Chancellor possesses the authority to implement such measures against an Associate or Assistant Proctor.
- xi. The Chief Proctor may resign from his position and all related responsibilities by giving three months' notice. The resignation shall take effect upon acceptance by the Vice-Chancellor or upon completion of the notice period, whichever occurs first. The Vice-Chancellor may, at his sole discretion, waive the requirement of the notice period.

18. Finance officer: Appointment, Powers and Functions

- I. The Chairman of the Governing Body DDIBU - BHET will appoint the Finance Officer in a way that the Governing Body DDIBU - BHET deems appropriate
- II. The Chief Finance and Accounts Officer shall be a whole-time salaried officer of the University:
- III. The Finance Officer will hold office for a term of three years, renewable for one or more further terms, or until they reach the age of 65, which is superannuation;
Provided that in exceptional circumstances the Governing Body DDIBU - BHET may extend the term of Finance Officer beyond 65 years of age, up to the age of 68 years.
- IV. The emoluments and other terms and conditions of service of the Finance Officer shall be as decided by the Governing Body DDIBU - BHET on the advice of University;
- V. At any moment, in response to a complaint filed against the Finance Officer, the Chancellor may, following a careful investigation, find that the accusations made are true, suspend the Chief Financial Officer, and designate an investigator committee to look into the accusations;
- VI. The Governing Body DDIBU - BHET , based on the findings of the inquiry committee and on the recommendations of the Chancellor may remove the Finance Officer from his post;
Provided that before taking such an action, the Finance Officer shall be given an opportunity of being heard.
- VII. With three months' notice, the Finance Officer may resign from his position and service. He will no longer be able to keep his position until the Governing Body DDIBU- BHET accepts his resignation or the notice period has passed, whichever comes first. The Governing Body DDIBU- BHET, may, at its discretion, waive the notice time required.
- VIII. The Governing Body DDIBU BHET may designate another person to fill the position of Finance Officer in the event that the position becomes vacant or the Finance Officer is unable to carry out his duties due to illness or another reason.
- IX. The Finance Officer, under the guidance and control of the Finance Committee, will:
 - a. hold and oversee the assets, investments, society, and endowed property for the purpose of advancing any University objectives;
 - b. ensure that all funds are used for the reasons for which they have been authorized or allocated, and that the annual spending caps set by the Finance Committee for both recurring and non-recurring expenses are not exceeded;
 - c. be in charge of preparing the University's annual accounts and budget for the upcoming fiscal year and presenting them to the Court;
 - d. maintain close observation over the condition of investments, bank accounts, and cash;
 - e. monitor the revenue collecting process and offer advice on the techniques being used;

- f. be accountable for the financial statement production and the annual statutory audit performed by an independent statutory auditor that the Governing Body DDIBU - BHET has designated;
- g. preserve and update the records of structures, lands, and machinery; do physical inspections of departments, stores, and other establishments; as well as the consumable supplies;
- h. call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault; and
- i. obtain from any School/Department/Centre any information or return that he may consider necessary to discharge his financial responsibilities; and
- j. carry out any additional financial duties that the Executive Council may assign to him or that may be outlined in the Regulations and the Ordinances Rules.

19. Head of The Department: Appointment, Powers and Functions

- I. The Vice-Chancellor will designate the Head of a Department for a term of two years, or for such longer as may be specified, from a panel of three names of the Department's senior teachers, as provided by the Dean of the School.
- II. The Board of Studies meetings shall be chaired by the Head of the Department.
- III. The Head of the Department shall exercise such other powers and discharge such other functions as laid down in the Ordinances and Regulations.
- IV. If the Head of the Department is found to have engaged in any kind of misbehavior or is seen to be unsatisfactory in his performance of his duties, the Vice-Chancellor has the authority to remove him from his substantive position and/or suspend him until the investigation is over;

Provided that the Head of the Department will be heard before taking such a decision.

- V. The Head of Department may resign from his position and service with three months' notice. The Vice-Chancellor must accept his resignation before he can leave his position, or the notice period will expire, whichever comes first. The Vice-Chancellor may, at his discretion, waive the notice time required.

20. The Dean, Academic Affairs: Appointment and Functions

- I. The Dean, Academic Affairs, shall be appointed by the Executive Council with the approval of the Governing Body DDIBU - BHET. on the recommendations of a committee constituted under the chairmanship of the Vice-Chancellor and consisting of a Chancellor's nominee and three experts nominated by the Executive Council, from within or outside the University, for a period of three years or a period as may be specified;

- II. Provided that the Dean, Academic Affairs may be re-appointed for further term(s) as decided by the Executive Council with the approval of the Governing Body DDIBU - BHET .
- III. An educator who possesses a minimum of ten years of experience as a professor, strong academic credentials, publications in journals with indexing, and at least five years of administrative experience at the level of dean or director or above, shall be qualified for appointment as Dean of Academic Affairs.
- IV. support the Vice-Chancellor in closely monitoring the academic pursuits of the University's Schools;
- V. make ensuring that the Academic Council's judgments are adhered to in full
- VI. suggest curriculum updates to the Vice-Chancellor that are both in line with market demands and the standards of reputed universities; and
- VII. Scrutinise the academic proposals emanating from the schools before these are forwarded for consideration of the Vice- Chancellor or the Academic Council.
- VIII. After providing three months' notice, the Dean of Academic Affairs may resign from his position. The Vice-Chancellor must accept his resignation before the Dean's term expires, whichever comes first. At his discretion, the Vice-Chancellor may choose to waive the notice time requirement.
- IX. The Dean Academic Affairs may be removed from office starting on a specified date after the Vice-Chancellor has given the Dean Academic Affairs a chance to be heard, either in response to a complaint made against the Dean Academic Affairs or if he determines on his own that the Dean Academic Affairs' continued presence is harmful to the University's interests.

21. The Dean, Research And Development: Appointment and Functions

- I. The Dean, Research and Development, shall be appointed by the Executive Council with the approval of the Governing Body DDIBU - BHET. on the recommendations of a committee constituted under the chairmanship of the Vice-Chancellor and consisting of a Chancellor's nominee and three experts nominated by the Executive Council, from within or outside the University, for a period of three years or a period as may be specified;

Provided that the Dean, Research and Development shall be eligible for re-appointment for another term(s) as may be specified.

- II. A teacher with requisite institutional commitment and having a minimum of 10 year experience as a Professor in a reputed University/Institute with sound Academic credentials, publications in indexed Journals and having at least 5 year Administrative experience at the level of Dean/Director, will be eligible for as Dean, Research and Development.

- III. The Dean, Research and Development shall:
 - a. be the ex-officio secretary of the Research Council and as such will give effect to its decisions;
 - b. oversee the Ph.D. program overall and make sure the research topic chosen is pertinent to the needs of the present;
 - c. ensure quality of research work done by the students admitted to Ph.D. programme and shall guide the younger faculty members in undertaking their own research;
 - d. help the faculty members in developing research initiatives and submitting grant applications to the government as well as the Industry; and
 - e. Raise money for scientific research.
- IV. With a three-month notice, the Dean of Research & Development may resign from his position. The Vice-Chancellor must accept his resignation before the notice period expires, whichever comes first. The Dean will then no longer occupy his position. At his discretion, the Vice-Chancellor may choose to waive the notice time requirement.
- V. In the event that the Vice-Chancellor determines that the Dean Research and Development's continued presence would be detrimental to the University's interests—either through independent investigation or in response to a complaint lodged against the Dean—he may suggest to the Executive Council that the Dean be removed from his position, effective as of a certain date, and that the Dean be given a chance to be heard.

22. University Librarian: Appointment, Role and Responsibilities

- I. The University Librarian will be a full-time, salaried officer of the University with professional qualification and experience equivalent to what the University Grants Commission has specified.
- II. The Executive Council will appoint the University Librarian for a term of three years, or as may be specified, based on the recommendations of a properly constituted selection committee;

Provided that the Executive Council may appoint a teacher of the University not below the rank of Associate Professor to discharge the duties of the office of the University Librarian, in addition to his own duties as a teacher of the University, for a term as decided by the Executive Council;

Provided further that the University Librarian is declared as a Statutory Officer of the University, in terms of Section 18 of the University Act.

- III. The Selection Committee for the selection of University Librarian shall be constituted as under:
 - a. The Vice-Chancellor – **Chairman**
 - b. The Pro-Vice-Chancellor;

- c. A nominee of the Chancellor;
 - d. A nominee of the Governing Body DDIBU-BHET;
 - e. One member of the Executive Council nominated by the Vice-Chancellor;
 - f. One Dean/ Professor of the University nominated by the Vice-Chancellor; and
 - g. Registrar - **Ex-Officio Secretary**
- IV. The University Librarian's age of superannuation is set at 65, with the Executive Council having the authority to extend the position beyond 65, to the age of 68, in special circumstances.
- V. The University Librarian may resign from his position and all related responsibilities with three months' notice. The Vice-Chancellor must accept his resignation before he can no longer maintain his position, whichever comes first. The Vice-Chancellor may, at his discretion, waive the notice time required.
- VI. **Role and Responsibilities of University librarian:**
 - a. He shall be the convener of the Library Committee and shall prepare the budget of the University Library and other libraries for consideration of the Library Committee.
 - b. He shall monitor and control the utilization of library budget.
 - c. He shall supervise and guide the library staffs, including individual librarians who shall work under his direct superintendence and control.
 - d. Regular interactions with department heads and deans will help him understand their needs for research and instruction so that he can help them acquire digital and physical resources more easily.
 - e. The University librarian will subscribe to and notify the academic community about the books, journals, and online databases that are available.
 - f. He will communicate with the publishers to arrange book procurement as well as to organize book exhibits, which typically take place at the start of the academic year.
 - g. He will conduct orientation programs for the first year students and newly inducted faculty members, besides providing bibliographical guidance to faculty and research scholars.
 - h. In addition, he will keep an eye on how the digital library is being used, how many people visit the Central Library and other libraries, and make a report to the Vice Chancellor at the end of each semester or as needed.

23. The Court:

- I. The Governing Court serves as the supreme authority of the University, responsible for executing all powers and functions conferred upon the University under this Act.
- II. It shall be constituted as follows by the Governing Body DDIBU - BHET :-

- a. The Chancellor **Chairman**
b. Pro Chancellor **Vice Chairman**
c. Chief Executive Officer
d. The Vice-Chancellor
e. Pro Vice-Chancellor
f. All the Deans
g. All the Principals
h. Two representatives of the Governing Body DDIBU - BHET nominated by the Governing Body DDIBU - BHET.
i. Two wardens of hostels to be selected in which one warden nominated by Governing Body DDIBU - BHET and remaining one member nominated by The Chancellor
j. Three teachers in which two teacher nominated by Governing Body DDIBU-BHET and remaining one member nominated by The Chancellor
k. Three outside experts nominated the Chancellor. Out of which two should be academicians and one should be from the industrial sector.
l. Five members nominated by the Governing body DDIBU-BHET, out of which three experts representing disciplines such as finance, law, and management
m. Registrar **Secretary**
- I. All members of the Court, other than ex-officio members, shall hold office for a term of two years, the nominated warden and teacher shall have a term of one year only.
- II. A meeting of the Court will be held as per the following:
- a. The Court will normally meet at least twice a year on days set by the Chancellor, in addition to other times as assigned by him or her.
- b. If the Chancellor is not present, the Pro-Chancellor will chair the meeting.
- c. A quorum of the Court is made up of one-third of its total members. Should the Quorum remain unfulfilled, the meeting will be adjourned for thirty minutes. After 30 minutes, the meeting will reconvene at the same location. When such a meeting is reconvened, neither a quorum nor a notice are required.
- d. The registrar will provide at least 21 days' notice, and agenda materials must be distributed at least 10 days in advance of the scheduled the court meeting by registered mail, hand delivery, email, or other.
- Provided that the Chancellor may call a special meeting of the Court at short notice.
- e. Notice of a motion or resolution that has been given by a member must reach the registrar ordinarily three days

before the date of the meeting at which the motion or the resolution is to be moved.

- f. The majority vote of the members present and participating will decide any issue discussed during the court meetings;
Provided that the Chairman shall have a casting vote in case of a tie.

III. Subject to the provisions of this Act the Court shall have the following powers and functions, namely: -

- a. Overseeing the operations of the University while providing overall supervision and guidance.
- b. Drafting and endorsing Statutes, Regulations, and Ordinances, which are later presented to the State Government for approval.
- c. Decisions on borrowing or investing University funds are made based on recommendations from the Finance Committee.
- d. Positions for teachers and other University staff can be created or abolished with the approval of the Governing Body DDIBU – BHET.
- e. Reviewing decisions made by other University authorities that are not in accordance with the provisions of this Act, rules, Statutes, Regulations, or Ordinances of the University.
- f. To review periodically, the broad policies and programme of the University and to suggest measures for the improvement and development of the University.
- g. To establishing guidelines for academic, administrative, and other policies to be adhered to by the University.
- h. To consider and pass resolutions on the Annual Report and the Annual Accounts of the University and Audit Report of such Accounts thereon. To nominate members for various councils or government, semi-government or private bodies, where such a member is required to be sent and represent the University for the specific period as may be prescribed.
- i. To perform such other functions as may be discussed and agreed upon situation based by the relevant authority
- j. In the event that the University encounters insurmountable challenges despite all attempts to maintain operational efficiency, it is advisable to suggest, in collaboration with the State Government, to the Governing Body DDIBU - BHET the voluntary closure of the University.

24. The Executive Council:

- I. The Executive Council shall be the principal executive body of the University.

II. The Executive Council shall consist of the following members namely:

- a. The Vice-Chancellor **Chairman**
- b. Chief Executive officer
- c. The Pro- Vice-Chancellor
- d. Three Principals by rotation in order of seniority in which two principal nominated by Governing Body DDIBU - BHET and remaining one principal nominated by The Chancellor
- e. Three Deans of Faculties, by rotation in which one Dean nominated by Governing Body DDIBU - BHET and remaining one Dean nominated by The Chancellor
- f. One Professor, one Associate Professor/Reader, and one Assistant Professor/ Lecturer of the University to be selected in order of seniority nominated by Vice-Chancellor
- g. Five persons nominated by the Board of Governing Body DDIBU - BHET
- h. Registrar **Secretary**

III. Other than the Vice-Chancellor and the Pro Vice-Chancellor, the term of all other members selected/nominated under d, e, f, and g above shall be two years.

IV. The Registrar shall be the Secretary of the Executive Council.

V. A meeting of the Executive Council will be held as per the following:

- a. The Executive Council will normally meet at least twice a year on days set by the Vice Chancellor, in addition to other times as assigned by him or her.
- b. If the Vice Chancellor is not present, the Pro Vice Chancellor will chair the meeting.
- c. A quorum of the Executive Council is made up of one-third of its total members. Should the Quorum remain unfulfilled, the meeting will be adjourned for thirty minutes. After 30 minutes, the meeting will reconvene at the same location. When such a meeting is reconvened, neither a quorum nor a notice are required.
- d. The registrar will provide at least 21 days' notice, and agenda materials must be distributed at least 10 days in advance of the scheduled Executive Council meeting by registered mail, hand delivery, email, or other.

Provided that the Vice-Chancellor may call a special meeting of the Executive Council at short notice.

- e. Notice of a motion or resolution that has been given by a member must reach the registrar ordinarily three days before the date of the meeting at which the motion or the resolution is to be moved.

- f. The majority vote of the members present and participating will decide any issue discussed during Executive Council meetings;

Provided that the Chairman shall have a casting vote in case of a tie.

- g. The Controller of Examinations and the Finance Officer may be invited to a meeting of the Executive Council as and when considered necessary.

- I. The Executive Council shall have the following powers and function:
 - a. To hold and control the property and funds of the University;
 - b. To acquire or transfer any movable or immovable property on behalf of the University with the prior approval of Governing Body DDIBU - BHET ;
 - c. To make, amend or repeal Statutes and Ordinances and forward it to Chancellor and Governing Body DDIBU - BHET for approval;
 - d. To consider approval of the courses of studies as recommended by the Academic Council;
 - e. To administer any funds placed at the disposal of the University for specific purpose with the prior approval of Governing Body DDIBU - BHET ;
 - f. To approve the budget of the University;
 - g. To institute scholarships, fellowships, bursaries etc.;
 - h. To define the duties and the conditions of the service of officers, teachers and other employees of the University.
 - i. To fix the fees, emoluments and traveling and other allowances of the examiners;
 - j. To direct the form and use of the common seal of the University;
 - k. To manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University, and for that purpose, to appoint such agents as it may think fit with the prior consent of Governing Body DDIBU- BHET ;
 - l. To invest any money belonging to the University (including any income from trust and endowed property) in such stock, funds, shares or securities as it shall from time to time think fit or the purchase of immovable property with the power of varying such investment from time to time with the prior approval of Governing Body DDIBU - BHET;
 - m. To regulate and determine all other matters concerning the University as well as Institutes and Colleges in accordance with the Act, the Statutes and the Ordinances.
 - n. The Executive Council may, by a resolution passed by a majority of its total membership, delegate such of its powers as it deems fit to an officer or authority of the

- University or to a committee appointed by it subject to such conditions as may be specified in the resolution.
- o. To approve Ordinances and Regulations of the University
 - p. To institute fellowships, scholarships, etc.
 - q. Approving the granting of degrees, honors, and memberships.
- II. No immovable property of the University shall, except with the prior sanction of Governing Body DDIBU – BHET , be transferred by the Executive Council by way of mortgage, sale, exchange, gift or otherwise nor shall any money be borrowed, or advance taken on the security thereof.
 - III. To select an emblem and to have a common seal for the University and to provide for the custody and use of such seal in consultation with the Governing Body DDIBU - BHET.
 - IV. Approving collaborations, exchanges, and industry-integrated programs with well-known national and international universities or industries is essential to attaining international quality standards in teaching and research.
 - V. To approve provision of buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the University.
 - VI. To examine and accord final approval of building plans and award building contracts or authorize construction.
 - VII. Issuing requests for donations/grants to support the University's goals and receiving funds in the form of grants, donations, contributions, gifts, awards, scholarships, fees, and other monetary contributions.
 - VIII. To raise and borrow money with the approval of the Governing Body DDIBU - BHET /The Court on bonds, mortgages, promissory notes or other securities founded or based on any of the properties and assets of the University or without any securities and upon approved terms and conditions and to pay out of the University all expenses incidental to the raising of money and to repay and redeem any money borrowed
 - IX. To refer all matters of policy and financial decisions to the Governing Body DDIBU - BHET / The Court and ensure that the minutes are regularly presented in the meetings of the Governing Body DDIBU - BHET for perusal and approval
 - X. The appointment of committees for these specific purposes under this Statute, along with appropriate powers, and the selection of individuals for these committees as deemed appropriate.
 - XI. No expenditure in respect of which approval of the Governing Body DDIBU - BHET is required by the Act or the Statutes or Ordinances shall be incurred except with such approval previously obtained.
 - XII. No post shall be created either in the University or in any Institute or College except with the prior approval of the Governing Body DDIBU - BHET.
 - XIII. The Executive Council may with the prior approval of the Governing Body DDIBU - BHET create supernumerary post of teacher of the University with a view to enabling a teacher who is for the time being holding a responsible position of national importance in India or abroad in educational administration or other similar assignments, to

- retain his lien and seniority as such teacher and also to continue to earn increments in his pay scale during the period of his assignment and to contribute towards provident fund and earn retirement benefits, if any, in accordance with the Statutes.
- XIV. A post of Professor Emeritus can be created by the Executive Council with prior approval of the Governing Body DDIBU - BHET on the terms and conditions which may be specified in order.
 - XV. The Executive Council shall take action with regard to the number and qualifications of teachers,
 - XVI. Approval for the appointment of Professors, Associate Professors, Assistant Professors, other teachers, and academic staff may be granted upon the recommendation of the selection committee.
 - XVII. To approve and specify the manner of appointment to temporary vacancies of academic staff.
 - XVIII. Providing for the hiring of visiting Professors, Emeritus Professors, Fellows, Artists, Writers, and other esteemed Professionals as needed, and establishing the terms and conditions of these appointments.
 - XIX. Ensuring that employees adhere to the Statute, Ordinances, and Regulations by enforcing discipline.
 - XX. The Executive Council shall give due consideration to every resolution of the Court, and take appropriate action thereon as it shall deem fit and report to the Court.
 - XXI. To exercise such other powers and perform such other functions/duties as may be conferred on it the Act or the Statute or as prescribed by the Chancellor/Governing Body DDIBU - BHET.
 - XXII. Performing additional functions and duties as authorized by the Act or the Statute, as well as prescribed by the Chancellor/Governing Body DDIBU - BHET, is within its powers.

25. The Academic Council: Powers and duties

- I. The Academic Council shall be the principal Academic Authority of the University and shall meet at least twice in each academic year.
- II. The Academic Council shall consist of the following members namely:
 - a. The Vice Chancellor **Chairperson**
 - b. The Pro-Vice Chancellor
 - c. The Chief Executive Officer
 - d. All Directors/Deans
 - e. Dean Research & Development
 - f. Controller of Examination
 - g. Dean of Students Welfare (DSW)
 - h. All Head of Department
 - i. Chief librarian
 - j. Five members nominated by the Vice-Chancellor, other than Heads of the Departments, at the level of Professors, Associate Professors or Assistant Professors;
 - k. Three distinguished professionals representing academia, trade, industry, science and technology will be nominated by the Governing Body DDIBU - BHET

- l. Two distinguished professionals representing academia, trade, industry, science and technology will be nominated by the Chancellor;
 - m. Two Academician from outside the University nominated by the Executive Council;
 - n. The Vice-Chancellor may co-opt up to three students as members in each Academic year; and
 - o. The Registrar **Member Secretary**
- III. All members of the Academic Council, other than ex-officio members, shall hold office for a term of two years, the nominated students shall have a term of one year only.
- IV. A meeting of the Academic Council will be held as per the following:
 - h. The Academic Council will normally meet at least twice a year on days set by the Vice Chancellor, in addition to other times as assigned by him or her.
 - i. If the Vice Chancellor is not present, the Pro Vice Chancellor will chair the meeting.
 - j. A quorum of the Academic Council is made up of one-third of its total members. Should the Quorum remain unfulfilled, the meeting will be adjourned for thirty minutes. After 30 minutes, the meeting will reconvene at the same location. When such a meeting is reconvened, neither a quorum nor a notice are required.
 - k. The registrar will provide at least 21 days' notice, and agenda materials must be distributed at least 10 days in advance of the scheduled academic council meeting by registered mail, hand delivery, email, or other.

Provided that the Vice-Chancellor may call a special meeting of the Academic Council at short notice.

 - l. Notice of a motion or resolution that has been given by a member must reach the registrar ordinarily three days before the date of the meeting at which the motion or the resolution is to be moved.
 - m. The majority vote of the members present and participating will decide any issue discussed during Academic Council meetings;

Provided that the Chairman shall have a casting vote in case of a tie.
- V. In an urgent circumstance, the Academic Council may authorize the Vice-Chancellor to use the authority granted to it;
- VI. Provided that the emergency decision(s) taken shall be placed in the next meeting of the Academic Council for ratification.
- VII. The member will receive a copy of the meeting minutes that the Registrar and Vice-Chancellor have approved. The minutes and any

revisions made thereto will be put up for confirmation at the Academic Council's subsequent meeting. They will also be entered into the book of minutes, which will be available for members of the Academic Council to view during the normal working hours.

- VIII. The Executive Council will consider and approve the Academic Council's recommendations at its subsequent meeting if they pertain to subjects under its jurisdiction.
- IX. The Academic Council shall be competent to exercise the following duties and have the following powers, subject to the University Act's provisions:
- a. to oversee the University's academic policy generally and provide guidance on teaching strategies, interschool cooperative learning, research initiatives, and raising academic standards.
 - b. consider and approve recommendations from the Board of Studies regarding the planned programs that the School will provide, as well as the course designs, credit information, and syllabi;
 - c. Maintain and enhance academic standards, provide guidance on teaching strategies, oversee the caliber of question papers, coordinate instruction across schools, and evaluate research projects conducted at the Schools of Studies. Overall, they have general authority over the University's academic policies.
 - d. to formulate, revise, or redefine the academic fields of study or subjects allocated to a School/Institute/Centre, a Department or any unit of an academic program.
 - e. to create, alter, or update plans for subjects to be assigned to Schools of Studies and to report to the Court/Governing Body DDIBU - BHET on whether it is appropriate to abolish, divide, or reconstitute any School of Studies or to combine one or more Schools.
 - f. to take appropriate action on issues of broad academic interest that are brought to its attention by the Court , a School, or on its own initiative.
 - g. to constitute such Advisory Council/Committees of students' affairs consisting of such number of teachers and students as may be prescribed by the regulations.
 - h. to submit an annual report of its activities to the Court Body/Executive Council.
 - i. to take measures to ensure excellence in standards of teaching, examination and research;
 - j. provide recommendations to the Executive Council about the creation of new departments, laboratories, schools, and specialized centers;
 - k. to recommend to the Court the draft Ordinances,

- l. propose to the Executive Council the University's institution for the awarding of degrees, diplomas, certificates, and other academic honors; and
 - m. recommend to the Executive Council the recognition of Degrees and Diplomas of other Universities and institutions and to determine their equivalence with degree and diplomas offered by the University;
- X. In addition to all other authority granted to it, the Academic Council will also have the following responsibilities, roles, and powers, subject to the Act's provisions and these statutes:
 - a. oversee and manage student admissions to the University as well as University exams;
 - b. to provide an update on any topic that the Court/Executive Council has directed it to;
 - c. To make proposals to the Governing Body DDIBU - BHET /The Court/Executive Council on the creation of departments, institutions, special centers, specialized labs, libraries, and museums
 - d. to consider proposals submitted by the Schools of Studies;
 - e. to encourage research at the University and occasionally mandate the reporting of such studies;
 - f. To collaborate with other universities, particularly international universities, and to acknowledge the degrees and diplomas of other universities and institutions and decide the University's equivalent of those other universities and degrees;
 - g. to recommend to the Court/Executive Council draft Ordinances regarding examinations of the University and the conditions on which students should be admitted to such examinations;
 - h. to make recommendations to the Governing Body DDIBU - BHET /The Court in regard to the appointment of examiners and, if necessary, their removal and the fixation of their remuneration/emoluments and travelling and other expenses;
 - i. to make arrangements for the conduct of examinations, including their venues and schedules and to maintain proper standards of examinations.
 - j. to declare the results of different University exams or designate committees or officers to do so;
 - k. To recommend the awarding of honorary degrees and to confer or grant diplomas, titles, honors, academic distinctions, awards, and marks of honor;
 - l. to propose and grant fellowships, scholarships, studentships, medals, and prizes to the Governing Body DDIBU - BHET /The Court;

- m. to carry out any tasks and actions that may be required for the appropriate execution of the Act's, these Statutes', and the Ordinances' requirements in respect to academic subjects;
- n. to advise the Academic Council on issues pertaining to the welfare of the University's student body and to establish a Council of Students' Affairs made up of as many instructors and students as the Ordinances may require. The purpose of this council is to promote the health and well-being of students.

26. The Finance Committee : Powers and duties

- I. The Finance Committee will be the main financial body of a University to deal with financial issues.
- II. Members of the finance committee will include the following individuals, such as:
 - a. Nominated by Governing Body DDIBU - BHET

Chairperson

 - b. The Chief Executive Officer (C.E.O.)
 - c. The Vice Chancellor
 - d. The Pro-Vice Chancellor
 - e. Two persons, nominated by the Governing Body DDIBU-BHET out of them one should be Finance/Account Expert
 - f. One person, who is not the Employee of the D.D.I.B University or of any nominated by the Chancellor
 - g. The Registrar
 - h. The Finance Officer

Member Secretary
- III. The Governing Body DDIBU - BHET shall be authorised to invite an expert in financial matters, to any meeting of the Finance Committee as a special invitees.
- IV. The ex-officio members' tenure will run concurrently with the position they hold and the committee they represent financially. A nominated member will hold office for a period of two years.
- V. A meeting of the finance Committee will be held as per the following:
 - a. The Finance Committee's quorum will consist of three members. Should there not be a quorum present, the meeting will be adjourned for thirty minutes. In thirty minutes, the meeting will reconvene at the same venue. For such a rescheduled meeting, neither a quorum nor advance notification are required.
 - b. The Finance Committee shall meet at least twice every year to examine Accounts, Budget and to scrutinize proposals for expenditure.
 - c. The Finance Officer will provide at least 21 days' notice, and agenda materials must be distributed at least 10 days in advance of the scheduled academic council meeting by registered mail, hand delivery, email, or other.

Provided that the Chairperson shall be authorised to call a special meeting of the Finance Committee at short notice.

- d. Decisions on all the matters considered in the meetings shall be made through majority votes of the members present and voting and in case of a tie, the matter shall be decided by the casting vote of the Chairman.
 - e. The Chairman shall be authorised to exercise the powers vested in the Finance Committee in case of an emergency. The emergency decision taken shall be placed before the next meeting of Finance Committee for ratification.
- VI. The Finance Officer of the University prepares the annual accounts and financial estimates, which are then presented to the Finance Committee for review and feedback before being approved by the Governing Body DDIBU - BHET with or without modifications.
- VII. The Finance Committee shall be competent to exercise the following duties and have the following powers, subject to the University Act's provisions:
- a. The University's Annual Estimates of Income and Expenditure are to be prepared and allocated by the Finance Committee.
 - b. The Finance Committee will examine the University's annual accounts, which are produced under the Vice Chairperson's leadership, and will make suggestions regarding them. The Governing Body DDIBU - BHET /The Court/Executive Council will then review and approve these recommendations along with the annual budget.
 - c. The Finance Committee may make its recommendations to the Governing Body DDIBU - BHET to accept bequest, and donations of property to the University such terms as it deems proper
 - d. The Finance Committee has the authority to suggest procedures and strategies for raising funds for the University.
 - e. The Finance Committee may suggest to the Governing Body DDIBU - BHET /The Court/Executive Council that bequests and property donations be accepted by the University under whatever conditions it sees fit.
 - f. The Finance Committee is free to review and recommend on any additional issues that the Governing Body DDIBU - BHET refers to it.
 - g. Without the Finance Committee's prior consent, the University cannot incur any costs beyond the limit set forth in the budget. The Finance Committee sets the annual caps on the total amount of recurring and non-recurring expenses, taking into account the University's income and resources.
 - h. The Finance Committee will review the fee committee's proposal as outlined in the statute or ordinance pertaining

to the fee structure, and it will suggest changes to the Executive Council for approval.

- i. The Finance Committee shall advise the University on any questions effecting its finances.
- j. The Finance Committee will be in charge of overseeing the upkeep of the University's revenue and expense accounts, as well as the compliance with regulations.

27. The Planning Board : Powers and duties

- I. The Planning Board is the main planning body of the University and will ensure that the academic support system and infrastructure meet any standards set by the relevant councils or the University Grant Commission (UGC).
- II. Planning Board, the University's Principal Planning Body, will consist of the following members:
 - a. The Chairman of the Governing Body DDIBU - BHET or his nominee **Chairman**
 - b. The Pro-Chancellor
 - c. Vice- Chairman (Finance) Governing Body DDIBU - BHET
 - d. The CEO
 - e. The Vice - Chancellor
 - f. Registrar
 - g. All Dean/Principal of the College
 - h. CFAO
 - i. One architecture nominated by Governing Body DDIBU - BHET
 - j. One Civil Engineer nominated by Governing Body DDIBU - BHET
 - k. Registrar
 - l. A secretary to be appointed by the chairman
- III. All members of the Planning Board, other than Ex-Officio members, shall hold office for the term of two years.
- IV. A meeting of the Planning Board will be held as per the following:
 - a. The President of the Governing Body DDIBU - BHET or his nominee preside at the meetings of the Planning Board.
 - b. A quorum of the Planning Board will be one-third of its members, including the chairperson. The meeting will be adjourned for thirty minutes if the quorum is not present. After 30 minutes, the meeting will reconvene at the same venue. For such a reconvened meeting, neither a quorum nor a notice will be required.
 - c. All decisions taken by the Planning Board will be decided by the majority vote of the members present and voting; in the event of a tie, the Chairman's casting vote will be used to break the tie.
 - d. The Secretary will provide at least 21 days' notice, and agenda materials must be distributed at least 10 days in advance of the scheduled Planning Board meeting by registered mail, hand delivery, email, or other.

- e. Provided that the Chairperson shall be authorised to call a special meeting of the Planning Board at short notice.
 - f. The Chairman shall be authorised to exercise the powers vested in the Planning Board in case of an emergency. The emergency decision taken shall be placed before the next meeting of Planning Board for ratification.
- V. The Powers & Duties of the Planning Board shall be as follows:
- a. The Planning Board will typically convene once a year to review and approve the infrastructure and academic support system in accordance with the guidelines set out by the University Grant Commission or the relevant councils.
 - b. to create a future roadmap for the University's expansion and development;
 - c. To assess the University's infrastructure and academic support services in order to make sure it maintains and raises academic standards in accordance with the UGC or other relevant councils;
 - d. to make recommendations on how to create resources and deploy them for best use.
 - e. The Planning Board may provide the Executive Council with recommendations for the academic support systems and infrastructure that are required in accordance with State, UGC, or regulatory authority regulations;

28. The Boards of Faculties: Powers and duties

- I. The composition of the **Boards of Faculties** in each school of study will be as follows:
- a. The Dean of School- **Chairman;**
 - b. All the Heads of the Departments;
 - c. All the Professors of the School;

Provided that a department does not have a professor, the senior most associate professor will serve as a **Boards of Faculties** member;

Provided further that if the department lacks an Associate Professor, an Assistant Professor can act as their representative until they appoint a Professor or Associate Professor;

- d. One Associate Professor and one Assistant Professor, by rotation according to seniority, from each Department in the School;
- e. Five members nominated by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge;

- f. Special Invitees may be invited to the **Boards of Faculties** meetings, with the prior approval of the Vice-Chancellor. However the Special invitee shall not have any voting right.
 - g. A secretary to be appointed by the chairman with the prior approval of the Vice-Chancellor
 - I. All members of a board and ex-officio members shall hold office for a term of three years.
 - II. A meeting of the Planning Board will be held as per the following:
 - a. The Dean preside at the meetings of the **Boards of Faculties**.
 - b. A quorum of the Planning Board will be one-third of its members, including the chairperson. The meeting will be adjourned for thirty minutes if the quorum is not present. After 30 minutes, the meeting will reconvene at the same venue. For such a reconvened meeting, neither a quorum nor a notice will be required.
 - c. All decisions taken by the **Boards of Faculties** will be decided by the majority vote of the members present and voting; in the event of a tie, the Chairman's casting vote will be used to break the tie.
 - d. The Secretary will provide at least 21 days' notice, and agenda materials must be distributed at least 10 days in advance of the scheduled **Boards of Faculties** meeting by registered mail, hand delivery, email, or other.
 - e. Provided that the Chairperson shall be authorised to call a special meeting of the **Boards of Faculties** at short notice.
 - f. The Chairman shall be authorised to exercise the powers vested in the **Boards of Faculties** in case of an emergency. The emergency decision taken shall be placed before the next meeting of **Boards of Faculties** for ratification.
 - III. The Powers & Duties of the **Boards of Faculties** shall be as follows:
 - a. The **Boards of Faculties** will oversee and direct the many Departments of the School's academic, research, and other activities. It will also ;
 - b. to establish and facilitate interdisciplinary teaching and research; to organize examinations and periodic assessments in subjects coming under the Faculty's jurisdiction; to coordinate the teaching and research operations of the Institutes/Schools assigned to the Faculty;
 - c. to form committees or carry out research initiatives shared by several departments or colleges;
 - d. to submit the Board of Studies' proposals to the Academic Council for review;
 - e. consider and approve the decisions taken by the Board of Studies of a Department;

- f. approve the names of the examiners in each subject that a department's board of studies recommends;
- g. to carry out any additional duties that the Academic Council may specify;
- h. The board will suggest plans for raising academic standards to the Academic Council;
- i. Consider and approve the research proposals received from the Department before their submission to the Research Council.

29. The Board Of Studies: Powers and duties

- I. The Board of Studies shall generally be formed for each of the Departments of a School;
- II. Provided that as the Vice-Chancellor grants permission, the Dean of the School may combine one or more departments to form their Board of Study.
- III. The members of the Board of Studies will be as follows:
 - a. The Head of Department- Chairman;

Provided that the Dean of the School shall designate the senior-most head of department or senior-most professor/associate professor/assistant professor as chairman of the Board of Studies if the Board has been formed by clubbing more than one department.

- b. three departmental faculty members, one from each of the ranks of professor, associate professor, and assistant professor;

Provided the teachers involved in creating a particular course shall also be the special invitee to the meeting;

Furthermore, it is provided that the Vice-Chancellor may propose all of the teachers in such Departments to the Board of Studies if there are less than nine teachers in a Department or in the departments combined to assemble the Board.

- c. Two experts from a different University or organization were nominated by the vice chancellor;
 - d. Two Experts with more than ten years of experience in Industry/ Research Organizations/ NGOs, etc. nominated by the Vice-Chancellor.
 - e. Two students, recommended by the department head, were nominated by the dean.

- IV. A Meetings of the Board of Studies will be held as per the following:

- a. Meetings of the Board of Studies will take place as often as needed, but no fewer than twice a semester or academic year.
- b. A notice of at least 15 days shall be given for a meeting of the Board of studies together with the agenda produced with the consent of the Chairman, Board of Studies
- c. The Chairman of the Board of Studies shall chair all meetings.
- d. Secretary shall finalize the Minutes of the proceedings as soon as possible after the meeting
- e. Every decision made by the Board of Studies will be presented to the School's **Boards of Faculties** for endorsement or approval to the Academic Council.

V. The Powers & Duties of the Board of Studies shall be as follows:

- a. Review and accept the syllabi, credit information, and course structure for each course that the department is proposing to offer;
- b. propose the names of the internal and external examiners;
- c. Recommending the courses of studies, teaching and examination schemes in their respective subjects
- d. Introducing new courses of study
- e. Preparing a panel of paper setters and examiners for the semester-end examination
- f. providing advice on any subject-related issues that the faculty or Academic Council refers to them for
- g. proposing the curriculum and course outlines for all programs leading to degrees, diplomas, and certificates in the relevant subjects
- h. assure the Department of the quality of its teaching and research.; and
- i. Provide appropriate suggestions on any other issue that is brought to its attention by University officials or authorities.

30. The Admission Committee

I. The University shall have an admissions committee with the following constitution:

- a. The Vice -Chancellor - **Chairman;**
- b. The Pro-Vice-Chancellor(s);
- c. The Registrar;
- d. Dean Academic Affairs;
- e. All the Deans of Schools;
- f. Finance Officer;
- g. Head of the Admission Cell - **Member Secretary;**

- II. The Admission Committee has the authority to form any further subcommittees that it deems are required with permission of Vice-Chancellor
- III. The Admission Committee will establish the minimum requirements, the number of seats available, the fees to be paid for each program of study, as well as the date(s) for the start and termination of the admissions process, subject to the approval of the Academic Council;

Provided that in Council based courses, the decision of the Council concerned shall be final and binding.

- IV. Reports to the Academic Council regarding admissions made each academic year are required.
- V. The regulations established by the Academic Council and approved by the Executive Council shall define the responsibilities and authority of the Admission Committee.
- VI. policy of admission are under as follows:
 - a. Indian citizens, Non-Resident Indians (NRIs), Persons of Indian Origin (PIOs), and Foreigners are all eligible to apply for admission to the University. Admission to NRIs, PIOs, and foreign students will be granted on the basis of merit, determined by the University with the Executive Council's consent, based on the grades received in qualifying exams or admission tests;
 - b. The office of the Registrar will confirm the admission following the verification of the applicant's eligibility documentation. All admissions will initially be considered provisional.
 - c. Registrar office enroll the student by allotting him/her Enrolment Number after verify applicant's eligibility documentation
 - d. The registrar office will cancel an applicant's admission if it is discovered at any point that the University does not recognize the candidate's qualifying examination or that the candidate has provided false or misleading information;
 - e. All students must successfully complete a medical examination within four weeks after the date of their provisional acceptance. Those deemed medically unfit will not be allowed to enroll

31. The Fees Fixation Committee: Powers & Duties

- I. The University's Fee Fixation Committee is responsible for creating the Fee Structure and reviewing it on a regular basis in accordance with the Act, which is subject to periodic amendments. The Act stipulates that the University must be self-sufficient and cannot accept grants or financial assistance from the Government, any Board, or any Corporation that the Government owns or controls.
- II. The recommendation of the Fee Fixation Committee shall be considered by the Finance Committee prior to being forwarded to the

Executive Council for approval. The permitted fee schedule will be published.

- III. The Powers & Duties of the Fee Fixation Committee shall be as follows:
- a. The University will impose fees for different study programs in compliance with the Act's stipulations. In order to guarantee that students use University property with caution and diligence, have access to the library and laboratory, or use it for other academic purposes like attending seminars, workshops, or conferences, the Executive Council may also mandate refundable caution money for various uses.
 - b. If for any reason a student wishes to withdraw from the course after it has closed for enrollment, they will need to pay the deposit for the remaining years the course will be offered. Due to the student's blocking of a seat in that specific discipline for the remainder of the program, the institution has the right to collect such fees from the student for any remaining years. The University's decision is final and no correspondence will be accepted in this regard.
 - c. The University may require a bank guarantee from the student(s) in place of payment for the balance of the program, if it thinks it appropriate.
 - d. The chancellor has the authority to waive any type of charge that students must pay for the academic year, either in full or in part.
 - e. The Fee Structure & other charges for the students will be decided by Executive Council in consultation with Finance Committee & Fee Committee.

32. The Examination Committee: Powers and Duties

- I. The University shall have an Examination Committee to facilitate the smoother operation and administration of University examinations.
- II. The Examination Committee shall be constituted as under:
 - a. The Vice Chancellor – Chairman
 - b. The Pro-Vice-Chancellor(s);
 - c. The Registrar;
 - d. All the Deans of Schools;
 - e. Dean Academic affairs;
 - f. Director IQAC
 - g. One person nominated by the Academic Council, from amongst its members for a period of three years;
 - h. Two members nominated by the Vice-Chancellor;
 - i. The Controller of Examinations - Member-Secretary;
- III. All members of the Examination Committee, other than Ex-Officio members, shall hold office for the term of two years.

IV. A meeting of the Examination Committee will be held as per the following:

- a. The Vice- Chancellor preside at the meetings of the Examination Committee.

Provided that in the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall preside over the meetings. In case the Pro Vice-Chancellor is also not available, a member from amongst the members present may preside over the meeting.

- b. The Examination Committee must convene at least twice a year, and the chairman may arrange sessions on his own initiative or in response to a request from at least one-third of the committee's members;

Provided that the Vice-Chancellor shall be authorised to call a special meeting of the Examination Committee at short notice.

- c. A quorum of the Examination Committee will be one-third of its members, including the chairperson. The meeting will be adjourned for thirty minutes if the quorum is not present. After 30 minutes, the meeting will reconvene at the same venue. For such a reconvened meeting, neither a quorum nor a notice will be required.
- d. All decisions taken by the Examination Committee will be decided by the majority vote of the members present and voting; in the event of a tie, the Chairman's casting vote will be used to break the tie.
- e. The Secretary will provide at least 21 days' notice, and agenda materials must be distributed at least 10 days in advance of the scheduled Examination Committee meeting by registered mail, hand delivery, email, or other.
- f. Provided that the Chairperson shall be authorised to call a special meeting of the Examination Committee at short notice.
- g. The Chairman shall be authorised to exercise the powers vested in the Examination Committee in case of an emergency. The emergency decision taken shall be placed before the next meeting of Examination Committee for ratification.

V. The Powers & Duties of the Examination Committee shall be as follows:

- a. The Committee will oversee the fair and efficient administration of all University exams, including result tabulation and moderation.

- b. It will review the names of the examiners that the school sends to it and suggest to the Academic Council that they be approved.
- c. It will also make sure that the question bank is kept up to date and accessible to students.
- d. The Committee has the authority to take action, up to and including debarring, against any student found guilty of using unfair methods during an exam. It can also take action against any individual involved in the administration of the exam, such as paper setters, examiners, moderators, or other staff members, who are found to have engaged in malpractice.
- e. The examination Committee is responsible for reviewing and analyzing the exam results. It will then report to the Academic Council with any recommendations it may have for improving the testing system.
- f. The Committee will also arrange for an audit to be carried out and will provide the Academic Council with appropriate recommendations regarding the course of action to be followed in light of the audit's results.
- g. The Examination Committee has the authority to designate any additional subcommittees it sees fit and to assign authority for the fair handling of examinations to any one or more individuals or subcommittees.

33. The Research Council: Power and duties

- I. The University shall have a Research Council to facilitate its operations and carry out research-related tasks.
- II. The Research Council shall be formed as follows:
 - a. The Vice-Chancellor- **Chairman**
 - b. The Pro-Vice-Chancellor;
 - c. Dean, Academic Affairs;
 - d. Deans of Schools;
 - e. Two professors, nominated by the Vice-Chancellor;
 - f. One member nominated by Academic Council from its member
 - g. Three Out-side experts, nominated by the Chancellor;
 - h. Registrar
 - i. Controller of Examination
 - j. Dean Research and Development- **Member Secretary**
- III. Except for the exofficio members, each member of the Research Council will serve a two-year term.
- IV. The Research Council shall convene at least twice during the academic year, and more frequently as needed. The Council has the authority to establish its own protocol for conducting meetings.
- V. The University's Research Council is responsible for providing a comprehensive strategy for research and prioritizing areas of focus.

- VI. The Council will establish and house additional knowledge capacities, such as referral and participative networks of scholars and industry professionals.
- VII. The Council may choose e-resources including e-journals, e-books, online lectures, and reference websites for students and faculty.
- VIII. The Research Council will advise the Deans of Schools on industry-sponsored research and consulting, as well as assist the faculty in obtaining the necessary equipment to perform research/consultancy work and recruiting staff for the projects.
- IX. The Research Council shall recommend ways to improve the quality benchmark in the field of research, as well as the filing of research patents and designs. Moreover, it will promote IPR protection and awareness.
- X. The Research Council will assess the quality of research publications and will also provide recommendations on how to submit research proposals for financing from external entities.
- XI. The Research Council is responsible for overseeing all biosafety and ethics problems, as well as assisting the Deans in developing appropriate protections against scientific misconduct and plagiarism.
- XII. The Deans must report plagiarism and scientific misconduct to the Research Council, which will make recommendations to authorities for appropriate penalties.
- XIII. The Research Council's suggestions will be forwarded to the Academic/Executive Council.
- XIV. Identifying suitable researchers and/or assisting with the formulation of academic and staff research projects, as well as designing its own research programs.
- XV. Facilitating the screening of research ideas, reviewing outputs, and providing technical guidance/assistance.
- XVI. The Research Council is responsible for creating, maintaining, organising and overseeing:
 - a. Organizing Conferences: National or International
 - b. Organizing faculty development program on Research
 - c. Organizing basic workshop for entrepreneurs;
 - d. Incubation/ /Innovation Centre
 - e. Create business models and field-test products and services
 - f. Development of start-up businesses.

34. The University Library Committee:

- I. The University shall have a University library Committee to guarantee that the University Library runs robustly, in the best interest of the student community and other stakeholders.
- II. The University library Committee shall be formed as follows:
 - a. Vice-Chancellor **Chairman**
 - b. Pro-Vice-Chancellor
 - c. Deans of the Schools
 - d. Dean of Students' Welfare
 - e. Registrar

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- f. Finance Officer
 - g. University Librarian **Convener**
 - III. The term of the Members of the Committee, other than the ex-officio, members, shall be a calendar year.
 - VI. A meeting of University library Committee will be held as per the following:
 - g. The Vice-Chancellor preside at the meetings of the University library Committee.
 - h. A quorum of the University library Committee will be one-third of its members, including the chairperson. The meeting will be adjourned for thirty minutes if the quorum is not present. After 30 minutes, the meeting will reconvene at the same venue. For such a reconvened meeting, neither a quorum nor a notice will be required.
 - i. All decisions taken by the University library Committee will be decided by the majority vote of the members present and voting; in the event of a tie, the Chairman's casting vote will be used to break the tie.
 - j. The Convener will provide at least 21 days' notice, and agenda materials must be distributed at least 10 days in advance of the scheduled University library Committee meeting by registered mail, hand delivery, email, or other.
Provided that the Chairperson shall be authorised to call a special meeting of the University library Committee at short notice.
 - k. The Chairman shall be authorised to exercise the powers vested in the University library Committee in case of an emergency. The emergency decision taken shall be placed before the next meeting of Planning Board for ratification.
 - IV. The University Library Committee shall have following function and duties:
 - a. Exercise broad supervision over the University Central Library and all of the University's other libraries;
 - b. develop policies for the management and use of libraries, subject to the approval of the Academic Council;
 - c. To allocate funds from the library's sanctioned yearly budget to the Schools, Departments, and Centers of Studies for the purchase of books, journals, and magazines so that the relevant Authorities can review and approve them;
 - d. Send an annual report to the Academic Council outlining the operations of all University libraries;
 - e. create and oversee plans for the expansion of the University's libraries;
 - f. recommend to the Executive Council for creation of any new position in the Libraries.
 - a. To perform such other duties as may be assigned to it by the Academic Council.

35. The Internal Quality Assurance Cell(IQAC):

- I. The University shall have Internal Quality Assurance Cell. It is to develop, plan, and supervise various initiatives that are necessary to increase the quality of the education offered at the University.
- II. The Internal Quality Assurance Cell shall be formed as follows:
 - a. The Vice-Chancellor- **Chairman**
 - b. The Pro-Vice-Chancellor(s);
 - c. The Registrar;
 - d. Dean, Academic Affairs;
 - e. Deans of all the Schools;
 - f. Dean of Students' Welfare;
 - g. Dean Research and Development
 - h. Controller of Examinations;
 - i. One Nominee each from local society, Student and Alumni nominated by the Chancellor;
 - j. One Nominee each from Industry/Employers/Stakeholders to be nominated by the Chancellor;
 - k. One Member from Management
 - l. Three to eight faculty members to be nominated by the Vice Chancellor; Two students nominated by the Vice-Chancellor;
 - m. Director, IQAC - **Convener**
- III. A minimum of five female members must be nominated in various categories.
- IV. With the exception of ex-officio members, each IQAC member will serve a one-year term that may be renewed for an additional year.
- V. The IQAC will meet quarterly during the year and periodically report its progress to the Chancellor for his knowledge and direction.
- VI. The IQAC will provide a framework for its dependable functioning by optimizing the influence and contributions of its members.
- VII. The Internal Quality Assurance Cell shall have following function and duties:
 - a. Ensuring that academic, administrative, and financial activities are completed on time, effectively, and progressive.
 - b. To optimize and use contemporary teaching and learning techniques
 - c. To encourage institutional functioning strategies that aim to improve quality by internalizing best practices and a quality culture.
 - d. To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the University
 - e. Preparation of the Annual Quality Assurance Report for submission to NAAC.
 - f. Institutional databases are created and maintained with the use of MIS with the goal of maintaining and enhancing institutional quality.

- g. Serving as the University's nodal agency for quality-related initiatives, such as adopting and sharing best practices.
- h. documentation of the different initiatives and actions resulting in improved quality
- i. Arranging seminars on quality-related topics, organizing workshops within and outside of institutions, and encouraging quality circles.
- j. Informational dissemination of the several higher education quality metrics.
- k. Setting up a system for parents, students, and other stakeholders to provide feedback on institutional procedures linked to quality and analyzing the results.
- l. Encouraging the development of an environment that is learner-centric and supportive of high-quality instruction, as well as the maturing of faculty members to embrace the technology and knowledge needed for interactive teaching and learning.

36. The University Students' Council:

- I. The University shall have a University Student Council (USC) for student welfare.
- II. The University Student Council (USC) shall be formed as follows:
 - a. The Dean of Students' Welfare - **Chairperson;**
 - b. Associate/ Assistant Dean Students Welfare;
 - c. One student representative from each of Department of Studies nominated by the respective Dean on merit
 - d. five students to be nominated by the Vice-Chancellor on the recommendations of the Dean of Students' Welfare
 - e. Associate Dean Students' Welfare - **Member Secretary;**
- III. A student shall be nominated to the Students' Council only if:
 - a. he has completed all of his classes from the previous semester(s) with a minimum attendance rate of 90 %, with the exception of those in the first semester;
 - b. He must have successfully finished every subject in the preceding semester in order to be in no academic arrears; and
 - c. He must not have faced any disciplinary action and must have behaved admirably while attending the University.
- IV. At least twice during the academic year, the Council will convene to discuss and make recommendations to the relevant authorities on issues pertaining to the welfare of students as well as other concerns concerning their cultural, social, and recreational interests.
- V. Any University student may bring up any issue pertaining to their welfare before the Students' Council; however, he must submit his proposal to the Council Chairman at least two weeks prior to the

meeting date. If approved by the Chairman, the student will then be eligible to take part in the meeting when the issue is discussed.

37. Committees:

- I. Boards and Committees may be appointed by the Court, the Executive Council, or the Academic Council. These bodies may designate members from among themselves and any additional individuals (if any) that the relevant authority deems appropriate in each instance. The Boards and Committees may address any matter referred to them, provided that the body that appointed them confirms their decisions later.

38. Standing Committee & Sub-Committees:

- I. Standing committees, Sub-Committees, and Boards may be appointed by the Court Body, Executive Council, or Academic Council as judged suitable, according to the provisions of the Act and Statute. These committees and boards may also appoint individuals who are not part of the mentioned authorities. These Committees' and Subcommittees' judgments will be reviewed by the Academic Council, the Executive Council, or the Court, as applicable.

39. Other Authorities Of The University

- I. The establishment of other authorities as determined by the Court is necessary to achieve the goals of the University. The Regulations shall specify the composition, duties, and powers of such Authorities.

40. Elected Chairman To Preside Where No Provision Made In Statute

- I. When a University Authority, Board, or Committee meeting is called without a chairman due to a statute or ordinance, or when the designated chairman is not present, the attendees will choose a member from among themselves to serve as the meeting's chairman.

41. Resignation

- I. Any member of the Academic Council, the Executive Council, the Court, or any other authority of the University or committee who is not an ex-officio member may resign by letter addressed to the Registrar; the resignation will take effect as soon as the Registrar receives the letter.
- II. Any University officer, a salary or not, may resign from their position by sending a letter to the Registrar.

Provided that Resignation will only take effect once approved by the appropriate authority to fill the vacancy.

42. Disqualifications

- I. A person will be deemed ineligible to serve on any University authority committee and to be elected to such a position.
 - a. whether he has contagious leprosy, is deaf-mute, or is mentally ill;
 - b. If he is an uncharged insolvent;
 - c. if he has been found guilty by a court of law of a crime involving moral turpitude and has been given a minimum six-month prison sentence as punishment.
- II. Any dispute regarding whether an individual is or was subject to any of the disqualifications listed in subsection (I) will be referred to the Chancellor for decision-making. The Chancellor's decision will be final, and no lawsuit or other legal action will be allowed to challenge it in any court of law.

43. Validation Of Proceedings

- I. No University authority or body's act or procedure shall be invalid for any cause other than a vacancy or flaw in its constitution.
- II. If a member of the University's authorities or bodies passes away, resigns, is removed, or changes in the capacity for which they were appointed or nominated, the vacancy will be filled as soon as possible by the person or body that appointed or nominated the person in concerns.

Provided that the individual selected or designated as a member of a University authority or body to fill a sudden vacancy will serve as a member of that authority or body for the remaining term of the member they are replacing.

44. Honorary Degrees

- I. The Academic Council will make any recommendation for awarding honorary degrees to the Court and Executive Council. If the Court approves the proposal, it will need confirmation from the Chancellor.

45. Withdrawal Of Degrees, Etc.

- I. The Academic Council has the authority to revoke any degree, academic distinction, certificate, or diploma awarded by the University to an individual, through a special resolution passed by a majority of not less than two-thirds of the members present and voting, for valid and significant reasons.

Provided that before passing any resolution, a written notice must be given to the person, asking them to provide reasons within a specified timeframe as to why the resolution should not be passed. The objections, if any, and any evidence presented by the person should be considered by the Academic Council before passing the resolution.

46. Convocation

- I. The University shall hold convocations for conferring degrees or for other purposes in the manner prescribed by the regulations.

- a. The University's Convocation will take place annually, following the regulations set forth in the Statute, for the purpose of awarding degrees, diplomas, and other related matters.
- b. The academic council is responsible for establishing rules regarding the structure of degrees, documents, certificates, and citations, as well as the wording and issuance of these documents for absentia, the process for obtaining duplicate degrees, and the protocol for conducting convocations.
- c. A special convocation may also be held with the approval of the Chancellor to award honorary degree, academic distinction to a distinguish person.

47. UNIVERSITY TEACHERS:

- I. There shall be two classes of University teachers: -
 - a. University-appointed teachers;
 - b. Recognised teachers of the University ;
- II. University-appointed teachers shall be either-
 - a. employees of the University who are paid by the University and designated as professors, associate professors/readers, assistant professors/lecturers, or in any other capacity as University teachers by the court or executive council; or
 - b. individuals designated as Honorary Professors, Emeritus Professors/Professors of eminence, Associate Professors or Assistant Professors, or in any other capacity as University lecturers by the Court or Executive Council.
- III. Recognised teachers of the University Shall be either-
 - a. Employees of a recognized institution other than one that the University maintains are eligible to become recognized teachers at the University.
Provided that no such member of the staff shall be deemed to be a recognised teacher unless he is recognised by the Court or Executive Council as a Professor, Associate Professor or in any other capacity as a teacher of the University.
 - b. The qualifications of recognised teachers of the University shall be such as may be prescribed by the Ordinances.
 - c. The University's recognized teachers must possess the credentials that the Ordinances may specify.
 - d. The qualifications of recognised teachers of the University shall be such as may be prescribed by the Ordinances.

48. Minimum Qualifications Of Teachers

- I. The University's Executive Council will determine the minimum qualifications required for teacher appointments and career advancement, adhering to UGC/relevant regulatory authorities/councils guidelines.
- II. The UGC regulations on minimum qualifications for the appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018, as amended from time to time, may specify the minimum qualifications required of teachers.

49. The Appointment Of Teachers And Other Academic Staff

- I. The provisions for appointing teachers and other academic staff, including the composition of the Selection Committee, are as follows:
- II. A properly constituted selection committee's recommendation will be the basis for all permanent and contractual hiring of teachers and other academic staff.
- III. The Selection Committee for Professors, Associate Professors, Assistant Professors, and equivalent academic positions will be as follows:
 - a. Vice Chancellor- **Chairperson**
 - b. An academician who is the nominee of the Chancellor,
 - c. One outside experts in the concerned subject/field nominated by the Vice Chancellor.
 - d. One subject matter expert from within the University to be nominated by the Vice-Chancellor;
Provide if no subject expert is available within the University; the Vice Chancellor may nominate experts from any other University;
 - e. Dean of the faculty.
 - f. Head of the Department.
Provided that a Head not holding the rank of a Professor shall not be a member of the selection committee for selection of a Professor; and
 - g. The Registrar — **ex-officio secretary.**
- III. At least four members, including two outside subject experts, shall constitute the quorum.
- IV. Selection committee recommendations will be presented to the Executive Council for approval;

Provided that if the Executive Council disagrees with the selection committee's recommendations, the subject will be forwarded to the Chancellor for the final decision.

Provided further that the Executive Council may authorise the Vice-Chancellor to approve the minutes of the Selection Committees and place them before the Executive Council in its next meeting.

Provided further more that after approved by the Executive Council/Chancellor, it must place before the Governing Body DDIBU - BHET for its approval. No such appointment shall be done without approval of the Governing Body DDIBU - BHET.

- V. The University will advertise job openings on its website and in accordance with any guidelines established by the UGC or another relevant body.

50. The Appointment Of Non-Teaching Positions, Including Technical Staff In Teaching Departments:

- I. The composition of the Selection Committee for the Deputy Registrar and above shall be as under:
- a. Vice-Chancellor – **Chairperson;**
 - b. Pro-Vice-Chancellor;
 - c. A nominee of the Vice-Chancellor having expertise in administrative or financial matters;
 - d. A Dean or Senior Professor nominated by the Vice-Chancellor;
 - e. Registrar; and
 - f. Deputy Registrar (HR) & equivalent – **Non-member Secretary**
- II. The Selection Committee of other non-teaching positions below the rank of Deputy Registrar may comprise of the following:
- a. Registrar or his nominee – **Chairperson;**
 - b. A nominee of the Vice-Chancellor;
 - c. An expert in Administration or Finance, nominated by the Vice-Chancellor;
 - d. Deputy Registrar (HR) & equivalent – **Secretary**
- III. The Selection Committee in respect of Senior Technical Assistant/Technical Assistant/Laboratory Assistant in a School/Department shall consist of:
- a. Dean – **Chairperson;**
 - b. Head of the concerned Department;
 - c. Expert in the area, nominated by the Vice-Chancellor and
 - d. Deputy Registrar Academics – **Secretary**

51. The Term And Conditions Of Service Of Employees

- I. All University officers, teachers, and staff members will be appointed in accordance with the policies that the University may issue from time to time. Appointments will, if at all feasible, be made on a regular basis against substantive posts. However, when it is judged necessary and urgent, the Chancellor or Executive Council may, in an emergency, give the Vice Chancellor permission to hire officers, teachers, and other staff members on a temporary contract basis.
 - a. The terms and conditions of service established by the University shall be binding to all academic staff members, teachers, and officials.
 - b. The Executive Council will regularly draft policies and terms and conditions for teacher appointments in accordance with State and University Grant Commission regulations, with permission from the Chancellor.
 - c. All appointments will follow the terms and conditions of the respective positions, and employee promotions under various schemes will occur periodically in line with the requirements for eligibility under pertinent University Grant Commission/State Government schemes.
 - d. When it is deemed suitable, the Court may form a standing committee made up of the Vice Chancellor, the Registrar, and members of the Court to oversee and periodically evaluate these policies and terms and conditions.

52. Disciplinary action against teachers of the University

- I. A University teacher is required to uphold the highest standards of integrity and responsibility at all times. They also have to adhere to the Code of Professional Ethics, which is a component of the contract they sign when they are appointed.
- II. Misconduct will be defined as violating any of the rules of the Code of Professional Ethics established by the University, the University Grants Commission, or another regulating body.
- III. One or more of the following reasons may result in the removal or termination of a University teacher's employment:
 - a. Wilful disregard of duty;
 - b. misconduct;
 - c. violation of any provision of the service agreement
 - d. dishonestly related to an exam in University;
 - e. scandalous behavior or being found guilty of a crime involving moral turpitude;
 - f. physical or mental unfitness;
 - g. incompetence;
- IV. To dismiss, remove, or terminate a teacher's services, except for moral turpitude or abolition of their post, a charge sheet must be served,

clearly stating the grounds for the action, and giving the teacher an opportunity to respond.

- a. make a written defense in writing;
 - b. present his case in person; and
 - c. presenting a witness or witnesses in his defense as he sees fit, provided that the Executive Council or an Officer designated by it to carry out the investigation may, for good reason to be documented in writing, decline to call a witness or witnesses;
- provided moreover that the investigation process should be concluded within a period of three weeks.

- V. In cases when an employee is accused of misconduct, the Vice Chancellor will form a Fact Finding Committee and, should the committee's findings warrant it, will designate a Regular Enquiry Committee. The Vice Chancellor may choose the course of action based on the Fact Finding Committee/Enquiry Committee report, taking into account the seriousness and severity of the misbehavior. An update on the activity will be sent to the Executive Council. The Executive Council or the committee it created must give its prior permission before any services may be terminated or someone dismissed.

An appeal against any action taken by the Vice Chancellor can be made to the Chancellor within thirty days from the date of receiving the communication of the action taken.

- VI. The concerned teacher will immediately be informed of the decision.
- VII. The disciplinary action taken by the Vice-Chancellor, in his capacity as the Chairman of the Executive Council, shall be reported to the Executive Council in its next meeting for ratification.
- VIII. The date of conviction will be considered as the teacher's suspension period, effective immediately;
 - a. If convicted to more than 48 hours of incarceration and not expelled from service,
 - b. If detained in custody, whether the detention is for any criminal charge or otherwise.

53. Disciplinary Action Against Non-Teaching Employees

- I. If an employee of the University below the rank of deputy registrar is accused of misbehavior, the registrar may, if required, suspend the employee by a written order and initiate an investigation into the alleged accusation or charges.
- II. Based on the report of inquiry committee and severity of the misconduct, the Registrar may take disciplinary action, including removal/termination of services of the employee concerned.
- III. Until the employee has been given a reasonable chance of appealing the proposed action against him, no disciplinary action or sanctions may be implemented against him.

- IV. The removal or termination of an employee shall take effect from the date on which the order of removal or termination is made.
- V. An appeal against the order of the Registrar shall lie with the Vice Chancellor
- VI. The Vice-Chancellor's consent shall be required before instituting any disciplinary action against staff members who hold the position of Deputy Registrar or higher, including Directors, Joint Registrars, OSDs, and OSD level Officers;
- VII. Provided that an appeal against the order of the Vice-Chancellor shall lie with the Executive Council.
- VIII. Notwithstanding everything stated in his employment agreement, a non-teaching staff member of the University below the position of Deputy Registrar, the Registrar has the authority to terminate the employee's employment;
 - a. is of unsound mind and an undercharged insolvent.
 - b. has been convicted by a court of law of any criminal offence or an offence involving moral turpitude and;
 - c. is otherwise guilty of misconduct;
- IX. With the understanding that the Vice-Chancellor's prior approval would be required before taking any action against personnel at the Deputy Registrar and higher levels;
- X. With the additional proviso that no University employee may be fired or removed from their position before being given a fair chance to defend themselves.

54. Fellowships, Scholarships, Medals And Prizes

- I. The Chairperson may receive a recommendation from the Academic Council to begin awarding fellowships and scholarships with a fixed compensation upon the Chancellor's approval.
- II. Fellowships are initially only valid for a single academic year, although they may occasionally be renewed for an additional year under certain circumstances. The fellowship will be extended in accordance with the standards established by the University.
- III. The Executive Council may, upon the advice of the Academic Council, institute medals, certificates, or cash rewards for academic distinction awarded to students in a class or program as well as to teachers or other University employees.
- IV. Any individual, organization, or trust may suggest instituting a medal or monetary award for a certain course or program. The proposal will be reviewed by the faculty and board of studies before being decided upon by the academic council. The Executive Council must accept this suggestion from the Academic Council.
- V. The Academic Council may suggest to the Executive Council that medals and prizes be given to students, teachers, and staff members for their exceptional performance in extracurricular activities, sports, debates, seminars, and other events.

55. Regulations

- I. The University authorities have the power to establish rules that are in line with this Act, the Statute, and the Ordinances.
 - a. The procedure for conducting their meetings and the minimum number of members needed to establish a quorum will be outlined.
 - b. All issues that need to be regulated by rules, as outlined in this Act, these statutes, or the ordinances, should be taken care of.
 - c. All other issues pertaining to such authorities or committees appointed by them, and not addressed in this Act, these Statute, or the Ordinances, shall be provided for.
- II. Regulations must be established by every University authority to ensure that members are notified of meeting dates and the agenda, and to keep a record of meeting proceedings.
- III. The Court has the authority to specify the manner in which any Regulation made under this Statute may be amended or to nullify any such Regulation.

56. Degrees, Diplomas, Certificate

- I. The following Degrees will be granted by the University:
 - a. Doctor of Literature, Science and Laws;
 - b. Doctor of Philosophy;
 - c. Doctor of Medicine and Master of Surgery;
 - d. Master of Philosophy; Master of Arts, Science, Commerce, Laws Engineering & Technology, Agricultural Sciences, & Forestry, Pharmacy, Architecture & planning, Vocational & Skill Development, Medical Sciences & Research, Art & Culture, Foreign Languages, International Relations, Language, Fashion Technology, Film & Media Sciences;
 - e. Bachelor with Honours of Arts, Science, Commerce, Bachelor of Medicine and Surgery, Engineering Technology, Laws, Agricultural Sciences & Forestry, Pharmacy, Architecture & planning, Vocational & Skill Development, Medical Sciences & Research, Art & Culture, Foreign Languages, International Relations, Language, Fashion Technology, Film & Media Sciences;
 - f. Such other Bachelors or Masters Degrees as may be prescribed by the Ordinances.
- II. The University shall award Diplomas and Certificates in such subjects as may be specified in the Ordinances

57. Establishment Of New Institution (S), Off-Campus (S) And Creation Of New Department(S) & Abolition Or Restructuring Of Existing Department(S)

- I. The Court and Executive Council, with the consent of the Governing Body DDIBU - BHET , will establish new School(s), Department(s), and Institute(s) based on the recommendations of the Academic Council

- and in compliance with statutory regulations. The approval of the Chancellor will be sought based on the recommendations of the Academic Council for the framed regulations.
- II. Any college or institution of the state will not be granted the privilege of affiliation by the University.
 - III. The University must obtain prior approval from the University Grant Commission or another regulatory body established by the state or Government of India before opening any off-campus, offshore campus, study center, within or outside the state of Tripura. This must be done with the prior approval of the Court and Executive Council based on the recommendations of the Academic Council and in accordance with relevant laws, as deemed necessary by the University for the advancement of its objectives within or outside the state.
 - IV. The University may commence Undergraduate/Postgraduate/Post-Doctoral/other courses/programs in all disciplines after receiving approval from the Chancellor as well as Governing Body DDIBU - BHET and based on recommendations from the Academic Council, including the allocation of seats for these programs. These decisions will be presented at the upcoming The Court and Executive Council meeting. The University must seek prior approval from the statutory council(s) for course(s) where such approval is required before initiating the course(s).
 - V. The approval of the Governing Body DDIBU - BHET and the Court, based on the recommendations of the Academic Council, allows the University to set up specialized laboratories or other units for research and instruction as needed.
 - VI. The study program in distance/correspondence mode may be initiated by the University only upon obtaining prior approval from the University Grant Commission or a relevant regulatory body established by the Government. This is considered necessary by the University for advancing its objectives within or outside the State, with the prior approval of the Chancellor and Governing Body DDIBU - BHET, based on the recommendations of the Academic Council and after careful consideration by the Executive Council as per the relevant laws.
 - VII. The Head of the relevant department/institute must submit a proposal for the abolition or restructuring of existing department(s) to the University Registrar. The Academic Council will then review the proposal. Upon the recommendation of the Academic Council, the Registrar will present the proposal to the Court for consideration and approval.
 - VIII. The Dean of the School who wishes to introduce a new academic program or course must submit a proposal in a specified format to the University Registrar well in advance of the academic year in which the program is planned to start. The Registrar will then present the proposal to the Academic Council for review. Upon the recommendation of the Academic Council, the Registrar will present

the proposal, along with any modifications or additions suggested by the Academic Council, to the Governing Body DDIBU - BHET and the Court for consideration and approval. Subsequently, the Registrar will communicate the decision to the department that initiated the proposal.

By Order of the Hon'ble Chancellor
of
The Dhamma Dipa International Buddhist University, South Tripura
Registrar