

# STATUTES



(Established under the Shri Ramasamy Memorial University, Sikkim Act, 2013)

**SEPTEMBER 2014**

**SRM University, Sikkim**

(Established under the Shri Ramasamy Memorial University, Sikkim Act, 2013)  
5<sup>th</sup> Mile, Tadong, Ranipool, P.O. Gangtok, Sikkim, 737102

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# **The General Statutes of Shri Ramasamy Memorial University, Sikkim**

## **PREAMBLE**

In furtherance of the objectives in the Shri Ramasamy Memorial University, Sikkim Act, 2013 the Board of Governors, under powers vested in clause (e) of Sub-Section 4 of Section 21 of the said Act adopts these Statutes under Chapter 5, Section 27 of the Act to provide for the efficient, transparent and accountable governance and management of the University and any of the matters listed under Section 30.

## **PART I : Preliminaries**

### **1. Short Title, Extent and Commencement**

- These statutes may be called, “The General Statutes of Shri Ramasamy Memorial University, Sikkim”
- They shall come into force on such date as the Board of Governors may notify

### **2. Registered Office**

- The registered office of the Shri Ramasamy Memorial University, Sikkim, shall be at Gangtok or such other place as resolved by the Board of Governors.

## **PART II OFFICERS OF THE UNIVERSITY**

### **3. The Visitor**

The Governor of Sikkim shall be the Visitor of the University.

#### **Powers and Functions**

(As specified in section 10 (3) of the SRMUS ACT, 2013):

- The Visitor shall preside at the convocation of the University, for conferring Degrees, Diplomas, Charters, Designates and Certificates.
- To call for any paper or information relating to the affairs of the University.
- On the basis of the information received by the Visitor, if he is satisfied that any order, proceeding, or decision taken by any authority of the University is not in conformity with the Act, Regulations, or Rules, the Visitor may issue directions he may deem fit in the interest of the University and the directions so issued shall be complied with by all concerned.

#### **4. The Sponsoring Body**

- The Sponsoring body of the University shall be the SRM Trust, having its office at No.3, Veerasamy Street, West Mambalam, Chennai – 600033, Tamil Nadu represented by its Chairman/President
- The Sponsoring body shall act through its Chairman/President or any person(s) nominated by him

#### **5. The Chancellor**

**Appointment Procedure:** The Visitor shall appoint the Chancellor of the University from the panel of names forwarded by the sponsor of the University.

**Powers and Functions:**

(As specified in section 12 (6) of the SRMUS ACT, 2013):

- The Chancellor shall be the head of the University
- The Chancellor, in the absence of the Visitor, shall preside at the Convocation of the University for conferring Degrees, Diplomas, Charters, Designations or Certificates
- The Chancellor shall be the Chairman of Board of Governors
- To call for any information or record
- Empowered to appoint and remove Vice-Chancellor after due enquiry
- The Chancellor shall have power to take action on any matter concerning the affairs of the University and may take any such action as he may deem necessary and report the matter to the Board of Governors in its immediate meeting Such action shall be taken only after affording reasonable opportunity of being heard to the affected person
- The Chancellor shall be responsible for the co-ordination and integration of teaching and research
- The Chancellor shall exercise such other powers and perform such other functions as prescribed by the Statutes from time to time
- In the event of any disputes regarding the interpretation or implementation of the Act or the Statutes, the Visitor hereby delegates to the Chancellor,

the power to resolve such disputes; the Chancellor's decisions in such matters shall be final and binding.

## 6. Pro-Chancellors

**Appointment Procedure:** The sponsors shall appoint two Pro-Chancellors of the University namely Pro-Chancellor (Academic) and Pro-Chancellor (Administration)

### **Powers and Functions of Pro-Chancellor (Academic):**

(As specified in section 13 (5) of the SRMUS ACT, 2013):

- To call for any information or record related to the entire academic matters including research proceedings of the University, examine the same and issue suitable instructions as he deems fit
- The Pro-Chancellor (Academic), in the absence of the Visitor and Chancellor, shall preside at the Convocation of the University for conferring Degrees, Diplomas, Charters, Designations or Certificates

### **Powers and Functions of Pro-Chancellor (Administration):**

(As specified in section 13 (4) of the SRMUS ACT, 2013):

- Preside the meeting of Board of Governors and Convocation in the absence of the Visitor and Chancellor
- Shall have the power to call for any information relating to the entire Administration including appointments in the University, examine the same and issue suitable instructions as he deems fit
- The Pro-Chancellor (Administration), in the absence of the Visitor Chancellor and Pro-Chancellor (Academic) shall preside at the Convocation of the University for conferring Degrees, Diplomas, Charters, Designations or Certificates

## 7. The Vice- Chancellor

**Appointment Procedure:** The Chancellor appoints the Vice- Chancellor from a panel of 3 persons recommended by the Board of Governors.

### **Powers and Functions:**

(As specified in section 14 (2) of the SRMUS ACT, 2013):

- The Vice-Chancellor shall be the Principal Executive and Academic Officer of the university
- shall preside over at the meetings of the Board of Management, Academic Council and Finance Committee.
- The Vice Chancellor, in the absence of the Visitor, Chancellor, Pro-Chancellor (Academic) and Pro-Chancellor (Administration) shall preside at the Convocation of the University for conferring Degrees, Diplomas, Charters, Designations or Certificates
- Without prejudice to the generality of the provisions contained in the University Act and Statutes, he shall exercise general supervisions and control over the affairs of the university, ensure implementation of the decisions of the authorities of the university, be responsible for imparting of instructions and maintenance of discipline in the University and exercise such other powers and perform such other duties as may be entrusted to him by or under this Act or Statutes or as may be delegated to him by the Board of Governors or Chancellor.
- Shall be responsible for the resolution of disputes and grievances between authorities, teachers, officers and other employees and the students of the University
- May delegate the responsibilities of dispute resolution to any person or authority as he may deem fit

## **8. The Pro- Vice-Chancellors**

**Appointment Procedure:** The Vice-Chancellor shall appoint two Pro-Chancellors of the University namely Pro Vice-Chancellor (Academic) and Pro Vice-Chancellor (Administration)

### **Powers and Functions of Pro Vice- Chancellor (Academic)**

- shall be a member of Board of Management
- Function and perform the duties assigned to him by the Board of Management

### **Powers and Functions of Pro Vice- Chancellor (Administration)**

- shall be a member of Board of Governors

- Function and perform the duties assigned to him by the Board of Governors

## 9. Dean of Faculty

**Appointment Procedure:** The Vice-Chancellor shall appoint the Dean of Faculty

**Powers and Functions:**

- Shall be responsible for implementation of the academic policies approved by the Academic Council in respect of academic development, maintenance of standards of teaching and research and training of teacher within his faculty
- Shall convene meetings of the faculty, as and when required in consultation with the Vice-Chancellor and shall preside over the same.
- Shall formulated the policies and development programme of the faculty and present the same to the appropriate authorities for their consideration
- Shall be responsible for the academic development of the faculty and shall ensure proper implementation of the decisions of the Academic Council or any other authorities of the University in respect of his faculty and the decisions of the faculty and the Board of Studies under his purview
- Subject to the superintendence, direction and control of the Vice-Chancellor, the Dean shall, after taking such advice as he thinks necessary, decide upon the grievances of students regarding the enrolment, eligibility, migration, scholarships, studentships or freeships, grant of terms, admission to university examinations etc.
- Shall enquire, on being directed by the Academic Council, into any malpractice related to any academic programme in his faculty by a university department, affiliated or conducted college or recognized institution and report the findings to the Academic Council
- Shall prepare proposals for the award of fellowships, scholarships and other distinctions in his faculty for submission to the Academic Council in consultation with the Vice Chancellor

- To draft regulations in regard to the course of study and examinations prescribed by the University and to lay such regulations before the Academic Council
- To prepare the University Academic Calendar

## 10. The Registrar

**Appointment Procedure:** The Registrar shall be appointed by the Chancellor, with the approval of the Board of Governors.

**Powers and Functions:**

- To be the custodian of the records, and funds of the University, and such other properties of the University as the Board of Governors / Board of Management may commit to his charge.
- To conduct the official correspondence on behalf of the authorities of University.
- To issue notices convening meetings of all the authorities of the University and of all the Committees and Sub-Committees appointed by any of these authorities.
- To keep the minutes of the meetings of all the authorities of the University and of all the committees and sub-committees appointed by any of these authorities.
- To make arrangement for and supervise the examinations conducted by the University
- To represent the University in suits or proceedings by or against the University, sign powers of attorney and perform pleadings or depute his representatives for this purpose.
- To hold in special custody books and documents of the University.
- To enter into agreements, sign documents and authenticate records on behalf of the University.
- To safeguard and maintain the buildings, gardens, office, canteen , cars and other vehicles, laboratories, libraries reading rooms, equipments and other properties of the University.

- To perform such other duties as may be specified in the Rules and Regulations or as may be specified by the Board of Governors / Board of Management or the Vice-Chancellor from time to time.

## **11. Finance Officer**

**Appointment Procedure:** The Finance Officer shall be appointed by the Chancellor, with the approval of Board of Governors.

### **Powers and Function:**

The Finance Officer

- Shall exercise general supervision over the funds of the university and shall advise it as regards its financial policy.
- Shall ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that the moneys are spent on the purpose for which they are granted or allotted.
- Shall be responsible for the preparation of Annual Accounts and the Budget of the university for the next financial year and for their presentation to the Board of Governors.
- Shall keep a constant watch on the state of the cash and bank balances and on the state of investments.
- Shall watch the progress of collection of revenue and advise on the methods of collection employed
- Shall have the accounts of the university regularly audited by a appropriate audit party
- Shall call from any one working in the university any information or returns that is considered necessary for effective discharge of financial responsibilities.
- Shall be responsible for payments of any nature, duly authorized and processed by any individual or body of the University
- Shall receive the receipt signed by the Registrar or of the persons duly authorized in this behalf by the Board of Governors for any money payable to the University shall be sufficient discharge for payment of such money.
- Shall be responsible of duties delegated from time to time and assigned to Finance Officer by the Vice-Chancellor.

## 12. Controller of Examination

**Appointment Procedure:** Controller of Examinations shall be selected by a committee consisting of the Vice-chancellor, Registrar and Dean (Academic Studies) from a panel of names of faculty members short listed by the Registrar based on their qualification, experience and academic record.

### **Powers and Functions:**

- Get ready the Rules, Regulations, Curriculum and Syllabus for all the courses.
- Get ready the model question papers for all the subjects.
- Draw the scheme of examination for different courses.
- Arrange to get the panel of examiners for different subjects in different courses.
- Communicate the appointment order to the examiners and get their acceptance.
- Arrange to get the question papers set for both theory and practical examinations for different courses.
- Arrange for the conduct of the theory and practical examinations in different courses.
- Arrange for the valuation of the answer papers.
- Arrange for the tabulation of the results and get proper approvals for publication of results
- Publish the results.
- Arrange for the issue of Mark-lists.
- Responsible for the disbursement of remuneration to the examiners for setting the question papers, valuing the answer papers, conducting the practical examination and appointment of invigilators during theory examination.

## PART III AUTHORITIES OF THE UNIVERSITY

### 13. Board of Governors

#### **Composition and Chair:**

(As specified in section 21(1) of the SRMUS ACT, 2013):

- The Chancellor (Chairman of the Board of Governors)
- The Pro-Chancellor (Administration)
- The Vice-Chancellor
- The Pro-Vice Chancellor (Administration)
- A nominee of the University Grants Commission
- Three persons nominated by the Sponsor
- Two persons nominated by the State Government
- One person of repute to be nominated by the Visitor
- Two Persons to be nominated by the Chancellor
- The Registrar shall be an ex-officio Secretary of the Board of Governors

#### **Powers and Functions:**

(As specified in section 21(4) of the SRMUS ACT, 2013):

- Board of Governors shall be the supreme authority and principal governing body of the University and shall exercise the powers:
- To appoint the statutory Auditors of the University
- To lay down policies to be pursued by the University
- To review decisions of the other authorities of the University and check whether they are in conformity with the provisions of the Act, Statutes and Rules
- To approve the budget and annual report of the University
- To make new or additional statutes and rules or amend the existing statutes and rules
- To take decision about voluntary winding up of the University
- To approve proposals for submission to the State Government
- To take such decisions and steps as are found desirable for effectively carrying out the objects of the University.

- Shall make, amend, alter, and modify the first statutes as required for the administration of the University

#### **Meetings of the Board of Governors:**

- Meet at least twice in a calendar year at such time and place as the Chancellor thinks fit
- Not less than 15 days notice shall be given to a meeting of the board of Governors and a copy of the Proceedings of each meeting shall be circulated to the members of the Board.
- Each member of the above body including the Chairman shall have one vote.
- The decisions at the meetings of the Board shall be taken by simple majority. In case of tie, the Chairman shall have a casting vote.
- Every meeting of the above Body shall be presided over by its Chairman, and his absence by a member chosen by the members present from amongst themselves shall preside over the meeting.
- Any business which it may feel necessary, for the above body to perform may be carried out by circulating appropriate resolution thereof among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution has been passed at the meeting of the Board.

#### **14. Board of Management**

##### **Composition and Chair:**

(As specified in section 22(1) of the SRMUS ACT, 2013):

- The Vice-Chancellor (Chairperson of the Board)
- The Pro-Vice Chancellor (Academic)
- The Registrar (Secretary of the Board)
- Four persons nominated by the Sponsor
- Two Deans of the Faculties as nominated by the Chancellor
- Two representatives to be nominated by the State Government

**Powers and Functions:**

- Meet at least twice in a calendar year at such time and place as the Vice Chancellor thinks fit
- To manage the finances, accounts, investments and properties of the University and all other affairs of the University and to appoint such agents as may be considered fit by it
- To transfer or accept transfers of any movable or immovable property on behalf of the University
- To select a common seal for the University and to provide for the use of such seal
- To maintain registers of registered graduates and of registered donors to the University
- To manage Faculties Schools, Departments, Institutions of Research or Specialized Studies, Special Centers, Laboratories, Museums and Hostels
- To arrange for and direct the inspection of Schools, Departments, Institutions, Special Centers and Hostels and to issue instructions for maintaining their efficiency and ensuring proper conditions of employment for members of their staff
- To exercise such other powers and perform such other functions as may be conferred or imposed on it by the Act and Statutes.
- Draft the rules and guidelines and prepare manuals for the University as required by law
- Shall have the right to alter, amend, and frame new rules and guidelines which are not inconsistent with the provisions of the Act and the Statutes for the purpose of conducting the activities of the University for which it is established
- Shall have the power to adopt any amendments proposed by itself or the Academic Council

**Meetings of the Board of Management:**

- Meet at least twice in a calendar year at such time and place as the Vice-Chancellor thinks fit

- Not less than 15 days notice shall be given to a meeting of the board of Management and a copy of the Proceedings of each meeting shall be furnished to the Chancellor of the University as soon as possible after the meeting.
- Each member of the above body including the Chairperson shall have one vote.
- The decisions at the meetings of the Board shall be taken by simple majority. In case of tie, the Chairperson shall have a casting vote.
- Every meeting of the above Body shall be presided over by its Chairperson, and his in absence a member chosen by the members present from amongst themselves shall preside over the meeting.
- Any business which it may feel necessary, for the above body to perform may be carried out by circulating appropriate resolution thereof among its members and any resolution so circulated and approved by a simple majority shall be as effective as if such resolution has been passed at the meeting of the Board.

## **15. Academic Council**

### **Composition and Chair:**

(As specified in section 23(1) of the SRMUS ACT, 2013):

- The Vice-Chancellor (Chairman of the Council)
- The Pro Vice Chancellor (Academic)
- The Registrar (Secretary of the Council)
- Heads of Faculties
- Deans of Schools
- Heads of Departments
- Select Professors other than Heads of Departments
- One Representative to be nominated by the State Government

### **Powers and Functions:**

The Academic council shall be the Principal academic body of the University and shall, in addition to all others powers and duties vested in it, have the following powers and duties, viz:

- To exercise general supervision over the academic work of the University and to give direction regarding methods of instructions, evaluation or research or improvements in academic standards.
- To promote research within the University acquire reports on such researches from time to time.
- To consider matters of academic interest either on its own initiative or at the instance of the Board of Management and to take proper action there on.
- To make arrangements for the conduct of examination in conformity with the rules and regulations formed thereon.
- To recognize Diplomas and Degrees of Universities and other Institutions and to determine equivalence with the Diplomas and Degrees of this University.
- To prescribe courses of study leading to Degrees and Diplomas of the University.
- To suggest measures for departmental co-ordination.
- To make recommendations to the Board of Management on,
  - i. Measures for improvement of standards of teaching, training and research
  - ii. Institution of fellowship, travelling fellowships, scholarships, Medals, prizes etc.
  - iii. Establishment or abolition of departments / centers
- To take periodical review of the activities of the Departments / Centers and to take appropriate action with a view to maintain and improve the standards of instruction.
- The Academic Council may cause Regulations pertaining to the academic aspects be made in accordance with the provisions of the Act in lieu of any matters mentioned under Section 34 of the Act.

**Meetings of the Academic Council:**

- The Academic Council shall meet as often as may be necessary but not less than two times during the academic year.

- One third of the total members of the Academic Council shall constitute the quorum for the meetings of the Academic Council.
- Any business which may be necessary for the Academic Council to perform except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its ;members and the resolution, circulated and approved by a simple majority shall be effective and binding as if such resolution has been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their view on the Resolution.

## **16. Finance Committee**

### **Composition and Chair:**

(As specified in section 24(1) of the SRMUS ACT, 2013):

- The Vice Chancellor (Chairman of the Committee)
- The Pro-Vice Chancellor (Administration)
- The Registrar (Secretary of the Committee)
- The Finance Officer (Member)
- Principal Director, Finance, Revenue and Expenditure Department, Government of Sikkim

### **Powers and Functions**

- The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize the proposals for expenditure.
- The annual accounts and financial estimates of the University shall be placed before the Finance Committee for consideration and thereafter submitted to the Board of Management together with the comments of the Finance Committee for approval.
- The Finance Committee shall fix limits of the total recurring expenditure and total non-recurring expenditure of the year based on the income and resources of the University. The finance committee will fix the limits of expenditure and modalities thereon.

- No expenditure other than that provided in the Budget shall be incurred by the University without the approval of the Finance Committee.

## **17. Board of Studies**

### **Composition and Chair:**

There shall be one Board of Studies for each School and will consist of the following members:

- Heads of Schools & Departments
- Professors of the Schools & Departments
- Experts from Industry & Academia (Not more than two persons)

### **Powers and Functions:**

- To propose to the Academic Council courses of study for the various Programs, offered in the institute.
- To propose the Curricula, Syllabi, Rules & Regulations for the different courses.
- The Board of Studies will meet at least three times in a year.
- The Board of studies shall exercise such other powers and perform such other duties directed by the Academic Council.

## **18. Resignations**

Any member, other than ex officio member, of the Board of Management, the Academic Council or any other authority of the University or any Committee of such authority may resign by letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received by the Registrar.

## **19. Membership**

### **A) Disqualification of Members**

- If the Individual member is convicted in a court of law for acts of moral turpitude.
- If a member of any Board / Council / Committee becomes a person of an unsound mind or insolvent temporarily or permanently, for any reason

whatsoever, such member shall be disqualified from membership on the Board / Council / Committee.

- The Chairman of a Board / Council / Committee may by notification disqualify a member of such Board / Council / Committee if he finds that the member has behaved in manner which is / will prove to be detrimental to the interests of the University.

**B) Membership of Authorities by Virtue of Membership of other Bodies**

- Notwithstanding anything contained in the Statutes, a person who holds any post in the University or is a member of any authority or body of the University in his capacity as a member of a particular authority or body or as the holder of a particular appointment shall hold such office or membership only for so long as he continues to be a member of that particular authority or body or the holder of that particular appointment, as the case may be

## PART IV STAFF RECRUITMENT

### 20. General Guidelines

- The staff of the University can be classified into two categories: Teaching and Non-Teaching.
- Appointments to the posts shall be made by the Board of Management or such other designated authority and ordinarily on the recommendations of the selection committee appointed for the purpose. The selection committee constitutes members including Deans, Heads and Subject Matter Experts from Industry and Academia.
- The age, educational and other qualifications for appointment to the posts in the University shall be as determined by the Board of Governors in accordance with the guidelines issued by regulatory authorities concerned.
- Save in case of internal promotion as prescribed by promotion policy, recruitment to posts shall ordinarily be made by direct recruitment as follows:
  - Appointment to a post by direct recruitment shall be made by advertising the details of the post, eligibility criteria and other aspects with respect to the recruitment process
  - An appropriate Selection Committee shall ordinarily be constituted for the purpose of Direct Recruitment
- Contract Appointment
  - Contract appointment means appointments that are made for limited periods
  - Such appointments shall ordinarily be made against sanctioned vacancies
  - All contract appointments shall ordinarily be made on the recommendations of a Selection Committee
  - The terms and conditions, emoluments, leaves and other benefits shall be as prescribed in the Offer of Appointment and shall be on a case-to-case basis
- Provident Fund: Provident Fund Scheme for the employees shall be implemented as it is being done for the State Government employees.

- Time for Joining: A maximum time limit of 30 days from the date of receipt of appointment orders shall be given for joining.

## **21. Appointment of Teaching Faculty**

- Teachers appointed by the University shall be among the following cadres: Senior Professor, Professor, Associate Professor, Assistant Professor (S.G), Assistant Professor (Sr. G), and Assistant Professor (O.G) in so far as they take part in the teaching of the University and shall be paid salaries or emoluments as shall be determined from time to time.
- The workload of teachers shall ordinarily include direct teaching, research and assigned administrative tasks
- The teaching staff shall be permitted to provide consultancy services subject to prescribed policies and norms such as:
  - The consultancy services do not hamper the primary duties expected of them
  - There are no conflict of interests with the activities of the University
  - The resources of the University are used judiciously
  - The intellectual property, research results etc of the University are not utilized for providing consultancy services without prior sanction
  - The detailed guidelines for consultancy activities shall be as prescribed by the Board of Management from time to time

## **22. Appointment of Non-Teaching Faculty**

- The recruitment of Non-Teaching staff of the University shall be made in accordance with Rules & Regulations of the University. The qualifications for the different categories and their pay structure shall be prescribed by the University. The Selection Committee for this purpose shall consist of the (I) Registrar (II) Dean (III) Finance Officer.

## **PART V ACADEMIC ACTIVITIES**

### **23. Faculties and their functions**

- Each Faculty shall consist of Schools & Departments which shall undertake teaching, research and extension education as recommended by the Heads of Schools / Departments, Dean, Academic Council and Research Council.
- The courses and subjects of study under each of the Faculty shall be as prescribed from time to time by the Academic Council in consultation with the Board of studies of respective Faculty.

### **24. Heads of Departments and their functions**

- Each Department shall have a head who will be the senior most Professor of the Department usually.
- The Heads shall be responsible to the Dean of the Faculty and Vice-Chancellor in discharging their duties and functions.
- Shall prescribe the work to the staff members of the Department as per the norms and regulations.
- Shall be the authority for sanctioning leave etc. to the members of staff of the Department.
- Shall conduct the model examination periodically.
- Shall consolidate the internal assessment marks of the students of the Department and communicate them to the Controller of Examinations.
- Shall conduct, review meetings with the staff of the Department to assess the work done.
- Shall be responsible for maintaining the discipline and standard of the Department.
- Shall be responsible for improving the results of the Department.

### **25. Convocation**

Convocation shall be held by the University for the conferment of Degrees, Diplomas and other academic Distinctions as per the recommendations of the Academic Council and approved by the Board of Governors. The Degree shall be conferred either in person or in absentia. The procedure for admission to the

convocation and in respect of the conduct and proceedings of the convocation shall be as prescribed in the Regulations.

## **26. Award of Degrees and Diplomas**

The Academic Council shall recommend to the Board the award of Degrees, Diplomas and other Academic Distinctions, the procedure for which shall be approved from time to time by the Academic Council.

## **27. Honorary Degrees and other Academic Distinctions**

- The Honorary Degree of Doctor of Science shall be conferred upon a person on the ground that he / she is by reason of eminent position and attainments or by virtue of his / her contribution to learning or eminent services to the cause of education, research and development, a fit and proper person to receive such a Degree.
- The Board of Governors shall, subject to prior approval by the Chancellor, have powers to confer the Honorary Degree and other Academic distinctions on the recommendations of the Academic Council with at least a two-third majority of the members present at the meeting.
- All proposals for the conferment of the Honorary Degree and other academic Distinctions shall be made by a committee consisting of the Vice-Chancellor and the Deans which shall be placed before Academic Council and the Board of Governors for recommendation before submission to the Chancellor for approval.
- The Honorary Degree shall be conferred at the Convocation or at a Special Convocation and may be taken in person or in absentia.
- The presentation of persons at the convocation on whom the Honorary Degree to be conferred shall be made by the Vice-Chancellor or by a person nominated by the Vice-Chancellor

## **28. Scholarships and Fellowships**

- Appropriate committees shall be constituted by the Academic Council for the institution of Scholarships, Fellowships, Studentships, Medals, Prizes and the like.

- The award of the Scholarships, Fellowships etc. Mentioned in above clause and also the grants-in-aid, loans etc. shall be as per rules formulated from time to time by the Academic Council.

## 29. Library

The University Library shall be headed by the Librarian who shall be responsible to the Dean, nominated by the Vice-Chancellor for proper maintenance and running of the University Library. The detailed procedures for acquisition of books, periodicals and other publications and for lending them to the members shall be approved by the Vice-Chancellor.

## 30. Research and Extension Activities

- **Research Council:** The Research Council shall be the policy making body on research in the University. The constitution of the Research Council shall be constituted as follows:
  - Vice-Chancellor (Chairman of the Council)
  - Head / Dean (Research)
  - Registrar
  - Dean (Academic)
  - Experts to represent different disciplines including Heads of departments, Industry and renowned academicians
- The respective Deans of Faculties shall be responsible for the conduct of research in various departments
- The research supervisor for different disciplines shall be identified and appointed as per the guidelines of the University issued from time to time
- The research candidate will be selected as per the guidelines of the University and assigned under different research supervisors based on their specializations.
- The Research Council shall meet at least once in six months to review the research activities.
- **Extension Activities:** The extension activities include the conduct of value added courses within campus, skill development courses on need basis for specific target groups, to undertake Industry-Institute academic programs, to implement government sponsored schemes and discharge social activities to serve the society under Institute Social responsibility.