



First Statutes

**(Section 30 of the NICMAR University, Pune ACT No. XXXVI of
2022)**

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THE FIRST STATUTES OF THE NICMAR UNIVERSITY, PUNE

1. Preliminary

1.1 Short Title and Commencement

These Statutes may be called as the First Statutes of NICMAR University, Pune.

These Statutes shall come into force with effect from the date as prescribed in the notification after approval by the Governing Body as per section 30 of the Maharashtra. Act No XXXVI of 2022 notified by the Government of Maharashtra.

The Statutes are to be read in conjunction with the provisions of the Maharashtra. Act No XXXVI of 2022. In case of any specific provisions found to be missing in the Statutes, the Ordinances, or the Rules etc. and/or if there be any difference in the provisions of the Maharashtra. Act No XXXVI of 2022 and the Ordinances or the Statutes, the provisions of the Maharashtra. Act No XXXVI of 2022 shall prevail.

The Statutes may be amended by the Governing Body of the University from time to time, and the amended statutes, if any shall be applicable, with immediate or retrospective or prospective effect, from such a date as prescribed in the notification

The Governing Body however, shall not make, amend, repeal any Statutes affecting the powers of any authority of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes and any opinion so expressed shall be considered by the Governing Body

1.2 Definitions

In this Statutes, unless the context otherwise requires;

- (a) **“Academic Council”** means Academic Council of the University.
- (b) **“Act”** means the NICMAR University, Pune Act 2022 (Maharashtra Act No. XXXVI 2022)
- (c) **“Authorities”** means the authorities of the University as specified by or under this Act
- (d) **“Board of Examinations”** means Board of Examinations of the University constituted under section 24 of NICMAR University, Pune Act 2022 (Maharashtra Act No. XXXVI 2022)
- (e) **“Board of Management”** means the Board of Management of the University constituted under section 22 of NICMAR University, Pune Act 2022 (Maharashtra Act No. XXXVI 2022)
- (f) **“Campus”** means the area of university within which it is established

- (g) **“Center of Excellence”** means the state-of the art training or research center established in collaboration with industry association or for the benefit of the industry and society, to provide all types of skills to students, in-service employees, working professionals and to undertake joint projects;
- (h) **“Dean of School”** means a person who is heading school of the University;
- (i) **“Employee”** means any person appointed by the University and includes faculty, officers and other staff of the University.
- (j) **“Fee”** means tuition fees, other fees and charges including developmental charges collected by the University or its colleges, institutions, skill centres or study centres, as the case may be, from the students by whatever name it may be called; which is not refundable.
- (k) **“Governing Body”** means the Governing Council of the University constituted under section 21 of NICMAR University, Pune Act 2022 (Maharashtra Act No. XXXVI 2022)
- (l) **“Government”** or **“State Government”** means the Government of Maharashtra.
- (m) **“Higher Education”** means pursuit of knowledge beyond learning at the stage of school education;
- (n) **“NICMAR”** means the National Institute of Construction Management And Research, the sponsoring body of the University.
- (o) **“Notification”** means a notification published in the Official Gazette;
- (p) **“Official Gazette”** means the Maharashtra Government Gazette ;
- (q) **“On-job training”** a technique wherein students or employees are given direct instructions to perform their jobs on the actual work floor;
- (r) **“Prescribed”** means prescribed by rules or statutes or ordinances or regulations, as the case may be, made by or under NICMAR University, Pune Act 2022 (Maharashtra Act No. XXXVI 2022)
- (s) **“President”** means the President of the University, who shall also be the Chancellor of the University
- (t) **“Regulatory Body”** means a body established by the Central Government or State Government for laying down norms and conditions for ensuring academic standards of higher and technical education;
- (u) **“Rules”** means the rules made by the State Government/University;
- (v) **“School”** is combination of various departments/functional areas run in the University wherein these departments/functional areas are specialized in one particular area or subjects;
- (w) **“Section”** means a section of NICMAR University, Pune Act 2022 (Maharashtra Act No. XXXVI 2022)
- (x) **“Skill Centre”** means a training Centre established by the University or extended to the University by industry, industry associations, corporates, companies and practitioners to provide skill training for the benefit of the industry, students, local population and all stakeholders

- (y) **“Sponsoring Body”** means the National Institute of Construction Management and Research, registered as a society under the Societies Registration Act, 1860 and a Public Trust under the Maharashtra Public Trusts Act having its registered office at Walchand Terraces, Ground Floor, Opp. AC Market, Tardeo, Mumbai. “State” means State of Maharashtra
- (z) **“Statutes”**, **“Ordinances”** and **“Regulations”** mean respectively, the statutes, ordinances and regulations of the University made under this Act
- (aa) **“Student”** means a person enrolled in the University for taking a program of study for a degree, diploma or other academic distinction instituted by the University, including post graduate and PhD degree and research degree.
- (bb) **“Teacher”** means a Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any form to the students for pursuing a course of study of the University;
- (cc) **“The University”** means the NICMAR University, Pune established under NICMAR University, Pune Act 2022 (Maharashtra Act No. XXXVI 2022)
- (dd) **“UGC”** means University Grants Commission, New Delhi.

1.3 Seal, Flag, Anthem, Insignia etc. of the University

- (a) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as approved by the Governing Body, subject to further changes or amendments, as deemed necessary from time to time.
- (b) The University may decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government.

1.4 Executorial Powers

The powers conferred on the University under the NICMAR University, Pune Act 2022 (Maharashtra Act No. XXXVI) shall be executed by the Officers and the Authorities of the University, as may be laid down in the Statutes and Ordinances.

2. Officers of the University

The following shall be the officers of the University namely: -

- a) the President;
- b) the Vice-Chancellor;
- c) Deans of Faculties;
- d) the Registrar;

- e) the Controller of Examinations;
- f) the Chief Finance and Accounts Officer;
- g) such other officers; like Pro-VC, Provost, Directors, Associate Registrar or other as necessary; declared as 'officers' of the University by the Governing Body of the University on the recommendation of Board of Management.

2.1 The President

2.1.1 Appointment of the President

- a) The President shall be appointed by the sponsoring body for a period of three years, with the approval of the Government in such manner, as may be prescribed by the rules.
- b) The eligibility criteria for the post of the President shall be as may be prescribed by the rules issued by the State Government
- c) The President shall, by virtue of his office, be the Head of the University
- d) The President shall preside over at meetings of the Governing Body and convocation of the university for conferring the degrees, diplomas or other academic distinctions.

2.1.2 Powers and Duties of the President

- (a) The President shall be competent to call from time to time such information or records relating to any affair of the University as he may think necessary and the Vice-Chancellor shall furnish the same. It shall be lawful for the President, after perusal of such information or records, to give, in the interest of the University, any directive to the Vice-Chancellor, or take any action against anyone as he deems fit and the Vice-Chancellor shall comply with such directives.
- (b) The President shall have the right to conduct either, suo-motu or on representation received by him, an inspection of a campus, schools, hostel, office, or any other establishment/ part of the University and of the examination centers himself or can direct any person or authority to do so. He can order an inquiry to be made in respect of any of these establishments. He can also order an inquiry to be made in respect of any matter connected with the administration and finances of the University.
- (c) The President may communicate to the Vice-Chancellor, the result of such an inspection or inquiry together with his views and advice with regard to the action to be taken thereon. On receipt of the address made by the President, the Vice-Chancellor shall communicate forthwith to the Authority concerned, the result of the inspection or inquiry and the views of the President and the advice tendered by him regarding action to be taken thereon. The Authorities concerned shall act on the advice given by the President within a reasonable time.
- (d) The Authorities concerned shall communicate, through the Vice-Chancellor to the President, the action taken on the advice of the President.

- (e) Where the Authority concerned does not act to the satisfaction of the President within the time limit, if any, fixed by the President, the President may, after considering any explanation furnished or representation made by the Authority concerned, issue such directions as he may think fit and the Vice-Chancellor or the Authority concerned shall be bound to comply with such directions.
- (f) Without prejudice to the foregoing provisions of the section, the President may by an order in writing annul, suspend or modify any resolution, order or proceeding of any of the officers or authorities of the University not in conformity with the Act, the Statutes or the Ordinances or not in the interest of the University.
Provided that, before making any such order, he shall call upon the Officer or the Authority, as the case may be, of the University to show cause why such an order should not be made and if any cause is shown within the time limit fixed by the President, the same shall be considered.
- (g) Every proposal for the conferment of an Honorary Degree as recommended by the Committee appointed for the purpose by the Governing Body shall be subject to confirmation by the President.
- (h) The President shall appoint the Vice-Chancellor as per the procedure laid down in the Statutes.
- (i) In case of resignation or termination of the Vice-Chancellor, the President shall nominate the Pro-VC / Provost or Senior Dean or Professor as Officiating Vice-Chancellor due to temporary absence of the regular incumbent.
- (j) The President shall be the appointing and disciplinary authority for the following officers of the university, namely:
 - a) the Vice-Chancellor;
 - b) Deans of Faculties;
 - c) the Registrar;
 - d) the Controller of Examinations;
 - e) the Chief Finance and Accounts Officer;
 - f) such other officers; like Pro-VC, Provost, Directors, Associate Registrar or others declared as 'officers' of the University by the statutes.
- (k) If in the opinion of the President, the Officers of the University willfully omits or refuses to carry out the provisions of the Act or abuses the powers vested in him and if it appears to the President that the continuance of the officer in office is detrimental to the interests of the University, the President may suspend the concerned officer during the pendency or in contemplation of any inquiry against him. In such a situation the President will assign any other qualified and competent person as officiating role. The President shall appoint a enquiry committee and based on its recommendations, if so decided, by order under his signatures remove the concerned officer.
- (l) The President shall also have such other power as may be specified elsewhere in the Act or Statutes.

2.1.3 Resignation and Removal of the President

The President may in writing under his signature, to the Sponsoring Body, resign from his office by giving a notice of three months. The Sponsoring Body may accept his resignation.

The President may be removed from his office by the sponsoring body as per section 13 of the Act, if it is satisfied that the incumbent,

- (a) has become insane and stands so declared by a competent court; or
- (b) has been convicted by a court for any offence involving moral turpitude; or
- (c) has become an un-discharged insolvent and stands so declared by a competent court; or
- (d) has become physically unfit and incapable of discharging the functions or duties of the office due to protracted illness or physical disability; or
- (e) wilfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of the service contract or any other conditions laid down by the Statutes, or has abused the powers vested in him or if the continuance of the president in the office has become detrimental to the interests of the University:

Provided that, the President shall be given a reasonable opportunity to show- cause by the sponsoring body before taking recourse to action as per section 13 of the Act under clauses (d) and (e) for his removal from the said office.

2.2 Vice-Chancellor

The Vice Chancellor shall be a full-time salaried officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.

2.2.1 Appointment, Terms and Conditions of the Vice- Chancellor

- (a) The Vice-Chancellor shall be appointed by the President, from a panel of three persons recommended by a Search Committee to the Governing Body. Provided that the first Vice-Chancellor shall be appointed by the Sponsoring Body.
- (b) The eligibility and criteria for the post of Vice-Chancellor shall be as may be prescribed by the rules and regulations issued by the University Grants Commission from time to time.
- (c) The Search committee for the selection of the Vice-Chancellor shall comprise:
 - (i) A member of the Sponsoring Body or prominent Academician nominated by the Governing Body, as the Chairman of search committee.

- (ii) One member of the Governing Body, nominated by the Governing Body of the University
- (iii) One nominee of the President of University who is the senior academicians of repute
- (d) The committee shall be constituted 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 President, submit to the Governing Body, names of three persons suitable to hold the office of the Vice-Chancellor. The Committee shall, while submitting the names, in the alphabetical order also forward to the Governing Body a concise statement showing the qualifications and distinctions of each of the persons so recommended, but shall not indicate any order of preference.
- (e) The Search Committee, while preparing a panel shall consider the academic excellence, exposure to higher education system in the Country and abroad, and adequate experience in academic, research and enterprise and administrative governance.
- (f) The President may call all the members from the panel for discussion and appoint one of them as Vice-Chancellor.
- (g) Where the President does not consider anyone of the persons recommended by the committee to be suitable for appointment as a Vice-Chancellor, he may require the Committee to submit a list of fresh names in accordance with sub-clause (d)
- (h) The Vice-Chancellor shall hold office for a term of three years from the date on which he enters upon his office or till attaining the age of 65 years, whichever is earlier and shall be eligible for reappointment till age of 65.
Provided that, the Vice-Chancellor shall continue to hold his office after the expiry of his term till new Vice-Chancellor joins for a period not exceeding one year, in the aggregate.
- (i) After expiry of his tenure, if the Governing Body of University so desires, the incumbent be re-appointed for successive terms of three years.
- (j) The Registrar of the University will act as the convener for the search committee. The Registrar will provide all the administrative support to the committee, but will not participate in the deliberation of the committee.
- (k) The Vice-Chancellor may by writing addressed to the President, resign from his office by giving a notice of three months.
- (l) If the vacancy occurs in the office of the Vice-Chancellor because of leave, illness, suspension pending departmental enquiry, resignation, termination or otherwise; the President may appoint the senior most Pro-VC or Provost or Dean or a suitable person to act as the Vice-Chancellor for a period not exceeding six months, in the aggregate.
- (m) If the Committee in the case referred to in sub-clause (g) fails or is unable to suggest any names within the time specified by the President, or if the President does not consider any one or more of the fresh names recommended by the Committee to be suitable for

appointment as Vice-Chancellor, another Committee consisting of three persons of eminence shall be constituted by the President, and this committee shall submit the names in accordance with sub clause (d).

- (n) In any of the following circumstances, the existence of which the President shall be the sole judge, the President may appoint a competent and qualified person, to the office of the Vice-Chancellor for a term, not exceeding six months, as he may specify;
 - (i) Where a vacancy in the office of the Vice-Chancellor occurs or is likely to occur by leave, illness, suspension pending departmental enquiry, resignation, termination or otherwise, OR
 - (ii) Where a vacancy in the office of the Vice-Chancellor occurs and it cannot be conveniently and expeditiously filled in accordance with the provisions of the sub-clause (a) to (m), OR
 - (iii) In any other emergency, provided that the President may, from time to time, extend the term of appointment of any person to the office of Vice-Chancellor under this sub-clause, so that the total term of such appointment including the term fixed in the original order, does not exceed plus one year.
- (o) The emoluments and other conditions of service of the Vice-Chancellor shall be such as may be determined by the President.

2.2.2 Powers and Duties of Vice-Chancellor

- (a) The Vice-Chancellor shall be the principal academic and Executive officer of the University and shall exercise supervision and control over the affairs of the University and give effect to the decisions and recommendations of the various Boards/Bodies and the Authorities of the University.
- (b) The Vice-Chancellor shall observe that the Statutes, Ordinances and Regulations, of the University, State Government, regulatory bodies and UGC are strictly followed and complied with
- (c) He shall be responsible through Controller of Examinations and the Board of Examinations for holding and conducting the University examinations properly and at due time and for ensuring that the results of such examinations are published expeditiously and that the academic sessions of the University start and end on proper dates.
- (d) The Vice-Chancellor shall be the ex-officio Chairman of the Board of Management, Academic Council, Board of Examinations, Admissions, Fee Fixation and the Finance Committee.
- (e) He shall have the power to convene or cause to be convened, meetings of the Board of Management, Academic Council, Board of Examinations, Admissions, Fee Fixation and the Finance Committee. Provided that he may delegate this power to any Officer of the University with the approval of the President.

- (f) In the absence of the President or his nominated representative from the Sponsoring Body, the Vice-Chancellor shall preside at the meetings of the Governing Body and the convocations of the University.
- (g) Notwithstanding anything contained in the Statutes, the Vice-Chancellor, if he is of the opinion that any decision of any Authority is beyond the power conferred on them by the provisions of the Act, the Statutes or the Ordinances or that any decision taken is not in the interest of the University, may ask that Authority concerned to review their decision within fifteen days of such a decision, and if the Authority refuses to review their decisions, either in whole or in part, as directed by the Vice-Chancellor or no decision is taken by them within the said period of fifteen days, the matter shall be referred to the President whose decision thereon shall be final.
Provided that, the decision of the Authority concerned shall remain suspended during the period of review of such decision, if so, directed by the Vice-Chancellor
- (h) It shall be the duty of the Vice-Chancellor to ensure faithful observance of the provisions of the Act, the Statutes and the Ordinances and shall, without prejudice to the powers of the President, exercise all such powers as may be necessary in this behalf.
- (i) If in the opinion of the Vice-Chancellor, it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter, report his action to such officer or authority as would have in the ordinary course dealt with the matter
Provided that, if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor, then such case shall be referred to the President, whose decision thereon shall be final.
- (j) 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, however, post facto sanction need to be taken in next statutory meeting.
- (k) Where the exercise of the power by the Vice-Chancellor involves the appointment of an officer, such appointment shall terminate on appointment being made in the prescribed manner or on the expiry of a period of six months from the date of the order of the Vice-Chancellor, whichever is earlier.
- (l) The Vice-Chancellor shall exercise such other powers as may be laid down by the Statutes and the Ordinances.

2.2.3 Removal of Vice-Chancellor

- (a) If at any time upon representation received or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice-Chancellor is not in the interests of the university, the President may, by an order in writing stating the reasons therein, ask the Vice-Chancellor to relinquish his office from such date as may be specified in the order.

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

2.4 Dean of Faculty or School

- (a) The Deans of Faculties or Schools shall be appointed by the President on the recommendation of a duly constituted Selection Committee consisting of the following:
 - (i) The Vice-Chancellor (Chairman)
 - (ii) One member of Governing Body, nominated by President – (Member)
 - (iii) One members of the Board of Management, nominated by the Board of Management– (Members)
 - (iv) One external expert to be appointed by President or Vice-chancellor
- (b) He will hold the office of the Dean for a period of three years and can be renewed for another term of three years.
- (c) He shall have the right to present and to speak at any meeting of the committees dealing with matters pertaining to his Faculty/Schools but shall have no right to vote there unless he/she is a member thereof.
- (d) If a casual vacancy occurs in the office of the Dean of Faculty, the Vice-chancellor may appoint from the existing faculty as an interim dean for such period till the regular appointment is made.
- (e) The Dean of a Faculty shall have the following roles and responsibility:
 - (i) He shall preside at all the meetings of the Board of Studies and shall see that the various decisions of the Board are implemented.
 - (ii) He shall be responsible for bringing the academic, financial and other needs of the faculty to the notice of the Vice-Chancellor.
 - (iii) He shall take necessary measures for proper custody and maintenance of libraries, laboratories and all other assets of the School/Departments comprising of the faculty.
 - (iv) Any other duties assigned by the Vice-Chancellor from time to time.

2.5 The Registrar

- (a) The Registrar shall be appointed by the Governing body on the recommendation of the Selection Committee constituted for the purpose. However, the first Registrar shall be appointed by the President.
- (b) The Selection Committee for screening the names for the Registrar shall consist of:
 - (i) The Vice-Chancellor - (Chairman)
 - (ii) A Nominee of the President.
 - (iii) One member nominated by the Governing Body.
- (c) The University shall follow due procedure for the selection of Registrar as under:

- (i) The University would invite applications for the post through the process of an advertisement in newspapers having wider circulation and on website of the University.
- (ii) Short-listing of the applicants shall be done by a sub-committee consisting of the Nominee of the Vice Chancellor and one nominee of the President.
- (iii) Complete lists of short-listed and not short-listed candidates shall be placed before the Selection Committee.
- (iv) The Selection Committee shall interview the short-listed candidates and adjudge the merit of each candidate and send its final recommendation to the President for approval.
- (d) Registrar shall be a whole-time salaried officer of the University. His emoluments and terms and conditions of service shall be such as may be prescribed in the terms and conditions/service rules.
- (e) 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 Registrar will be performed by such person as the Vice-Chancellor may appoint for this purpose with prior approval of the appointing authority.
- (f) The Registrar will be a key officer of the University and have following powers and functions:
 - (i) be the custodian of the records, the common seal and other properties of the University.
 - (ii) conduct the official correspondence of the University on behalf of all or any of its authorities;
 - (iii) issue notices conveying the dates of meeting of the University authorities to the members and make necessary arrangements for the conduct of such meetings and also for other assigned duties by the Governing Body/Vice-Chancellor from time to time.
 - (iv) supply to the President copies of the agenda of meetings of the authorities of the University, as soon as they are issued and the minutes of the meeting of the authorities ordinarily within 15 days of the holding of the meetings;
 - (v) in an emergency, when the Vice-Chancellor is not able to act, call a meeting of the Governing Body forthwith, and take its directions for carrying on the work of the University;
 - (vi) represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose;
 - (vii) the Registrar shall have the powers to enter into agreements on behalf of the University as approved by the respective and relevant Committees or as approved by the Vice Chancellor;

- (viii) perform such other duties and functions as may be specified in the Statutes or prescribed by the Ordinances or as may be required, from time to time, by the Governing Body or the Vice-Chancellor.
- (g) The services of the Registrar can be terminated by the President on his own or as advised by the Vice-Chancellor by giving him three months 'notice or three months 'salary in lieu of notice', without assigning any reason.
- (h) The Registrar may by writing under his hand addressed to the Vice-Chancellor, resign his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. The resignation shall be forwarded to the President with specific recommendation by the Vice-Chancellor for consideration and acceptance.

2.6 Controller of Examination

- (a) Controller of Examinations will be appointed by the President on the recommendation of the selection committee constituted as under:
 - (i) The Vice-Chancellor - (Chairman)
 - (ii) Dean/Pro VC Academic Affairs - (Member)
 - (iii) One evaluation expert, nominated by the President (Member)
- (b) The term of the office of Controller of Examinations shall be for the period of three years, renewable for additional term with approval of the President,
- (c) Controller of Examinations shall be the principal Officer in-charge to supervise examinations and declaration of results and making it available on internet/intranet and all such official public platforms for the students. He shall discharge his functions under the direct supervision, direction and guidance of the Vice-Chancellor.
- (d) He shall be a whole-time salaried officer of the University and shall be directly reporting to the Vice-Chancellor.
- (e) Controller of Examinations shall be the Member Secretary of the Board of Examinations and may be invited to a meeting of the Board of Management, as and when required.
- (f) Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations and tests and timely declaration of results.
- (g) Subject to the prior approval of the Vice-Chancellor, Controller of Examinations shall perform the following duties and responsibilities, namely:
 - (i) To prepare and announce in advance the calendar of examinations.
 - (ii) To appoint Paper setters, Examiners and Moderators from the list finalized by the Board of Examinations.
 - (iii) To arrange for printing of question papers and blank answer books and their safe custody.
 - (iv) To arrange to get performance of the candidates at the examinations properly assessed and to process results.

- (v) To arrange for timely publication and declaration of the results of University Examinations and other tests of the University. He can refer the matter to the Board of Examinations in special circumstances before declaration of results, if so needed.
- (vi) To arrange for, constitute and supervise Unfair Means Committee (Lapses Committee) and take disciplinary action as recommended.
- (vii) To postpone or cancel examinations in part or in whole, in the event of malpractices or if the circumstances so warrant and take disciplinary action or initiate any civil or criminal proceedings, against any person or group of persons alleged to have committed malpractices after seeking the permission of Vice-Chancellor
- (viii) To make appraisal from time to time of the conduct of the University Examinations, wherever required to ensure secrecy and confidentiality.
- (ix) To submit report regarding conduct of examination to the Board of Examinations and Academic Council.
- (h) Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Board of Examinations and the Vice-Chancellor.
- (i) In absence of Controller of Examination, his duties shall be performed by any officer or faculty of the University as nominated by the Vice-Chancellor.
- (j) The President can suspend Controller of Examinations, initiate inquiry and take appropriate action against him in cases of misconduct on his own or on the recommendation of the Vice-Chancellor. The President can remove Controller of Examinations without assigning any reason after giving him notice of three months or salary in lieu of the notice period.
- (k) Controller of Examinations may resign his office after giving three months 'notice in advance to the President through the Vice-Chancellor and shall cease to hold his office on the acceptance by the President of such resignation or expiry of the notice period whichever is earlier.

2.7 Chief Finance and Accounts Officer

- (a) The Chief Finance & Accounts Officer shall be appointed by the President on the recommendations of the selection committee constituted for the purpose. The committee shall consist of;
 - (i) The Vice-Chancellor - Chairman
 - (ii) A nominee of the President
 - (iii) One expert member nominated by the Governing Body
- (b) The University will adopt following procedure for the selection of the Chief Finance & Accounts Officer;
 - (i) The University would invite applications for the post through the process of an advertisement in Newspapers having wider circulation and on the University website.
 - (ii) Short-listing of the applicants shall be done by a sub-committee consisting of the Nominee of the Vice Chancellor and one nominee of the President.

- (iii) Complete lists of short-listed and not short-listed candidates shall be placed before the Selection Committee.
- (iv) The Selection Committee shall interview the short-listed candidates and adjudge the merit of each candidate and send its final recommendation to the President for approval.
- (c) The Chief Finance & Accounts Officer shall be a whole – time salaried officer of the University. His emoluments and terms and conditions of service shall be such as may be prescribed in the terms and conditions/service rules.
- (d) When the office of the Chief Finance & Accounts Officer is vacant or when he is by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of his office shall be performed by such person as the Vice-Chancellor may appoint for the purpose for the duration of such absence.
- (e) The Chief Finance & Accounts Officer shall;
 - (i) exercise general supervision of the funds of the University and advise it a regard its financial policy;
 - (ii) hold and manage the property and investments including endowed property for furthering any of the objects of the University;
 - (iii) see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for one year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
 - (iv) be responsible for the preparation of the annual accounts and the budget of the university for the next financial year and for their presentation to the Finance Committee;
 - (v) keep a constant watch on the state of the cash and bank balances and on the status of investments;
 - (vi) watch the progress of collection of revenue and advise on the methods collection employed;
 - (vii) have the account of the University regularly audited by the auditors as may be appointed for the purpose;
 - (viii) call for from any office under the University any information or return that he may consider necessary to discharge his financial responsibilities.
- (f) The Chief Finance & Accounts Officer shall be the ex-officio secretary of the Finance Committee and shall not have right to vote.
- (g) The Chief Finance & Accounts Officer shall be responsible for all regulatory compliances, with all authorities, related to Accounts, Tax and any other Finance related matter
- (h) The services of the Chief Finance & Accounts Officer can be terminated by the President on his/her own or as advised by the Vice-Chancellor by giving him three months 'notice or three months 'salary in lieu of notice, without assigning any reason.
- (i) The Chief Finance & Accounts Officer may by writing under his hand addressed to the Vice-Chancellor, resign his office with a notice period of three months or three month's salary in lieu of notice, without assigning any reason. The resignation shall be forwarded to the

President with specific recommendation by the Vice-Chancellor for consideration and acceptance.

3. Authorities of the University

3.1 The Governing Body

(a) The Governing Body of the University shall consist of the following members, namely:

- (i) the President;
- (ii) the Vice-Chancellor;
- (iii) five persons, nominated by the sponsoring body out of whom two shall be eminent educationists;
- (iv) one expert of Management or Information Technology from outside the University, nominated by the President;
- (v) two persons, nominated by the State Government;
- (vi) two representatives of the industries to be nominated by the president
- (vii) the Registrar of the University shall be the permanent invitee to the Governing Body but shall not have right to vote

(b) The following shall be the powers and functions of the Governing Body;

- (i) To provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by the Act or the Statutes. Ordinance, regulations or rules made there under.
- (ii) To review decisions taken of the other authorities of the University in case they are not in conformity with the provision of the Act or the Statutes or Ordinances or regulations or rules made there under.
- (iii) To approve the budget and annual report of the university
- (iv) To lay down policies to be followed by the University.
- (v) To recommend the Sponsoring Body about the voluntary liquidation of the University if a situation arises when smooth functioning of the University does not remain possible in spite of all efforts.
- (vi) To make, amend or repeal statutes
- (vii) To consider the recommendation of the Board of Management; thereupon confer honorary degree or other academic distinctions.
- (viii) To advise the President in respect of any matter which may be referred for advice.
- (ix) To take immediate and stringent action against any fraud or embezzlement of university funds and property after consulting with the Sponsoring Body
- (x) To consider and approve the recommendation from the Board of Management and the Academic Council
- (xi) To perform such other functions as may be assigned to it by the Statutes or by the President provided such functions are consistent with the provisions of the Act.

- (c) The Governing Body shall meet at least thrice in a calendar year
- (d) The quorum for meeting of the Governing Body shall be five. In absence of the required quorum, the meeting shall be adjourned for one hour and will be recovered at the same place irrespective of the required quorum.

3.2 The Board of Management

- (a) The Board of Management shall consist of the following members, namely:
 - (i) the Vice-Chancellor
 - (ii) two members of the Governing Body, nominated by the sponsoring body
 - (iii) two Deans of the University, by rotation, to be nominated by the Vice Chancellor
 - (iv) three persons, who are not the members of the Governing Body, nominated by the sponsoring body
 - (v) three persons from amongst the teachers, nominated by the sponsoring body
- (b) The Board of Management shall have the following powers:
 - (i) To hold and control the property and funds of the University.
 - (ii) To acquire, hold, manage, transfer and dispose of through sale/ lease/ rent of any moveable or immovable or intellectual property on behalf of the University, with the prior approval of Board of Sponsoring Body.
 - (iii) To make, amend or repeal Ordinances.
 - (iv) To administer any funds placed at the disposal of the University for specific purpose.
 - (v) To recommend the budget of the University to the Governing Body for final approval;
 - (vi) To approve prescribe tuition fees, other fees and charges
 - (vii) To institute scholarships, fellowships, medals and other rewards.
 - (viii) To award scholarship, fellowships, bursaries, medals and other rewards in accordance with the Statutes and Ordinances.
 - (ix) To approve appointment of officers, faculty and other employees of the University and to define their duties and the conditions of their service, and to provide for the filling of temporary casual vacancies in their posts.
 - (x) To fix the fees, emoluments and traveling and other allowances of the examiners / visiting faculty / experts.
 - (xi) To arrange for and direct the inspection of constituent colleges, schools, halls, hostels and other places of residence of students.
 - (xii) To approve new courses, revision in syllabi, assessment methodology and other academic decisions recommended by Academic Council and Board of Examinations;
 - (xiii) To direct the form and use of the common seal of the University.

- (xiv) To regulate and enforce discipline among members of the teaching, administrative and other staff of the University in accordance with the Statutes and Ordinances.
- (xv) To manage and regulate the finance, accounts, investments, property, business and all other administrative affairs of the University, and for that purpose, to appoint such agents as it may deem fit;
- (xvi) To arrange for funds / loans / donations for smooth functioning and development of the University from endowment/ financial institutions/ individuals and any other manner on agreed terms and conditions.
- (xvii) To invest any money in movable and immovable properties to fulfil the intent of the object of the University.
- (xviii) To provide the buildings, premises, furniture and equipment and other means needed for carrying on the work of the University.
- (xix) To enter into, vary, carry out and cancel contracts on behalf of the University.
- (xx) To regulate and determine all other matters concerning the University as well schools and constituent colleges in accordance with the Act, the Statutes and the Ordinances.
- (c) The Board of Management may, by a resolution passed by a majority of its total membership, delegate such of its powers as it deems fit to an Officer or Authority of the University or to a committee appointed by it subject to such conditions as may be specified in the resolution.
- (d) The meetings of Board of Management shall be called by the Registrar under the directions of the Chairman of the Board of Management.
- (e) The Board of Management shall meet at least once in every two months.
- (f) The draft minutes of the meeting shall be submitted by the Registrar to the Chairman, Board of Management, within 08 working days of the meeting for approval.
- (g) The Board of Management may create supernumerary posts of faculty including the post of Professor Emeritus on terms and conditions as may be decided by the Sponsoring Body.
- (h) The Board of Management shall act in regard to the number, qualifications and emoluments of faculty, and the fees payable to examiners / visiting faculty / experts, after considering the advice of the Academic Council and the Boards of Faculties concerned.
- (i) The Board of Management shall give due consideration to every resolution of the Governing Body, and take such action thereon as it shall deem fit and report to the Governing Body, the action taken.
- (j) The quorum for meeting of the Board of Management shall be five. In absence of the required quorum, the meeting shall be adjourned for one hour and will be recovered at the same place irrespective of the required quorum.

3.3 The Academic Council

- (a) The Academic Council shall be the principal academic body of the University. It is constituted as follows;

- (i) The Vice-Chancellor- (Chairman)
- (ii) Dean/Pro VC of Academic Affairs
- (iii) Deans of the Schools
- (iv) Up to 5 persons of academic eminence nominated by President
- (v) Registrar, shall be the Member-Secretary but shall not have right to vote.

(b) Members of the Academic Council nominated by the President shall hold office for a period of Three years.

(c) Academic Council shall have the following powers;

- (i) To institute degrees, diplomas, certificates and distinctions that may be awarded by the University.
- (ii) To control and regulate the maintenance of the standard of instructions, education and research carried on or imparted in the University.
- (iii) To scrutinize and make its recommendations for the consideration of the Board of Management on proposal submitted by the Board of Studies through the Faculties concerned in regard to the courses of study and to recommend principles and criteria on which the examiners and the inspectors may be appointed
- (iv) To advise the Board of Management on all academic matters including matters relating to examination conducted by the University.
- (v) To advise the Board of Management in regard to the concurrence of the degrees in line with the UGC Nomenclature.
- (vi) To advise the Board of Management in regard to the qualifications required to be possessed by persons imparting instructions in particular subjects for various degrees and diplomas of the University.
- (vii) To report on any matter referred or entrusted to it by the Governing Body or the Board of Management;
- (viii) To perform all such duties in relation to academic matters and to do all such acts as may be necessary for carrying out the provisions of Act, the Statutes and the Ordinances properly.

(d) The meeting of the Academic Council shall be called by the Registrar under the directions of the Vice- Chancellor.

(e) The Council shall have at least one meeting in each term i.e. two meetings in an Academic year.

(f) The minutes of the meeting shall be reported to the Chairman Board of Management within eight working days of the meeting, after these are approved by the Vice-Chancellor.

(g) The term of the nominated / selected members shall be Three years.

(h) The quorum for meeting of the Academic Council shall be five. In absence of the required quorum, the meeting shall be adjourned for one hour and will be recovered at the same place irrespective of the required quorum

3.4 The Board of Examination

(a) There shall be the Board of Examinations in the University, shall consist following members:

- (i) The Vice-Chancellor (Chairman)
- (ii) One Member of the Governing Body, nominated by the President (Member)
- (iii) One Member of the Board of Management of the University – (Member)
- (iv) All Dean of academic Schools – (Member)
- (v) One evaluation expert - (Member)
- (vi) The Controller of Examination - (Member Secretary)

(b) The Board of Assessment & Evaluation shall supervise all the examinations of the University, including nature and form of assessment for various courses, moderation and tabulation, to ensure their proper conduct and shall perform the following other functions namely:

- (c) To review from time to time the results of the University assessments and examinations and submit reports thereon to the Academic Council.
- (d) To make recommendation to the Academic Council for the improvement of the examination system.
- (e) To scrutinize the form and nature of assessment to be conducted for various courses as proposed by the Board of studies and finalize the same.
- (f) To scrutinize the list of examiners proposed by the Academic Council and finalize the same.
- (g) To take action wherever necessary against the candidates, paper setters, examiners, moderators or any other person connected with the conduct of an examination and found guilty of malpractices in relation to the conduct of the examination.
- (h) The Board of Assessment & Evaluation may appoint such number of sub-committees as it deems fit and, in particular, may delegate to any one or more persons or sub- committees the power to deal with and decide cases relating to the use of unfair means (Lapses Committee) by the examinees.
- (i) Notwithstanding anything contained in these Statutes, it shall be lawful for the Board of Assessment & Evaluation or, as the case may be, for a sub-committee or any person to whom the Board of Assessment & Evaluation has delegated its power in this behalf under sub-clause (c), and as per the Ordinances to debar an examinee from future examinations of the University, if in its or his opinion, such examinee is guilty of using unfair means at any such examinations or to inflict any other punishment as laid down in Ordinances.
- (j) The committee shall have at least two meetings, one in each term. The minutes of the meeting shall be reported to Chairman, Board of Management within eight working days of the meeting, after these are approved by the Vice- Chancellor.
- (k) The quorum for meeting of the Board of Assessment & Evaluation shall be 3. In absence of the required quorum, the meeting shall be adjourned for one hour and will be conducted at the same place irrespective of the required quorum;
- (l) The term of nominated / selected members shall be Three years

3.5 The Finance Committee

- (a) The Finance Committee shall consist of;
 - (i) The Vice-Chancellor- (Chairman)
 - (ii) The Chief Finance and Accounts Officer – Member Secretary
 - (iii) The Registrar
 - (iv) The Controller of Examination
 - (v) Two financial experts nominated by the Sponsoring Body.
- (b) The term of membership of the persons except ex-officio members shall be Three year, provided that they shall continue in office till the nomination / selection of their successor.
- (c) The Finance Committee shall guide the Chief – Finance & Accounts Officer on matters relating to the administration of property and funds of the University. It shall, having regard to the income and resources of the University, fix limits for the total recurring and non-recurring expenditure for the ensuing financial year and may, for any special reasons, revise during the financial year the limits of expenditure approved in the budget. The decision of Finance Committee shall be binding on the Chief – Finance & Accounts Officer.
- (d) The annual accounts, budget and the financial estimates of the University prepared by the Chief – Finance & Accounts Officer shall be laid before the Finance Committee for consideration and thereafter before the Board of Management for approval. In case of any difference of opinion between the Finance Committee and the Board of Management, the matter shall be referred to the Governing Body whose decision thereon shall be final.
- (e) The Finance Committee shall meet at least twice every year to examine the accounts and to scrutinize proposals for expenditure however, the Chief – Finance & Accounts Officer will submit unaudited quarterly report to the President, the Board of Management through the Finance Committee.
- (f) The quorum for meeting of the Finance Committee shall be 3. In absence of the required quorum, the meeting shall be adjourned for one hour and will be conducted at the same place irrespective of the required quorum;
- (g) The meeting of the Finance Committee shall be convened under the direction of the Vice-Chancellor and the notice for convening the meetings shall be issued by the Chief – Finance & Accounts Officer, who shall be the ex-officio Member Secretary. He will keep the minutes of all such meetings.
- (h) The minutes of the meeting shall be reported to the Chairman, Board of Management within eight working days of the meeting, after those are approved by the Vice-Chancellor.
- (i) The auditor for auditing the accounts of the University shall be appointed by the Governing Body.

3.6 The Board of Studies

- (a) A Board of Studies may be constituted for one or more than one School/Department clubbed together, as may be decided by the Vice Chancellor.

- (b) It shall comprise of;
 - (i) Dean of the School - Chairman. If one Board has been constituted for more than one School/Department, the Chairman will be nominated by the Vice Chancellor
 - (ii) All Professors within the School/Department
 - (iii) Four (4) faculty, two each from the category of Associate Professors and Assistant Professors of the department(s)
 - (iv) Two Experts with more than 15 (fifteen) years of experience in Industry/ University/ Research Organizations / NGOs, etc. nominated by the Vice-Chancellor.
- (c) The functions of the Board of Studies shall be as follows;
 - (i) The Board shall examine and approve the program outcomes and contents of the courses of each subject prepared and proposed by the departmental committee
 - (ii) Propose names of the examiners- internal and external,
 - (iii) Ensure quality of teaching and research in the department(s),
 - (iv) Any other matter that may be referred to it by Authorities/ Officers of the University.
 - (v) All the decisions of the Board shall have to be placed before the Academic Council for approval and recommendation, before being sent to higher Authorities.
- (d) The term of nominated / selected members shall be Three years.
- (e) The quorum for meeting of the Board of Studies shall be four.
- (f) The Council shall have at least one meeting in each term i.e. two meetings in an Academic year prior to Academic Council Meeting

3.7 Admission Committee

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

4. Powers and Functions of the University

4.1 Appointment of The Directors of Professional Services

- (a) Directors shall be appointed against specific appointments and shall be overall responsible for the functioning of the respective professional services supporting the academic function and operations of the University.
- (b) Directors shall be appointed by the Vice-Chancellor with prior approval of the President as a regular salaried employee of the University or on retainership.
- (c) Directors shall exercise general supervision and control over affairs of the professional services and give effect to the decisions of the Vice-Chancellor and perform such functions as may be assigned by the Vice-Chancellor.
- (d) Directors shall prepare the budget of the professional services and forward the same to Vice-Chancellor.
- (e) Powers and Privileges of the Directors of the Professional Services shall be as laid down in the Ordinances. The Director of the Professional Services shall;
 - (i) report to Vice Chancellor;
 - (ii) shall be responsible for the smooth functioning of services of the University and maintaining the records, and compliance to policies and procedure as outlined or as decided by the University
 - (iii) exercise such other powers and perform such other functions, as may be delegated or assigned to the Vice-Chancellor.

4.2 The Conferment of the Honorary Degree

- (a) All proposals for the conferment of honorary degrees shall be made by the Academic Council and require the assent of the Governing Body;
- (a) The Governing Body may consider and decide upon the conferment of an honorary degree or other academic distinction on any persons without requiring him to undergo any test or examination, on the ground solely that he by reason of his eminent position, attainments and public service, is fit and proper person to receive such degree or other academic distinction and such recommendation shall be deemed to have been duly passed, if supported by a majority of not less than two-thirds of the members present at the meeting of the Governing Body, and not less than one-half of its total membership.
- (b) The Governing Body shall not entertain or consider any proposal in that behalf without the Board of Management having obtained previous approval of the President.
- (c) Honorary degrees shall be conferred only at convocation, and may be collected in person or in absentia.

- (d) The presentation, at the Convocation, of person on whom honorary degrees are to be conferred shall be made by the President or in his absence by the Vice-Chancellor or by a member of the Governing Body, nominated by the President.
- (e) The certificate of an honorary degree shall be signed by the President.
- (f) The following shall be the degrees to be conferred as Honorary Degrees:
 - (i) Doctor of Literature, D.Litt.;
 - (ii) Doctor of Science, D.Sc.

4.3 Withdrawal of Degree, Diploma, Certificate & other Academic Distinction

- (a) The Governing Body on the recommendation of the Academic Council may approve withdrawal of any distinction, degree, diploma or privilege conferred on or granted to, any person
- (b) The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members, recommend withdrawal any degree of academic distinction conferred on, or any certificate of diploma granted to, any person by University for good and sufficient cause like if such a person has been found to have obtained such a degree or diploma or certificate fraudulently or has obtained admission through a false caste certificate or any other misrepresentation etc. after thorough investigation:
Provided that no such resolution shall be passed until, a notice in writing has been given, calling upon him to show cause within such time as may be specified in the notice as why such resolution should not be passed and until his objections, If any, and any evidence he produce in support of them have been considered by the Academic Council.
- (c) A copy of the resolution passed by the Academic Council shall be immediately sent to the person concerned.
- (d) Any person aggrieved by the decision taken by the Academic Council may appeal to the President within fifteen days from the date of receipt of such resolution.
- (e) The decision of the President on such appeal shall be final.

4.4 The Establishment & Abolition of Schools, Centers & Other Constituents etc.

- (a) There shall be Programs of Study in the University for Degrees, Diplomas and Certificates in different Schools/Departments/Centres.
- (b) The University shall offer such programs in the Departments and Centres as the Governing Body may approve, on the recommendation of the Academic Council either on its own or on the initiative of School(s)/Centre(s).
- (c) Further, the Governing Body based on the advice of the Academic Council create any such School or Constituent as allowed in the Act for conduct of courses or programs as per the NICMAR University, Pune Act.

(d) The Governing Body in addition to the powers to introduce, modify a School / Centre may also discontinue/abolish/modify/re-name a program/Department/Centre on recommendations of the Academic Council. The procedure for phasing out a program/Department shall be based on following;

- i. When the courses offered by the Department become obsolete.
- ii. When the subscription on such courses become untenable to continue.
- iii. When alternate and better programs become available.

(e) Before approving such discontinuation, the Governing Body shall ensure that the existing students in the program/Department/School are allowed to complete the courses in which they have registered.

4.5 The Delegation of Powers vested in the Authorities or officers of the University

(a) Subject to the provisions of the NICMAR University, Pune Act, any officer or authority of the University may delegate his or its powers to any other officer or authority or person under his or its respective control and subject to the condition that overall responsibility for the exercise of the power so delegated shall continue to vest in the officer or authority delegating such powers.

(b) Such delegation of power shall be notified and approved by the Governing Body.

4.6 The Procedure for settlement of dispute between Employee or Student & The University

(a) Subject to provisions of the HR Manual / Code of Conduct of the Students of the NICMAR University, Pune, the university shall provide a fair and reasonable opportunity to employees or students. who have any grievance with regard to any aspects of their employment/rules/grievance with the University.

(b) An employee who has a grievance shall present the same in person or in writing to the Vice Chancellor through proper channel. Wherever necessary, the Vice Chancellor will constitute a grievance hearing committee; members of which will be appointed by him.

(c) Based on the report of the grievance hearing committee, the Vice Chancellor may dispose of the grievance case of the employee or refer it to the President.

(d) The decision of the authorities to whom the case is finally referred in this regard will be final unless the President feels otherwise. Cases of such grievances dealt, shall be reported to the Governing Body for information.

4.7 The Procedure for appeal to the Governing Body by any Employee or Student of the University

(a) Once the decision has been given on any dispute arising between the University authorities and any of its employees or students as per Statute No 4.6, the aggrieved party has the

right to appeal against such decision to the Board of Management unless such a decision was taken by the Governing Body.

- (b) The aggrieved party should submit an appeal in writing addressed to chairman of the Governing Body giving full details of the case and reasons for appeal.
- (c) The appeal shall be considered by the Governing Body in regular or special meeting or through the circulation note.
- (d) The decision of Governing Body shall be final.

4.8 Admissions and Registration of the Students

- (a) Admission shall be based on merit providing equal opportunity to all without any prejudice towards gender, religion, cast, creed or nationality of a candidate.
- (b) The University would make suitable provision for reservation of the students belonging to weaker section of the society and others in accordance with the prevalent Government of Maharashtra norms.
- (c) The admission criterion recommended in Act and approved by the Academic Council shall be followed for admission in all the programmes of studies.
- (d) The criterion, if any, prescribed by respective Statutory Councils shall be followed in admissions to council based programmes.
- (e) The registration of the provisionally admitted and continuing students shall be done by the School(s) as per the dates notified in Academic Calendar each year.

4.9 Exemption of Student(s) for payment of tuition fee and awarding to them scholarship/fellowship

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

5. OTHER POWERS OF THE UNIVERSITY

5.1 Provision regarding Fee to be charges from the students

- (a) The fees to be charged by the University shall be as defined in the relevant Ordinances of the University.
- (b) All the Programs in the University will run in self-finance mode. The types of fees which may be charged from the students shall be as per the ordinance;

- (c) The University can introduce any other heads of fees from time to time.
- (d) In addition, charges for duplicate mark sheets, issuance of degree and such other examinations or result, related fees may be charged from the students, as prescribed in the Ordinance.

5.2 Administration of Endowments

- (a) Administration of Endowments for the award of fellowships, Scholarships, Medals, Prizes etc. in the University-in addition to regular scholarships/ Fellowships/ Assistantships for Ph.D, M.Tech, MBA President's Medals, Vice-Chancellor's Medals etc shall be as follows;
 - (i) The Governing Body may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals, and Prizes etc.
 - (ii) The Governing Body shall administer all such endowments.
 - (iii) The award shall be made out of the annualizing amount accruing from the Endowment. Any part of the income which is not so utilized shall be added to the endowment.
 - (iv) The Governing Body shall prescribe the conditions of depositing the endowment in a bank.
 - (v) The value of endowment necessary for instituting an award shall be prescribed by the Governing Body.
 - (vi) In case any endowment is accepted by the Governing Body, the Board of Management shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.

5.3 Financial Audits and Reports

- (a) The Annual Report and Balance Sheet of the University along with income and expenditure accounts of the University, duly audited by the charted accountant appointed by the University shall be prepared by the Finance Committee and the same shall be placed before the Board of Management.
- (b) The Annual Report shall be for the academic year (July to June) whereas Annual audited accounts shall be for financial year (April to March).
- (c) The Reports shall be placed before the Sponsoring Body, along with the comments of the Governing Body for approval which are prepared by statutory financial auditors.
- (d) A copy of the annual report and the annual audited accounts prepared under Sub-section (a) above shall be presented to the Sponsoring Body after approval by the President.

5.4 Resignation

Resignation rendered by an employee shall be processed as per the Regulations prescribed for the purpose. The detailed procedure has been given in University HR Manual.

5.5 Action against Faculty & Non-teaching staff including removal procedure

Any employee of the University may be considered of the termination under the following circumstances;

1. he/she is of unsound mind
2. he/she is an undischarged insolvent
3. he/she has been convicted by a court of law of any criminal offence or an offence involving moral turpitude and
4. he/she is otherwise guilty of misconduct
5. any other act found detrimental to University

(a) Where there is an allegation of misconduct against an employee, the Vice-Chancellor shall institute an inquiry committee for the purpose. Vice-Chancellor may, if he thinks fit, by order in writing, place the employee under suspension and shall forthwith report to the President the circumstances under which the order was made

- (i) Based on the inquiry committee report, the Vice-Chancellor may decide course of action including termination depending on the severity of the misconduct, however, for taking actions to the extent of termination of the employee concerned, the Vice-Chancellor shall take the approval of the President whose decision will be final.
Provided that no officer of the University shall be removed from his duty unless resolution to that effect is passed by the Governing Body
- (ii) An appeal against any action can be made to the President within 15 days from the date of receiving of the communication of such order.

(b) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Governing Body shall be entitled to remove an employee on the ground of misconduct.

(c) No employee shall be removed until he has been given a reasonable opportunity to show cause against the action proposed to be taken in regard to him/her.

(d) The removal of employee shall take effect from the date on which the order of removal is served.

5.6 Rules & Regulations

Subject to the provisions of the NICMAR University, Pune Act, Statutes and Ordinances, the Governing Body shall frame / amend Rules and Regulation for effective functioning of the University.

5.7 Validation of certain Act Decision

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