



सत्यमेव जयते

राजस्थान राज-पत्र  
विशेषांक

साधिकार प्रकाशित

RAJASTHAN GAZETTE  
Extraordinary

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राज्य सरकार तथा अन्य राज्य-प्राधिकारियों द्वारा जारी किये गये  
कनूनी आदेश तथा अधिसूचनाएं।

**EDUCATION (GR.4) DEPARTMENT**

**NOTIFICATION**

**Jaipur, October 15, 2012**

**S.O. 151 :-** in exercise of powers conferred by sub-section and (4) of section 29 of the Mahatma Jyoti Rao Phoolle University, Jaipur Act, 2009 (Act No. 3 of 2009), the Government of Rajasthan hereby approves the following Statutes of the Mahatma Jyoti Rao Phoolle University Jaipur, and publish finally approved Statutes as required by sub-section (5) of section 29 of the said Act, namely:-

**STATUTES OF  
THE MAHATMA JYOTI RAO PHOOLE UNIVERSITY,  
JAIPUR, 2012**

In exercise of powers conferred by sub-section (1) and (2) of section 29 of the Mahatma Jyoti Rao Phoolle University, Jaipur Act, 2009 (Act. No. 3 of 2009), the Board of Management of the Mahatma Jyoti Rao Phoolle University, Jaipur hereby makes the following Statutes, namely:-

**CHAPTER-I  
PRELIMINARY**

**1. Short title and commencement.-** (1) These Statutes may be called the Statutes of the Mahatma Jyoti Rao Phoolle University, Jaipur, 2012.

(2) They shall come into force from the date of their publication in the Official Gazette by the State Government.

**2. Definition.-**(1) In these Statutes, unless the context otherwise requires, -

(a) "Act" means the Mahatma Jyoti Rao Phoolle University, Jaipur Act, 2009 (Act No. 3 of 2009);



(b) "Authorities of the university" means authorities specified in section 21 of the Act and includes authorities declared by these Statutes; and

(c) "Board" shall mean the Board of Management of the University.

(2) Words and expressions used but not defined in these Statutes shall have the same meaning as assigned to them in the Act.

## CHAPTER-II CONSTITUTION, POWERS AND FUNCTIONS OF THE AUTHORITIES PART-I

### Board of Management

**3. Board of Management.**-(1) Nomination, in terms of clause (c), (d), (e), and (g) of sub-section (1) of section 22 of the Act shall be made for three years.

(2) No person shall continue to be a member of the Board in more than one capacity and whenever a person becomes such member in more than one capacity, he shall within two weeks thereof intimate to the Member Secretary, in writing, as to the capacity in which he desires to be such member and vacate the other seat, failing which the seat held by him earlier in point of time shall be deemed to have been vacated. The seat so vacated shall be filled as per the provisions of the Act.

(3). (a) The Chairperson of the University shall preside over the meeting of the Board.

(b) In the absence of the Chairperson at any meeting of the Board, for any reason whatsoever, a member of the Board nominated by the Chairperson shall preside over such meeting of the Board.

(4) In addition to the powers and functions specified in section 22 of the Act, the Board of Management shall have the following powers and functions, namely:-

- (a) to approve the recommendations made by the Academic Council regarding the various new courses;
- (b) to finalize the fee structure of the university;
- (c) to approve the proposals moved by the Academic Council regarding creation of any new faculty of study, research departments, Board(s) of studies, or posts of teachers and officers;



- (d) to approve the proposals moved by the Academic Council regarding the terms and conditions of appointment(s) of Visiting Professors, Emeritus Professor, Consultants and Scholars;
  - (e) to confirm the decision of the President approved by the Academic Council regarding the acceptance or rejection of any thesis submitted by a candidate for the award of Ph.D. degree;
  - (f) to maintain a register of donors of the University;
  - (g) to approve and/or issue directions to the officers of the University with regard to the budget, annual accounts and audit reports presented in its meetings;
  - (h) to enter into, vary, carry out and cancel contracts on behalf of the University;
  - (i) to ratify memorandum of understanding (MoU) entered by the Chairperson/President/authorized officer with any other University or authority or institution regarding cooperation, collaboration or association; and
  - (j) any other additional duty, power or function entrusted under any other Statute, Ordinance, Regulation or Rule.
- (5) (a) The Member- Secretary shall, under the direction of the Chairperson give a notice of not less than ten days, of a meeting of the Board:

Provided that if the date fixed for the meeting is changed, fresh prior notice of ten days shall not be necessary.

- (b) The Member-Secretary shall issue, at least seven days before the date of a meeting, the agenda showing the business to be brought before the meeting. The Member-Secretary shall endeavour to ensure and get confirmed the receipt of the same by every member by telephone or e-mail at least two days prior to the date of meeting.
- (6) (a) The Chairperson may, at his discretion, convene an urgent meeting of the Board at the shortest notice, normally not less than two days.
- (b) The Member-Secretary shall, along with the notice of such urgent meeting, send a statement of business to be transacted at the meeting to all concerned at least one day in advance by messenger/fax/e-mail and shall endeavour to get confirmed the receipt by all normally at least twelve hours before the meeting.



- (c) Such urgent meeting, if convened, shall be treated as a meeting as envisaged under sub-section (3) of section 22 of the Act.
- (7) (a) Any member who wishes to move a proposal to be included in the agenda of a meeting shall forward a copy of the proposal to the Member-Secretary so as to reach him not later than seven days before the date fixed for meeting.
- (b) The Member-Secretary shall place all such proposals received from the members of the Board for inclusion on the agenda of a meeting before the Chairperson in time, who shall direct the Member-Secretary to include in the agenda such proposals as are admissible. A proposal shall be admissible only if it-
- (i) deals with only one matter and is precise and positive in form;
  - (ii) deals with a matter which falls within the power of the Board;
  - (iii) does not contain arguments, inferences, ironical expressions or defamatory statements, including those which are likely to amount to contempt of court, or breach of privilege of any House (s), nor it refers to the character or conduct of any person except the cases of termination from service on disciplinary grounds;
  - (iv) does not refer to a matter which is under adjudication by a court of law; and
  - (v) does not raise substantially the same question as that raised in a motion moved and decided in the Board during the twelve months preceding the date of the meeting at which it has to be moved.
- (8) (a) If the quorum is not present within thirty minute after the appointed time for a meeting, the meeting shall be adjourned. The Member-Secretary shall make record of the fact which shall be signed by the Chairperson.
- (b) If at any point of time during the progress of the meeting any member calls attention to the number of members present, the Chairperson shall, within a reasonable time, count the number of the members present, and, if a quorum is not present he shall adjourn the meeting. Any such adjournment shall be recorded by the Member-Secretary and shall be signed by the Chairperson.



(c) The requirement of the quorum shall not apply to an adjourned meeting.

(9) At an adjourned meeting, no business other than that on the agenda of the original meeting shall be taken up for consideration.

(10) The Chairperson shall be the sole judge of any point of order raised in the meeting.

(11) Every question shall be decided by a majority of votes of the members present and voting. In the case of equality of votes, the Chairperson shall have a casting vote in addition to his vote as a member.

(12) The decision taken regarding any subject at a meeting shall be recorded by the Member-Secretary immediately and read over to the Board for approval.

(13) A member who dissents from a decision of the Board and expresses a desire to give a note of dissent shall always be brief and be confined to the main point at issue. Personal reference of any kind as also attributing of motives shall invariably be avoided. The dissenting note given by a member shall be circulated along with the proceedings of the meeting.

## PART-II

### Academic Council

**4. Academic Council.-** (1) The President of the University shall preside over the meetings of the Academic Council. The following shall be the members of the Academic Council:-

(a) The Pro-President;

(b) all Deans of the Faculties;

(c) two Eminent Professors nominated by the President from outside the University; and

(d) Registrar shall act as Member-Secretary.

(2) (a) The Academic Council shall meet at least two times in a calendar year.

(b) The President shall fix the time, date and venue of the meeting.

(c) The President may, at any time, direct the Member-Secretary to convene an additional meeting.

(d) In absence of the President, a member of the Academic Council nominated by the President shall preside over the meeting.

(3) A written notice of not less than seven days together with a copy of the agenda shall be circulated to the members of the



Academic Council by the Member- Secretary, under the direction of the President:

Provided that if the date fixed for the meeting is changed, fresh prior notice of seven days shall not be necessary.

- (4) (a) The quorum for a meeting of the Academic Council shall be five members including the President. If a quorum is not present within thirty minutes after the time appointed for the meeting, the meeting shall not be held and the Member-Secretary shall make a record of the fact and the same shall be signed by the President.
- (b) If, at any point of time during the progress of a meeting, any member calls attention to the number of members present, the President shall, within a reasonable time, count the number of members present, and if a quorum is not present, he shall adjourn the meeting. Every such adjournment shall be recorded and shall be signed by the President.
- (c) When a meeting of the Academic Council is adjourned for want of quorum as provided under clause (a) and (b) above the President shall have power to reconvene its meeting to transact business mentioned in the original agenda. In such an event no quorum for holding a meeting shall be necessary.
- (5) The President may convene a meeting to consider matters which, in his opinion, are urgent by giving a notice shorter than seven days.
- (6) The rulings of the President in regard to all questions of procedure in respect of the meeting of the Academic Council shall be final.
- (7) Decision at the meeting of the Academic Council shall be taken by a majority vote of the members present and voting at the meeting. The President shall be entitled to exercise a casting vote in case votes are equally divided and no decision can be taken.
- (8) The proceedings of the meeting of the Academic Council shall be recorded by the Member- Secretary. In the absence of the Registrar, the President shall appoint any other person, not below the rank of Deputy Registrar, to act as Member-Secretary.
- (9) In addition to the powers and functions prescribed in section 23 of the Act, the Academic Council shall have the following powers



and functions, namely:-

- (a) to report on any matter referred to or delegated to it by the Board;
- (b) to issue directions regarding methods of instructions, coordination of teaching, evaluation of research and maintenance and improvement of academic standards;
- (c) to promote coordination between various Faculties, Departments, University institutes and centers established as per the provisions of the Act, collaboration between the University and other institutions of higher learning and establish such committees or boards as may deemed necessary for the purpose;
- (d) to consider matter of general academic interest either on its own initiative, or on a reference by a Faculty, Department and to take appropriate action thereon;
- (e) to move proposals to the Board for approval regarding creation, abolition, amalgamation, sub division etc. of Faculties Departments, Boards of Studies and the like of the University;
- (f) to consider and recommend to the Board proposals submitted by any Faculty or Research Board in respect of courses of study and research programmes respectively;
- (g) to recommend to the Board the appointment of visiting professors, emeritus professors, consultants and scholars;
- (h) to approve rules and regulations for the award of the degree of Doctor of Philosophy recommended by the Research Board;
- (i) to approve or reject any thesis submitted by a candidate for the degree of Doctor of Philosophy in any Faculty of the University;
- (j) to make recommendation to the Board with regard to,-
  - (i) the Degrees, Diplomas and certificates to be awarded by the University and the conditions for their award;
  - (ii) the creation or abolition of posts required for teaching in the University;
  - (iii) the classification of the posts referred to in sub-clause (ii) above and the duties attached thereto as per University Grants Commission norms;
  - (iv) fixation of remuneration and TA and DA payable to the examiners;



- (v) any amount payable for any service or assistance rendered to the University by person other than persons covered under sub - clause (iv) above.
- (k) to recognize Degrees, Diplomas or Certificates of other Universities or Institutions and to determine their corresponding value in relation to the Diplomas and Degrees of the University in accordance with the provisions of Association of Indian Universities, University Grants Commission and any other like national body or authority and policies of Government;
- (l) to recommend institution of stipends, scholarships, medals and Prizes;
- (m) to suggest the conduct of the examinations and to propose dates for holding them; and
- (n) to suggest such forms and registers as are, from time to time, prescribed by the Act, Statutes, Ordinances, Rules or Regulations.

### PART-III

#### Faculties

**5. Faculties of the University.**-(1) The following shall be the Faculties of the University, namely:-

- (i) Faculty of Agriculture;
  - (ii) Faculty of Law;
  - (iii) Faculty of Allied Health Science;
  - (iv) Faculty of Media;
  - (v) Faculty of Film Technology;
  - (vi) Faculty of Yoga;
  - (vii) Faculty of Science/Arts/Commerce;
  - (viii) Faculty of Biotechnology and Microbiology;
  - (ix) Faculty of Engineering and Technology;
  - (x) Faculty of Management;
  - (xi) Faculty of Education;
  - (xii) Faculty of Fashion Design Technology;
  - (xiii) Any other faculty to be created by the university as per Schedule II of the Act;
- (2) A Faculty shall consist of the following, namely: -
- (a) Dean of the Faculty - Convener
  - (b) All Professors - Members
  - (c) all Head of Departments - Member
  - (d) One Senior Associate Professor of each - Member



- Department of that Faculty nominated by the President on the recommendation of the Dean
- (e) two members may be nominated by the President from among the teachers of the University, if required - Member
  - (f) two external members not being teachers of the University nominated by the President for a period of three years and - Member
  - (g) Coordinator, Faculties and Boards of Studies - Member-Secretary

(3) The powers and functions of the Faculty shall be as follows. namely:-

- (a) to recommend to the Academic Council courses of study, curriculum and schemes of examination prepared by the Board of Studies;
  - (b) to report to the Board through the Academic Council the institution, composition or abolition of Boards of Studies;
  - (c) to recommend to the Academic Council conditions for the award of Degrees, Diplomas and other academic distinctions;
  - (d) to consider any matter referred to it by the Board or the Academic Council;
  - (e) to recommend to the Academic Council for the establishment, amalgamation, sub-division and abolition of the Departments or the Faculties;
  - (f) to make suggestions or recommendations to the Board through Academic Council regarding organization of teaching or research or examination in the subjects concerned with the Faculty;
  - (g) to consider any report or recommendation referred to the Faculty by the Board of Studies before making recommendations to the Academic Council;
  - (h) to refer any matter to the Boards of Studies within the Faculty; and
  - (i) any other function required to be performed under the Act, Statutes, Ordinances or Rules of the University.
- (4) (a) The Faculties shall ordinarily meet at least once in a year and at such other time or interval directed or fixed by the President or on the requisition of Coordinator, Faculties and Boards of Studies with the prior consent of the Dean.
- (b) The quorum for the meeting of a Faculty shall not be less



than one-third of the total number of its members.

- (c) Notice of meeting of the Faculty, shall be sent to each member by the Coordinator. Faculties and Boards of Studies on the directions of the Dean of Faculty stating the date, time and place of the meeting and also showing the business to be brought before the meeting. The period of notice shall ordinarily be seven days unless the Dean of the Faculty for reasons of urgency requires a notice of less than seven days to be given.
- (d) The President may convene joint meetings of two or more Faculties for the purpose of considering any matter common to them and shall preside over such meeting. In the absence of the President any Dean nominated by him shall preside over the meetings.

**6. Other Authorities of the University.**- In exercise of the power conferred by clause (iv) of section 21 of the Act, the following authorities shall be the other authorities of the University, namely:-

- (i) Boards of Studies;
- (ii) Research Board;
- (iii) Examination Board; and
- (iv) Publication Board.

#### PART - IV

##### Boards of Studies

**7. Boards of Studies.**- (1) There may be one or more Boards of Studies for each Faculty.  
(2) Following shall be the Boards of Studies of the University, namely:-

- (i) Faculty of Agriculture;
- (ii) Faculty of Law;
- (iii) Faculty of Allied Health Science;
- (iv) Faculty of Media;
- (v) Faculty of Film Technology;
- (vi) Faculty of Yoga;
- (vii) Faculty of Science /Arts/Commerce;
- (viii) Faculty of Biotechnology and Microbiology;
- (ix) Faculty of Engineering and technology;
- (x) Faculty of Management ;
- (xi) Faculty of Education;
- (xii) Faculty of Fashion Design Technology; and



(xiii) Any other faculty to be created by the university, as per schedules-II of the Act.

(3) Each Board of Studies shall consist of the following, namely:-

- (a) concerned Dean - Convener
- (b) two senior University teachers preferably Head of Departments, if available, nominated by the President on the recommendation of the Dean from amongst the members of the Faculty concerned - Members
- (c) one person from industry nominated by the President on the recommendation of the Dean - Member
- (d) an academician of the discipline concerned, from outside the University nominated by the President from the panel recommended by the Dean - Member
- (e) in addition to the above, at least one teacher subject nominated by the President on the recommendation of the Dean, if the subject remains unrepresented in the Board of Studies - Member
- (f) Coordinator, Faculties and Boards of Studies - Member-Secretary

(4) The term of the members of the Boards of Studies shall be two years.

(5) The Board shall have the power, on the recommendation of the Academic Council or otherwise, to abolish any Board(s) of Studies.

(6) The powers and functions of the Boards of Studies shall be as follows, namely:-

- (a) to prepare, update and recommend courses of studies, curriculum and scheme of examination for the respective subjects of the Faculty;
  - (b) to advise the University Authorities on examination reform;
  - (c) to prepare panel of proposed examiners for the University examinations and recommend the same to the President; and
  - (d) to advise the University Authorities on any matter referred to them;
- (7) (a) The Boards of Studies shall ordinarily meet at least once in a year and at such other times or interval fixed by the President;
- (b) The quorum for the meeting of the Board of Studies shall



- be not less than three members, including the Convener:
- (c) The President may convene joint meetings of two or more Board of Studies for the purpose of considering any matter common to such Boards of Studies and shall preside over such meeting. In the absence of the President any Dean \_\_\_\_\_ nominated by him shall preside such meeting;
  - (d) Notice of meeting including joint meetings, shall be sent to each member by \_\_\_\_\_ the Coordinator. Faculties and Boards of Studies on the directions of the Convener concerned stating the date, time, place and the business to be brought before the meeting. The period of notice shall ordinarily be seven days unless the Convener for reasons of urgency requires a notice of less than seven days; and
  - (e) A Board of Studies may dispose of its business by meetings or correspondence or both.

## PART - V

### Research Board

**8. Research Board.-** (1) There shall be a Research Board consisting of the following, namely:-

- (a) Dean Research \_\_\_\_\_ - Convener
- (b) Deans and Professors of all the Faculties \_\_\_\_\_ - Members
- (c) three eminent scholars (persons other than \_\_\_\_\_ -Members  
at) (a) and (b) above) nominated by the  
Board for a period of two years;
- (d) Deputy Registrar (Academic) \_\_\_\_\_ Member-Secretary

(2) The powers and functions of the Research Board shall be as follows, namely:-

- (a) to recommend the minimum qualification for a Research Supervisor;
- (b) to recommend the names of University Researchers as Supervisors for guiding research;
- (c) to recommend the names of distinguished persons from outside the University for guiding research;
- (d) to consider the recommendations of Departmental Research Committee for registration of candidates for Ph.D. degree;



- (e) to consider the cases of registration for doctoral degree where there is change of subject of research topic;
  - (f) to review, if necessary, the evaluated progress report of a Research Supervisor on the work of a candidate for the Ph.D. degree; and
  - (g) to determine cases of difference of opinion between examiners of Ph.D. thesis and like other cases, not expressly covered by University norms.
- (3) (a) The Research Board shall meet at least twice in one academic session preferably in the months of July and January; and
- (b) One-third of the members shall form the quorum.

## PART- VI

### Examination Board

9. **Examination Board.-** (1) There shall be an Examination Board consisting of the following, namely:-

- (a) the President or his nominee not below the rank of Dean of a Faculty - Convener
- (b) all Deans of Faculties and/or Head of Departments - Member
- (c) Coordinator, Faculties and Boards of Studies - Member
- (d) Controller of Examination - Member Secretary

(2) The Examination Board shall have the following powers and functions, namely:-

- (a) to add general bonus marks, if necessary, on the recommendations of the Committee constituted for the grievances of the examination of the University, after recording the basis and extent thereof;
- (b) to place the results along with a convenient data, after their publication, before the Board for formal approval;
- (c) to advise the Board or the President on any matter relating to examination referred to it; and
- (d) to discharge such other duties and perform functions as are laid down in the Ordinances, Rules or Regulations relating to examinations.



- (3) (a) The Examination Board shall meet at least once in a year or whenever convened by the Convener.  
 (b) One-third of the members shall form the quorum.

## PART - VII

### Publication Board

**10. Publication Board.-** (1) The Publication Board shall consist of the following, namely:-

- (a) the President or his nominee not below the rank of Dean of a Faculty - Convener  
 (b) all Deans of Faculties - Member  
 (c) all Head of Departments - Member  
 (d) one nominee of the Board, nominated for three years - Member  
 (e) the University Librarian - Member Secretary

(2) The Publication Board shall, with the prior approval of the Board, publish:-

- (a) University Journal;  
 (b) such of the results, as it may decide, of post-graduate studies and research;  
 (c) books, magazine, periodicals, case studies, newspapers and news-letters; and  
 (d) any other work, literary, scientific or technical, considered suitable by it.  
 (3) (a) The Publication Board shall meet once in a year or whenever convened by the Convener.  
 (b) One-third of the members shall form the quorum.

## PART - VIII

### General provisions relating to the authorities

#### 11. General provisions relating to the authorities.-

- (1) (a) Any authority of the University may appoint as many standing or special committees as it may deem fit, and may appoint for such committees additional persons, who are not members of such authority.  
 (b) Any Committee appointed under clause (a) above may deal with any subject not delegated to it subject to subsequent confirmation by the authority appointing it.



(2) Where no provision is made for a Convener to preside over a meeting of any authority of the University or any committee of such authority or where the Convener is absent, the members present shall elect one amongst themselves in the order of preference of Dean, Professor, Head of Department or Associate Professor, to preside at such meeting.

(3) A member of an authority who remains absent from its three consecutive meetings shall lose membership of such authority.

### CHAPTER-III

## APPOINTMENT, POWERS AND FUNCTIONS OF THE OFFICERS OF THE UNIVERSITY

### PART -I

#### Chairperson

**12. Chairperson.-** (1) The Chairperson shall be appointed in accordance with the provisions of section 12 of the Act.

(2) In addition to the powers and functions prescribed in section 12 of the Act, the Chairperson shall have the following powers and functions, namely:-

- (a) to authorize and control all expenditure and payments made from out of the University funds;
- (b) to act as Chairperson of all Selection Committees constituted for appointment on any post other than any ministerial post and Class-IV staff;
- (c) to cause an inspection to be made, by such University Officer(s) or person(s) as he may direct, of the University, any of its faculty, Department, any examination, teaching and other work conducted or done by the University and cause an enquiry to be made in a like manner in respect of any matter connected with the University;
- (d) to delegate any of its powers to any University officer or committee appointed by him;
- (e) to interpret any provision of the Act, Statutes, Ordinances, Rules and Regulations of the University; and
- (f) to exercise such other power prescribed by any Ordinance, Regulation and Rule.



**PART-II****President**

**13. President.-** (1) The President shall be appointed in accordance with the provisions of section 13 of the Act and the President shall be a whole time paid Officer of the University.

(2) The emoluments and other terms and conditions of service of the President shall be according to the University Grants Commission norms as interpreted and applied by the Board.

(3) In addition to the powers and functions prescribed in section 13 of the Act, the President shall have the following powers and functions, namely:-

- (a) to be present at, and address, any meeting of any authority or body of the University without being entitled to vote there at unless he is a member of such authority or body;
- (b) to constitute such standing and ad-hoc committees as he may consider necessary to assist him in the performance of his duty as the principal executive and academic officer of the University;
- (c) to grant leave of absence to any teacher and academic officer;
- (d) to grant or refuse permission to the University employees and teachers to accept examiner ships of any other University and consultation practice, whether remunerative or non-remunerative;
- (e) to suspend or to take disciplinary action against any teacher or against any employee holding a post in the University after providing an opportunity of hearing to such teacher or employee and to report the matter to the Chairperson at the earliest possible;
- (f) to appoint examiners from the various panels of examiners prepared by the University;
- (g) to exercise any power, if he is of the opinion that immediate action is necessary in any matter, conferred by or under the Act or the Statutes, on any authority of the University and report to the Board at its next meeting the action taken by him in such matters; and
- (h) to delegate any of his powers and functions to any officer of the University or to a committee or a member of the staff of the University for a general or limited purpose.



**PART - III**  
**Pro-President**

**14. Pro-President.-** (1) The Chairperson shall in consultation with the President, appoint a person having a long administrative experience in a senior position or working as a Professor in the University, as Pro-President in accordance with the provisions of section 14 of the Act.

(2) The emoluments and other terms and conditions of service of the Pro-President shall be such as are determined by the Board, from time to time

(3) The Pro-President shall perform the following functions and duties, namely: -

- (a) to look after the general administration of the University;
- (b) to maintain overall discipline on the Campus;
- (c) to maintain law and order during examination days; and
- (d) to perform any other function or to discharge any other duty entrusted or delegated to him by the Board, the Chairperson or the President.

**PART - IV**  
**Provost**

**15. Provost.-** (1) The Provost shall be appointed by the President in consultation with the Chairperson in accordance with the provisions of section 15 of the Act.

(2) The Provost shall hold office for a term of two years.

(3) The Provost shall have the following powers and functions, namely:-

- (a) to promote fraternity and cordial relations among the teachers, employees and the management;
- (b) to admonish University teachers and employees to act as goodwill messengers of the University outside the campus and build up an ideal image of the University in the society;
- (c) to encourage teachers and employees to act or conduct themselves in a manner so as to make the University a centre of excellence;
- (d) to make active efforts to bridge the gap, if any, in the levels of understanding among teachers and employees; and
- (e) to develop among teachers and employees a culture of respect for and preservation of the University property.



**PART - V****Proctor**

**16. Proctor.-** (1) The Proctor shall be appointed by the President in consultation with the Chairperson from amongst senior teachers in accordance with the provision of section 16 of the Act.

(2) The Proctor shall hold office for a term of two years.

(3) The proctor shall have the following powers and functions, namely:-

- (a) to create among the students a sense of pride and 'we feeling' for the University and inspire them to act as its goodwill messengers;
- (b) to encourage students to behave or conduct themselves in a manner so as to make the University a centre of global excellence;
- (c) to make active efforts to bridge the gap, if any, among the common students and their Forums in the levels of understanding regarding the various policies and practices of the University;
- (d) to appoint a Proctor Committee on the directions of the President/Pro-President;
- (e) to recommend disciplinary action to the President/Pro-President after ensuring that an opportunity of hearing has been provided to the student by the committee;
- (f) to suspend immediately, a student against whom a criminal case has been registered in a court of Law by the police;
- (g) to suspend forthwith from attending the classes, a student who has been accused guilty of criminal charges, grave misconduct or against whom an FIR has been lodged by the university or any of the Faculty or any other competent authority/officer/person, not to allow him, during the period of suspension to participate in any activity of the Faculty /University including appearing in the examinations and to refer his case to the Proctor Committee of the University who will meet and after due consideration and after giving, if practicable, an opportunity of hearing recommend suitable punishment which may include fine or expulsion for a fixed period/permanent expulsion of both, such punishment being implemented by the Proctor;



- (h) to exercise all powers and perform such other duties as are necessary for maintenance of discipline among the students.
- (i) to educate and advise the students in the ways of maintaining safeguarding and protecting University buildings and property; and
- (j) to constantly advise the various students Forums/ Clubs for maintaining peaceful atmosphere on the campus.

### **PART-VI**

#### **Dean of Faculty**

**17. Dean of Faculty.**-(1) There shall be a Dean for each of the Faculties specified in Statutes 5.

(2) The senior most teacher in the Faculty shall be appointed as a Dean of Faculty by the President in consultation with the Chairperson for a period of three years.

(3) The Dean of Faculty shall have the following powers and functions, namely:-

- (a) to advise the President on any matter referred to him ;
- (b) to take active interest in inter-Departmental or inter-Faculty research activities or programmes relating to his Faculty ;
- (c) to be responsible for drawing up the courses of study, scheme of examination and framing the syllabi of different subjects prescribed for the various Departments in the Faculty;
- (d) to be responsible for the maintenance of high standard of teaching in the Faculty and to cooperate with the Dean of other Faculties in the matter of inter-Faculty teaching arrangements, syllabi of subjects and courses of study ;
- (e) to assist the President in fixing the dates of the commencement and the conduct of University examinations; and
- (f) to be responsible for the faithful observance of all Statutes, Ordinances, Regulations, Rules and Resolutions of the Board and the Academic Council relating to academic matters applicable to the Faculty.

### **PART - VII**

#### **Registrar**

**18. Registrar.**-(1) The Registrar shall be appointed by in accordance with the provisions of section 18 of the Act by the



Chairperson on the recommendation of the selection committee consisting of the following :

- (a) a member of the Board nominated by the - Convener  
Chairperson
- (b) two academicians nominated by the President - Member
- (c) two experts of the relevant field nominated by - Member  
the Chairperson

(2) In addition to the powers and duties prescribed under section 18 of the Act, the Registrar shall have the following powers and functions, namely:-

- (a) conduct, with the approval of the Chairperson/the President, official correspondence on behalf of the University subject to the provisions of the Act and the Statutes.
- (b) issue notices, under the instructions of the concerned Chairperson and in exercise of the provisions made in the Statutes, Ordinances, concerning all meetings of the Board, the Academic Council and any other committees or bodies constituted under the provisions of the Act and the Statutes
- (c) sign contracts on behalf of the University, as directed by the Chairperson or the President ;
- (d) maintain general discipline of the University office;
- (e) represent the University in suits and proceedings in a court of law by or against the University, sign powers of attorney and verify pleadings in consultation with the Board or depute his representative for the purpose;
- (f) prepare and submit any information of the University required by the State Government, University Grants Commission and other statutory bodies in consultation with the President and approval of the Chairperson ;
- (g) get prepared and maintain a record of all Degrees, Diplomas and Certificates conferred by the University ; and
- (h) perform such others duties as may from time to time be assigned to him by the Statutes, the Ordinances or as may be required by the authorities of the University constituted under the provision of the Act and the Statutes or the Chairperson or the President .

## PART - VIII

### Chief Finance and Accounts Officer

**19. Chief Finance and Accounts Officer .-** (1) Appointment to the post of Chief Finance and Accounts Officer



shall be made by the President on the recommendation of the Selection Committee consisting of the following, namely:-

- (a) a member of the Board nominated by the - Convener Chairperson
- (b) two academicians nominated by the President - Member
- (c) two experts of the relevant field nominated by - Member the Chairperson

(2) The chief Finance and Accounts Officer shall have the following powers and functions, namely:-

- (a) to maintain proper accounts of the receipts and expenditure of the University;
- (b) to prepare Statement of Annual Accounts of the University for placing before the Board and submitting to the Sponsoring Body and the State Government;
- (c) to arrange for annual audit of the University accounts by a registered Chartered Accountant/ Statutory Auditor and make available to the Auditors all necessary information and records;
- (d) to review all accounts of the University and prepare the replies to all the audit objections;
- (e) to give his opinion or advice on such financial matters as may be referred to him by the Board or by the Chairperson.
- (f) to prepare the annual budget and estimates for the forthcoming financial year under the direction of the Board.
- (g) to ensure that the registers of buildings, land furniture and equipment are maintained up-to-date and that stock-checking is conducted of equipment and other consumable materials in all offices, Departments, Schools, Institutes and Centers; and
- (h) to call for any information from any office, Department School, Institute or Center that he may consider necessary for the performance of his duties with the permission of the Chairperson / President.

## PART - IX

### Other Officers

**20. Other Officers.-** In pursuance of clause (ix) of section 11 of the Act, the University may appoint the following other officers for its effective functioning, namely :-

- (i) Dean Research;



- (ii) Dean Students Welfare;
- (iii) Director of Faculties;
- (iv) Head of Departments;
- (v) Coordinator, Faculties and Boards of Studies; and
- (vi) Controller of Examination;

**PART – X**  
**Dean Research**

**21. Dean Research.-** (1) There shall be a Dean research appointed for two years, by the Chairperson on the recommendation of the President from amongst teachers not below the rank of Associate Professor possessing a Doctoral or equivalent degree.

(2) 'Dean Research shall perform the following duties and functions, namely:-

- (a) to convene the meetings of the Research Board;
- (b) to maintain a common research register of the University;
- (c) to scrutinize applications for research, arrange pre Ph. D. test including interview and to finalize proposals for admissions including allotment of supervisors for Ph.D. programmes in various faculties for the consideration of the President;
- (d) to supervise the course work semester for Ph.D. programmes;
- (e) to prepare proposals for the registration of Ph. D candidates for approval by the President;
- (f) to call for the progress report of Ph.D candidates for record and necessary action;
- (g) to obtain from the President the sanctioned list of examiners for the evaluation of Ph.D thesis and subsequent viva-voce if and when required;
- (h) to arrange the issue of provisional certificate to the successful Ph.D. candidates ;
- (i) to submit, within a period of thirty days after the successful completion of the evaluation process and the announcement of the award of Ph. D degree to a candidate, as required, a soft copy of his Ph.D. thesis to the University Grants Commission for hosting the same in INFLIBNET ;



- (j) to arrange from any agency, Governmental or otherwise any financial assistance for the promotion of research and to regulate its appropriation;
- (k) to publish periodical research report of the University;
- (l) to endeavor to secure research consultancy work for the University and aid and advise in the successful execution thereof; and
- (m) to perform such other duties and functions relating to research as are required from him by Ordinance, rules, regulations or any authority of the University.

## PART- XI

### Dean Students Welfare

**22. Dean Students Welfare.-** (1) There shall be a Dean of Students Welfare appointed for two years by the Chairperson on the recommendation of the President from amongst teachers not below the rank of Associate professor.

(2) Dean Students Welfare shall have the powers and duties, namely: -

- (a) to coordinate the measures for promoting the welfare of the students;
- (b) to constitute inter-alia, the following committees and act as the Convener thereof:-
  - (i) University Students Welfare Committee;
  - (ii) University Sports Committee;
  - (iii) Various Student Forums and Clubs; and
  - (iv) Any other committee to promote the welfare of the students as and when needed.
- (c) to formulate rules for the control of student forum and clubs of students and make supervision over them and control of the mess facilities, sanitary arrangements and medical facilities therein;
- (d) to make such special arrangements as may be necessary for the residence of female students;
- (e) to communicate with guardians of the students concerning their welfare;
- (f) to coordinate travel facilities for students especially during vacations, breaks, study tours or campus interviews;



- (g) to guide students in the selection/ disbursement of scholarships, stipends and any other like assistance for the students;
- (h) to coordinate with the various training and placement offices for finding suitable employment for students; and
- (i) to perform such other duties as may be assigned to him from time to time by the various authorities, the Chairperson and the President.

### PART - XII

#### Director of Faculties

**23. Director of Faculties.**—(1) The Director of one or more Faculties may be appointed by the Chairperson on the recommendation of the Selection Committee consisting of the following, namely:—

- (a) a member of the Board nominated by the - Convener Chairperson
- (b) two academicians nominated by the President - Member
- (c) two experts of the relevant field nominated by - Member the Chairperson

(2) The Director shall be the Chief Executive Officer of the Faculty and shall be responsible to the President for the administration of the Faculty concerned.

(3) A Director shall hold such qualifications and experience as are prescribed by the Board.

- (4) (a) Where a Head of Department is not appointed for a Faculty, a Director shall perform such functions and duties as are prescribed by these Statutes for a Head of Department of such Faculty.
- (b) Where a Head of Department has been appointed of a Faculty, the Director shall supervise the entire administrative functioning of such Faculty.

### PART - XIII

#### Head of Departments

**24. Head of Departments.**— (1) There shall be a Head of Department for each department of the University. He shall be the executive officer of the department and shall be responsible to the President for its administration.

(2) The Head of Department of a department shall hold such qualifications and experience as are prescribed by the University



## Grants Commission.

(3) The Chairperson shall appoint a Head of Department on the recommendation of a Selection Committee consisting of the following, namely:-

- (a) a member of the Board nominated by the - Convener  
Chairperson
- (b) two academicians nominated by the President - Member
- (c) two experts of the relevant field nominated by - Member  
the Chairperson

(4) The terms and conditions of appointment of a Head of Department shall be such as may be prescribed by the Board.

(5) The Head of Department shall-

- (a) be responsible for organization and conduct of teaching, research and extension work of the department and may pass such orders as might be necessary in consultation with the President;
- (b) be responsible for the due observance of the Statutes, Ordinances, Regulations and Rules relating to the department;
- (c) supervise and control the student activities such as registration, teaching, examination and hostel administration related to his department;
- (d) be responsible to the President for the proper progress of the studies at the Departments, the educational use of buildings and premises assigned to the department and for the general equipment thereof;
- (e) serve as the medium of communication for all official business of the department with other authorities of the University and the students;
- (f) prepare the budget of the departments and utilize the approved budget properly and effectively;
- (g) countersign traveling allowance bills and sanction leave to teachers and employees working under him upto a maximum of two days at a time, cases of leave for more than two days being referred to the President;
- (h) have the power to institute preliminary enquiry against teachers and employees working under him and submit report with his recommendation to the President for further necessary action;



- (i) have such financial powers as are conferred on him, by order, by the Chairperson; and
- (j) perform such other duties as may be assigned to him from time to time by the Chairperson or the President.

#### **PART - XIV**

##### **Coordinator, Faculties and Boards of Studies**

**25. Coordinator, Faculties and Boards of Studies.-** (1) The Coordinator, Faculties and Boards of Studies shall be an academic officer of the University. He shall work directly under the control of the President.

(2) He shall be appointed by the President in consultation with the Chairperson.

(3) The Coordinator, Faculties and Boards of Studies shall have the following functions and duties, namely:-

- (a) to notify any change in the constitution of any Faculty or Board of Studies;
- (b) to ensure that each Faculty and Board of Studies has its regular meetings;
- (c) to coordinate meetings of various Faculties and Boards of Studies;
- (d) to revise and update, on the recommendations of the concerned Board of Studies and the Faculty, the syllabi and scheme of examinations of the various courses of study offered by the University;
- (e) to countersign and verify the traveling allowance bills of the members of the Faculties, Boards of Studies and all other bills related with the works under his control; and
- (f) to perform such other duties as may be assigned to him from time to time by the President.

#### **PART- XV**

##### **Controller of Examination**

**26. Controller of Examination.-** (1) There shall be a Controller of Examination of the University. He shall be the executive officer for all works related to the University Examinations.

(2) The Controller of Examination shall be appointed by the Chairperson in the recommendation of a Selection Committee consisting of the following, namely:-



- (a) a member of the Board nominated by the - Convener Chairperson
- (b) two academicians nominated by the President - Member
- (c) two experts of the relevant field nominated by - Member the Chairperson

(3) The Controller of Examination shall hold such qualifications and experience as are prescribed by the University Grants Commission.

(2) The Controller of Examination shall have the following powers and functions, namely:-

- (a) to make suitable arrangements with respect to the examination centers, the setting and printing of question papers and the supply of question papers to such centres;
- (b) to make necessary arrangements for assessment and re-evaluation of answer books in such manner as may be specified by the President;
- (c) to take necessary steps for engaging agencies including data processing agency for conducting examination, and record works;
- (d) to assist the President in the declaration of examination results and publication thereof after approval of the President;
- (e) to countersign and verify the examiner's bills, centre's expenses at the examination centers and all other bills related with the examination work under his control; and
- (f) to perform such other functions as may be required by the Examination Board, the Registrar and the President.

#### CHAPTER-IV

### TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY

**27. Teachers of the University.-** (1) The appointment of teachers of the University shall be made in accordance with the norms prescribed by the relevant regulatory body(ies), wherever required and on such terms, and conditions as are prescribed in the Statutes, Ordinances, Rules and Regulations of the University.

(2) Every teacher shall be appointed on a written contract, the form of which shall be as prescribed by the Board.

(2) A copy of every contract referred to in clause (2) above shall



e deposited with the Registrar

4) A teacher shall perform the following functions and duties, namely: -

- (a) to give equal treatment to all the students irrespective of religion, race, caste, sex, place of birth, place of residence or language or any of them;
- (b) to assess students objectively;
- (c) to constantly monitor and improve the performance of the students in the examination with a view to promote their self confidence;
- (d) to develop a sense of respect among students for Fundamental Duties, specified in part IV A of the Constitution;
- (e) to denounce the use of any uncultured language or act by the students;
- (f) neither to demand nor to accept any kind of fee or any gratification, whatever, from any student for providing any guidance to him;
- (g) to make teaching more purposeful and a mission of his career as a teacher;
- (h) to deliver extension lectures at various academic centers as and when occasion arises;
- (i) to carry regularly studies and have greater involvement on research;
- (j) to discharge the duties of Head of the Department or any other like capacity, whenever the University requires; and
- (k) to accept and carefully discharge all examination duties and keep a record thereof treating examination duty as part of his principal duty.

**28. Terms and Conditions of service of employees and their functions.-** The terms and conditions of service relating to appointment, period of probation, confirmation in service, disciplinary proceedings including penalties of all employees and their functions shall be such as are provided by the Board.

## CHAPTER-V

### COURSES OF STUDY, ADMISSIONS AND FEE STRUCTURE

**29. Courses of study.-** (1) The University shall undertake courses of study leading to the award of a Certificate, Diploma,



Degree and Research in the disciplines specified in Schedule - II of the Act.

(2) The number of seats in different courses of study undertaken by the University or alteration thereof shall be such as recommended by the Academic Council as per the norms, if any, prescribed by the relevant regulating bodies and approved by the Board.

**30. Admissions.-** Admissions of students to the University shall be on the basis of merit in the qualifying examinations, their merit/standing in the entrance tests, and personal interview. However, the admission in Technical/Professional courses shall be given only through entrance examinations conducted by the Government or the Association of Private Universities. Reservation of seats in admission shall be provided as per policy of the State Government, from time to time.

**31. Fee Structure.-** (1) The University shall charge fee for various programmes of study in accordance with the provisions of section 33 of the Act.

(2) The University may revise its fee-structure from time to time in accordance with the provisions of the Act.

#### CHAPTER VI

### INSTITUTION OF DEGREES AND CONFERMENT OF HONORARY DEGREES

**32. Grant of Degrees.-** The University shall be competent to undertake study and research and award degrees, diplomas and certificates thereof in any of the disciplines mentioned in Schedule II of the Act.

**33. Conferment of Honorary Degrees.-** (1) The University may confer the Honorary Degree on any person who by virtue of his eminence and attainments or contribution to the cause of learning or his established position in the discipline of law, built environment, health care, design and arts, technology, management and commerce, applied sciences and agriculture, insurance, hospitality, education, humanities or social sciences, is fit and proper person to receive such degree.

(2) All proposals for the conferment of Honorary Degrees shall be made by the Academic Council to the Board and shall be submitted to the Chairperson for confirmation provided that in cases of urgency, such proposal may be confirmed by the Chairperson on the recommendation of the Board only.

**34. Convocation.-** Convocations of the University for the conferment of degrees and other purposes shall be held in every



academic year.

**35. Withdrawal of Degrees etc.-** Any Degree, Diploma, Certificate or any Honorary Degree conferred by the University may be withdrawn by the Board on a resolution passed by the Academic Council by a majority of not less than two-thirds of its voting members which has obtained the sanction of the Chairperson:

Provided that no such resolution shall be moved without giving an opportunity of showing cause against the proposed withdrawal to the candidate concerned.

## CHAPTER-VII MISCELLANEOUS

**36. Procedure of Arbitration.-**(1) (a) An employee in dispute with the University arising out of the contract of employment may make a request, in writing, to the Registrar for referring such disputes to a Tribunal of Arbitration.

(b) A student in dispute arising out of disciplinary action taken against him by the University may make a request, in writing, to the Registrar, within a period of thirty days from the date of the disciplinary action, for referring such dispute to a Tribunal of Arbitration.

The Registrar on receipt of the request under sub-clause (a) or of clause (1) shall initiate proceedings for constitution of the Tribunal of Arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (Central Act No. 26 of 1996).

The Tribunal of Arbitration shall dispose of the dispute in accordance with the procedure as prescribed under the Arbitration and Conciliation Act, 1996 (Central Act No. 26 of 1996).

**37. Scholarships, Fellowships, Medals and Prizes.-** Subject to the approval of the Chairperson, the President may, in recognition of merit of students award such Fellowships, Scholarships, stipends or institute medals and prizes as detailed in Ordinances of the University.

**38. Creation and abolition of posts.-** All teaching and non-teaching posts shall be created or abolished by the Board on the recommendations of the Academic Council as per the norms prescribed.

**39. Creation, abolition and restructuring of departments.-** The Board shall have the power, on the recommendation of the Academic Council, to create, abolish or



restructure any existing Department(s) of the University.

**40. Accounting policy and financial procedure.-** (1) The Accounting Policy and Financial Procedures of the University shall be maintained in accordance with the rules and in the manner laid down in the Accounts Code of the University duly approved by the Board.

(2) Unless otherwise provided, the financial statements of the University shall be prepared under the historic cost convention and in accordance with the applicable Indian Accounting Standards.

(4) The University shall maintain its accounts on mercantile basis.

(5) The fixed assets shall be stated at cost of acquisition and reduced by accumulated depreciation. The cost shall include expenditure during construction period and the assets brought to working condition for their intended use.

(6) Revenue shall be booked in the accounts in the financial year for which it is received.

(7) The University accounts shall be audited by auditors designated by the Board every year. The audited accounts shall be placed before the Board by Chief Finance and Account Officer annually. The annual budget of the University shall be introduced in the Board for its sanction by the President in consultation with the Chairperson and copies of annual account and balance sheet so prepared shall be presented to the State Government.

**41. Revision of Fees.-** The fee may be revised by the Board from time to time in accordance with the provisions of the Act and on the recommendation of the Academic Council.

**42. Alteration of the number of seats in different syllabi .-** The Board may determine from time to time about number of seats in different syllabi in consultation with the Academic Council.

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By Order of the Board of Management of the  
Mahatma Jyoti Rao Phule University  
B.C.Sahu  
Registrar

By Order of the Governor,  
Rajeeva Swarup,  
Principal Secretary, Higher Education.

Government Central Press jaipur.