

ANNEXURE – I
(To G.O.Ms.No.01, Higher Education (UE) Dept, dated. 19.01.2021)

THE MAHINDRA UNIVERSITY FIRST STATUTES, 2021

CHAPTER – I
PRELIMINARY

1. SHORT TITLE AND COMMENCEMENT:

- (1) These Statutes may be called the Mahindra University First Statutes, 2021.
- (2) They shall come into force with effect from the date of their publication in the Telangana Gazette.

2. DEFINITIONS:

- 1) In these Statutes, unless the context otherwise requires,
 - (a) **“Academic Council”** means the Academic Council of the University;
 - (b) **“Academic Staff”** means a Teacher or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study of the University;
 - (c) **“Act”** means the Telangana State Private Universities (Establishment and Regulation) Act, 2018 (Telangana Act No.11 of 2018);
 - (d) **“Administrative Staff”** means any person who is an employee of the University, other than a teacher, who is primarily responsible for dealing with the administrative matters of the University;
 - (e) **“Authorities”** means the authorities of the University within the meaning of the Act;
 - (f) **“Board of Management”** means the Board of Management of the University;
 - (g) **“Board of Studies”** means the Board of Studies of each department / school of University and appointed in the manner as set out in Statute 18 of these First Statutes;
 - (h) **“Central Government”** means the Government of India;
 - (i) **“Chancellor” and “Vice Chancellor”** mean the Chancellor and Vice Chancellor of the University respectively;
 - (j) **“Controller of Examinations”** means the Controller of Examinations of the University;
 - (k) **“Department”** means an Academic Department of a Faculty of the University;
 - (l) **“Dean”** means the Dean of Schools of the University;
 - (m) **“Employee”** includes any person employed by the University to work in the University, and includes a Teacher, Officer (other than a visitor and a visiting Teacher) and any other employee of the University;
 - (n) **“First Ordinances”** means the First Ordinances of the University framed in accordance with section 28 of the Act;
 - (o) **“First Statutes”** means the statutes framed in accordance with section 26 of the Act;
 - (p) **“Governing Body”** means the Governing Body of the University;
 - (q) **“Government”** means the Government of Telangana;
 - (r) **“Non-Academic and Non-Administrative Staff”** means an employee of the University, other than academic and administrative staff;
 - (s) **“Officer”** means an Officer of the University;
 - (t) **“Ordinance”** means the ordinances of the University framed under the Act;
 - (u) **“Prescribed”** means prescribed by the Act, Ordinances, Statutes or Regulations of the University.
 - (v) **“Registrar”** means the Registrar of the University;
 - (w) **“Regulation”** means the Regulations made by any authority of the University for the time being in force;

- (x) **“School”** means a School of Studies of the University, which may consist of one or more academic departments/programs;
 - (y) **“Search Committee”** means the committee constituted by the Sponsoring Body and comprising the following members;
 - (z) **“Sponsoring Body”** means Mahindra Educational Institutions (MEI) (*a company registered u/s 25 of the Companies Act, 1956*);
 - (aa) **“State”** means the State of Telangana;
 - (bb) **“Student”** means a person seeking to be admitted or duly admitted as a full-time or part-time student in any department/program or School of the University in accordance with the Regulations to undergo a course of study or research leading to a degree or diploma or certificate of the University;
 - (cc) **“Subsequent Ordinances”** shall mean the subsequent ordinances of the University framed as per section 29 of the Act;
 - (dd) **“Subsequent Statutes”** shall mean the subsequent Statutes of the University, framed as per section 27 of the Act;
 - (ee) **“Teacher”** means a Professor, Associate Professor, Assistant Professor duly approved by the University;
 - (ff) **“UGC Regulations”** means the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2010 and other regulations issued by the University Grants Commission from time to time and any amendments thereto;
 - (gg) **“University Authority”** means (a) the Governing Body, (b) the Board of Management, (c) the Academic Council, or (d) such other authorities as may be declared by Statutes to be the authorities of the University and **“University Authorities”** shall be construed accordingly;
- 2) Words denoting the singular shall include the plural and words denoting any gender shall include all genders.
- 3) The Statutes are to be read in conjunction with the provisions of the Act and other applicable law. Words and expressions defined in the Act or any of the relevant UGC Regulations but not in the Statutes, Ordinances or Regulations framed under the Act shall have the meaning assigned to them under the Act and in the relevant UGC Regulations

3. **SEAL, FLAG, ANTHEM, INSIGNIA ETC. OF THE UNIVERSITY:**

- (i) 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.
- (ii) The Governing Body shall direct the use of the common seal and the Board of Management shall be responsible for the due custody of the records and common seal of the University.
- (iii) 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.

4. **THE OBJECTS, POWERS AND FUNCTIONS OF THE UNIVERSITY:**

- In addition to objects and powers of the University as described in the Act, the University shall also have the following powers and functions:
- (a) To establish the campus of the University in Bahadurpally, Hyderabad, Telangana to run academic programs for conferring degrees, diplomas, certificates and other recognitions.
 - (b) To develop and maintain relationships with leading academic and other institutions in India and abroad for education, training and research.
 - (c) To enter into, amend and terminate memorandums of understanding with leading educational institutions in other countries for collaborative educational programs.

- (d) To develop linkage with the industry, institutions and other organizations for fulfillment of the objects of the University.
- (e) To conduct innovative programs and experiments in new methods and education technology in the field of higher education in order to achieve international standards of education, training and research.
- (f) To admit students laterally into a course if they fulfill the academic requirements as described in the Regulations, on the recommendations of the Academic Council and on the approval of the University Authorities if allowed by the regulatory bodies.
- (g) To integrate/take over institutions/schools/college/centers of the Sponsoring Body situated in the campus as constituent units of the University for the purpose of its academic programs and award of degrees, diplomas and certificates to students on fulfillment of the academic requirements of the University.
- (h) To accept migration of students from other universities/institutions as per the procedure laid down in the Ordinance/Regulations of the University.
- (i) To honour educational stalwarts and persons of academic eminence with the decoration of "Professor Emeritus".
- (j) To provide education and training including correspondence and such other courses to such persons who are not members of the University as it may determine.
- (k) To make special arrangements in respect of women and other disadvantaged students as the University may consider desirable.

CHAPTER - II **OFFICERS OF THE UNIVERSITY**

5. OFFICERS OF THE UNIVERSITY:

The following shall be the Officers of the University:

- (a) the Chancellor;
- (b) the Vice Chancellor;
- (c) the Registrar;
- (d) the Controller of Examinations;
- (e) the Chief Finance and Accounts Officer;
- (f) Deans of Schools;
- (g) Such other officers as may be declared by the Statutes to be Officers of the University.

6. CHANCELLOR:

- (i) The Chancellor shall be appointed by the Sponsoring Body for a period of three years selected by a Search Committee as per the following procedure:
 - (a) The Sponsoring Body shall invite applications from persons desirous of being considered for appointment as Chancellor.
 - (b) The invitation for such application shall be through print and online advertisements in prominent national newspapers, and national and international academic journals.
 - (c) The Sponsoring Body shall provide at least one month's time from the date of publication of such advertisement for the submission of applications. The Sponsoring Body may also hire recruitment agencies for this purpose.
 - (d) The Sponsoring Body shall place all the applications received by it before the Search Committee.
 - (e) The Search Committee shall adopt a transparent process to evaluate the relative merits of the applicants and after duly recording the process and parameters of such evaluation, recommend a panel of three names in alphabetical order to the Sponsoring Body.
 - (f) The Sponsoring Body may select one out of three, as Chancellor.
- (ii) In case none of the names are found suitable, the Sponsoring Body shall advise the Search Committee to suggest a fresh panel.
- (iii) The term of the Chancellor shall be for a period of three years. At the

end of such term, the Chancellor shall be eligible for reappointment for a further three years, provided that the Sponsoring Body shall be under no obligation to renew the term of the Chancellor.

- (iv) If the office of the Chancellor becomes vacant due to the death, resignation or otherwise, or if the Chancellor is unable to perform his/her duties due to illness or any other reason, the Sponsoring Body shall appoint a new/interim Chancellor as per the procedure prescribed in this section 6.
 - (v) The Chancellor shall be the Head of the University.
 - (vi) The Chancellor shall preside over the meetings of the Governing Body as well as over the convocation of the University for conferring degrees, diplomas or other academic distinctions.
- 6.1. The office of the Chancellor shall be an honorary position. However, the Chancellor may be paid out of the funds of the University such honorarium as the Governing Body deems fit to compensate him/ her for the time spent in discharge of his duties and functions as the Chancellor and he/ she may be reimbursed out of University funds, the expenses incurred by him as Chancellor of the University. Powers and Functions of the Chancellor.
- (i) The Chancellor shall have the following powers:
 - (a) To call for any information or record, including any and all documents or information from the University as he/ she may deem necessary;
 - (b) to appoint the Vice Chancellor;
 - (c) to remove the Vice Chancellor in accordance with the provisions of the Act;
 - (d) to conduct an inspection of a school / institution / college, centre, department, hostel, office, or any other establishment or part of the University;
 - (e) to himself / herself issue cheques and authorize payments or he/ she may delegate this power to any other officer / officers or member of the finance committee of the University, if any;
 - (f) to delegate, subject to such terms and conditions as may be specified in writing, all or any of his/ her powers to any authority / officer(s) at his/ her discretion and have right to modify or recall his order of delegation of such power;
 - (g) to discharge all or any of the functions of the University for the purposes of carrying out the provisions of the Act and Statutes, Ordinances and Regulations when the officer or authority responsible for such function is not available;
 - (h) to issue directions to any officer / authority of the University from time to time as necessary in the interest of the University; and
 - ii) any other powers as may be conferred by the Statutes, Ordinances, Regulations or under any applicable law.
 - iii) All decisions taken by the Chancellor shall be placed before the Governing Body, for information.

7. VICE-CHANCELLOR:

- (i) The Vice-Chancellor shall be appointed by the Chancellor from a panel of three persons recommended by the Search Committee. In case none of the names are found suitable, the Chancellor shall advise the Search Committee to suggest a fresh panel.
- (ii) The tenure of the Vice Chancellor shall be as follows:
 - (a) He/she shall hold office for a term of three years or upto the age of 70 years, whichever is earlier.
 - (b) After expiry of the initial term of three years, the Vice Chancellor shall be eligible for a re-appointment for another term of three years (subject to the upper age limit of 70 years), provided that the Chancellor shall be under no obligation to renew the tenure of the Vice Chancellor.
 - (c) Notwithstanding anything in Statute 7, a Vice-Chancellor shall continue to hold his/ her office even after the expiry of his/ her term until a new Vice Chancellor is appointed and takes up his /

- her position as per the provisions of Statute 7, provided that such period does not exceed one year.
- (iii) The Chancellor may appoint the first Vice-Chancellor for a period of one year or until a regular Vice Chancellor is appointed as per the procedure prescribed in clause (i) above, whichever is earlier.
 - (iv) The Vice-Chancellor shall be a full-time salaried officer of the University and shall receive pay and allowances as prescribed in the UGC Regulations or a higher amount as decided by the Chancellor/Sponsoring Body from time to time.
 - (v) If the office of the Vice-Chancellor falls vacant due to the death, resignation or otherwise, or if the Vice Chancellor is unable to perform his/ her duties due to illness or any other cause, the Chancellor may appoint an acting Vice Chancellor from amongst the senior Teachers of the University or any suitable person to act as Vice Chancellor for not more than one year until either the existing Vice Chancellor resumes his or her duties or a new Vice-Chancellor is appointed as per the procedure prescribed in clause (i) above, whichever is earlier.
 - (vi) If, at any time, upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Vice Chancellor is not in the interest of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Vice Chancellor to relinquish office from a date specified in the order; provided further that before taking any action under this sub-section, the Vice Chancellor shall be given an opportunity of being heard.
 - (vii) The Vice-Chancellor may, in writing addressed to the Chancellor, resign from his office by giving a notice of six months.

7.1 Powers and Functions of the Vice-Chancellor

- (i) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall be the Chairman of the Academic Council, Finance Committee and Planning Board of the University.
- (ii) He/ she shall exercise general supervision and control over the affairs of the University and give effect to the decisions of the Governing Body and Board of Management in letter and spirit and shall ensure that they are not contradictory in nature and practice.
- (iii) The Vice Chancellor shall have the following additional powers and functions:
 - (a) to draft the First Ordinances of the University;
 - (b) to represent the University in convocations and functions in the absence of the Chancellor;
 - (c) to be present at and to address any meeting of any other University Authority or any other body of the University;
 - (d) to ensure that the provisions of the Act, the Statutes and the Ordinances of the University are duly observed and have all powers necessary to ensure such observance;
 - (e) to ensure the proper maintenance of discipline in the University and may delegate any such powers to such person or persons as he may deem fit;
 - (f) to grant leave to any Officer of the University and make necessary arrangements for the discharge of the functions of such officer during the period of his absence;
 - (g) to grant leave of absence to any employee of the University in the prescribed manner and if he so decides delegate such powers to any other officer or officers of the University;
 - (h) to convene or cause to be convened meetings of the various bodies/committees of the University;
 - (i) to make short-term appointments for a period of one year of such persons as may be considered necessary for functioning of the University;
 - (j) to cause the budget to be made by the Finance Committee and put before the Board of Management for consideration and approval;
 - (k) to exercise any power conferred on any University Authority or Officer by or under the Act in relation to any matter if he/ she is

of the opinion that immediate action is necessary on such matter (and convey to such authority or Officer the action taken by him/her in relation to the same), provided that such acts are informed to the Chancellor immediately without any delay. If the University Authority or any person in the service of the University, is aggrieved by the action taken by the Vice-Chancellor under this sub-section, such person may prefer to make an appeal to the Chancellor. The Chancellor may confirm, modify or reverse such action taken by the Vice Chancellor and such decision shall be final. Moreover, where any such action taken by the Vice-Chancellor affects any person in the service of the University such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Governing Body which may confirm or modify or reverse the action taken;

- (l) to enter into agreements on behalf of the University as approved by the respective and relevant Committees or as approved by the Chancellor;
 - (m) to delegate any of his/ her powers to other Officers of the University in consultation with the Chancellor;
 - (n) to remove an any academic staff including any Professor, lecturer, Teacher, reader, or non-academic teaching staff including any librarian, sports and extra-curricular staff or other employee of the University or take disciplinary action against such employee in the manner prescribed in Statute 34 of these First Statutes;
 - (o) to adjudicate any disputes arising between the University and any of its employees appointed in the manner prescribed in Statute 22 of these First Statutes; and
 - (p) to exercise such other powers as may be prescribed by the Statutes, Ordinances and Regulations of the University from time to time or under any applicable law.
- (iv) In the event of any temporary absence of the Vice-Chancellor by reason of leave, illness or any other cause, the Chancellor may make such arrangements as he/ she deems fit for carrying on the duties of the Vice-Chancellor.

8. REGISTRAR:

- (i) The Registrar shall be appointed by the Chancellor on the recommendation of a selection committee constituted for this purpose as per the procedure set out in clause (vi) below.
- (ii) Notwithstanding anything in Statute 8, the first Registrar shall be appointed by the Chancellor.
- (iii) The Chancellor may, through the selection committee constituted under this Statute 8, appoint an Acting Registrar, until a Registrar is appointed.
- (iv) The tenure of the Registrar shall be for a period of three years at the expiration of which, the Registrar shall be eligible for re-appointment for a further term of three years, provided that the Chancellor shall be under no obligation to renew such tenure.
- (v) The selection committee for screening the names of candidates for the post of Registrar shall consist of:
 - (a) the Vice-Chancellor - Chairman;
 - (b) a nominee of the Chancellor; and
 - (c) one expert member nominated by the Sponsoring Body.
- (vi) The selection committee shall follow following procedure for the selection of Registrar:
 - (a) The selection committee shall invite applications for the post through the process of an advertisement in newspapers having wider circulation and on the website of the University;
 - (b) Short-listing of the applicants shall be done by a sub-committee consisting of one nominee of the Vice Chancellor and one nominee of the Chancellor, which shall prepare separate lists of candidates shortlisted and non-shortlisted candidates;
 - (c) the above lists shall be placed before the selection committee; and
 - (d) the selection committee shall interview the short-listed

candidates and adjudge the merit of each candidate and send its final recommendation to the Chancellor for approval. In case none of the names are found suitable, the Chancellor shall advise the selection committee to suggest a fresh panel.

- (vii) The Registrar shall be a whole-time salaried officer of the University. His/ her emoluments and terms and conditions of service shall be such as may be prescribed in the relevant UGC Regulations.
- (viii) The services of the Registrar may be terminated by the Chancellor on his/her own or as advised by the Vice-Chancellor by giving him/ her three months' notice or three months' salary in lieu of notice, without assigning any reason.
- (ix) The Registrar may by writing under his/ her hand addressed to the Vice-Chancellor, resign from his office with a notice period of three months or by surrendering three month's salary in lieu of the notice, without assigning any reason. The resignation shall be forwarded to the Chancellor with specific recommendation by the Vice-Chancellor for consideration and acceptance.
- (x) 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/ her office, the duties of the Registrar will be performed by such person as the Vice-Chancellor may appoint for this purpose.

8.1 Powers and Functions of the Registrar

- (i) The Registrar shall:
 - (a) be the custodian of the records, the common seal and other properties of the University as the Sponsoring Body shall commit to his charge;
 - (b) conduct the official correspondence of the University on behalf of all or any of its authorities;
 - (c) 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/Board of Management/Vice-Chancellor from time to time;
 - (d) supply to the Chancellor 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 a month of the holding of the meetings, as well as any other information or documents as may be requested by the Chancellor;
 - (e) in an emergency, when the Vice-Chancellor is not able to act, call a meeting of the Board of Management forthwith, and take its directions for carrying on the work of the University;
 - (f) 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;
 - (g) 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;
 - (h) perform such other duties and functions as may be specified in the Statutes or prescribed by the Ordinances or Regulations, or as may be required, from time to time, by the Board of Management or the Vice- Chancellor, or under any applicable law;
- (ii) be the secretary of the Governing Body, Board of Management, and Academic Council without voting rights as per their individual constitutions. The Registrar shall also maintain in his office, a register of registered graduates, called the "Register", which shall contain the following particulars:
 - (a) the names and addresses of the registered graduates;
 - (b) the year of their graduation;
 - (c) the names of the school / institution / college / centre or the School from which they graduated;
 - (d) the course(s), degree(s) or examination(s) in respect of which the

- person graduated;
 - (e) the date on which the name of the graduate was entered in the Register; and
 - (f) such other details as the Board of Management may from time to time direct.
 - (iii) Every graduate of the University from the date of the convocation at which the degree by virtue of which he is to be registered was conferred or would have been conferred on him if he were present thereat shall, on an application in the form approved by the Vice-Chancellor and on payment of fee as may be determined by the Vice-Chancellor, be entitled to have his name registered in the Register. The application shall be made by the graduate himself and may either be delivered to the Registrar personally or sent by post or courier with a record of delivery.
 - (iv) On receipt of the application, the Registrar shall, if he/ she finds that the graduate is duly qualified and the prescribed fee has been paid, enter the name of the applicant in the Register.
 - (v) The Registrar shall on the basis of the entries in the Register or otherwise on such basis as he/ she considers proper on enquiry, promptly grant on application accompanied by the fee prescribed by the Board of Management in this behalf, such certificates or certified copies as are reasonably required by the applicant.

9. CONTROLLER OF EXAMINATIONS:

- (i) The Controller of Examinations shall be appointed by the Vice Chancellor from amongst the faculty of the University on the basis of qualifications and conditions of service as may be determined by the Vice Chancellor, for a term of three years, at the end of which he/ she shall be eligible for reappointment for a further term of two years, provided that the Vice Chancellor shall be under no obligation to renew such tenure.
- (ii) The Controller of Examinations shall be a full-time salaried officer of the University.
- (iii) The Controller of Examinations shall report to the Vice Chancellor and shall be responsible for the examination, tests or other forms of evaluation for courses taught in the University for granting degrees, diplomas, certificates and other academic titles and distinctions, including those for the purpose of evaluation of candidates for admission to such courses, and declaring the results of such examinations, assessments, tests or other forms of evaluation.
- (iv) The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed by the Subsequent Statutes or the Vice Chancellor.
- (v) The Controller of Examinations will formulate a policy and process documents for conduct of examinations at the University and get it approved from the Academic Council.
- (vi) The Controller of Examinations shall control the conduct of examination and make all other necessary arrangements and execute all processes connected with examinations and declaration of results after approval from the competent authority.
- (vii) The services of the Controller of Examinations may be terminated by the Chancellor on his/her own or as advised by the Vice-Chancellor by giving him/ her three months' notice or three months' salary in lieu of notice, without assigning any reason.
- (viii) The Controller of Examinations may, by writing under his/ her hand addressed to the Vice-Chancellor, resign from his office with a notice period of three months or by surrendering three month's salary in lieu of the notice, without assigning any reason. The resignation shall be forwarded to the Chancellor with specific recommendation by the Vice-Chancellor for consideration and acceptance.
- (ix) When the office of the Controller of Examinations is vacant or when such Officer is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of such Officer will

be performed by such person as the Vice-Chancellor may appoint for this purpose.

10. CHIEF FINANCE AND ACCOUNTS OFFICER (CFAO):

- (i) The Chief Finance & Accounts Officer (“**CFAO**”) shall be appointed by the Chancellor on the recommendations of a selection committee constituted for the purpose. Such committee shall consist of:
 - (a) The Vice-Chancellor – Chairman;
 - (b) a nominee of the Chancellor;
 - (c) one expert member nominated by the Sponsoring Body.
- (ii) In case none of the names put forward by the selection committee are found suitable, the Chancellor shall advise the selection committee to suggest a fresh panel.
- (iii) The CFAO 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 relevant UGC Regulations.
- (iv) The CFAO shall –
 - (a) exercise general supervision of the funds of the University and advise it as regard its financial policy;
 - (b) hold and manage the property and investments including endowed property for furthering any of the objects of the University;
 - (c) 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 were granted or allotted;
 - (d) 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;
 - (e) keep a constant watch on the state of the cash and bank balances and on the state investments;
 - (f) watch the progress of collection of revenue and advise on the methods of collection to be employed;
 - (g) have the account of the University regularly audited by the auditors as may appointed for the purpose;
 - (h) advise on any financial matter either *suomotu* or on his advice being sought;
 - (i) ensure that the registers of building, land, furniture and equipment are maintained up-to-date and that stock checking of equipment and other consumable materials is conducted regularly in the University;
 - (j) probe into any unauthorized expenditure and other financial irregularities;
 - (k) ensure that all monies are expended for the purposes for which they are granted or allotted and for no other purpose;
 - (l) call for from any office under the University any information or return that he may consider necessary to discharge his financial responsibilities;
 - (m) be the ex-officio secretary of the Finance Committee but without the right to vote;
 - (n) be responsible for all regulatory compliances, with all authorities, related to accounts, tax and any other finance related matters; and
 - (o) perform such other functions or have such other powers as may be specified in the Subsequent Statutes or prescribed in the Ordinances or Regulations or by the Board of Management from time to time or under any applicable law.
- (v) The services of the CFAO may be terminated by the Chancellor on his/her own or as advised by the Vice-Chancellor by giving him/ her three months’ notice or three months’ salary in lieu of notice, without assigning any reason.
- (vi) The CFAO may by writing under his/ her hand addressed to the Vice-Chancellor, resign from 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 Chancellor with specific

recommendation by the Vice-Chancellor for consideration and acceptance.

- (vii) When the office of the CFAO is vacant or when such Officer is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of such Officer will be performed by such person as the Vice-Chancellor may appoint for this purpose.

11. DEANS OF SCHOOLS:

- (i) The Deans of Schools shall be appointed by the Vice Chancellor from amongst the professors of such school, or in their absence, among associate professors, for a period of three years and upon the end of such term, shall be eligible for re-appointment for a further period of [●] years provided that the Vice-Chancellor shall be under no obligation to renew such term.
- (ii) The Dean shall be the head of the School and shall be responsible to the Vice Chancellor for the conduct and maintenance of the standards of teaching and research in the School.
- (iii) The services of any Dean of Schools may be terminated by the Chancellor on his/her own or as advised by the Vice-Chancellor by giving him/ her three months' notice or three months' salary in lieu of notice, without assigning any reason.
- (iv) Any Dean of Schools may, by writing under his/ her hand addressed to the Vice-Chancellor, resign from his/ her 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 Chancellor with specific recommendation by the Vice-Chancellor for consideration and acceptance.
- (v) When the office of a Dean of Schools is vacant or when the Dean of Schools is absent by reason of illness or any other reason, the duties and functions of such Dean shall be performed by such person as the Vice Chancellor may appoint for this purpose.
- (vi) The powers and duties of the Deans of Schools shall be as assigned by the Vice Chancellor and shall be prescribed in the Subsequent Statutes.
- (vii) In addition, any other Officer(s) shall be appointed by the Vice Chancellor as may be required for smooth and efficient functioning of the University and report to the Board of Management.
- (viii) Such other Officer(s) shall be appointed subject to the approval of the Board of Management.
- (ix) Such other Officer(s) shall exercise powers and duties as assigned by the Vice Chancellor and as prescribed in the Subsequent Statutes.

CHAPTER - III **AUTHORITIES OF THE UNIVERSITY**

12. AUTHORITIES OF THE UNIVERSITY:

The following shall be the University Authorities:

- (a) The Governing Body;
- (b) The Board of Management;
- (c) The Academic Council;
- (d) Finance Committee;
- (e) the Selection/Promotion Committee;
- (f) the Boards of Studies;
- (g) such other authorities as may be declared by the Statutes to be authorities of the University.

13. GOVERNING BODY:

13.1 Composition of Governing Body

- (i) The Governing Body shall consist of the following members:
 - (a) The Chancellor - Chairman.
 - (b) The Vice-Chancellor - Member.
 - (c) Officer not below the rank of Secretary to the Government of Telangana (nominee of the Government of Telangana) – Member.

- (d) Three individuals to be nominated by the Sponsoring Body (eminent people of standing in the fields of Technology/ Education/Finance/Life sciences/etc).
- (ii) Registrar - Member Secretary (The Registrar shall be a non-voting member).
- (iii) The nominated members shall hold office for a term of three years and shall be eligible for re-nomination, provided that the Sponsoring Body / Government of Telangana shall be under no obligation to re-nominate such members.
- (iv) The resignation of the members of the Governing Body, if any, shall be as per section 33 of these First Statutes.

13.2 Powers of the Governing Body

- (i) In addition to the powers vested in the Governing Body under the Act, it shall, *inter alia* also have the following powers and functions:
 - (a) to review, from time to time, the policies and programs of the University and to suggest measures for improvement and development of the University;
 - (b) to advise the Chancellor in respect of any matter that the Chancellor refers to it for advice;
 - (c) to maintain and fulfill the basic aims and objectives of the University as set out in the Act and to determine and regulate the educational, research, financial and other policies of the University;
 - (d) to consider and adopt resolutions on the annual report and annual accounts of the University, annual audits and the financial estimates;
 - (e) to monitor overall administration of the University and to appoint, discipline or dismiss the Officers of the University in accordance with the procedure laid down under the Act, Statutes, Ordinances, Regulations or any rules framed there under;
 - (f) to manage the revenues, resources and budgets of the University;
 - (g) to provide for raising, receiving, spending and borrowing of funds, placing investments and money of the University, for keeping of a true and correct account and for annual audit of the same;
 - (h) to provide for the custody and expenditure of special funds and investments, including provident funds;
 - (i) to hold, buy, sell hypothecate or otherwise acquire or dispose of property, movable, immovable or intellectual;
 - (j) to receive grants, donations, contributions, gifts, prizes, scholarships, and other moneys, to disburse grants and donations and to award prizes and scholarships;
 - (k) to appoint representatives of the University to other institutions or organizations as may be desirable;
 - (l) to appoint, in order to execute an instrument or transact any business of the University, any person as attorney of the University with such powers as it may deem fit;
 - (m) to establish residences for the students of the University;
 - (n) to purchase, take on lease, accept as gift or otherwise acquire any land, buildings or property which may be necessary or convenient for the purpose of the University, and on such terms and conditions as it may deem fit and proper, and to construct, alter and maintain any such land, buildings or property;
 - (o) to transfer or accept transfer of any movable, immovable and intellectual property as needed to fulfill the aims and objectives of the University;
 - (p) to make or authorize the making of Ordinances, Regulations and any rules;
 - (q) to appoint committee and to delegate any of the above-mentioned powers and duties to any officer, authority and/or committee of the University;
 - (r) to enter into appropriate arrangements with university or institutes of repute of India and other countries for running a joint program, twinning credit transfer and other related matters, subject to the approval in that behalf from the state government;

- and
- (s) to perform such other functions as may be prescribed from time to time under the Statutes, Ordinances or Regulations of the University or under any applicable law.

13.3 Meetings of the Governing Body

- (i) The Governing Body shall meet at least four times in a financial year. Every meeting of the Governing Body shall be held on such date and at such time and place as may be fixed by the Vice Chancellor.
- (ii) The quorum of the meetings of the Governing Body shall be a minimum of one-half of the members.
- (iii) The Chancellor, if present, shall preside over the meetings of the Governing Body. In his absence, the Vice Chancellor shall preside over such meetings or the Governing Body shall ask any other member to act as Chairperson.
- (iv) Notice of an ordinary meeting of the Governing Body shall be dispatched to all members at least fourteen days before the meeting. The agenda of the meeting shall be dispatched at least seven days in advance of the meeting.
- (v) In case of an emergency, a special meeting of the Governing Body may be called by the Vice Chancellor at a short notice.
- (vi) Decisions on all issues considered in the meetings of the Governing Body shall be taken by majority votes of the members present and voting including the Chairman. If the votes are equally divided, the Chairman shall have the casting vote.

14. BOARD OF MANAGEMENT:

14.1 Composition of Board of Management

- (i) The Board of Management shall comprise a minimum of eight and a maximum of twelve members, which shall include:
 - (a) the Vice Chancellor – Chairperson;
 - (b) two-three individuals nominated by the Sponsoring Body;
 - (c) three-four eminent persons from the field of management / law / science and technology / public administration / etc. (who are not members of the Governing Body), nominated by the Sponsoring Body; and
 - (d) two-four Deans/heads of departments of the University, to be nominated by the Sponsoring Body;
- (ii) Registrar - Member Secretary.
- (iii) In the absence of the Vice-Chancellor, the Chancellor may appoint any other member of the Governing Body to be the chairperson of the Board of Management.
- (iv) The term of office for nominated members of the Board of Management shall be three years.
- (v) The Board of Management shall meet at least once in every two months and shall with a minimum of fourteen days' notice to the members for such meetings.
- (vi) The quorum of the meetings of the Board of Management shall be a minimum of one-half of the members.
- (vii) The Registrar shall be a non-voting member.
- (viii) The resignation of the members of the Board of Management, if any, shall be as per Statute 33 of these First Statutes.

14.2 Powers and Functions of the Board of Management

- (i) Subject to the Act, the Board of Management, *inter alia*, shall have the following powers and functions:
 - (a) to approve creation of teaching and academic posts, the numbers, qualifications, and cadres thereof and the emoluments to be paid to the holders of such posts in consultation with the Finance Committee and in compliance with the relevant UGC Regulations;
 - (b) to lay down in consultation with Academic Council, the duties

- and conditions of service of the Professors, Associate Professors, Assistant Professors and other academic staff of the University;
- (c) to define, on the advice of the Academic Council and faculties/schools of the University, functions of the departments and to allocate areas of study, teaching and research to them and establish centers for interdisciplinary studies, special studies and special laboratories;
 - (d) to provide scope for research, and thereby advancement and dissemination of knowledge;
 - (e) to add, modify, curtail, cancel or withdraw any of the formal and non-formal educational programs;
 - (f) to create administrative, ministerial and other necessary posts in terms of the cadres and to make appointment therein in consultation with the Finance Committee;
 - (g) to regulate and enforce discipline among the academic staff, administrative staff and non-academic and non-administrative staff of the University other than the Officers of the University whenever necessary;
 - (h) to entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the University;
 - (i) to appoint committees for such purpose with such powers as it may deem fit and to appoint such persons on these committees as it deems fit;
 - (j) to review and approve, reject or alter recommendations made by any or all committees connected with the University;
 - (k) to enter into, vary, carry out and cancel contracts on behalf of the University;
 - (l) to approve provision of buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the University;
 - (m) to examine and accord final approval of building plans and award building contracts or authorize construction;
 - (n) to administer the revenues and properties of the University and to conduct all administrative affairs of the University;
 - (o) to issue appeals for funds for carrying out the objectives of the University and accept such funds as grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys;
 - (p) to authorize the CFAO to receive payment of fees and other charges and make payments for necessary expenses;
 - (q) to arrange for the deposit of all money credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee after taking approval of the Governing Body;
 - (r) to examine and approve the maintenance of proper accounts and other relevant records and prepare annual statements of accounts including the balance-sheet for every previous financial year, in such form as may be prescribed;
 - (s) to examine and approve the annual budget;
 - (t) to refer all matters of policy and important financial decisions to the Governing Body and ensure that all the minutes are regularly presented in the meetings of the Governing Body for perusal and approval;
 - (u) to manage and regulate the finances, accounts, investments, movable, immovable and intellectual properties, business and all other administrative affairs of the University;
 - (v) to execute documents, with the approval of the Governing Body, to effect conveyances, transfers, Government securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable, immovable or intellectual belonging to the University or to be acquired for the purposes of the University;
 - (w) to raise and borrow money with the approval of the Governing Body on bonds, mortgages, promissory notes or other securities founded or based on any of the properties and assets of the University or without any securities and upon approved terms

- and conditions and to payout of the funds of the University all expenses incidental to raising of the money and to repay and redeem any money borrowed;
- (x) to fix emolument and travelling and other allowances of internal and external examiners, moderators and such other personnel appointed for examinations, in consultation with the Academic Council and the Finance Committee;
 - (y) to select an emblem and to have a common seal for the University and to provide for the custody and use of such seal;
 - (z) to approve conferment of degrees, awards and fellowships;
 - (aa) to delegate all or any of its powers to any committee or subcommittee constituted by it or the Vice Chancellor of the University;
 - (bb) to authorize the Registrar or any other officer, authority, body, committee or board to institute, conduct, defend, compound or abandon legal proceedings by or against the organization or its officers;
 - (cc) to draft the Subsequent Statutes and approve the First Ordinances drafted by the Vice-Chancellor and submit the same to the Governing Body; and
 - (dd) to do all such things and acts as may be directed by the Governing Body or Chancellor in fulfillment of the objectives of the University or under the Statutes, Ordinances and Regulations of the University or under any applicable law.
- (ii) The Chairperson of the Board of Management may, if situation so demands, take such action unilaterally on behalf of the Board of Management as he deems appropriate, and report it in the next meeting of the Board of Management.

14.3 Meetings of Board of management

- (i) The Board of Management shall meet 6 (six) times in a financial year. Every meeting of the Board of Management shall be held on such date and at such time and place as may be fixed by the Vice Chancellor.
- (ii) The quorum of the meetings of the Board of Management shall be a minimum one-half of the members.
- (iii) Notice of an ordinary meeting of the Board of Management shall be dispatched to all members of the Board at least fourteen days before the meeting. The agenda of the meeting shall be dispatched at least seven days in advance of the meeting.
- (iv) In case of an emergency, a special meeting of the Board of Management may be called by the Vice Chancellor at a short notice.
- (v) The Vice-Chancellor, if present, shall preside over the meetings of the Board of Management. In his/ her absence, Board shall ask any other member to act as Chairperson.
- (vi) Decisions on all issues considered in the meetings of the Governing Body shall be taken by majority votes of the members present and voting including the Chairman. If the votes are equally divided, the Chairman shall have the casting vote.

15. FINANCE COMMITTEE

The Finance Committee shall be the principal financial body of the University within the meaning of Chapter IV, Clause 25 of THE TELANGANA STATE PRIVATE UNIVERSITIES (ESTABLISHMENT AND REGULATION) ACT, 2018 (TELANGANA ACT No. 11 of 2018), to take care of the financial matters. It shall consist of the following:

- (a) The Vice-Chancellor - Ex-Officio
 - (b) Two nominees of Sponsoring Body - Members
 - (c) The Chief Finance Officer - Ex-Officio Non-Member Secretary.
 - (d) The Vice-Chancellor shall be the Ex-Officio Chairman of the Finance Committee.
- (i) The term of office of ex-officio members shall continue so long they hold

- the office by virtue of which they are members.
- (ii) The term of office of a nominated member under the Statute shall be two years from the 1st day of January of the year in which he is nominated. The term of office of a member nominated to fill a casual vacancy shall continue for the remainder period of the term of the member in whose place he has been nominated.
 - (iii) The Finance Committee shall meet at least twice every year to examine accounts and scrutinize proposals for expenditure provided that a period not exceeding 180 days shall elapse between two consecutive meetings.
 - (iv) Three members of the Finance Committee including the chairman and minimum one nominee of the sponsoring body shall form a quorum for a meeting of the Finance Committee. It is essential that nominee of the Sponsoring body is in agreement with all financial recommendations of the Finance committee. Any financial decision taken without his/their written consent will be treated as null and void.
 - (v) The provisions regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Board of Management shall, so far as may be, shall be applicable in connection with the meetings of the Finance Committee.
 - (vi) The Vice Chancellor, if present shall preside at the meeting of the Finance Committee. In his absence the members present shall elect one from amongst themselves to preside at the meeting.

15.1) Powers and Functions of Finance Committee

- (i) Examine and scrutinize the annual budget of the University. The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University and send its recommendation to the Board of Management.
- (ii) Give its views and make its recommendations to the Board of Management, either on the initiative of the Board of Management or the Vice-Chancellor or on its own initiative of any financial question affecting the University.
- (iii) The annual accounts and financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Board of Management for approval with or without amendments.
- (iv) Consider and make its recommendations to the Board of Management on all such matters connected with the University, which have financial implications.
- (v) A copy of the minutes of every meeting of the Finance Committee shall be sent to the Board of Management.
- (vi) In emergent cases, the Chairman may exercise the powers of the Finance Committee and report the action taken by him in the next meeting of the Finance Committee for its approval.

16. ACADEMIC COUNCIL:

16.1 Composition of Academic Council

- (i) The Academic Council shall be the principal academic body of the University.
- (ii) The Academic Council shall, subject to the provisions of the Statutes and Ordinances have control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and tests within the University, coordinate and exercise general supervision over the academic policy of the University, exercise such other powers and perform such other duties and functions as may be prescribed.
- (iii) The Academic Council shall consist of the following members:
 - (a) the Vice Chancellor –Chairperson;
 - (b) the Deans of Schools;
 - (c) the Dean (students)/Dean (academics)/Dean (research and development), as appointed basis the terms prescribed under the Subsequent Statutes;
 - (d) six faculty (two Professors/ two Associate Professors/ two

- Assistant Professors) of the University on the basis of seniority (on rotation);
- (e) three distinguished academics(from outside the University), nominated by the Chancellor;
- (f) three industry professionals, nominated by the Chancellor;
- (g) Chief Librarian; and
- (iv) The Registrar - Member Secretary. The term of office of ex-officio members shall continue so long as they hold the office by virtue of which they are members. All members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years from the 1st day of January of the year in which they are nominated. The term of the office of a member nominated to fill a casual vacancy shall continue for the remainder period of the term of the member in whose place he has been nominated. The Vice Chancellor shall have the right to review and modify the composition of the Academic Council at any time;
- (v) The Registrar shall be non-voting member;
- (vi) The resignation of the members of the Academic Council, if any, shall be as per Statutes 33 of these First Statutes.

16.2 Powers and Functions of the Academic Council:

The Academic Council shall be the principal academic body of the University and have the following additional powers and duties:

- (a) to exercise general supervision over the academic work of the University and, to give directions regarding methods of instruction, evaluation, research or improvements in academic standards;
- (b) to prescribe courses of study leading to degrees and diplomas of the University;
- (c) to consider & approve the recommendations of the Boards of Studies on curricula for various courses and courses of studies;
- (d) to promote research within the University and acquire reports on such research from time to time;
- (e) to consider matters of academic interest either on its own initiative or at the initiative of the Board of Management and to take proper action thereon;
- (f) to arrange for the conduct of examinations in conformity with the Statutes and Regulations;
- (g) to maintain proper admissions and examinations standards;
- (h) to recognize diplomas and degrees of other universities and institutions and to determine their equivalence with the diplomas and degrees of the University;
- (i) to suggest measure for departmental co-ordination;
- (j) to make recommendations to the Board of Management on:
 - A. measures for improvement of standards of teaching, training and research.
 - B. institution of fellowships, scholarships, medals and prizes.
 - C. establishment or abolition of departments.
 - D. to provide for any matter relating to the academic functions of the University, discipline, residence, admissions and examinations.
 - E. award of fellowship, scholarship, studentships, and fee concessions; and
 - F. requirements for attendance.
- (k) to appoint sub-committees to advise on such specific matters as referred to it by the Board of Management;
- (l) to appoint standing committees to deal with day to day matters, if necessary;
- (m) to consider the recommendations of the sub-committees and to take such action, including making of recommendations of the Board of Management, as the circumstances of each case may require;
- (n) to review periodically the activities of the departments, and to take appropriate action, including making recommendations to

- the Board of Management with a view to maintaining and improving the standards of instruction;
- (o) to exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes;
 - (p) to consider academic proposals submitted by the faculties/schools/departments of the University;
 - (q) to approve the syllabi of different courses/subjects submitted by the Board of Studies of the faculties/schools and to arrange for the conduct of the examinations according to the ordinances and regulations made for the purpose;
 - (r) to approve the publication of syllabi of various courses of study along with the list of prescribed or recommended textbooks for subjects;
 - (s) to appoint committee(s) for admission of students in different faculties/schools/departments of the University as per admission policy of the University as set out in the Subsequent Statues / Ordinances;
 - (t) to recommend to the Board of Management, the rates of remuneration and allowances related to the examination work;
 - (u) to approve the academic calendar;
 - (v) to delegate such of its powers to the standing committee of academic council/ deans/chairpersons, as it may deem fit; and
 - (w) to do any such act as may be required under the Statues, Ordinances or Regulations of the University, or as may be prescribed by Governing Body or Board of Management or under any applicable law

16.3 Meetings of the Academic Council

- (i) The Academic Council shall meet as often as may be necessary but at least twice in a calendar year. Every meeting of the Academic Council shall be held on such date and at such time and place as may be fixed by the Vice Chancellor.
- (ii) Two fifth of the total members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- (iii) Notice of an ordinary meeting of the Academic Council shall be dispatched to all members of the council at least fourteen days before the meeting. The agenda of the meeting shall be dispatched at least seven days in advance of the meeting.
- (iv) In case of an emergency, a special meeting of the Academic Council may be called by the Vice Chancellor at a short notice.
- (v) The Vice-Chancellor, if present, shall preside over the meetings of the Academic Council. In his absence, the council shall ask any other member to act as Chairperson.
- (vi) Decisions on all issues considered in the meetings of the Governing Body shall be taken by majority votes of the members present and voting including the Chairman. If the votes are equally divided, the Chairman shall have the casting vote.
- (vii) Any business which may be necessary for the Academic Council to perform, except such business as may be placed before its meeting, may be carried out by circulation of a resolution among all its members and the resolution circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council.

17. SELECTION / PROMOTION COMMITTEES:

- (i) The Vice Chancellor shall constitute a selection committee for making recommendations to the Board of Management for appointment to the posts of Professor, Associate Professor, Assistant Professor, Controller of Examinations, librarian and other members of the staff etc., both teaching and non-teaching as per the procedure laid down in this Section 17 read with Section 20 below as well as any relevant provisions in the Subsequent Statutes, Ordinances, Regulations and applicable law, if any ("**Selection/ Promotion Committees**").

- (ii) The Selection / Promotion Committee shall be constituted as per the extant UGC Regulations on the subject and shall comprise of the following:
 - (a) Vice Chancellor – Chairman;
 - (b) Dean (of the respective school);
 - (c) head of respective departments (if Professor);
 - (d) subject expert(s) as decided by the Vice Chancellor in consultation with Dean of the concerned School.
- (iii) For appointments for the position of librarian: Chairman, Library Committee and two persons connected with the University, who have special knowledge of the subject or library science to be nominated by the Vice Chancellor. The Vice-Chancellor shall convene and preside over the meetings of the Selection/ Promotion Committee.
- (iv) Recommendations of the Selection / Promotion Committees shall be forwarded to the Board of Management by the Vice-Chancellor for approval.
- (v) All teaching posts, namely those of professors, associate professors, and assistant professors shall be approved by the Board of Management and reported in the next meeting of the Governing Body. Similarly, non-teaching staff positions shall also be approved and defined by the Board of Management on the recommendations of the Vice Chancellor.
- (vi) If the Board of Management is unable to accept the recommendations made by the Selection/Promotion Committee, it shall record its reasons and submit the case to the Chancellor for final orders. If the Chancellor concurs with the decision of the Board of Management, it shall advise the Selection/ Promotion Committee to suggest fresh recommendations. The decision of the Chancellor shall be final and binding in this context.
- (vii) A University Authority may appoint as many standing or special committees as it may deem fit, and may appoint to such committees, persons who are not members of such authority.

18. THE BOARD OF STUDIES:

- (i) The Board of Studies in respective departments (of a school) shall have such composition and perform duties as laid down in the Ordinances and Regulations of the University as well as under applicable law, if any.
- (ii) The functioning and procedures of Board of Studies shall be as laid down in the Ordinances of the University and shall be subject to any provisions under applicable law.

19. OTHER AUTHORITIES:

The composition, constitution, powers and functions of other authorities shall be such as may be specified from time to time by the Subsequent Statutes, Ordinances or Regulations of the University and any applicable law.

CHAPTER – IV **TERMS AND CONDITIONS OF SERVICE OF THE TEACHING AND NON-TEACHING STAFF OF THE UNIVERSITY**

20. THE APPOINTMENT OF TEACHERS OF THE UNIVERSITY AND OTHER ACADEMIC AND ADMINISTRATIVE STAFF AND OTHER EMOLUMENTS:

The following shall be teachers of the university, namely:

1. Professor
 2. Associate Professor
 3. Assistant Professor
 4. Teaching assistants
 5. The Board may, by notification, include any other post as teacher,
- (i) The guidelines in this Statute should be read in conjunction with guidelines prescribed in Statute 17 above.

- (ii) Teaching positions shall be advertised, as appropriate in relevant newspapers, and the University website as per the norms prescribed by the UGC Regulations. The details of advertised post(s) shall be provided on the University website.
- (iii) A screening committee consisting of three members, appointed by the Vice-Chancellor, shall screen all the applications and prepare a summary of all the candidates satisfying the criteria as approved by the vacancy approving authority, and to be called for the interview. The screening committee shall also prepare a list of candidates not shortlisted and not to be called for the interview shall be prepared separately giving reasons for the rejection.
- (iv) While screening applications, the screening committee shall adhere to the standards of recruitment and qualification as may be prescribed in the Subsequent Statutes, Ordinances or Regulations of the University, if any, as well as in the relevant UGC Regulations and any other applicable law.
- (v) The summary of all the screened applications shall be made available to the Selection/ Promotion Committees at the time of interview.
- (vi) In addition to full-time Teachers, the Board of Management /Vice-Chancellor may also decide to engage Teachers for a fixed term/ part time on contractual basis for short durations.

21. THE CONDITIONS OF SERVICE OF EMPLOYEES INCLUDING PROVISIONS FOR RETIREMENT BENEFITS, INSURANCE AND PROVIDENT FUND, THE MANNER OF TERMINATION OF SERVICE AND DISCIPLINARY ACTIONS:

- (i) Every Teacher and salaried officer and such other employees, as are mentioned in the Statutes, shall be appointed under a written contract on such terms and conditions as may be agreed to between parties which shall be lodged with the University, and a copy thereof shall be furnished to the officer or Teacher or employee concerned.
- (ii) Subject to the conditions laid down in the Ordinances, the terms and conditions of service shall be made in the form of service rules and approved by the Board of Management. The Board of Management shall ensure that the terms and conditions of service are in compliance with relevant UGC Regulations and any other applicable law.
- (iii) It should cover all the conditions as would be applicable to an employee and would generally include, but not restricted to following:
 - (a) Personnel policies;
 - (b) Pay & Allowances rules;
 - (c) Travelling Rules;
 - (d) Leave Rules;
 - (e) Policy covering health and wellbeing/medical/Insurance;
 - (f) Policy on Loans and Advances;
 - (g) Honorarium and Schedule of payment;
 - (h) Dependent Policy;
 - (i) Appraisal and Career progression;
 - (j) Recruitment norms;
 - (k) Ethics policy and code of conduct;
 - (l) Policy on Sponsored Projects and Consultancy;
 - (m) Policy on dealing with Sexual Harassment at work places;
 - (n) Disciplinary action Policy;
 - (o) Gratuity, Provident fund;

22. THE PROCEDURE FOR SETTLEMENT OF DISPUTES BETWEEN EMPLOYEES OF STUDENTS AND THE UNIVERSITY:

- (i) Subject to provisions of Act, 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.
- (ii) An employee who has a grievance may present such grievance either in person or in writing to the Vice Chancellor and the Vice Chancellor shall, wherever necessary, constitute a grievance hearing committee, the members of which shall be appointed by him/her.

- (iii) Based on the report of the grievance hearing committee, the Vice Chancellor may either dispose of the grievance case of the employee or refer it to the Chancellor. The decision of the Chancellor shall be final in this regard.
- (iv) While resolving any disputes under this Statute 22, the Vice Chancellor shall also refer to any other relevant provisions set out in the Subsequent Statutes, Ordinances or Regulations of the University as well as under any applicable law.

23. THE PROCEDURE FOR APPEAL TO THE BOARD OF MANAGEMENT BY ANY EMPLOYEE OR STUDENTS OF THE UNIVERSITY:

- (i) Once a decision has been given on any dispute arising between the University and any of its employees or students as per Statute 22 above, the aggrieved party has the right to appeal against such decision to the Board of Management.
- (ii) Any appeal should be submitted by the aggrieved party in writing, addressed to the Chairman of the Board of Management giving full details of the case and reasons for appeal.
- (iii) The appeal shall be considered by the Board of Management in a regular or special meeting or through circulation.
- (iv) The decision of the Board of Management shall be final.
- (v) While resolving any disputes under this Statute, the Board of Management shall also refer to any other relevant provisions set out in the Subsequent Statutes, Ordinances or Regulations of the University as well as under any applicable law.

24. THE CONFERMENT OF HONORARY DEGREES:

- (i) All proposals for the conferment of honorary degrees shall be made by the Academic Council and shall require the assent of the Board of Management and the Governing Body; provided that in case of urgency; the Chairman of the Governing Body may approve the conferment of the such honorary degrees and other academic distinctions on behalf of the Governing Body.
- (ii) Any conferment of honorary degrees shall also be in accordance with any other relevant provisions set out in the Subsequent Statutes, Ordinances or Regulations of the University as well as under any applicable law.

25. WITHDRAWAL OF DEGREE, DIPLOMA, CERTIFICATE AND OTHER ACADEMIC DISTINCTIONS:

- (i) The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, recommend to the Board of Management, withdrawal of 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 reason after investigation. Provided that no such resolution shall be passed until, a notice in writing has been given to the concerned person, calling upon him/her 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 produced in support of such person has been considered by the Academic Council.
- (ii) A copy of the resolution passed by the Academic Council shall be immediately sent to the person concerned.
- (iii) Upon receiving a recommendation from the Academic Council, the Board of Management, may approve withdrawal of any distinction, degree, diploma or privilege conferred on or granted to, any person.
- (iv) Any person aggrieved by the decision taken by the Board of Management may appeal to the Chancellor within thirty days from the date of receipt of such resolution.
- (v) The decision of the Chancellor on such appeal shall be final.

- (vi) For the purposes of this Statute, the Board of Management and Chancellor shall also adhere to any other relevant provisions set out in the Subsequent Statutes, Ordinances or Regulations of the University as well as under any applicable law.

26. INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS, MEDALS AND PRIZES:

The provisions provided for in the Ordinances and / or the Subsequent Statutes of the University shall be applicable.

27. MAINTENANCE OF DISCIPLINE AMONG THE STUDENTS:

- (i) All powers relating to discipline and disciplinary action in relation to students shall vest in the Vice Chancellor.
- (ii) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him appropriate, the Vice Chancellor may in the exercise of his /her powers aforesaid, order or direct that any student be expelled from the university, or be fined any sum as may be specified, or be debarred from taking an examination or examination for one or more years or that the results of student or student concerned in the examination or examination in which he/she has or they have appeared be cancelled.
- (iii) The Vice Chancellor may, delegate all or such of his powers, as he deems proper to the Dean (Students), and to such other persons as he may specify in his behalf.
- (iv) For the purposes of any matter under this Statute, the Vice Chancellor shall also adhere to any other relevant provisions set out in the Subsequent Statutes, Ordinances or Regulations of the University as well as under any applicable law.

28. THE ESTABLISHMENT AND ABOLITION OF DEPARTMENTS, CENTRES AND OTHER CONSTITUENTS ETC.

- (i) There shall be Programs of Study in the University for degrees, diplomas and certificates in different schools/departments/centres.
- (ii) The University shall offer such programs in the departments and centres as the Board of Management may approve, on the recommendation of the Academic Council either on its own or on the initiative of Department(s)/Centre(s).
- (iii) Further, the Board of Management, based on the advice of the Academic Council, may create any such Department or Constituent for conduct of courses or programs as per the Act and the UGC Regulations.
- (iv) The Board of Management in addition to its powers to introduce and modify a department/centre may also discontinue/abolish a program/department/centre on recommendations of the Academic Council. Provided that such resolution decision to abolish shall be passed only with the approval of the members of the Board of Management.
- (v) The procedure for phasing out a program/department shall be based on following criteria:
 - (a) when the courses offered by the Department become obsolete;
 - (b) when the subscription on such courses become untenable to continue; or
 - (c) when alternate and better programs become available.
- (vi) Before approving such discontinuation, the Board of Management shall ensure that the existing students in the program/department being abolished, whose names appear in the rolls of such program / department at the time of such decision, are allowed to complete the courses for which they have been registered.
- (vii) For the purposes of this Statute, the Board of Management shall also adhere to any other relevant provisions set out in the Subsequent Statutes, Ordinances or Regulations of the University as well as under any applicable law.

29. THE DELEGATION OF POWERS VESTED IN THE AUTHORITIES OR OFFICERS OF THE UNIVERSITY:

- (i) Subject to the provisions of Act, any Officer or University Authority 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.
- (ii) Such delegation of power shall be notified and approved by the Board of Management.
- (iii) All other matters, as prescribed by the Telangana State Private Universities (Establishment and Regulation) Act, 2018 (Act No 11 of 2018).

30. FEE STRUCTURE OF THE STUDENTS:

The fee structure of the University shall be as follows:

- (a) The fee to be charged by the University, including any exemption therefrom shall be as set out in the relevant Ordinances or the Subsequent Statutes of the University.
- (b) All the programs in the University shall be run in self-finance mode. The types of fee which may be charged from the students shall be as per the Ordinances or Subsequent Statutes.
- (c) The University is entitled to 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 fee may be charged from the students, as prescribed in the Ordinance.

31. ADMINISTRATION OF ENDOWMENTS:

Administration of endowments for the award of fellowships, scholarships, medals, prizes etc. in the University in addition to regular scholarships/ fellowships/ assistantships for PhD and MTech Chancellor's medals, Vice-Chancellor's medals shall be as follows:

- (a) the Governing Body may accept donations for the creation of an endowment fund for the award of fellowship, scholarship, stipend, medals, and prizes etc.
- (b) the Governing Body shall administer all such endowments;
- (c) the award shall be made out of the annualising amount accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment;
- (d) the Governing Body shall prescribe the conditions of depositing the endowment in a bank;
- (e) the value of endowment necessary for instituting an award shall be prescribed by the Governing Body;
- (f) in case any endowment is accepted by the Governing Body, it 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; and
- (g) in accordance with any other relevant provisions set out in the Subsequent Statutes, Ordinances or Regulations of the University as well as under any applicable law.

32. ANNUAL REPORT AND THE BALANCE SHEET:

- (i) The annual report and balance sheet of the University along with income and expenditure accounts of the University, duly audited by the chartered accountant appointed by the University shall be prepared by the Finance Committee. The annual report shall be for the academic year (July to June) whereas annual audited accounts shall be for financial year (April to March).
- (ii) The annual report shall be placed before the Governing Body, along with the comments of the Board of Management for approval.

- (iii) A copy of the annual report and the annual accounts prepared under sub-section (i) above shall be presented to the Government of Telangana after approval by the Governing Body.

33. RESIGNATION:

- (i) Resignation rendered by an employee shall be processed as per the Regulations prescribed for the purpose.
- (ii) Any member other than an-officio member of the Governing Body, the Board of Management, the Academic Council or any other authority of the University or Committee may resign by a letter addressed to the Chairman of the respective authority by giving three months' notice and process the same through the Registrar of the University.
- (iii) Any Officer of the University (whether salaried or otherwise) may resign from his office by a letter addressed to the Vice-Chancellor, unless otherwise prescribed in these First Statutes. Such resignation shall take effect only on the date from which the same is accepted by the authority competent to fill the vacancy or any other date prescribed by the competent authority.
- (iv) For purposes of this Section 33 any other relevant provisions set out in the Subsequent Statutes, Ordinances or Regulations of the University as well as under any applicable law shall also be applicable.

34. ACTION AGAINST TEACHERS AND NON-TEACHING STAFF INCLUDING REMOVAL:

- (i) Where there is an allegation of misconduct against a Teacher, or any non-teaching staff, the Vice-Chancellor shall institute an inquiry committee for this purpose and may by order in writing, place the such employee under suspension if he/ she thinks fit.
- (ii) Based on the inquiry committee report, the Vice Chancellor may decide on the disciplinary action to be undertaken depending on the severity of the misconduct. Notwithstanding anything in this sub-section, an order for the termination of the services of any Teacher or non-teaching staff shall only be made with the approval of the Chancellor, whose decision shall be final.
- (iii) An appeal against any such action may be made to the Chancellor within thirty days from the date of receiving of the communication of such order.
- (iv) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Board of Management shall be entitled to remove a Teacher on the grounds of misconduct.
- (v) Save as aforesaid the Board of Management shall not be entitled to remove a Teacher except for a good and sufficient cause and after giving three months' notice in writing or payment of three months' salary in lieu of notice.
- (vi) No Teacher shall be removed until he/ she has been given a reasonable opportunity to show cause against the action proposed to be taken in regard to such Teacher.
- (vii) The removal of a Teacher shall take effect from the date on which the order of removal is made.
- (viii) Any action taken under this Section 34 shall also be in accordance with any other relevant provisions set out in the Subsequent Statutes, Ordinances or Regulations of the University as well as under any applicable law.

35. Removal of employees other than a teacher

- (i) Notwithstanding anything contained in the terms of his contract of service or of his appointment, of under this Section 34, an employee of the University, other than a Teacher, may also be removed by the Authority which is competent to appoint the employee if:
 - (a) he/she is of unsound mind;
 - (b) he/she is an undischarged insolvent;
 - (c) he/she has been convicted by a court of law of for any criminal offence or an offence involving moral turpitude and;

- (d) he/she is otherwise guilty of misconduct.
- (ii) Provided that no Officer of the University shall be removed from his position unless a resolution to that effect is passed by the Board of Management.
- (iii) No such employees shall be removed until he/she has been given a reasonable opportunity to show cause against the action proposed to be taken with regard to him/her.

36. RULES AND REGULATIONS:

Subject to the provisions of the Act, Statutes, Ordinances and any other applicable law, the Board of Management shall frame the relevant regulations for the effective functioning of the University.

37. DISPUTES AS TO MEMBERSHIP:

- (i) If any question arises as to whether any person has been duly nominated or appointed or is eligible to be a member of any University Authority or any committee of the University, the matter shall be referred to the Chancellor, whose decision thereon shall be final.
- (ii) for the purposes of this Section 36, the Chancellor shall also adhere to any other relevant provisions set out in the Subsequent Statutes, Ordinances or Regulations of the University as well as under any applicable law.

38. VALIDATION OF CERTAIN ACTS, DECISION:

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

39. ELECTED CHAIRMAN TO PRESIDE WHERE NO PROVISION IS MADE IN THE STATUTES:

Where, by the Act, the Statutes, the Ordinances or Regulations, no provision is made for a chairman to preside over a meeting of any University Authority, board or committee or when the chairman so provided for is absent, the members present shall elect one among themselves to preside at the meeting, unless there is anything to the contrary in any other relevant provisions set out in the Subsequent Statutes, Ordinances or Regulations of the University as well as under any applicable law.

40. DISQUALIFICATIONS:

- (i) A person shall be disqualified for being chosen as, and for being a member of any of the authorities of the University if:
 - (a) he/she is of unsound mind;
 - (b) he/she is an undischarged insolvent;
 - (c) he/she has been convicted by a court of law of any criminal offence or an offence involving moral turpitude;
 - (d) he/she is conducting or engaging himself in private coaching with or without pecuniary gain;
 - (e) he/she has been punished for indulging in or promoting unfair practice in the conduct of an examination, in any form, anywhere;
 - or
 - (f) he/she is otherwise guilty of proven misconduct;
- (ii) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned, the question shall be referred for the decision of the Chancellor and his/her decision thereupon shall be final.
- (iii) for the purposes of this Section 39, Chancellor shall also adhere to any other relevant provisions set out in the Subsequent Statutes, Ordinances or Regulations of the University as well as under any applicable law.

- 41.** In the event of any inconsistency or irreconcilable conflict between the Act and any applicable rules, regulations, orders or directions of any other regulatory body binding on the University, and the Statutes or any Ordinance or Regulations framed thereunder, the following order of the priority shall be adopted to resolve such conflict:
- (a) the Act;
 - (b) applicable binding rules, regulations, orders or directions of any other regulatory body;
 - (c) the First Statutes;
 - (d) the Subsequent Statutes;
 - (e) the First Ordinances;
 - (f) Subsequent Ordinances; and
 - (g) any Regulations framed by the authorities of the University.

CHITRA RAMCHANDRAN
SPECIAL CHIEF SECRETARY TO GOVERNMENT