

भाग ४ (ग) प्रथम परिनियम

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल
भोपाल, दिनांक 14 जुलाई 2022

क्रमांक आर- 62/सीसी/2022/अड़तीस - मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम-2007 की धारा 26 (1) के अनुक्रम में एल.एन.सी.टी विद्यापीठ निजी विश्वविद्यालय, इंदौर के प्रथम परिनियम क्रमांक 01 से 35 तक राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है। संस्था के उक्त परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे।

प्रथम परिनियम क्रमांक 01 से 35

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,
वीरन सिंह भलावी, अवर सचिव.

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STATUTE NO. 01

ESTABLISHMENT OF UNIVERSITY: VISION, MISSION, OBJECTIVES & FUNCTIONS

1. SHORT TITLE SCOPE AND COMMENCEMENT

- 1.1 This statute may be called LNCT Vidhyapeeth University, Indore, Madhya Pradesh **Establishment of University: Vision, Mission, Objectives & Functions.**
- 1.2 This shall come into force with effect from the date of publication in the official Gazette of Madhya Pradesh.
- 1.3 Each statute shall be in accordance with the provisions of the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended in 2013 & 2016. If there be any difference in the provisions of the statutes or the Rules and the Statutes, the provisions of the Adhiniyam or the Rules shall have overriding effect.
- 1.4 Nothing in these statutes shall be deemed to debar the University from amending statutes subsequently according to the provision of section 27 of the Adhiniyam, and the amended statutes, if any, shall come into force, from such a date as prescribed in the notification.

2. DEFINITIONS :

In this statute, unless the context otherwise requires-

- 2.1 **Main Campus** - Main campus of the University means the campus of Private University situated in Madhya Pradesh consisting of minimum five teaching departments or school of studies in the University and where the main campus of the Private University is located and shall also include any of the existing campus or constituent units operating under the Administrative, Academic and the financial control of the same sponsoring body shall be deemed to be a part of the Private University as duly constituted within the meaning of the above act in the jurisdiction of the state from the date of coming into force of the aforesaid act and shall include the main campus and its constituent units, if any.
- 2.2 **"Authorities"** means the authorities of the University as specified by or under this Act,
- 2.3 **"Bodies"**, means the bodies of the University formed by the respective authorities;
- 2.4 **"Central Councils"**, means various Councils constituted by the Central/State Government;
- 2.5 **"Chancellor"**, means the Chancellor of LNCT Vidhyapeeth University; Indore.
- 2.6 **"Vice-Chancellor"** means the Vice-Chancellor of LNCT Vidhyapeeth University; Indore.
- 2.7 **"Collaboration"** means collaborative academic activity of the University with other universities, academic institutions (local, regional, national or international), hospitals, research institutions and organizations;
- 2.8 **"Visitor"** means the Visitor of the LNCT Vidhyapeeth University; Indore.
- 2.9 **"Director"** means a head of an institution including a center, or a school of the University as designated by the Board Of Management;

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- 2.10 **"Director of Medical Education", "Director of Health Services"** means respectively, the Director of Medical Education, Madhya Pradesh State, the Director of Health Services, Madhya Pradesh State .
- 2.11 **"Government"** means the Government of Madhya Pradesh;
- 2.12 **"Health Sciences"** means modern scientific medicine in all its branches concerning preventive, promotive, curative and rehabilitative services in Medical, Ayurvedic, Homeopathic and Dental science, Nursing, Physiotherapy, Occupational Therapy, Speech and Hearing, Paramedical and other allied subjects including the Indian Systems of Medicine in all their branches;
- 2.13 **"Hostel"** means unit of residence for the students of the University maintained or recognized by the University in accordance with the provisions of this Act;
- 2.14 **"Local Managing Committee"** means a Committee constituted for a college under the provisions of this Act;
- 2.15 **"Management"** means the Members of the society, or the Managing or Governing body of **Shree Astha Foundation for Education Society, Indore** registered under the Madhya Pradesh Society registration Adhiniyam 1973, under the management of which one or more colleges or Constituent institutions or other institutions are conducted and admitted to the privileges of the University.
- 2.16 **"Non-Vocational Academic Staff"** means such staff as the Government may classify to be non-vocational academic staff and includes all such Staff which is complimentary to academic staff and shall not include the staff engaged purely in discharging administrative functions;
- 2.17 **"Post-Graduate Department "** means a department in a college or institution of higher learning, research or specialized studies, imparting postgraduate instruction or guidance for research recognized by the University;
- 2.18 **"Principal or Dean"** means head of a Institute, specialized educational Institution, post-graduate center or other Constituent Institutions duly approved by University;
- 2.19 **"Registrar"** means the Registrar of the LNCT Vidhyapeeth University, Indore (MP)
- 2.20 **"Registered Graduate"** means a graduate registered or deemed to be registered under this Act;
- 2.21 **School"** means a school of studies maintained by or recognized as such by the University;
- 2.22 **Statutes", "Ordinances", "Rules" and "Regulations"** means respectively, the Statutes, Ordinances, Rules and Regulations of the University made by or under this Act;
- 2.23 **"Student of the University"** means a person enrolled in the University for undergoing a course of study for a degree, diploma or other academic distinctions of the University;
- 2.24 **"Teachers"** means full time approved Demonstrators, Tutors, Assistant Professors, Lecturers, Readers, Associate Professors, Professors and other persons teaching or giving instructions on full time basis in constituent colleges of the University;

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- 2.25 "University" means the LNCT Vidhyapeeth University, Indore established under section 3 of this Act.
- 2.26 "University Grants Commission™ means the Commission established under section 4 of the University Grants Commission Act, 1956;
- 2.27 "University Institution" means a center, a school, or an institute established and maintained by the University;
- 2.28 "University Teacher" means a teacher appointed by the University;
- 2.29 "Regulatory Commission" means the M P Private University Regulatory Commission established under the section 36 of the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhinyam, 2007 (Madhya Pradesh Act 17 of 2007);
- 2.30 "State", 'State Government' and 'Government shall mean, the Government of the State of Madhya Pradesh.
- 2.31 "Adhinyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan Adhinyam, 2007 (Madhya Pradesh Act 17 of 2007);
- 2.32 "Section, Sub-section' and 'Item' shall mean, Section of the Adhinyam, Sub-section of the section and item of the Section or Sub-section respectively;
- 2.33 "Governing Body" means the Governing Body of LNCT Vidhyapeeth University, Indore;.
- 2.34 "Council" means, the Academic Council of LNCT Vidhyapeeth University, Indore;.
- 2.35 "Board" means, the Board of Management of LNCT Vidhyapeeth University, Indore;.
- 2.36 "College" means, constituent Institution of LNCT Vidhyapeeth University, Indore;
- 2.37 "Other Backward Classes" mean, the communities, castes and tribes notified by the M.P. State Government from time to time under Article 15(4) and Article 16(4) of the Constitution;
- 2.38 "Scheduled Caste" means the Scheduled Castes notified under Article 341 of the Constitution of India;
- 2.39 "Scheduled Tribes" mean the Scheduled Tribes notified under Article 342 of the Constitution of India;
- 2.40 "School of Studies" means an institution maintained by LNCT Vidhyapeeth University as a place of higher learning and research;
- 2.41 **Visiting Faculty:** means part time approved Assistant Professors, Associate Professors, Professors and other persons teaching or Imparting instructions on part time basis in constituent institutions of the University.

3. ESTABLISHMENT AND INCORPORATION OF UNIVERSITY: -

- 3.1 Whereas the Government of Madhya Pradesh has enacted Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhinyam 2007.
- 3.2 Whereas the Sponsoring Body LNCT Vidhyapeeth University, Indore applied to the Government of Madhya Pradesh through MPPURC for sanction to establish a Private University.

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3.3 The University shall be a body corporate, by the name specified and shall have perpetual succession and a common seal and shall sue and be used by the said name.

3.4 The University shall be competent to acquire and hold property, both movable and immovable, to lease, sell or otherwise transfer or dispose of any movable or immovable property, which may vest in or be acquired by it for the purposes of the University, and to contract and do all other things necessary for the purposes of this Act:

Provided that, no such lease, sale or transfer of such property shall be made without the valuation made there of by the approved valuer appointed by the University.

3.5 In all suits and other legal proceedings by or against the University, shall be signed and verified by the Registrar or any other person authorized in his behalf and all process in suits and proceedings shall be issued to and served on the Registrar.

4. VISION AND MISSION OF UNIVERSITY:

4.1 To envisage a new revolution in the field of education at LNCT Vidhyapeeth University, through implementation of education policy. This will contribute to the vision to become a leader in the field of medical science and technology and other faculties.

4.2 To be marked by aspiring candidates in the country as one of the most favored universities to begin teaching and research careers or their student lives.

4.3 To propel LNCT Vidhyapeeth University, upwards in ranking at national and international level through an outstanding student placement record, International standard of higher education and research publications, and creation of state of the art facilities on the campus (such as e learning facilities, e-library, sophisticated laboratories, sponsored research and industrial consultancy, modernization of hostels and sports facilities, create entrepreneurship park etc.).

4.4 To raise standard of excellence for development of various facilities in the campus, establish national awards in various disciplines and provide support to students from weaker section of society.

4.5 To cultivate an active, technology-enhanced, learning environment where each individual can grow and thrive.

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- 4.6 To be widely recognized as a destination for world-class talent from around the globe.
- 4.7 To inculcate basic principles which should guide LNCT Vidhyapeeth University, to be our research, education characterized by a quest for high quality; our standpoints and decisions based on a clear responsibility for the development of society; our work guided by a global engagement that constantly reminds us of our role in the world; and an inspiring work environment.
- 4.8 To ensure that this University should create a transformative educational experience for students focused on deep disciplinary knowledge; problem solving; leadership, communication, and interpersonal skills; and personal health and well-being.
- 4.9 To plan that the campus community should pursue strategic partnerships and focuses on solving societal challenges. LNCT Vidhyapeeth University should be a Quality driven University, to be characterized by innovative multidisciplinary research. All education should be research based; as part of their studies, students should be put in contact with active researchers and highly advanced research.
- 4.10 To cultivate a transformative University community committed to (a) attracting and retaining diverse, world-class talent; (b) creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation, and entrepreneurship can flourish; and (c) ensuring individuals can achieve their full potential.
- 4.11 In the coming years, the research at the LNCT Vidhyapeeth University, should be characterized by global perspectives and should attract leading researchers from around the world. All programs should offer international outlooks and student exchange opportunities.
- 4.12 To impact society in a transformative way-regionally, nationally, and globally by engaging with partners outside the traditional borders of the University campus.
- 4.13 LNCT Vidhyapeeth University should be characterized by a stimulating and dynamic work environment where respect for everybody's equal value is completely natural. The University should be an attractive employer and the study environment should provide optimal work conditions for students. The organization should be characterized by effective information provision and qualified support functions.

5. OBJECTIVES OF UNIVERSITY:

The objectives of the University shall be to disseminate, create and preserve knowledge and understanding by teaching, research, extension and service and by effective demonstration and influence of its corporate life on society, in general, and in particular the objectives shall be:-

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- 5.1 To carry out its responsibility of creation, preservation and dissemination of knowledge;
- 5.2 To promote discipline and the spirit of intellectual inquiry and to dedicate itself as a fearless academic community to the sustained pursuit of excellence;
- 5.3 To encourage individuality and diversity within a climate of tolerance and mutual understanding;
- 5.4 To promote freedom, secularism, equality and social justice as enshrined in the Constitution of India and to be catalyst in socio-economic transformation by promoting basic attitudes and values of essence to national development;
- 5.5 To extend the benefits of knowledge and skills for development of individuals and society by associating the University closely with local and regional problems of development;
- 5.6 To promote equitable distribution of facilities of Health Sciences & Others;
- 5.7 To provide for efficient and responsive administration, scientific management and develop organization of teaching and research;
- 5.8 To promote acquisition of knowledge in rapidly developing and changing society and to continually offer opportunities of upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human endeavour by developing educational network related to Health Sciences with use of modern communication media and technologies appropriate for a learning society;
- 5.9 To strive to promote competitive merit and excellence as the sole guiding criterion in all academic and other matters relating to students;
- 5.10 To impart education and training to achieve the goal of physical, mental and spiritual health of every individual,
- 5.11 To create better understanding between different systems of medicines through inter-disciplinary study and research;
- 5.12 To establish state of the Art facilities for Education, Training and Research.
- 5.13 To provide consultancy to the industry and public organizations.
- 5.14 To establish new institutions and courses as per the need of the community.
- 5.15 To award degrees, diplomas, certificates and other academic distinctions on the basis of examination or any other method of evaluation.
- 5.16 To maintain standards of the degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by UGC and related Regulatory Bodies or Councils.
- 5.17 To collaborate with other Universities, Research Institutions, Government and Non-Government organization towards fulfillment of objectives of University.

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5.18 To set up collaboration provisions with foreign/international Universities to enable students of the University to leverage the advantages of faculty and student exchange, dual degree options and semester abroad programs.

5.19 To pursue any other objectives as may be approved by the Sponsoring Body.

5.20 To ensure that academic distinctions are not lower than those laid down by the Statutory Bodies.

6. POWER AND DUTIES OF UNIVERSITY:

The University shall have the following powers and duties, namely:-

6.1 To establish, maintain and manage University departments and institutions of research, specialized studies or academic services unit;

6.2 To provide for establishment of campuses for serving a group of constituted colleges, and also to provide for and maintain common resources centers in such campuses in the form of libraries, laboratories, computer centers, hostels, health centers, auditorium and gymnasiums and the centers of learning;

6.3 To create posts of directors, principals, teachers and other teaching or non- vacation academic posts required by the University as per the prescribed qualifications and make appointments thereto;

6.4 To appoint or recognize persons working in any other University or organization as a teacher of the University for specified period;

6.5 To create non-teaching skilled, administrative, ministerial and other posts and as per the prescribed qualifications and pay-scales for such posts, and to make appointments thereto;

6.6 To facilitate mobility of teachers within the University and to other Universities with the consent of the University authorities;

6.7 To make provision, wherever feasible in the University department, constituted colleges, institutions, recognized institutions and schools, for survey and collection of statistics, data and other particulars relevant to various developmental activities including State and National plans evaluation of the developmental schemes with the participation of the students as a part of their curricular activities;

6.8 To control and regulate admission of students for various courses of study in University departments and constituted colleges, institutions, schools and recognized institutions;

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- 6.9 To lay down the conditions of constituent college and recognition of institutions taking into account the credibility of the management and norms of academic performance of colleges, faculties and subjects, as may be laid down from time to time, and satisfy itself by periodical assessment or otherwise that those conditions are fulfilled;
- 6.10 To inspect, where necessary, constituent colleges and recognized institutions through suitable machinery established for the purpose, and take measures to ensure that proper standards of instruction, teaching and training are maintained by them, and adequate library, laboratory, hospital, workshop and other academic facilities are provided for.
- 6.11 To hold and to manage trusts and endowments and institute awards, fellowships, travelling fellowships, scholarships, studentship, medals and prizes for teachers and students of the University and colleges;
- 6.12 To make necessary arrangements for promoting welfare of employees of the University;
- 6.13 To co-ordinate and regulate teaching and research in the constituted colleges and recognized institutions;
- 6.14 To provide for the training and quality improvement of teachers and non-teaching employees;
- 6.15 To provide for periodical assessment of the performance of teachers and non-teaching employees of the colleges, institutions and University in accordance with the provisions of Statutes.
- 6.16 To regulate and provide for attendance of the teachers on the premises of the University or colleges or institutions during teaching hours and beyond teaching hours, as prescribed and to prohibit teachers from taking or conducting private tuition or private coaching classes;
- 6.17 To prescribe for Code of conduct and discipline rules for teaching and non-teaching staff and to ensure the enforcement thereof.
- 6.18 To establish, maintain and manage
- 6.18.1 A printing and publication department;
 - 6.18.2 University extension boards;
 - 6.18.3 Information bureaus;
 - 6.18.4 Employment guidance bureaus; and
 - 6.18.5 Such other establishment as may be necessary and possible to fulfill the objectives of the University;

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- 6.18.6 To co-operate or collaborate with any other University, institution, authority or organization for research and advisory services and for such purposes to enter into appropriate arrangement with other Universities, institutions, authorities, or organizations to conduct certain courses as the situation may demand;
- 6.19 To explore the possibilities of augmenting the resources of the University by exploring or innovating activities such as research and development, consultancy, training programs and providing services for different clients from industry, trade or any other non-government organizations;
- 6.20 To receive funds for collaboration programs from foreign agencies subject to rules and regulations of the Central Government and Government of M.P. in that behalf; To receive funds for collaboration programs from foreign agencies subject to rules and regulations of the Central Government and Government of M.P. in that behalf;
- 6.21 To lay down service conditions including code of conduct, work load, norms of performance appraisal, and such other instructions or directions as in the opinion of the University, may be necessary in academic matters for teachers and University teachers;
- 6.22 To undertake development programs in Health Sciences, Technology, Environment, Agriculture, Research, Consultancy-based projects and training programs for outside agencies, by charging fees so as to generate resources;
- 6.23 To provide for instruction and training in such branches of medicine and allied sciences, as may be considered suitable and to make provision for research and dissemination of knowledge in Health Sciences, Technology, Environment, Agriculture, Law striving to maintain at all times highest possible standards of academic excellence;
- 6.24 To institute and award degrees, diplomas, certificates and other academic distinctions for persons who shall have pursued approved courses of study in a University, college or an affiliated college unless exempted there from in the manner prescribed and shall have passed the prescribed examinations of the University or shall have carried on research satisfactorily under conditions as may be prescribed;
- 6.25 To develop, upgrade and start departments in Medical/ Dental/ Paramedical/ Nursing/ Homeopathy/ Aayurvedic, Engineering, Agriculture, Law, Humanities, Science, Commerce Management and other specialties as may be required and to provide instructions for such courses of study;

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- 6.26 To hold examinations, declare and if necessary withhold the results and to confer honorary degrees or other distinctions under conditions as per the University Policy;
- 6.27 To define conditions under which the award of any degree, title, diploma and other academic distinctions may be withheld;
- 6.28 To institute, maintain and administer University, colleges, hospitals and laboratories and institutes of research, library or other institutions necessary to carry out the objectives of the University.
- 6.29 To establish, maintain and administer hostels, to recognize such hostels which may be suspended or withdrawn from such recognition;
- 6.30 To exercise control over the students of the University, as well to care for their health and well-being and to maintain discipline and this can be done through the affiliated colleges;
- 6.31 To accept, hold and manage any endowments, donations or funds which may become vested in it for the purposes of the University by grants, testamentary disposition or otherwise, and to invest such endowments, donations or funds in any manner that the University may deem fit;
- 6.32 To borrow money with or without security for such purposes, as may be approved by the M.P. Government, Central Government, the University Grants Commission or other corporate bodies subject to the provisions of this Act.
- 6.33 To fix fees and demand and collect such fees as may be prescribed;
- 6.34 To undertake publication of works of merit and research pertaining to Health Sciences;
- 6.35 To establish and maintain University Libraries, Research Centers and Museums;
- 6.36 To establish research posts and to appoint suitable persons for such posts;
- 6.37 To establish suitable residential accommodation to the staff of the University to the extent feasible,
- 6.38 Generally to do such other acts or make such other provisions as may be deemed necessary or desirable to further the objectives of the University;
- 6.39 To comply with and carry out any directives issued by Government from time to time, with reference to above powers, duties and responsibilities of the University.

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6.40 Wherever necessary, levy charges for extra facilities being extended like sports, library, or any recreational facilities which are in accordance with the stature of the University.

7. STRUCTURAL HEIRARCHY AND POSITIONS:

- 7.1 Sponsoring Body
- 7.2 Chancellor
- 7.3 Pro-Chancellor
- 7.4 Vice- Chancellor
- 7.5 Registrar
- 7.6 Governing Body
- 7.7 Board of Management
- 7.8 Academic Council
- 7.9 Board of Studies
- 7.10 Deans of Faculties
- 7.11 Dean Students Welfare
- 7.12 Chief Finance and Account Officer
- 7.13 Director/Principal/Head of Teaching Departments

8. UNIVERSITY OPEN TO ALL CLASSES OF PERSONS:

The University shall be open to all persons of any sex and any race, creed, caste or any religion including NRI, PI or foreign nationals.

9. BODY CORPORATE:

- 9.1 As body corporate, LNCT Vidhyapeeth University, shall be competent to acquire and hold property (both moveable and immovable) to lease, sell or otherwise off any movable and immovable property, which may vest in it or acquired by it for the purpose of the University, and to contract and do all other things necessary for the purposes of the Adhinyam under intimation to MPPURC and the State Govt. of Madhya Pradesh.
- 9.2 In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar or any Other person, authorized on his behalf, and all processes in suits and proceeding shall be issued to and served on the Registrar.
- 9.3 The University shall be located at Indore (M.P.) and may open extension/satellite centers in other cities as and when needed, after due permission under the Act 2007.

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10. SEAL OF THE UNIVERSITY:

10.1 The University shall have a common seal to be used for the purpose of the University and the design of the seal be as decided by the University. The University may also decide to make use of such flag, Anthem, Insignia, Emblem and other symbolic or graphic expressions, abbreviations or likewise, for such purpose 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.

10.2 The Common seal of the University shall remain in the effective custody of the Registrar and its uses will be recorded/ minutized.

11. These Statutes, on the subject enumerated against each below, shall be called the First Statutes of the LNCT Vidhyapeeth University, Indore and shall come into force with effect from the date of publication in the official Gazette.

Statute No. 1	Establishment of University Vision, Mission, Objectives & Functions
Statute No. 2	Visitor Powers
Statute No. 3	Chancellor' Appointment, Powers and Duties
Statute No. 4	Pro-Chancellor. Appointment, Powers and Duties
Statute No. 5	Vice-Chancellor: Appointment, Powers and Duties
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Statute No. 25	Academic Planning and Evaluation Monitoring Board
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Statute No 27	Creation of chairs
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STATUTE NO. 02**VISITOR POWERS****(Refer Section 15 of the Act 2007)****1. SHORT TITLE SCOPE AND COMMENCEMENT**

- 1.1 This statute may be called LNCT Vidhyapeeth University, Indore M.P. Visitor Powers.
- 1.2 This shall come into force with effect from the date of publication in the official Gazette.

2. VISITOR AND HIS/HER POWERS:

- 2.1 The Governor of Madhya Pradesh shall be the visitor of the LNCT Vidhyapeeth University, Indore.
- 2.2 The Visitor shall when present, preside at the Convocation of the LNCT Vidhyapeeth University, for conferring degree and diplomas.
The Chancellor shall preside at the Convocation of the University in the absence of the Visitor.
- 2.3 The visitor shall have the following powers, namely:-
- 2.3.1 To call for any information or record relating to the affairs of LNCT Vidhyapeeth University, Indore
- 2.3.2 If it appears on the basis of the information that any other, proceeding or decision taken by any authority of LNCT Vidhyapeeth University, is not in conformity with the provisions of this Act and Statutes, Ordinances or regulations made thereunder, the visitor may ask for the opinion of the Regulatory Commission and on being satisfied that any irregularity has taken place, he/she may issue such direction as he/she may deem fit in the interest of LNCT Vidhyapeeth University and the directions so issued shall be complied with by LNCT Vidhyapeeth University

LNCT Vidhyapeeth University, Indore**STATUTE NO. 03****CHANCELLOR: APPOINTMENT, POWERS AND DUTIES****(Refer Section 16 of the Act 2007)****APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHANCELLOR**

- (1) In accordance with the Act, the Chancellor shall be appointed by the sponsoring body for a period of Five years with the approval of the Visitor. The Executive Committee of the sponsoring body shall, by simple majority, finalize the name of the Chancellor. The Secretary/President of the Sponsoring Body shall submit the resolution of Governing Body the name, along with Biodata of the proposed Chancellor, to the Principal Secretary, Higher Education Department, Govt. of Madhya Pradesh. The Department will obtain verification from concerned Collector and Superintendent of Police regarding good moral conduct of the person to be appointed as Chancellor. Once verification is received, the department will take administrative approval of the Minister and thereafter sent to coordination for approval from Chief Minister and finally to the Visitor for approval. After due approval from the Visitor, the proposal will be forwarded to Department of Higher Education who shall issue necessary order for appointment of Chancellor of University by the Sponsoring Body.

- (2) The Chancellor shall exercise powers as specified in Section 16 of the Act.

The Chancellor shall hold office for a period of Five years and shall be eligible for re-appointment with the approval of Visitor following the procedure laid down above under clause I of this statute. Chancellor can resign on his/her post due to own will, illness etc In case of post vacant in any reason the new Chancellor shall be appointed by the sponsoring body with the approval of Visitor.

Provided that the Chancellor shall notwithstanding the expiring his term, continue to hold his office until either he is reappointed or his successor enter upon his office.

- (3) In case of an emergency like illness, absence or death of the Chancellor, the Pro Chancellor or if no Pro-Chancellor is appointed, the Vice-Chancellor shall perform his duties till the Chancellor re-assume his office or the new Chancellor is appointed. However, this period will not exceed six months.

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- (4) It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- (5) The Chancellor shall be the Head of the Private University.
- (6) The Chancellor shall preside over the meeting of Governing Body and shall, when the Visitor is not present, preside over the Convocation of the University for conferring degrees, diplomas or other academic distinctions.
- (7) The Chancellor shall exercise general control over the affairs of the University.
- (8) The Chancellor shall have the following powers namely:-
 - (i) To appoint and remove the Vice-Chancellor
 - (ii) To call for any information or record
 - (iii) Such other powers as may be conferred by the statute.
- (9) The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Sponsoring Body.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 04****PRO CHANCELLOR: APPOINTMENT, POWERS & DUTIES****(Refer Sec 25 of the Act 2007)****APPOINTMENT, TERMS AND CONDITIONS AND POWERS
OF THE PRO-CHANCELLOR**

The Appointment, Term and Conditions, and Powers of the Pro-Chancellor will be.

1. The Pro-Chancellor shall be a salaried officer of the university and shall be appointed by the sponsoring Body in consultation with Chancellor.
2. The Pro-Chancellor shall report to the Chancellor and Sponsoring Body.
3. The Pro Chancellor shall hold office for a period of three years and shall be eligible for reappointment with the approval of sponsoring body following the procedures laid down above under clause (1) of this statute.
 - (a) Provided that on expiry of his term, the Pro-Chancellor shall continue to hold his office until he is reappointed, or his successor assumes his office, whichever is earlier.
 - (b) Provide further that, in case of emergency like illness, absence, or death of the Pro-Chancellor, the sponsoring body or Chancellor may nominate a person to perform the duties, till the Pro-Chancellor re-assumes his office or a new Pro-Chancellor appointed, whichever is earlier, for a period not exceeding six month.
4. The Pro-Chancellor may in writing resign from his office by addressing a letter to the Sponsoring Body or Chancellor and shall cease to hold his office on the acceptance of such resignation.
5. The sponsoring body may consider a No Confidence Motion against the Pro Chancellor and, consider the removal, if passed by two third majorities.
6. The Pro-Chancellor shall be exercise all powers and functions as assigned by the Chancellor.

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7. The Pro-Chancellor shall be ex-office member of Governing Body.
8. The Pro-Chancellor shall monitor the academic and related activities of the university and shall assist the Chancellor in the efficient functioning of the university.
9. The Pro-Chancellor shall be entitle to receive honorarium, expenses and allowances as may be decided by the sponsoring body, with appropriate amendments from time to time.
10. The Pro-Chancellor shall be competent to call from time-to-time such information or record relating to academic, affairs of the university as he may think necessary. It shall be lawful for the Pro-Chancellor, after perusal of such information or records to give any suggestion to the Chancellor, in the interest of university.
11. The Pro-Chancellor shall discharge his duties as delegated to him by the Chancellor, without prejudice to the role of Chancellor and Vice-Chancellor.
12. The Pro-Chancellor shall have the powers to call for any information and record, in accordance with the provisions of Act.
13. The Pro-Chancellor shall also have such other powers as may be specified elsewhere in the Act and Statutes, in force from time to time.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 05****VICE-CHANCELLOR: APPOINTMENT, POWERS AND DUTIES****(Refer Section 17 of the Act 2007)****APPOINTMENT, TERMS AND CONDITIONS AND POWERS
OF THE VICE- CHANCELLOR****1. APPOINTMENT OF VICE-CHANCELLOR:**

- (a) The Vice-Chancellor shall be appointed by the Chancellor from the panel recommended by the 'selection committee' constituted as per the provision of MPPURC Act, 2007 for the purpose.
- (b) The selection committee, referred to in sub-section (a) shall consist of the following members, namely:
 - (i) Two eminent academicians nominated by the Sponsoring Body; and
 - (ii) One eminent person nominated by the State Government.
 - (iii) The Chancellor shall appoint one of the members of the Selection Committee as its Chairman.
- (c) The selection committee shall submit a panel of at least three eminent persons for the appointment of Vice-Chancellor. Provided that if the Chancellor does not approve the recommendations of the 'selection committee', he may call for fresh recommendation from it (the selection committee).
- (d) Notwithstanding anything contained in the foregoing sub-section, the chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of the University.
- (e) The Vice-Chancellor shall, subject to the provision contained in sub-section (a), hold office for a term of four years.

Provided that a Vice-Chancellor shall continue to hold office even after expiry of his term till a new Vice-Chancellor joins, however in any case this period shall not exceed 6 months.

2. TERMS AND CONDITIONS:

- (a) The Vice-Chancellor shall be a whole time salaried officer of the University.

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- (b) The Vice-Chancellor shall receive a scale or pay as per the norms of the UGC. Regulation per month plus other allowances as admissible from time to time.
- (c) During his/her tenure of office, the Vice-Chancellor shall be entitled to have a rent free furnished residential accommodation maintained by the University.
- (d) The Vice-Chancellor shall be entitled to use a University vehicle for official purposes and private local use as per Statutes.
- (e) The Vice-Chancellor shall have the tenure as prescribed in the Act 2007;
- (f) If at any time upon representation made or otherwise, it appears to the Chancellor that the Vice-Chancellor-
 - i. Has made default in performing any duty imposed on him by or under this Act
 - ii. Has acted in a manner prejudicial to the interest of the University; or
 - iii. Is incapable of managing the affairs of the University.

The Chancellor may, notwithstanding the fact that the term of office of Vice-Chancellor has not expired, by an order in writing stating the reasons therein require the Vice-Chancellor to relinquish his office from such date as may be specified in the order.

- (g) No order under sub-section (e) shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given reasonable opportunity of showing cause against the proposed order.
- (h) As from the date specified in the order under sub-section (e), the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor as per Act 2007.

3. POWERS OF VICE CHANCELLOR:

- (a) The Vice-Chancellor shall preside at the Convocation of the University in the absence of the Visitor and the Chancellor.
- (b) If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under the Adhinyam 2007 he may take such action as he deems necessary, and shall at the earliest opportunity thereafter report his action to such officer or authority as would have, in the ordinary course dealt with the matter:

Provided that if in the opinion of the officer concerned or authority such action should not have been taken by the Vice-chancellor, then such case shall be referred to the

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Chancellor, whose decision, thereon, shall be final:

Provided further that 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 was communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three months from the date of appeal.

- (c) If in the opinion of the Vice-Chancellor, the decision of any authority of the University is not in conformity with the power conferred by the Adhinyam and Statutes, Ordinances or Regulations made there under or is likely to be prejudicial to the interest of the University, he shall request the authority concerned to revise its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be decided by the Chancellor.
- d. The Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed by the Statutes and the Ordinances.

5. FUNCTIONS:

- (a) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decision of various authorities of the University.
- (b) Vice-Chancellor shall be ex-officio Chairman of the Board of Management and Academic Council.
- (c) The Vice Chancellor shall be responsible for presenting to the Governing Body for its deliberations and consideration, matters of concerns to the University. He/She shall have powers to convene the meeting of the Board of Management and the Academic Council.
- (d) The Vice-Chancellor shall exercise general control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.
- (e) The Vice-Chancellor shall ensure the faithful observance of the provisions of the Adhinyam and the Statutes and the Ordinances and shall possess all such powers as may be necessary for the purpose.
- (f) The Vice-Chancellor shall be responsible for close coordination and integration of teaching, research and other work and shall exercise such other powers as may be prescribed by the Statutes or Ordinances.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 06****PRO-VICE-CHANCELLOR : APPOINTMENT, POWERS AND DUTIES****(Refer Section 25 of the Act 2007)**

- (1) Pro-Vice-Chancellor shall be appointed by the Chancellor on the recommendation of the Vice-Chancellor on such terms and conditions as may be decide by the University.
- (2) The appointment of pro-Vice-Chancellor would be a Professor of the University, recommended by Vice-Chancellor with approval of Governing Body initially for two years which is extendable as per the recommendation of Vice-chancellor with the approval of Governing Body.
- (3) Subject to the control of Vice-Chancellor the Pro Vice Chancellor shall carry out all the duties and exercise such powers and perform such duties as may be assigned by the Vice Chancellor.
- (4) The Pro Vice Chancellor shall perform the duties as Vice Chancellor in the absence of the Vice Chancellor.
- (5) Where the Vice-Chancellor is the Chairman of an body or committee of the University and he is absent for any reasons whatsoever from any meeting of such body or committee, the Pro-Vice-Chancellor shall preside over such meeting.
- (6) A Pro Vice Chancellor shall on being authorized by the Vice Chancellor in that behalf, be entitled to be present at and to address any meeting of any authority body or committee of the university but shall not be entitled to vote thereat.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 07****REGISTRAR: CONDITIONS OF SERVICE, POWERS AND DUTIES****(Refer Section 18 of the Act 2007)****APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR**

- (1) The registrar will be a key officer of the University. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (2) The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.
- (3) The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. The subsequent Registrar, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of:
 - (I) Vice Chancellor - (Chairman)
 - (II) Nominee of the Chancellor
 - (III) Two expert members approved by the Governing Body.
 - (IV) One observer nominated by the chairman, Regulatory Commission.
- (4) **Selection of Registrar :**

The University will follow the following procedure for the selection of the Registrar

 - (i) The University would invite applications for the post through the process of an advertisement in important News papers having wider circulation and on the web portal of the University.
 - (ii) A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.

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- (iii) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
- (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
- (v) If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
- (5) When the Office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (6) If 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 Registrar is not in the interest of the University, the Vice - chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.
- Provided that before taking such action of the removal, the Registrar shall be given an opportunity of being heard.
- (7) The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.
- (8) The age of retirement of Registrar shall be sixty five years or as per the norms of UGC/ regulatory bodies, if any.
- (9) Duties of the Registrar shall include :
- (i) Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
- (ii) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other committee. The Registrar shall be the Member - Secretary but he shall not have a right to vote.
- (iii) To issue notices conveying the dates of meeting of the university authorities to the members and to make necessary arrangements for the conduction of the meeting

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and also for other assigned duties by the Governing Body / Board of Management from time to time. He will render desired assistance.

- (iv) The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of Management, and such other bodies which are formed under the direction of the Vice Chancellor, and shall record the minutes and send the same to the Vice Chancellor and Chancellor. He shall also make available all such papers, documents and information as the Visitor/Chancellors/Vice Chancellor may desire.
- (v) He shall discharge all such functions as assigned to him by the Chancellor/ Vice Chancellor of the University.
- (vi) The registrar shall have powers to take disciplinary action against the non-teaching employees working in the University and can suspend them, even if inquiry is pending , with the approval of the Vice Chancellor.
- (vii) An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be the final authority to take decision on the appeal.

10. The Registrar may be writing under his hand addressed to the Chancellor, resign his office.

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STATUTE NO. 08

CHIEF FINANCE & ACCOUNTS OFFICER: FUNCTIONS & DUTIES

(Refer Section 19 of the Act 2007)

1. APPOINTMENT TERMS & CONDITIONS:

1. The Chief Finance and Accounts Officer shall be responsible for the overall issues related to accounts and finances of the University.
2. The Chief Finance and Accounts Officer will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice-Chancellor.
3. The appointment of the Chief Finance and Accounts Officer shall be made by the Chancellor on the recommendations of the committee constituted for the purpose. The committee shall consist of:

3.1

Vice Chancellor	Chairman
Nominee of the Chancellor	Member
Two expert members approved by the Governing Body	Members
Registrar	Member Secretary

- 3.2 Notwithstanding the above the first Chief Finance and Accounts Officer may be appointed by Chancellor.
- 3.3 If at any time upon representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Chief Finance and Accounts Officer is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Chief Finance and Accounts Officer.
- 3.4 The Chief Finance and Accounts Officer shall retire on completing the age of sixty five years or as prescribed by UGC /Govt. authority.

2. SUBJECT TO THE CONTROL OF VICE-CHANCELLOR FOLLOWING SHALL BE THE DUTIES & RESPONSIBILITIES OF THE CHIEF FINANCE & ACCOUNTS OFFICER:

- 2.1 To hold and manage the property and investments of the University and endowed properties/funds.
- 2.2 To ensure that the limits fixed by Governing Body for recurring and nonrecurring expenditure for a year are not exceeded and that all money is expended for the purpose for which it was granted or allotted.
- 2.3 To keep a constant watch on the state of the cash and bank balances and on the state and quality of investment.
- 2.4 To suggest measures of additional internal revenue generation for the University.

VICE-CHANCELLOR
 LNCT Vidhyapeeth University, Indore

LNCT Vidhyapeeth University, Indore**3. CHIEF FINANCE & ACCOUNTS OFFICER SHALL: -**

- 3.1 Arrange collection of income; disburse the payments and maintenance of the accounts of the University.
 - 3.2 Be responsible for the preparation of annual accounts and the budget of the University for the next Financial Year as also long term plans are required.
 - 3.3 Have the accounts of the University regularly audited and financial statements duly audited and certified by the external auditors of the University in compliance of Statutory Regulations.
 - 3.4 He will also be Responsible for the removal and resolution of all the irregularities/deficiencies pointed out in any of the audit reports and re-post such compliance to the Vice-Chancellor.
 - 3.5 He will ensure that the registers of building, land, furniture and equipment are maintained up-to-date and that the stock checking of equipment and other consumable materials in all offices and institutions maintained by the University.
 - 3.6 Suggest to take appropriate action against persons responsible for unauthorized expenditure and for other financial irregularities.
 - 3.7 Ensure that proposals for fixation of fees and other charges are prepared and put up to the competent authority/committee for approval.
 - 3.8 Ensure that the fee structure once approved by the MPPURC is implemented and fees from the students received in time with penalties, if any.
4. The Chief Finance & Accounts Officer may call from any Office or institution of the University any information, documents, bills/receipts and statements/returns that he may consider necessary for the performance of his duties.
 5. The Chief Finance & Accounts Officer shall ensure that all bills for payments be duly audited after residential audit set up is established.
 6. He shall ensure compliance of provisions of Prevailing acts and regulations relating to direct and indirect taxes and revenue levies of Central / State Govt. and local bodies.
 7. Chief Finance & Accounts Officer shall discharge all such functions as assigned by the Chancellor, Governing Body/ Vice-Chancellor and or embodied in the Statutes.
 8. Chief Finance and Accounts Officer will ensure that preventive vigilance measures and proactive steps are continuously observed in the University and its institutions.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 9****GOVERNING BODY: COMPOSITION POWERS AND DUTIES****(Refer Section 22 of the Act 2007)****1. COMPOSITION:**

1. The Governing Body of LNCT Vidhyapeeth University, Indore, shall consist of the following members, namely:

- a. The Chancellor;
- b. The Vice-Chancellor;
- c. Three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist;
- d. Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government.;
- e. One representative of the State Government not below the rank of Deputy Secretary.

2. The Chancellor shall be the Ex-officio chairman of the Governing Body.

3. The Registrar will be the Member Secretary of the Governing Body.

4. TENURE:

4.1 The term of a nominated member of the "Governing Body shall be 3 (three) years from the date of nomination.

4.2 No nominated members shall hold office for more than two consecutive terms.

5. POWERS:

The Governing Body shall be the principal (policy making) authority of the University and all movable and immovable properties of the University shall vest in the Governing Body and it shall have the following powers, namely:

- 5.1 The Statutes of the University shall be made by the Governing Body and shall be submitted to the Regulatory Commission for approval.
- 5.2 To control functioning of the University by using all such powers as are provided by this Adhinyam and the Statutes, Ordinances or Regulations made thereunder;
- 5.3 To review the decision of other authorities of the University, in case they are not in conformity with the provisions of this Adhinyam or the Statutes, Ordinances or Regulations made thereunder;
- 5.4 To approve the budget and annual report of the University;
- 5.5 To lay down the policies to be followed by the University;
- 5.6 To recommend to the Sponsoring Body the liquidation of the University, provided if a situation arises when the functioning of the University is not possible;

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- 5.7 The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.
- 5.8 Such other powers as may be prescribed by the Statutes.

6. FUNCTIONS:

The Governing Body Shall be.

- 6.1 The highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its Missions.
- 6.2 Shall exercise all powers under the Adhinyam unless otherwise prohibited by the Statutes or Ordinances.
- 6.3 Shall be the final approving authority for the drafts of Statutes and Ordinances of University. It shall have the power to reject or send for reconsideration any Statutes or Ordinance received from the Vice-Chancellor, Board of Management. It shall also have the powers to review any Statutes or Ordinances and Regulations on its own.
- 6.4 May invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- 6.5 Subject to the Provisions of Adhinyam, the Statutes and the Ordinances, the Governing Body may take steps to dispose of matter referred to it by the Sponsoring Body.
- 6.6 May make policy or issue directives or give recommendation/s to any Authority of the University.
- 6.7 May act upon any complaints received from Chancellor or Vice-Chancellor/ Registrar through proper channel and then investigate through proper justifiable process and then decide on the matter through consensus and act for its disposal.
- 6.8 Shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management.
- 6.9 Shall direct, supervise and control the 'endowment fund' as well as general fund account and have them audited as per the Adhinyam.
- 6.10 Shall periodically review the Broad decisions and programs of the University and direct/suggest measures for improvement and development of the University.
- 6.11 Shall be the final authority to approve the recommendation of the Board for conferment of Honorary Degree and other distinctions and awards.
- 6.12 The Governing Body may order in writing any order, notification, resolution or any proceedings of the University, which in its opinion is not in conformity with the provisions of the Adhinyam, or the Statutes, Ordinances or Regulations:

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6.13 Shall frame rules/regulations for the conduct of its business.

7. MEETINGS AND QUORUM:

- 7.1 A meeting of the Governing Body shall ordinarily be called upon a minimum of three times in a calendar year.
- 7.2 Meeting of the Governing Body shall be called under the directions of the Chairperson and in his/her absence by a Member so nominated by the Chairperson.
- 7.3 The Chairperson may of his/her own or on the directions of the Sponsoring body call a Special Meeting as and when required in the interest of the University.
- 7.4 One week notice in advance shall ordinarily be required for a meeting. The chairperson, may however at his discretion, dispense with this requirement in the interest of the University.
- 7.5 The quorum for meeting of the Governing Body will be five members. Provided that, three members will form the quorum for an adjourned meeting.

8. VACANCIES

- 8.1 Any member of the Governing Body may relinquish his/her office by tendering resignation. The letter of resignation shall be sent to the Chairman of the Governing Body Such resignation shall be effective from the date on which it is accepted by the Governing Body with the consent of the Sponsoring Body. The date will be communicated to the concerned member. In case of resignation by members of the Governing Body nominated under section 22 (1) (d) & (e) of the Act, the same will be forwarded to the Visitor/State Government after due deliberations by the Governing Body for acceptance.
- 8.2 No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- 8.3 A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a court of law for any offence including moral turpitude.
- 8.4 Vacancy of any Member arising by reason of death, resignation, and removal or otherwise be filled as soon as possible (but not later than 3 months) by the Sponsoring Body/State Government and the member so nominated shall continue to be member for the remaining tenure.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 10****BOARD OF MANAGEMENT: COMPOSITION, TENURES POWERS AND FUNCTIONS**

(Refer Section 23 of the Act 2007)

1. COMPOSITION:

There shall be a Board of Management of the University, duly constituted under Section 23 (1) read with Section 23(3) of the Adhiniyam; It shall consist of the 'following:

- | | | |
|-----|---|-------------------|
| 1.1 | The Vice Chancellor, as ex officio: | Chairperson |
| 1.2 | Two persons nominated by the Sponsoring Body: | Members |
| 1.3 | Two persons nominated by the State Government: | Members |
| 1.4 | Two Dean/Principals/Senior most Professors of the Constituent Institutions by rotation. | Member |
| 1.5 | Two senior most Teachers of the constituent units by rotation. | |
| 1.6 | Registrar: Ex-Officio | Member Secretary. |

2. TENURE:

- 2.1 The Members of the Board of Management shall hold office for a period of three (3) years from the date of their nomination.
- 2.2 No nominated member shall hold office for more than two consecutive terms.
- 2.3 The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.
- 2.4 The Vice-Chancellor will be the ex-officio Chairperson of Board of Management.

3. POWERS AND FUNCTIONS:

The Board of Management:

- 3.1 Shall be Principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University.
- 3.2 The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.
- 3.3 Shall function under the policies laid down by the Governing Body and shall receive and respond to all directions from the Governing Body.
- 3.4 Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- 3.5 In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make

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Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Adhinyam.

- 3.6 Shall be the appellate authority in case of any question or dispute between a student or an employee on the one hand and any Authority or Officer of the University or Head of an Institution /Study Center on the other.
- 3.7 Shall regulate the use of the common seal of the University.
- 3.8 Shall control and administer the properties and funds of the University, including framing of annual financial statement and estimates, annual audit control/ reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, and appoint authorized agents for the same, if deemed necessary.
- 3.9 Shall have the authority to enter into modification and carry out or cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhinyam or the Statutes and Ordinances.
- 3.10 Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Ordinances.
- 3.11 The Board of Management may, on the recommendation of the Academic Council institute/ create any post for Professor, Associate Professor or Assistant Professor or any teaching post and may abolish it, if required.
- 3.12 Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.
- 3.13 Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- 3.14 To prescribe remunerations, emoluments, travelling and other allowances of examiners/invigilators and other employees appointed for examination related duties.
- 3.15 To ensure maintenance of proper accounts of the properties and funds of the University;
- 3.16 To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.

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- 3.17 To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- 3.18 To follow and monitor the budget for expenditure as approved by the Governing Body.
- 3.19 To recommend to the Governing Body for creating the post of other officers of the University.
- 3.20 To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other institutions established or maintained by the University.
- 3.21 To select a common seal for the University and to provide for its custody and use;
- 3.22 To arrange for the conduct/defending of litigation by or against the University.
- 3.23 To examine and recommend to Governing Body regarding the institution of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council;
- 3.24 To recommend to confer honorary degrees, medals and prizes on the recommendation of the Academic Council;
- 3.25 To recommend, enact, amend or repeal statutes;
- 3.26 To recommend for conferring the title of Professor Emeritus on the recommendations of the Academic Council.
- 3.27 To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Adhinyam, Statutes, Ordinances or the Regulations.

4. POWER TO PROPOSE AND RECOMMEND AMEDEMEMENTS OR REPEAL STATUTES/ ORDINANCES/ REGULATIONS:

- 4.1 The Statutes shall be made, amended or repealed by the Board in the manner hereinafter provided.
- 4.1.1 The Board of Management may take up for consideration of the draft of a Statute either on its own motion or on a proposal made by the Academic Council. If the Academic Council does not propose the draft, the Board shall obtain the opinion of the Academic Council thereon before considering the same.
- 4.1.2 The Board of Management shall obtain the opinion of the Finance Committee in respect of such Statutes involving financial implications.

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- 4.1.3 The Board of Management, if it thinks necessary, may also obtain the opinion of any Offices, Authority or body of the University with regard to the draft/ Statute before taking it up for consideration.
- 4.1.4 Every Statute as approved by the Board of Management shall be placed before the Governing Body for Submission to the Chairperson for assent with its specific recommendations.

5 The Board of Management in the manner hereinafter provided may make the Ordinances.

- 5.1 In making the Ordinances, the Board of Management shall consult.
The Boards of Studies concerned when such Ordinances affect the duties of examiners; and
The Academic Council when such Ordinances affect the courses of study, Conduct of and the standard of examinations or the conditions of residence of students.
- 5.2 The Board of Management shall not have power to amend the draft of any ordinance proposed by the Academic Council but it may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with such amendments as the Board may suggest.
- 5.3 Where the Board of Management has rejected the draft of an ordinance proposed by the Academic Council, the Academic Council may appeal to the Governing Body.
- 5.4 The Governing Body may, after obtaining the comments of the Board of Management either reject the appeal or approve the Ordinance as proposed by the Academic Council. Thereupon the Ordinance shall have effect as if made by the Board.
- 5.5 Every ordinance once approved by the Board of Management shall be submitted to the Governing Body, within two weeks of making thereof for final approval. The Chancellor may within four weeks of the receipt of Ordinance, approve the same, or return to the Board of Management along with the comments for review. The decision of the Chancellor shall be final.
- 5.6 The Board of Management may make Rules consistent with the Adhinyam, the Statutes, the Ordinances and the Regulations. The rules may provide for:-
- 5.7 Giving of notice of meeting to the members of each Authority or Board, of the dates of meeting and of the business to be transacted at the meetings and also for keeping a record of the proceedings of meetings:

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5.8 The procedure to be followed at meetings and the number of members required to form the quorum for meetings: and

5.9 All matters solely concerning such Authority or Board and not provided by the Adhinyam, the Statutes, the Ordinances or the Regulations.

5.10. Every Rule made under this section shall come into force on the date when it is approved by the Board.

6 MEETING AND QUORUM:

6.1 The Board of Management shall meet at least once in every two month. The Vice Chancellor may, in case of urgency, convene a special Meeting.

- The meeting shall be convened under the direction of the Vice Chancellor.
- The quorum of meeting of the Board of Management shall be five members

7 VACANCIES:

7.1 Any member of the Board of Management may resign his/her office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall be effective from the date the same is accepted by the Board of Management with the consent of the Chancellor.

The date will be communicated to the concerned member in case of resignation by members of the Board of Management nominated under section 23 (1) (c) of the Act, the same will be forwarded to the State Government after due deliberations by the Board of Management for acceptance.

7.2 No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.

7.3 A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.

7.4 Vacancy of a member arising by reason of death, resignation and removal or otherwise shall be filled as soon as feasible (but not later than 3 months), and the member so nominated shall be a Member for the un- expired portion of the term.

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STATUTE NO. 11

ACADEMIC COUNCIL: FORMATION POWERS & DUTIES

(Refer Section 24 of the Act 2007)

1. FORMATION:

The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, Statutes, Ordinances and regulations, co-ordinate and exercise general supervision over the academic policies. The Academic Council shall consist of the following members:

- | | |
|--|--------------------|
| 1.1 Vice-Chancellor | - Chairperson |
| 1.2 All Deans of faculty and all Chairpersons of Board of Studies | - Members |
| 1.3 All Principal(s)/Directors | - Member |
| 1.4 Two Members to be nominated by the Chancellor | - Member |
| 1.5 Two Professor of the constituent units nominated by
Vice-Chancellor | - Member |
| 1.6 Two External Members from other University nominated by V C | - Member |
| 1.7 Controller of Examination | - Member |
| 1.8 Registrar | - Member Secretary |

2. CONDUCT OF MEETING:

- 2.1 The Vice-chancellor shall be the Chairperson shall preside over the meetings of the Academia Council and in his/her absence, any other person nominated by the Chancellor shall preside over the meeting.
- 2.2 The Registrar shall be the Member Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice-Chancellor shall act as the Secretary.
- 2.3 One third of the members of the Academic Council including the Chairperson shall form the quorum at a meeting, provided that no quorum shall be necessary for adjourned meetings. Ordinarily fifteen days notice shall be given for all meetings of the Academic Council.
- 2.4 The term of the nominated members of the Academic Council will be three years.

3. GENERAL RULES OF THE MEETING OF ACADEMIC COUNCIL:

- 3.1 In general the Academic Council shall meet twice a year. Vice-Chancellor can requisite the meeting as and when required in addition to regular meetings.
- 3.2 Academic Council shall meet on requisition of Vice Chancellor.
- 3.3 Registrar shall notify the meeting on the orders of Vice Chancellor.

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- 3.4 Registrar shall send the notification along with the agenda to the members by speed post or by email, 15 days before the date of meeting.
- 3.5 Approval of the resolutions shall be by simple majority of the Members present.
- 3.6 Vice Chancellor is authorized to invite experts as and when required. However such invitee members shall neither be counted to fulfill quorum requirement, nor have voting powers.
- 3.7 All the decisions of the Academic Council are subject to the final approval of Board of Management of the University.
- 3.8 Validity of Council meetings: proceedings of the Council meetings shall not be invalidated:
- 3.8.1 Due to vacancies in Academic Council.
- 3.8.2 Due to non-receipt of meeting notice by any member or members.
- 3.8.3 Due to defective nomination of any member.

4. POWERS, DUTIES AND FUNCTIONS:

- 4.1 The Academic Council shall be the Principal Academic Body of the University and shall, subject to the provisions of the Adhinyam, Statutes, Ordinances and Regulations, exercise the control and general regulation for the maintenance of the standards of instructions, education and examinations of the University.
- 4.2 As the Authority of the University, shall be the principal body for laying down educational policies and shall, subject to the Statutes, Ordinances and Regulations, see to the coordination and general superintendence of its implementation.
- 4.3 To co-opt as members persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.
- 4.4 To promote research and innovation related activities in the University.
- 4.5 To make recommendations to the Governing Body on the proposals received from the different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
- 4.6 Emphasis shall be given for overall development of students to excel in the life not only as a professional but also as a responsible citizen.
- 4.7 Frame the rules and regulations to control the indiscipline in general and malpractices, unacceptable methods in the examinations or amend it with the approval of Board of Management.

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- 4.8 Approve the launching/ commencing of new courses of studies.
- 4.9 Frame the Calendar of Events for the academic year for the various courses.
- 4.10 Approve the rules of conduct/behavior and etiquette of the students in the Institution, the Hostels and in & outside the campus.
- 4.11 Discuss and decide on the matters put up by the respective Boards of Studies.
- 4.12 To arrange and order annual Inspections by the Local Committees of constituent Institutions to maintain high standards.
- 4.13 Prescribe the methodology, schemes, and modalities of Internal and University examinations.
- 4.14 Prescribe the detailed methodology, scheme and allotment of marks for individual subjects in all the courses.
- 4.15 Discuss and accord approval of schedules of examinations as proposed by the Controller of examinations.
- 4.16 Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and the punishments.
- 4.17 Discuss and decide on all the recommendations of various sub- committees appointed for the specific purposes.
- 4.18 Appoint various sub committees as and when required for specific purpose/task. The committees shall cease to function after completing the task assigned.
- 4.19 Constitute such committees as may be required to deal with special individual cases of indiscipline of employees, students. Indiscipline among the group, un-authorized absence, misbehavior, misappropriation, and thefts will also be looked into by the Council.
- 4.20 To consider and act on the recommendations of such committees.
- 4..21 To take up the matters for periodical review of functioning and co-ordination between all the constituent Institutions and departments and recommend to the Board of Management, the ways and means of improvement.
- 4.22 To initiate and promote research and related activities in various constituent Institutions and centers.
- 4.23 To consider other academic or student welfare matters referred to the Academic Council.
- 4.24 To recognize degrees/diplomas of other Universities/institutions and determine their equivalence.
- 4.25 To appoint committees for admission of students in different faculties of University.
- 4.26 To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.

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- 4.27 To recognize persons of eminence in their subjects to be associated as research guide, in the subject as prescribed in the Ordinance.
- 4.28 Academic Council shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Body i.e. National Medical Commission, DCI, Indian Nursing Council, M.P. Nursing Council, M.P Paramedical Council, Rehabilitation Council, Bar Council & AICTE etc. as laid down from time to time are adhered to.

5. Standing Committee

- 5.1 The Academic Council may constitute standing committee of the Academic Council to look after the routine matter of academic council.

- 5.2 The Standing committee shall consist of the following member

- | | | | |
|-------|-------------------------|---|------------------|
| 5.2.1 | The Vice-Chancellor | - | Chairperson |
| 5.2.2 | All Dean of the Faculty | - | Member |
| 5.2.3 | The Registrar | - | Member Secretary |

The members of the standing committee shall hold office for a period of two year.

- 5.3 To consider qualification for admission to various courses to determine the intake of students in each course to fix various examination centre and other matters relating to the admission of the student.
- 5.4 To consider cases of recognition for degree, diploma of the University and educational body for the purpose of admission to various programme of the University.
- 5.5 To consider the matter arising out of the recommendation of the constituent units/School of Studies and to make suitable recommendation to the academic council.
- 5.6 To consider any other matters referred to it by the Vice-Chancellor or the academic council.
- 5.7 To consider all academic matter on the behalf of the Academic Council and the decision shall be reported to the academic council.
- 5.8 The Vice-Chancellor, as the Chair-person shall preside over the meeting of the Standing committee of the Academic Council.
- 5.9 The Registrar shall be the member Secretary of the Standing Committee.

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STATUTE NO. 12

BOARD OF STUDIES: COMPOSITION POWERS & DUTIES

(Refer Section 25 of the Act 2007)

1. BOARD OF STUDIES:

There shall be a Board of Studies for each faculty the Board of Studies pertaining to the following subjects/Group of subjects mentioned below under the each faculty thereof:

- 1.1 Faculty of Medical Science
 - I. Faculty of Medical Science.
- 1.2 Faculty of Dentistry.
 - I. Dentistry.
- 1.3 Faculty of Physiotherapy.
 - I. Physiotherapy.
- 1.4 Faculty of Nursing.
 - I. Nursing.
- 1.5 Faculty of Rehabilitation Sciences.
 - I. Speech and Hearing
 - II. Prosthetics and Orthotics
 - III. Audiology and Speech Language Pathology.
 - IV. Special Education.
- 1.6 Faculty Of Occupational Therapy.
 - I. Occupational Therapy.
- 1.7 Faculty of Allied and Paramedical Sciences.
 - I. Allied and Paramedical Sciences
- 1.8 Faculty of Management.
 - I. Business administration/Industrial relations and Personnel management, Human Resource development, Financial Administration, Foreign Trade/Disaster Management.
 - II. Hospital Administration.
 - III. Chemical sales and Marketing.
 - IV. Tourism Administration.
 - V. E-Commerce.
- 1.9 Faculty of Law
 - I. Law.
- 1.10 Faculty of Commerce.
 - I. Commerce.
- 1.11 Faculty of Ayush.
 - I. Sharir, Dosh, Dhatu, Mal, Vigyan, Sanskrit.
 - II. Dravyagun, Ras Shastra Vigyan.

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- III. Kaaya Chikitsa Vikriti Vigyan and Swasthyavritta.
- IV. Shalya Tantra, Shalakya Tantra, Prasuti Tantra, Kaumaryabhritya, Agad tantra and Vyavaharyurveda.
- V. Ashtang Sangrah, Charak Samhita, Padarth Vigyan, Ayurveda ka Itihas.
- VI. Sharir Rachana Vigyan , Shariarkiriya Vigyan.
- VII. Rog Vikriti Vigyan evam Swatha Vritta.
- VIII. Homeopathy
- IX. Unani
- X. Altemative medicine (Accupressure, Magnetic Therapy etc.)
- XI. Yoga and Naturopathy.

1.12 Faculty of Arts

- I. English and other Foreign Languages
- II. Sanskrit, Functional Sanskrit and Prachya sanskrit
- III. Pali, Prakrit
- IV. Hindi, Functional Hindi, Linguistics and Translation, Endic studies
- V. Urdu, Arabic, Persian
- VI. Other Indian Languages
- VII. Psychology
- VIII. Philosophy
- IX Music (Vocal, instrumental) and Dance
- X. Fine Arts (Drawing and Painting)
- XI. Performing Arts (Theater and Sculpture)
- XII. Library and Information Science
- XTT Journalism and Mass Communication
- XIV Fashion Designing (in case there is no Faculty of Vocational studies)
- XV Interior Designing (in case there is no Faculty of Vocational studies)
- XVI Jyotrvigyan
- XVII Sthspatya (Vastu), Sthspatya
- XVIII Yoga (Yogic Science)

1.13 Faculty of Social Science and Humanity

- I History, Modern History, Medieval History.
- II. Ancient Indian History Culture and Archaeology, Indology
- III Political Science, International Relations. Public Administration, Human Rights
- IV. Economics, Business Economics, Applied Economics
- V. Sociology, Social work and Community, Demography and Population Science

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- VI. Anthropology
- VII. Geography
- VIII. Military Science & Defense Studies
- IX. Rural Development
- X. Home Science (If there is no separate faculty of Home Science in the University).

1.14 Faculty of Home Science

- I. Home Science
- II. Clothing and Textile/Fabric and Apparel Sciences
- III. Food and Nutrition

1.15 Faculty of Science

- I. Physics, Laser Technology.
- II. Chemistry, Industrial Chemistry, Environmental Chemistry
Pharmaceutical Chemistry, MICA
- III. Mathematics
- IV. Geology, Remote Sensing, Earth Science
- V. Statistics
- VI. Criminology and Forensic Science
- VII. Computer Science (if faculty of Engineering Science does not exist)
- VIII. Oceanography, Meteorology

1.16 Faculty of Life Science:

- I. Botany, Ethno-biology, Forestry, Horticulture
- II. Zoology, Fisheries, Aquaculture, Genetics, Neuroscience
- III. Environmental Sciences / Environmental Biology, Limnology
- IV. Bio-Chemistry
- V. Life Science/Bio- Science, Microbiology
- VI. Biotechnology, Seed Technology, Bio informatics, Food Technology

1.17 Faculty of Vocational Studies

- I. Vocational Education courses (B.Voc, M.Voc)
- II. Skill Development Courses (B.Voc, M.Voc)
- III. Product Designing
- IV. Fashion Designing
- V. Interior Designing
- VI. Product Design

1.18 Faculty of Pharmacy

- 1. Pharmaceutical Science

LNCT Vidhyapeeth University, Indore**1.19 Faculty of Mass media and Communication**

- I. Journalism and Mass-Communication
- II. Electronic Media

1.20 Faculty of Engineering

- I. Bio Medical Engineering
- II. Electrical Engineering/Electrical and Electronics
- III. Electronics and Communication Engineering
- IV. Electronics Instrumental Engineering
- V. Computer Science Engineering/Information Technology (AIML)
- VI. Cyber Security
- VII. Mining Engineering
- VIII. Mechanical Engineering
- IX. Civil Engineering
- X. Chemical Engineering
- XI. Industrial & Production Engineering.
- XII. Textile Engineering
- XIII. Fire technology Engineering/Fire Safety.

1.21 Faculty of Agriculture**1.22 Faculty of Education****1.23 Faculty of Physical Education****1.24 Faculty of Entrepreneurship Development & Skill Development****1.25 Faculty of Homeopathy**

1.26 The Chancellor, on the recommendation of the Vice-Chancellor may include any subjects not covered in the above list to any of the Board as mentioned above and may delete subjects, if required.

2. COMPOSITION OF BOARD OF STUDIES:

2.1 There shall be a Board of Studies for each faculty/subject or group of subjects

2.2 The Board of Studies will be comprising of

2.2.(1) The Head of the Department or Senior Professor of prescribed concerned faculty shall be Chairman of the Board of Studies appointed/nominated by the Vice-Chancellor.

2.2.(2) Two members to be nominated from the Department by the Vice-Chance

2.2.(3) Two members to be nominated as co-opted by the Department from outs the University from academic/industries after the approval of Vice-Chancellor.

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- 2.3 The Vice-Chancellor can constitute a Board of Studies for the subjects to be started by the University as and when required.
- 2.4 The term of Board of Studies shall be three years.
- 2.5 The Chairman or other members of Board of Studies shall be nominated by Vice-Chancellor.

3. POWERS AND DUTIES OF BOARD OF STUDIES: -

The Board of Studies shall have the following powers and duties, namely:-

- 3.1 To recommend, upon reference to it by the Board of Management or Academic Council or the faculty concerned or otherwise, the courses of study in the subject or group of subjects within its purview;
- 3.2 To recommend books, including text-books, supplementary reading, reference books and other material for such courses of study;
- 3.3 To recommend to the Academic Council for its approval the preparation and publication or selections of writing or work of authors and other matters as well as material, consequent to curriculum development by the teachers of the University for its introduction in the syllabi of the courses of study under the purview of the Board in accordance with the Regulations made by the Academic Council in that respect;
- 3.4 To advise the faculty or faculties concerned regarding improvement in the course of study;
- 3.5 To recommend names of suitable persons for inclusion in the panels for appointment as paper-setters, examiners and moderators in the University examinations in the subject by the Board of Examinations;
- 3.6 To recommend to the Board of Examinations, names of persons suitable for appointment as referees, for evaluation of thesis and dissertations and for conduct of viva-voce examinations, wherever prescribed, for awarding post-graduate, doctorate and higher degrees;
- 3.7 To suggest organization of orientation and refresher courses in the subject;
- 3.8 To prepare requirements in respect of teaching of the subject at various levels in respect of teachers and their qualifications, library, laboratory and hospital

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equipment and consumables for the use for the Planning Board for formulating the norms and requirements.

3.9 To prepare detailed syllabus and scheme of examination of the different subjects/courses of the Department shall be prepared by the Board of Studies and be submitted to the Academic Council for its approval and publication.

3.10 To prepare contents of the syllabi shall be revised and updated by the Board of Studies from time to time as per concerned council norms and be submitted to the academic council for its approval.

4. Removal/ Disqualification of Member:

4.1 The member ceases to be so:

4.1.1 On resignation/ removal from University.

4.1.2 When convicted for any offence including moral turpitude.

4.2 A member can be removed:

4.2.1 Who is sick, insane and incapable of discharging the duties in the Board.

4.2.2 Who is found guilty of misconduct, indiscipline and malpractice.

5. QUORUM:

One third of the members of the Board of Studies shall form a quorum for its meetings. The meeting of the Board of Studies will be arranged at least twice in a year

6. JOINT MEETING:

Whenever it is deemed necessary the Vice-Chancellor shall be competent to convene Joint Meeting of two or more Boards of Studies and the Vice-Chancellor shall appoint the Chairman for any such meeting(s).

7. OPINION BY CIRCULATION:

The Vice-Chancellor may in urgent cases obtain the opinion of the Chairman of Board of Studies or of full Board of Studies by circulations of any proposal among them. Such opinion together with the action taken thereon shall be communicated to all the members.

8. VALIDATION OF BOARD OF STUDIES MEETINGS:

Proceedings of the Board of Studies meetings shall not be invalidated merely due to

8.1 Vacancies in Board of Studies.

8.2 Non Receipt of Meeting notice by any member or members.

8.3 Defective nomination of any member.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 13****FACULTIES OF THE UNIVERSITY: COMPOSITION POWERS & DUTIES**

(Refer Section 25 of the Act 2007)

1. FACULTY:

- 1.1 The faculties shall be the principal academic co-ordinating authorities of the University in respect of studies and research in relation to the subjects included in the faculty, and also in respect of studies and research in multidisciplinary faculties.
- 1.2 The University shall have such faculties as prescribed by Ordinance.
- 1.3. A faculty shall be constituted, divided, combined with or abolished, only with the approval of the Academic Council and as prescribed by statutes.
- 1.4 The University shall have the following faculty
 - Faculty of Medical Science
 - Faculty of Dentistry
 - Faculty of Physiotherapy
 - Faculty of Nursing
 - Faculty of Rehabilitation Science.
 - Faculty of Occupational Therapy
 - Faculty of Allied and Paramedical Sciences
 - Faculty of Management
 - Faculty of Law
 - Faculty of Commerce
 - Faculty of Ayush
 - Faculty of Arts
 - Faculty of Social Sciences and Humanities
 - Faculty of Home Science
 - Faculty of Science
 - Faculty of Life Science
 - Faculty of Vocational Studies
 - Faculty of Mass Media and Communication
 - Faculty of Engineering
 - Faculty of Agriculture
 - Faculty of Pharmacy
 - Faculty of Education
 - Faculty of Physical Education
 - Faculty of Entrepreneurship Development & Skill Development
 - Faculty of Electro Homeopathy

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- 1.5 Each faculty shall consist of the Dean.
- 1.6 The Dean shall be appointed by the Chancellor on the Recommendation of Vice-Chancellor for a period of 3 Years from amongst the Professor of the Constituent Units/UTD/School/Institute/College who are the teachers in the subjects assigned to the faculty.

Provided that, if there is no Professor of Constituent Units/University Teaching Department/School/Institute/College or Principal teaching the said subjects the Vice-Chancellor may appoint the Dean or any other faculty to act as the Dean of the faculty with the approval of Chancellor.

The Dean shall be the Chairmen of the faculty and shall be responsible for the due observance of the statutes, the ordinances and the regulations relating to the faculty and for the conduct and maintenance of standard of teaching, and

- 1.2 The faculty shall consist of the following members:-
- 1.2.1 The Dean of the faculty as *ex-officio* Chairperson;
 - 1.2.2 The Chairpersons of each Board of Studies, for the subjects comprised in the faculty - Member
 - 1.2.3 Three members of each Board of Studies to be nominated by the members of the Boards of Studies from amongst themselves.
2. The Faculty shall have the following powers and duties, namely:-
- 2.1 To consider and report on any matter referred to it by the Board Of Management Academic Council or Planning Board;
 - 2.2 To consider *and* approve recommendations of the Board of Studies in the faculty, and matters related to more than one Board of Studies not affecting any other faculty, and recommend to the Academic Council for action as it thinks fit;
 - 2.3 To consider and recommend to the Academic Council, the academic matters, within its purview, which affect any other faculty or faculties or which involve administrative or financial implications;
 - 2.4 To consider and recommend to the Academic Council establishment of new courses, inter-disciplinary courses and short-term training programs, referred to it by the Board of Studies or Board of Inter-disciplinary Studies, if any constituted by Statutes;
 - 2.5 To make recommendations to the Planning Board in respect of the requirements regarding the conduct of post-graduate or under-graduate instruction, teaching, research and training in University institutions or departments, constituent colleges and recognized institutions;

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- 2.6 To ensure that guidelines and rules framed for the following matters by the Academic Council are implemented:-**
- 2.6.1 Long-term curriculum development;**
 - 2.6.2 Faculty development;**
 - 2.6.3 Teaching or learning material development;**
 - 2.6.4 Research in educational matters with particular reference to colleges;**
- 2.7 To plan and organize inter-departmental and inter-faculty programs in consultation with the Boards of Studies, other faculties or Planning Board;**
- 2.8 To recommend to the Academic Council regarding organization of refresher and orientation courses for teachers of colleges and University departments especially for the revised or newly introduced or inter-disciplinary courses of study;**
- 2.9 To prepare and submit the annual report of the functioning of the faculty to the Vice-Chancellor;**
- 2.10 To consider any other academic matter which may be referred to it.**

3 MEETING OF THE FACULTIES:

The Faculties shall meet ordinarily thrice in a year or at such other times as are fixed by the Vice-Chancellor or on the requisition of the Dean with the prior permission of the Vice-Chancellor. Dean shall preside over the meetings, or in the absence of Dean, Senior teacher among those present shall preside over the meeting.

4 QUORUM:

One third of the members of the faculty shall form a quorum of the meeting.

5 NOTICE OF THE MEETING & AGENDA:

Notice of a Meeting of Faculty shall be sent by post or by e-mail to each member by the Registrar under the directions of the Vice-Chancellor stating the date & venue of the meeting and also showing the business to be placed before the meeting. The period of notice shall ordinarily be fifteen days unless the Vice-Chancellor, for reasons of urgency, fixes a shorter period.

- 5.1 Members who wish to submit any item for discussion may do so in writing to the Registrar at least 7 days in advance.**
- 5.2 The Dean shall send the proceedings of the meeting to the Registrar for further course of action.**

LNCT Vidhyapeeth University, Indore**STATUTE NO. 14****THE DEAN OF STUDENTS' WELFARE:
TERMS AND CONDITIONS OF SERVICE, POWERS AND DUTIES**

(Refer Section 20 of the Act 2007)

1. The Dean of Students' Welfare shall be nominated preferably from among the Professors of University for a term of three years by Chancellor on recommendation of Vice-Chancellor.

Provided further that before the expiry of his term of three years the Governing Body may, on a report from the Vice Chancellor, terminate the nomination of Dean of Student's Welfare if it is satisfied that further continuance of the Dean Students' Welfare will not serve any useful purpose or will be detrimental to the cause for which he has been appointed or in the interests of the University, after giving reasonable opportunity of being heard.

2. Dean of Students' Welfare:

- 2.1 Will possess at least Doctorate degree in any subject and five years of experience of teaching post-graduate classes or twelve years experience of teaching degree classes, preferably having experience of guiding extracurricular activities and understanding of students' problems.
- 2.2 Will not be entitled to draw any extra emoluments, except his/her own salary of his/her basic post.

- 3 POWER AND DUTIES:

- 3.1 The Dean of Students' Welfare shall be the Head of the Information Center and the Placement Office in the University.
- 3.2 The Dean of Students' Welfare shall, if the Governing Body, Board of Management or the Academic Council so desires and invite, be present at any meeting of the authority concerned when matters relating to Students' Welfare come up for deliberations therein.
- 3.3 Subject to the control of the Vice Chancellor, the Dean of Students' Welfare shall
 - 3.1. Make arrangements to ensure suitable accommodation facilities for students;
 - 3.2 To provide guidance for employment of students in accordance with the plans approved by the Vice-Chancellor.
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 - 3.3 Communicate with the guardians of the students regarding the welfare of students;
 - 3.4 Co-ordinate travel facilities for students;
 - 3.5 Guide and also assist the students in obtaining scholarship, intern-ships, etc.
 - 3.6 Perform such other duties as may be assigned to him and of concern to students from time to time by the Registrar with the approval of the Vice-Chancellor.

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STATUTE NO. 15
PURCHASE COMMITTEE
(Refer Section 25 of the Act 2007)

1. PURCHASE COMMITTEE

1.1 Constitution

There shall be a Purchase and Hire Committee for vetting, processing and finalizing all kinds of purchases, procurement and hiring arrangement for the University and its constituent institutions.

- | | |
|---|------------------|
| 1.1. Chancellor or his nominee from amongst the members of
Governing Body Ex-Officio | Chairperson |
| 1.2 Chief Finance & Accounts Officer | Member |
| 1.3 Co-opted members | Members |
| 1.3.1 Professor/Dean/Head of Concerned Institution
nominated by Vice-Chancellor | |
| 1.3.2 One Professor of concerned specialty
nominated by Vice-Chancellor | |
| 1.4 One Officer of the University nominated by Vice-Chancellor | Member |
| 1.5. Registrar | Member Secretary |

2 Tenure: The term of the Purchase Committee is one year.

3. POLICY GUIDELINES FOR PURCHASE & HIRE

In discharging purchasing/hiring responsibilities, all authorities of the University, to whom purchasing authority has been delegated, must maintain a standard of conduct and the transparency. Authorities whose behavior violates such a conduct will be subject to disciplinary action, including discharge, if warranted by the seriousness of the violation

The University subscribes to the following purchase guidelines

- 3.3.1 The policies set by the University will be strictly adhered to.
- 3.3.2 Strive to ensure best bargain in each transaction;
- 3.3.3 Grant all competitive suppliers equal consideration in so far as Sponsoring Body and University policy permits;
- 3.3.4 Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation;

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- 3.3.5 Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement or a sample of the product;
- 3.3.6 Give preference to property items and designs for competitive purchasing purposes;
- 3.3.7 Make all reasonable effort to negotiate for equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to subject any major controversy to arbitration or third party review, in so far as the prescribed systems/policy allows
- 3.3.8 Foster fair, ethical and legal trade practices
- 3.3.9 Co-operate with trade, industrial and professional association, and with Government and private agencies for the purposes of promoting and developing sound business methods.

3.4 PROCEDURES

Procedures for purchases/hire will be in accordance with the rules framed for this purpose.

3.5 MEETING & QUORUM:

The purchase committee shall meet at least once in every three months

- 3.5.1 Five members shall form a quorum
- 3.5.2 Secretary in consultation with chairpersons will fix the date for meeting
- 3.5.3 May appoint sub committee(s) to carryout its directions.

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STATUTE NO. 16

FINANCE COMMITTEE

(Refer Section 25 of the Act 2007)

1. FINANCE COMMITTEE:-

1.1 Composition of the Finance Committee:

The Finance Committee shall consists of the following persons, namely:-

1	The Chancellor or his nominee	Chairperson
2	The Vice Chancellor .	Member
3	Registrar	Member
4	One member of the Governing Body to be nominated by the Chancellor	Member/s
5	One person to be nominated by the sponsoring Body	Member
6	Chief Finance & Accounts Officer	Member Secretary

1.2 **Terms of Members of the Finance Committee:**

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years from the date of first appointment.

1.3 **Powers and Functions of the Finance Committee:**

- 3.3.1 To consider the annual accounts and financial estimates of the University and submit them to the Board of the Management for approval;
- 3.3.2 To consider and recommend the annual budget and revised estimates to the Board of Management;
- 3.3.3 To fix the limits of the total recurring expenditure and the total nonrecurring expenditure of the year based on the income and resources of the University.

Note: No expenditure other than that provided in the budget shall be incurred by the University without the approval of the Finance Committee.

1.4 **Meetings of the Finance Committee:**

The Finance Committee shall meet at least twice a year to examine the accounts and scrutinize proposals for expenditure. Four members shall constitute the quorum for the meeting.

LNCT Vidhyapeeth University, Indore**1.5 Procedure for conduct of business at the meeting of Finance Committee:**

- 1.5.1 The Finance Officer shall be the Ex-Officio Secretary of the committee. He shall Ex-officio issue notices of the meetings, get the minutes of the proceedings recorded and perform all other functions required to be performed by the Secretary.
- 1.5.2 The Finance Officer shall issue notice of the meeting at least ten days prior to the date of meeting to all the members of the committee informing them the day, date, time and venue of the meeting.
- 1.5.3 The Finance Officer shall send the agenda of the meeting at least five days prior to the date of the meeting to all the members of the committee.
- 1.5.4 Any business, other than that specified in the agenda, can be brought up by any member only with the permission of the Chair.
- 1.5.5 The Chairman shall preside over every meeting of the committee. In his absence, the members present in the meeting shall select one member as a Chairman amongst them, who shall preside over the meeting.
- 1.5.6 All members shall have only one vote. All matters in the meeting shall be decided by a simple majority vote. In the case of equality of votes, the Chairman of the meeting shall have a casting vote.
- 1.5.7 Four members of the committee shall be a quorum for the meeting. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same place. Neither a quorum, nor a notice shall be necessary in the case of such an adjourned meeting.
- 1.5.8 A meeting may be adjourned, if the business remains unfinished / incomplete. Such an adjourned meeting may take place at a future date. Notice of such an adjourned meeting shall be given to all members including those who were absent in the original meeting.
- 1.5.9 If the Chairman is of the opinion that the decision/s taken or a resolution passed by the committee at the meeting is/are inconsistent with any rule or bye-law in force or that such decision/s or resolution/s is/are not in the interest of the University, shall refer it back to the committee for reconsideration in its next meeting with the reasons to be recorded in writing. If differences persist, he shall, within a week time, modify the resolution/s as he deems fit and inform the committee about the same, stating the reasons thereof. The Vice-Chancellor's decision shall be final. 3

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1.5.10 Any member, not attending three consecutive meetings, without proper leave of absence, shall cease to be a member.

1.5.11 The minutes of the proceedings of every meeting, along with action-taken reports on the decisions made at that meeting, shall be prepared by the Secretary and a copy of the same shall be placed before the next meeting of the committee for confirmation and signature by the Chairman.

1.6 Preparation and Submission of Financial Estimates (Budget):

The Finance Officer shall prepare financial estimates (budget) for the ensuing financial year and get them approved by the Finance Committee in the month of March every year for submission to the Board of Management.

1.6.1 The budget shall be prepared in the following three distinct parts:

1.6.1.1 Maintenance (Recurring);

1.6.1.2 Development (Non-Recurring);

1.6.1.3 Independent projects or schemes;

The University and its Constituent units shall prepare their Budget under the above mentioned three distinct parts. The budget estimates will then be consolidated so as to show consolidated surplus /deficit for University and its Constituent Units.

1.6.2 The Annual Budget shall include the following information:

1.6.2.1 Actual figures of the previous year.

1.6.2.2 Budgeted figures of the current year.

1.6.2.3 Budgeted figures for ensuing year.

1.6.3 The Annual Budget shall be reviewed after six months and following information shall be included.

1.6.3.1 Actual figures of the previous year.

1.6.3.2 Budgeted figures of the current year.

1.6.3.3 Revised budgeted figures of the current year.

1.6.4 The budget estimates, as approved by the Finance Committee shall be placed before the Board of Management for its approval.

1.6.5 After approval from the Board of Management the annual budget and revised budget shall be communicated to the Constituent Units.

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1.7 Appointment of Auditors:

- 1.7.1** The Board of Management shall appoint auditors from the panel of auditors for the ensuing financial year and decide the fees based on the recommendations of the Finance Committee.
- 1.7.2** The auditors shall be qualified professionals, being member of the Institute of Chartered Accounts of India, to be appointed by the University.
- 1.7.3** The term of *appointment* of the auditors shall be for *not* more than one year at a time. The same firm may be eligible for reappointment.
- 1.7.4** The Board of Management shall fix the remuneration of auditors for conduct of audit of the University.
- 1.7.5** The auditors appointed by the Board of Management may conduct the audit of the annual accounts of the University, prepared by the Finance Officer, within six months of the close of the respective financial year and may submit an audit report thereon to the Board of Management for its final approval.

1.8 Funds, Accounts, Audits and Annual Report:

- 1.8.1** The books of accounts of the University and its constituent units shall be maintained, managed and operated in the name of the University and its constituent units, as the case may be and not in the name of the sponsoring body or any other body.
- 1.8.2** The Accounts of the University and its constituent units shall be kept in such a form as may be laid down by the Board of Management.
- 1.8.3** The University shall prepare consolidated financial statement for the purpose of reporting to various stakeholders.
- 1.8.4** The books of accounts and annual financial statements (stand alone and consolidated of University and its constituent units shall be audited annually by the auditors appointed by the Board of Management.
- 1.8.5** Annual reports and the Audit Reports shall be submitted by the University to the UGC within nine months of the closure of the accounting year.

LNCT Vidhyapeeth University, Indore**STATUTE No. 17****BUILDING AND PREMISES COMMITTEE, COMPOSITION, POWER AND FUNCTION**

(Refer Section 25 of the Act 2007)

1. BUILDING AND PREMISES COMMITTEE:**1.1 Composition:**

There shall be a Building and Premises Committee comprising of the following:

1.1.1 Vice Chancellor or his nominee -	Chairperson.
1.1.2 One Architect/Planner nominated by Vice-Chancellor	Member
1.1.3 One Representative of the Governing Body nominated by Chancellor	Member
1.1.4 Head or representative of concerned Institution nominated by Vice-Chancellor	Member
1.1.5 Chief Finance & Accounts Officer	Member
1.1.6 University Engineer	Member
1.1.7 Estate & Premise Officer	Member
1.1.8 Registrar	Member Secretary

1.2 TENURE:

Members, other than ex-officio members, shall hold office for a period of three years.

1.3 POWERS AND DUTIES:

The Building and Premises Committee shall;

- 1.3.1 Advise the Board of Management on all matters relating to the construction of buildings, repairs, alterations, additions or maintenances to existing buildings, which, it may consider necessary or urgent;
- 1.3.2 Select and recommend land for purchase by the Planning Board;
- 1.3.3 Accord technical sanctions to the detailed plans and estimates;
- 1.3.4 Select, scrutinize and recommend acceptance of tenders or offers, or
- 1.3.5 Recommend expenditure incidental to the execution of each work subject to the allotment made for it by the Board of Management.
- 1.3.6 Make recommendations to the Board of Management about the order / priorities in which work should be carried out;
- 1.3.7 Recommend to the Board of Management the creation; temporary or permanent, post of medical sciences staff.
- 1.3.8 May appoint Sub-Committees for carrying out its directions.

1.4 MEETINGS AND QUORUM:

1.4.1 Meetings of the Committee shall held minimum once in six months or be called as and when necessary by the Registrar as directed by the Vice Chancellor.

1.4.2 Four members of the Committee shall form a quorum.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 18****LIBRARY COMMITTEE, COMPOSITION, POWER AND FUNCTION**

(Refer Section 25 of the AH 2007)

1. LIBRARY COMMITTEE:**1.1 Composition:**

There shall be a Library Committee for the management of the University Library and also other Libraries of the constituent institutions. It shall comprise:

1.1.1 The Vice-Chancellor, as the Ex-Officio	Chairperson;
1.1.2 All Deans of Faculties; Ex-Officio	Member
1.1.3 Chief Librarian/Librarian of one of the constituent institutions to be nominated by Vice-Chancellor	Member
1.1.4 Chief Finance & Accounts Officer	Member
1.1.5 Registrar	Member Secretary

Note: Vice-Chancellor may nominate two co-opted members from the concerned constituent institution as also subject experts from outside.

2 TENURE:

Members of the Library Committee, and the ex-officio members, shall hold office for a period of three years.

3. POWERS AND FUNCTIONS:

The Library Committee shall be responsible for the general administration and supervision of the library subject to the overall control of the Board of Management and

3.1.1 Management and regulation of the financial aspects of the University Library and other Libraries.

3.1.2 Administration of Endowment for the University and other Libraries and proper utilization of budget grants for purchase of books and periodicals including e-books and e-magazines and for general purposes of the Library.

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- 3.1.3 Preparing the annual budget for the consideration of the Board of Management.
- 3.1.4 Allocation of funds for books/ reference books/periodicals and e-magazines, e-journals etc. for different subjects/ departments/ institutions.
- 3.1.5 Prescribing the procedure/basis for the selection of books and journals to be purchased.
- 3.1.6 Preparing the Annual Report for the consideration of Board of Management.
- 3.1.7 Prescribing rules/regulations for the use of Library books by teachers, research scholars and students of the University and constituent institutions.
- 3.1.8 Ensure maintaining of proper records of all the books, magazines, e- journals. Categorize them into special, reference and others, and issuance thereof each member-wise and exercise effective supervision and control prescribing rules for the use of Library books Maintain proforma/records of caution money/security deposits, recommend special deposits considering value and replacement availability of special category and invariably ensure that NGOs are issued after due diligence by the staff of library.
- 3.1.9 Guide, explore, coordinate and enter into arrangements for utilization/access to other universities, institutions for utilization of their e-libraries including at foreign centers.

4. MEETING & QUORUM:

- 4.1 The Library Committee shall meet once in a quarter
- 4.2 Meeting of the Library Committee shall be called by the Registrar in consultation with the Vice-chancellor.
- 4.3 The Registrar shall give at least 10 days clear notice for the meeting. However, an urgent meeting of the Library Committee may be convened on three days clear notice.
- 4.4 The agenda of every meeting shall be sent with the notice to the members. Proposals/suggestions from any member received by the Registrar before the issue of the notice shall be included in the agenda.
- 4.5 Five members will form quorum for the meeting.

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STATUTE No. 19

SPORTS COMMITTEE, COMPOSITION, POWER AND FUNCTION

(Refer Section 25 of the Act 2007)

1. SPORTS COMMITTEE:

For the purpose of promoting Sports and Physical Welfare including indoor games and athletics of the students there shall be a Sports Committee, which shall comprise of:

- | | | |
|-------|--|--------------------|
| 1.1 | The Vice-Chancellor - Ex-Officio | - Chairman |
| 1.2 | All Principals/Deans/Directors of constituent institutions in rotation, to be nominated by the Vice-Chancellor. | -Members |
| 1.3 | Three teachers of the constituent institutions, one of whom shall be at least a lady teacher, to be nominated by the Vice-Chancellor | - Members. |
| 1.4 | Two persons of whom at least one shall be from non-teaching staff appointed by the Vice-Chancellor | - Members. |
| 1.5. | Two persons possessing expert knowledge or experience of a branch or branches of Sports to be co-opted by the Vice-Chancellor | Members. |
| 1.6 | Two Physical Training Instructors of constituent institutions, nominated by the Vice-Chancellor | - Members |
| 1.7 | Two Captains of University teams in the preceding year nominated by the Vice-Chancellor | - Members |
| 1.8 | Two Sports Secretaries of the constituent institutions by rotation - to be nominated by Vice-Chancellor. | - Members |
| 1.9 | Recognized sports men/women of outstanding reputation in sports and related fields nominated by Vice-Chancellor | - Members |
| 1.10 | The Director/ Officer In-charge of Physical Education | - Member |
| 1.11. | The Registrar | - Member Secretary |

1.2 TENURE: Members of the Sports Committee shall hold office for one year.

1.3 POWERS AND FUNCTIONS OF THE SPORTS COMMITTEE:-

1.3.1 Subject to overall control of Board of Management the Sports Committee shall initiate, organize, control, manage and supervise either by itself or through various sub-committees the Inter-Collegiate Sports and Tournaments and to Foster, undertake Inter-University Competitions.

1.3.2 The Sports Committee shall, subject to the approval of the Board of Management, frame and adopt all rules and ensure that these are followed by all the constituent institutions.

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- 1.3.3** It shall decide whether the University shall participate in the Inter-University competitions and prepare the estimate for the expenses involved in such participation, subject to the overall budgetary limits laid down by the Board of Management.
- 1.3.4** In urgent cases Vice-Chancellor shall be authorized to approve participation and other matters pertaining to sports & physical education by either in consultation with Committee or otherwise.
- 1.3.5** The Committee shall perform following functions and have the powers: -
- 1.3.5.1** To appoint Organizing Committees, to conduct and arrange Inter-University competitions/ events whenever required
 - 1.3.5.2** To conduct Inter-Collegiate Sports Tournaments/ Athletic Meets.
 - 1.3.5.3** To appoint Selection Committees to select University teams for Inter-University Tournaments/Inter-collegiate competitions and others
 - 1.3.5.4** To prepare budget for approval of the Governing Body
 - 1.3.5.5** To appoint Managers, Coaches and Captains for the teams participating in inter-University tournaments.
 - 1.3.5.6** To propose disciplinary action against the players and college teams for violation of the sports rules, regulations and for misconduct either on the playground or outside/Inter-Collegiate competitions or bring disrepute to the University.
 - 1.3.5.7** To prepare Annual Report of the Sports
 - 1.3.5.8** To frame, modify or amend rule for the efficient control and carrying out the activities of sports and have them approved by Board of Management.

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1.3.5.9 To award Crest and Certificates or both to the players and competitor participating in inter-University or inter-collegiate tournaments. To organize, physical training programs in the constituent institutions and school of studies or teaching departments of the University..

1.3.5.10 To advise the Governing Body / Board of Management on all the matters connected with sports and games in the institutions, schools of studies and teaching departments and development of internal infrastructural facilities, equipment, adequate grounds, stadium and material for sports and practices and learning.

1.3.5.11 To initiate such steps as may be necessary in due discharge of their responsibilities and enhancement of the University image and to perform such functions as may be assigned by the Governing Body/Board of Management.

1.4 MEETING & QUORUM:

The Sports Committee shall meet ordinarily once in two months. The date for the meeting shall be fixed by the Secretary with the approval of the Vice-Chancellor.

1.4.1 In the absence of the Vice-Chancellor members present shall elect Chairperson who shall preside over the meeting.

1.4.2 Nine Members well form quorum for the meeting.

1.5 PROCEDURE FOR STARTING NEW ACADEMIC PROGRAM/ DEPARTMENT

1.5.1 The University with the prior approval of its Board of Management and *Governing* Body, a/so where applicable, the relevant Statutory bodies, such institutions shall inform the Commission about starting of a new course/program/ department/school/center in its existing main Campus, within one month of the grant of approval by the Board of Management of the University and concerned statutory bodies.

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- 1.5.1.1** The head of a constituent college/institute of the University, desirous of launching a new academic program, shall submit to the Registrar of the University proposal in respect of the new proposed program on or before the date prescribed by the respective council.
- 1.5.1.2** The proposal for launching a new academic program shall be submitted to University or Respective Council. Registrar shall place the proposal, before the Academic Council for their consideration.
- 1.5.1.3** On the recommendation of the Academic Council, the Registrar shall place the proposal, along with modifications or additions suggested by Academic Council, if any, before the Board of Management for their consideration and approval.
- 1.5.1.4** In the event of the proposal being approved by the Board of Management, the Registrar shall submit to the respective council or UGC, if necessary, a proposal for launching the said *program*.
- 1.5.1.5** The Registrar shall convey the decision of the Board of Management/ respective council/UGC to the constituent college/ institute, which had initiate of the proposal.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 20****ADMISSION POLICY INCLUDING RESERVATION OF SEATS****AND PROVISION REGARDING FEE**

(Refer Section 25 of the Act 2007)

1. ADMISSIONS:

1.1 Admission in the University shall be made strictly on the basis of the merit;

1.2 Merit for admission in the University may be determined.

1.2.1 Either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities.

Or

1.2.2 On the basis of marks or grade obtained in Entrance Test conducted

(i) By constituent Institutions/University or

(ii) By any Competent/Designated agency or

(iii) By different States/Nations/Professional Bodies or

(iv) By an Association of Colleges/University conducting similar courses or

(v) By any agency of State/Statutory body of Government of India.

1.2.3 On the basis of the Group discussion/counseling /Interview.

Provided that admission in professional and technical courses shall be made only on the basis of entrance test. The University may conduct its own entrance test or utilize the list of result of such examination/test conducted by different State/ National/ Professional bodies.

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2. ADMISSION COMMITTEE:

The admission in the constituent institution/school of studies /department will be made by respective Heads of Institutions duly assisted by the Admission Committee strictly in accordance to the norms of the applicable Statutory Bodies and Authorities and as amended from time to time.

3. RESERVATION OF SEATS:

Seats for admission in the University for the students, belonging to scheduled castes, scheduled tribes; other backward classes, women, handicapped students, children of defence personnel and other specified categories shall be reserved primarily as per the policy of State Government/Central Govt. and as prescribed from time to time.

4. PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS:

4.1 All the courses in the University will be run on self-finance mode. The following types of fees may be charged from the students;

- 4.1.1 Prospectus/Registration form
- 4.1.2 Entrance Examination Fee (If Applicable)
- 4.1.3 Admission fees (Where applicable)
- 4.1.4 Tuition fees for the course
- 4.1.5 Identity Card Fee
- 4.1.6 Examination Fee
- 4.1.7 Library Card Fee
- 4.1.8 Library fee
- 4.1.9 Development/amalgamated fund
- 4.1.10 Laboratory fees
- 4.1.11 Sports and Game Fee
- 4.1.12 Activities Fee
- 4.1.13 Cultural/Annual Function Fee
- 4.1.14 Caution money
- 4.1.15 Hostel and Mess Charge (if applicable)
- 4.1.16 Transportation Fee (if applicable)

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- 4.1.17 Security Fee
- 4.1.18 Industry Visit/Excursion Fee
- 4.1.19 Training /Augmentation/Placement Fee
- 4.1.20 Subsidies Fee
- 4.1.21 Eligibility Fee
- 4.1.22 Enrollment Fee
- 4.1.23 Migration Fee
- 4.1.24 Transfer Certificate Fee
- 4.1.25 Provisional Certificate Fee
- 4.1.26 Fine
- 4.1.27 Revaluation Fee
- 4.1.28 Re-totaling Fee
- 4.1.29 Competition, Quizzes and Group Discussions
- 4.1.30 Seminar/Workshop/Conferences/Exhibition/Fare
- 4.1.31 Convocation Fee
- 4.1.32 Alumni Membership Fee
- 4.1.33 Internet Fee

The University can introduce other leads of fees from time to time.

4.2 In addition, fees for duplicate mark sheets, revaluation, issuance of degree and such other examinations or results related fee may be charged from the students, as prescribed by the Board of Management. The components of fee may vary from course to course and shall be decided by the Board of Management for each course. The fees for the courses shall need the approval of the regulatory bodies like MPPURC and concerned council norms, if any. The fee structure of various courses and provision of exemption from tuition fee will be decided by the Board of Management from time to time and will be made available to the students along with the prospectus for the concerning session.

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STATUTE NO. 21

STUDENT COUNCIL

(Refer Section 25 of the Act 2007)

1. There shall be Student Council to look after the welfare of the students, to co-ordinate the extra curricular activities, to promote participation of students in the policy process of academic and extra-curricular activities and to train students for democratic process for better corporate life. These councils shall not engage in political activities.

2. COMPOSITION OF STUDENTS' COUNCIL OF EACH CONSTITUENT COLLEGE:

The Students' Council for each constituent units shall consist of the following:

- | | | |
|-----|---|--------------------|
| 2.1 | Dean / Director/ Principal | - Chairman |
| 2.2 | One teacher, nominated by the Dean/Director/ Principal with the approval of Vice-Chancellor | - Member |
| 2.3 | One teacher looking after extra-curricular activities, nominated by the Dean/Director/Principal with the approval of Vice-Chancellor | - Member |
| 2.4 | Dean of students' Welfare | - Member Secretary |
| 2.5 | One student nominated by the Dean/ Director/Principal from each class, and one representative of interns, who have shown academic merit and have stood first in the examination of the preceding year and who are engaged in full time studies/training in the college. | |
| 2.6 | One student each nominated by the Dean/Director/Principal, from those who have shown outstanding performance in each of the following activities: | |
| | 2.6.1 Sports | |
| | 2.6.2 National Service Scheme (NSS) National Cadet Corps (NCC) | |
| | 2.6.3. Cultural Activities | |
| | 2.6.4 Social Work | |
| 3.7 | Two female students (nominated by the Dean/Director/Principal) who have shown outstanding performance in Sports, National Service Scheme, Cultural Activities. | |

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The student members of this Council shall be nominated by the Dean, on a date notified by the University, from amongst them as the Secretary of their Council, who shall be a student of second professional year or a higher class or an intern.

3. COMPOSITION OF THE UNIVERSITY STUDENTS' COUNCIL:

The University Students' Council shall consist of :

- | | | |
|-----|--|------------------|
| 3.1 | Dean Students' Welfare | - Chairperson |
| 3.2 | Principal/Director/Heads of concerning Department/Institution | - Member |
| 3.3 | Secretary of the College Students' Council of each constituent College | - Member |
| 3.4 | Registrar | Member Secretary |

4. STUDENT OFFICE BEARERS OF UNIVERSITY STUDENTS' COUNCIL

The Vice-Chancellor shall nominate from amongst the students members of the Students' Council of the constituent College/Institution:

- i) President
- ii) Vice-President
- iii) General Secretary

5. GENERAL PROVISIONS:

6.1 The meetings of the College Students' Councils and the University Students' Council shall be held as decided by the Chairman. There shall be at least two meetings of the respective Councils in an academic year.

6.2 A student shall be eligible to be, or continue to be, a member of any of the Students' Council, only if he/she is enrolled as a full time student - trainee.

6. PROHIBITION OF RAGGING:

Ragging in any form is strictly prohibited in the campus and outside. The UGC Regulations on "Curbing the Menace of Ragging in Higher Education Institutions- 2009" (as amended) and the MCI (Prevention and prohibiting Ragging in Medical Institutions) regulations 2009 and DCI Regulations on curbing the Menace of Ragging in Dental Colleges 2009 and other regulatory authorities' regulations shall be applicable to all students of the University.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 22****CONFERMENT OF HONORARY DEGREES AND ACADEMIC
DISTINCTIONS**

(Refer Section 25 of the Act 2007)

- (1) (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department/Constituent Institutions/Dean/Principal will forward it to the Vice Chancellor.
 - (ii) On receipt of the proposal the Vice -Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall call a special meeting of the Academic Council and Board of Management to consider the proposal.
 - (iii) At such special meeting of the Academic Council and Board of Management the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal. No speeches or comments shall be permitted on the proposal at such meeting.
 - (iv) The Vice-Chancellor shall ascertain from the proposal has the requisite support. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the next meeting of the Governing Body.
 - (v) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- (2) (i) Any such proposal submitted for approval of the Governing Body shall be decided by the Governing body.
 - (ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
 - (iii) On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried . In the absence of the requisite support the proposal shall be declared to be dropped.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 23****CONVOCATION**

(Refer Section 25 of the Act 2007)

- (1) A Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.
- (2) The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
- (3) The Visitor and in his absence the Chancellor shall preside over the convocation function of the University. In the absence of both, the Vice Chancellor shall preside over the convocation function.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 24****ANNUAL REPORT**

{Refer Section 37 of I.he Act 2007}

1. ANNUAL REPORT:

- 1.1 The Annual report of the University shall be finalized by the Board of Management which shall include among other matters, the steps taken by the University towards the fulfillment of the objectives.
 - 1.2 The Annual Report of the University shall cover the period from the 1st of July to 30th June of the following year and shall be presented before the Board of Management at its annual meeting held after the expiry of the said period.
 - 1.3 The Annual Report shall envisage the future expansion of University keeping in view that focus should continue to be in the areas of continuous learning, sharing of knowledge, also Invest in building a highly technical and capable resource pool of skilled and-professional talent.
- 4 Copies of the Annual Report of the University shall be circulated amongst the members of the Board of Management on or before the 31st of December, immediately following the expiry of the period to which it relates to or at least fifteen days before the date on which the annual meeting of the Board of Management, after the expiry of the said period is held, whichever is earlier.
- 5 The Board of Management shall, thereafter send a copy of the Annual Report to the Member Secretary and the Governing Body shall ensure that the same is placed before the meeting of Governing Body for approval.
- 6 The Annual Report after the approval by Governing Body will be submitted to the Sponsoring Body.
- 7 A copy of Annual Report will also be presented to Visitor and Regulatory Commission.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 25****ACADEMIC PLANNING AND EVALUATION MONITORING BOARD****(Refer Section 21.1(d) of the Act 2007)**

The Academic Planning & Evaluation Monitoring Board shall be the principal Planning Body of the University and shall be responsible for the monitoring of the development Programs of the University.

The Vice-Chancellor shall be the Chairman of The Academic Planning & Evaluation Monitoring Board. The Registrar shall be it's Secretary. It may include constituent Heads/Deans and three outside eminent experts nominated by Vice-Chancellor.

The Academic Planning & Evaluation Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the University.

The recommendations of the Academic Planning & Evaluation Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

1. Composition of the Academic Planning & Evaluation Monitoring Board:

1.1.	Vice-Chancellor	Chairperson
1.2.	One representative nominated by Chancellor	Member
1.3	All Deans of the faculty	Member
1.4	Three Principal/Dean/Head of Institute nominated by the Vice- Chancellor	Member
1.5	Three outside eminent experts from Industry/Corporate Sector/ R&D Institutions /Health/ Rehabilitation/ Commerce/ Agriculture nominated by Chancellor	Member
1.6	Registrar	Member Secretary

The term of The Academic Planning & Evaluation Monitoring Board shall be of 3 years.

2 Powers and duties of the Planning and Monitoring Board shall be:

- 2.1 To establish collaboration with national and international institutions.
- 2.2 To establish and monitor the following cells/committees

Character Building & Personality Development Centre
EDIIC Entrepreneurship Development and Industry Interaction Cell

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3. Green Cluster
4. Centre for Excellence in Intellectual Property Rights
5. Incubation & Innovation Centre
6. Micro Task force for Brain Storming Session
7. Swavlamban Equal Opportunity Centre
8. Resource Generation Mapping Center
9. Industry Academia Collaboration for Skill Development Cell
10. Public Speaking & Spoken English Club
11. Research Innovation & Development Cell
12. Deen Dayal Upadhyay Skill Development Centre
13. PM Skill Development Centre
14. Yoga & Wellness Centre
15. Personality Development & Career Guidance Cell
16. Music & Drama Club
17. Legal Aid Clinic
18. CSR Club
19. Media & Event Management Club
20. Student Satisfaction Research Unit (SSRU)
21. Security & Discipline Monitoring Cell
22. Sexual Harassment Cell
23. Grievances Redressal Cell
24. Canteen Committee
25. Magazine Committee
26. Alumni Association
27. Time Table Committee
28. Personality Assessment & Development Centre
29. Co- Hursal Committee
30. Women Empowerment Cell
31. Library Committee
32. Mock Examination Cell
33. Anti Ragging Committee
34. Extension and Outreach Cell
35. Any other Cell/Committee constituted by the Vice-Chancellor

2.3 To suggest measures to create links and develop specific schemes of interaction amongst Universities and between the University/ constituent colleges on the one hand and organizations or institutions working in the fields of industry, agriculture, banking, commerce, science and community service on the other.

2.4 To prepare both short-term and long-term development plans for the University and constituent Units/Colleges, keeping in view the objectives of the University as laid down in the Memorandum of Association of the University and the Rules of the University and in accordance with the state and national educational policies;

R 2.5 To recommend to the Board of Management development and collaborative Programs for departments, constituent Colleges/Institutes and The University;

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2.6 To monitor and report the progress of all such approved development and collaborative Programs to the Board of Management once a year;

2.7 To evaluate and assess the use of development project grants by the University, departments, post-graduate centers and constituent colleges/Institutes and forward the evaluation report to the Academic Council;

2.8 To assess the future requirements of trained manpower in different disciplines and accordingly make necessary recommendations to the Academic Council regarding introduction and strengthening of relevant courses of study;

2.9 To organize Academic Audit/Green Audit of development and collaborative Programs of constituent colleges/Institutes, or departments, post-graduate centers of the University, at least once in a year and make recommendations to the Academic Council for implementation;

2.10 To scrutinize the applications received for establishment of new constituent units of the University and process the same for forwarding to the Academic Council and the Board of Management.

3 Procedure for conduct of business at the meetings of the Academic Planning & Evaluation Monitoring Board:

3.1 The Planning and Monitoring Board shall meet once in a year. The meetings shall be convened under the orders of the Vice-Chancellor.

3.2 The Registrar, on the advice of the Chairman of the Board, shall issue a notice of the meeting, at least seven working days prior to the date of the meeting, to all the members of the Board, informing them the day, date, time and venue of the meeting. In the case of an emergency meeting, such previous notice shall be given as the circumstances may permit.

3.3 No business other than that specified in the agenda shall normally be considered at a meeting. Any business, not appearing in the agenda, may however be brought up by any member with the permission of the Chair.

3.4 The Vice-Chancellor shall preside over every meeting of the Board. In his absence, member nominated by Vice Chancellor shall preside over the meeting.

3.5 All members, including the Chairman, shall have only one vote. All matters in the meeting shall be decided by a simple majority vote. In the case of equality of votes, the Chairman of the meeting shall have a casting vote.

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- 3.6** Two-thirds of the total members of the Board shall constitute a quorum for the meeting. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same place. Neither a quorum, nor a notice shall be necessary in the case of such a meeting.
- 3.7** A meeting may be adjourned, if the business remains unfinished/ incomplete. Such an adjourned meeting may take place at a future date. Notice of such an adjourned meeting shall be given to all members including those who were absent in the original meeting.
- 3.8** The Chairman, in accordance with the rules laid down, shall regulate decisions made at the meeting of the Board. If he/she is of the opinion that the decisions made at the meeting are inconsistent with any rule or bye-laws in force, the Chairman may make such changes as he/she considers essential and changes made by him/her shall be final.
- 3.9** Any member, not attending three consecutive meetings, without leave of absence, shall cease to be a member. The Chairman shall fill in the vacancy, so caused, before the next meeting.
- 3.10** The minutes of the proceedings of every meeting, along with action- taken reports on the decisions made at that meeting, shall be prepared by the Registrar (Secretary) and approved by the Vice-Chancellor(Chairman).
- 3.11** A copy of each minutes of every meeting and action-taken report, prepared by the Secretary, shall be placed before the next meeting of the Board.
- 3.12** The member shall have right to raise point of order/point of information during the meeting. The decision of Chairperson on point of order/point of information shall be final.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 26****ADMINISTRATION OF ENDOWMENT/CORPUS FUNDS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY**

(Refer Section 13 of the Act 2007)

1. The Board of Management may accept donations for creation of endowment fund in the University for the Award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature.
2. The Board of Management shall administer all the donations/ endowments received.
3. The award shall be made out of the annual income accruing from the endowment.
4. Organization or the individuals intending to sponsor a fellowship, Scholarship / stipend or award / prize in the name of organization / individual, will be required to deposit an endowment with the University, whose annual Income shall be utilized for the payment of fellowships, scholarships, awards /prizes etc.
5. The Board of Management shall prescribe the conditions of depositing the endowment funds in secured instruments.
6. The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
7. The detailed terms and conditions for fellowships, scholarships, awards/prizes shall be by mutual consent or by M.O.U.
8. In case, any endowment is accepted by the Board of Management, the Board shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment etc.
9. Approval of awardees of fellowships, scholarships, medals and prizes as per the specific Regulation(s)/Ordinance(s). Approval for carrying the literary, science, research, fine arts or similar activities can also be granted from the endowment fund and belonging to the specific endowment will be given by the Board of Management.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 27****CREATION OF CHAIRS****(Refer Section 25 of the Act 2007)****1. ESTABLISHMENT OF THE PROFESSORIAL/ RESEARCH CHAIRS FOR CREATING FOCUSED SEATS/ INSTITUTIONS OF HIGHER LEARNING.**

- 1.1 A Chair may be established by the Government, Public Sector Undertakings, Autonomous Organizations, Universities, Trusts, Societies, Memorial Committees or similar organizations or an individual or a group of individuals for the furtherance of the objectives of the University.
- 1.2 The organizations or individual or group of individuals intending to establish the Chair may do so in the name of any person of eminence at the national and/or international level in the field of education, science, social sciences, arts, literature, religion, sports, social work or any other field who has contributed to human progress and happiness.
- 1.3 The establishment of the Chair and the name in which it is proposed to be established will require the approval of the Board of Management.

2. IN FURTHERANCE OF THE OBJECTIVE OF THE ESTABLISHMENT OF A CHAIR IN THE UNIVERSITY:

- 2.1 Shall appoint a Professor in the appropriate discipline in the manner and terms and conditions laid in the M.O.U. approved while establishing the Chair.
- 2.2 Provided further that the appointment of the professor occupying the Chair would be on the basis of a contract for a period to be specified at the time of appointment, but not exceeding three years in the first instance.
- 2.3 May institute in the relevant areas of studies pertaining to the objectives of the establishment of the Chair, specified research fellowships, at the time of establishment of the Chair.

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2.4 May establish and/of augment laboratory and library facilities depending upon the requirements of research studies associated with the establishment of the Chair.

2.5 May also engage supporting staff essentially required for realizing the objectives of the establishment of the Chair.

2.6 May also procure essential raw material and consumables in furtherance of the objectives of establishment of the their, provided that substantial funds are available for the purpose out of the interest earned from the donated amount upto the limit specified in this statute. The staff so appointed shall help the University in other activities such as teaching and Other duties, as applicable, as per the decision of the Vice-Chancellor.

2.7 The establishment of the Chair shell require one-time donation amounting to at least Rs. 1.0 (One) crores or as decided by the Board of Management, by the donor, which can be supplemented subsequently at his / their discretion.

2.8 The donation shall be deposited in the University Endowment/Corpus Fund and the amount of interest earned annually shall be utilized to compensate the expenditure to be incurred to the extent possible as per provisions given in act 2007.

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STATUTE NO. 28

PROCTORIAL BOARD

(Refer Section 25 of the Act 2007)

1 COMPOSITION

There shall be a Proctorial Board to maintain the discipline amongst the student of the University it shall consists of the following members:-

- | | | |
|---|---|-------------|
| 1.1 A Professor nominated by the Vice-chancellor | - | Chairperson |
| 1.2 Dean of Students Welfare | - | Convener |
| 1.3 The Chief Proctor | - | Member |
| 1.4 All Proctors | - | Member |
| 1.5 All Wardens of the Hostels, and | - | Member |
| 1.6 One student nominated by the Vice-chancellor from the Students Council. | | |

1.7 Chief Proctor is assisted by additional proctors and all Deans/Principals/HODs will be the default members of the Proctorial Board and will have a deciding role if student involved are of their Departments.

1.8 The Proctorial board will have at least one lady member other than HODs and will be the Chairman of the committee for enquiry against sexual harassment, eve-teasing or disrespectful behavior or any misbehavior with a girl student.

1.9 The Chairman Chief Proctor and proctors shall be appointed by the Vice-Chancellor amongst the teachers of the University The number of proctors shall be determined by the Vice-chancellor depending upon the enrolment of the student in the University.

1.10 The tenure of the Proctorial Board shall be three years.

2 SOME SPECIFIC RESPONSIBILITIES OF THE PROCTORIAL BOARD ARE AS FOLLOWS:

2.1 LNCT Vidhyapeeth University has a Proctorial system where administration of student related matters pertaining to all acts of indiscipline are delegated to the Proctorial Board. LNCT Vidhyapeeth University Proctorial Board is fully responsible for ensuring that rules and regulation framed by Institute are being followed by the students

2.2 To maintain discipline in the Institute; ensure Institute rules are understood and followed.

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- 2.2.1 To keep an eye on the general moral behavior of the students.
- 2.2.2 To prevent the student from indulging in any political activities on Institute premises.
- 2.2.3 Cases of indiscipline or indecent behavior of any student, cases of individual/ group harassment, threats, ragging, manhandling etc. are dealt strictly by the Proctorial Board.
- 2.2.4 The University Rules and Regulations are generally followed. However, the Proctorial Board at its discretion can add additional norms or delete existing ones separately depending on the nature and need of the enquiry.
- 2.2.5 The Proctorial Board shall prepare a code of conduct to be followed by the students and shall place it before the Board of Management for its approval.
- 2.2.6 Any violation of the code of conduct or breach of any rule of regulation of the University by any student shall be record as indiscipline and shall make the student liable for disciplinary action against him/her.

3 NORMS AND PROCEDURES FOLLOWED DURING ENQUIRY:

- 3.1 A student can lodge complaint in the office of any of the authority of LNCT Vidhyapeeth University including Vic- Chancellor/Registrar/Dean / Director/ Chief Proctor/ HOD/ Chief Warden etc.
- 3.2 After receipt of a complaint it is scrutinized by the Principal/Director/HOD and Principal is empowered to take necessary action against the accused as per "University Rules and Regulations for Students", with at least three other members of the Proctorial Board.
- 3.3 If HODs and Chief Proctor ascertain that the offence pertains to the jurisdiction of Proctorial Enquiry then, subsequently, three members Proctorial Enquiry Committee is setup by Chief Proctor to conduct an in depth investigation.
- 3.4 Proctorial enquiry is an internal enquiry of LNCT Vidhyapeeth University and hence, no other person, except the Board members and faculty or staff, is allowed be present during hearings. The accused or complainants is not allowed to be represented by a third party.

THE PROCTORIAL BOARD WILL FOLLOW FOLLOWING PROCEDURE TO INITIATE ENQUIRY IF THE COMPLAINT IS ASCERTAIN:

- 4.1 The complainant is called for hearing and his statement is recorded.

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- 4.2 The accused person(s) is called for recording his/her statement.
- 4.3 Witnesses mentioned by both parties are listed and they are called for recording their depositions.
- 4.4 Any evidence, from security staff/ staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded.
- 4.5 A cross-examination of the accused and the complainant is conducted.
- 4.6 If any material evidence, like audio/video tapes/paper/mobile clippings documents etc is available, the same is examined. The authenticity is established from the submitted documents.
- 4.7 Finally a comprehensive report is prepared where specific charge against the accused is framed and a show cause notice is issued and accused will be suspended from classes till he submit his defense and punishment is decided.
- 4.8 The defense given by the accused persons in the show cause notice is studied and examined.
- 4.9 A report is prepared as per the "University Students' Discipline and conduct Rules", appropriate disciplinary action is recommended.
- 4.10 Final report and recommendations is submitted to Dean/ Director for approval & final decisions
- 4.11 Consequently, the award of punishment is conveyed to the student duly signed by Chief Proctor/Director and Dean Student Welfare (DSW)..
- 4.12 The punished student has the right to appeal against the punishment and Chairman is the empowered authority to deal with appeals.

5 The power and duties of Chief Proctor

- (f) The Chief Proctor shall get a proctoral form filled by students and keep it for the record in his/her office.
- (ii) He/she will issue identity card to each student with his/her seal and signature.
- (iii) He/she shall be authorized by the University to issue rail and air travel concession orders to the bonafide students of the University.
- (iv) He/she will place all the matters brought to his/her notice before the Proctorial Board on being approved by the Vice-Chancellor.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 29****CREATION OF NEW AUTHORITIES OF THE UNIVERSITY, PROCEDURE FOR STARTING NEW PROGRAM/ DEPARTMENT & SUBSEQUENT STATUTE**

(Refer Section 27 (1) (a) of the Act 2007)

1. CREATION OF NEW AUTHORITIES OF THE UNIVERSITY:

Such other authorities as may be decided by the board of the management shall be established for the purpose of attainment of the objectives of the University with the approval of the Governing Body. The Composition, Powers and Functions of such authorities shall be decided by the Board of Management of University.

2. PROCEDURE FOR STARTING NEW PROGRAM/ DEPARTMENT:

The University with the prior approval of its Academic Council, Board of Management and Governing Body, also where, applicable, the relevant Statutory bodies. Such Institutions shall inform the Regulatory Commission about starting of a new course/ program/ department/ school/ center in its existing main campus and other constituent units/collateral units within one month of the grant of approval by the Board of Management of the University and concerned statutory bodies.

2.1 The head of a constituent college/institute of the University, desirous of launching a new academic program, shall submit to the Registrar of the University proposal in respect of the new proposed program on or before the date prescribed by the respective council.

2.2 The proposal for launching a new academic program shall be submitted to University or Respective Council. Registrar shall place the proposal, before the Academic Council for their consideration with the prior approval of Vice-Chancellor.

2.3 On the recommendation of the Academic Council, the Registrar shall place the proposal, along with modifications or additions suggested by Academic Council, if any, before the Board of Management for their consideration and approval.

2.4 In the event of the proposal being approved by the Board of Management, the Registrar shall submit to the respective council or UGC, if necessary, a proposal for launching the said program with the prior approval of Vice-Chancellor.

2.5 The Registrar shall convey the decision of the Board of Management/respective council/UGC to the constituent college/ institute, which had initiated the proposal.

3. SUBSEQUENT STATUTES:

Any additions or modifications of the statutes shall be proposed by the Academic Council/ Board of the Management with the approval consent of the Governing Body and shall be sent to the State Government through MPPURC for the approval. The State Government shall consider the proposal received from MPPURC. In case of any dispute/difference of Interpretation of provisions made in the Ordinances, Statutes and Regulations, the decision of the Vice-Chancellor shall be final.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 30****OTHER OFFICER OF THE UNIVERSITY**
(Refer section 20 of the Act 2007)

1. In addition to the Officers mentioned in Chapter III(14) - "a to f" of the Adhinyam the following shall be the Officers of the University

- 1.1 Executive Director
- 1.2 Examination Controller
- 1.2 Chief Proctor
- 1.3 University Librarian
- 1.4 Director of Physical Education
- 1.5 Deputy Registrar
- 1.6 Coordinator, University Information Technology
- 1.7 University Engineer
- 1.8 Assistant Registrar
- 1.9 Dean Student Welfare
- 1.10 Training and Placement Officer
- 1.11 Estate Manager
- 1.12 Office Superintendent
- 1.13 Section Officer
- 1.14 Computer Programmer
- 1.15 Data Entry Operator
- 1.16 Upper Division Clerk
- 1.17 Lower Division Clerk
- 1.18 Technician
- 1.19 Lab Attendant
- 1.20 Warden
- 1.21 Security Officer
- 1.22 Advisor

2. The scales of pay and selection procedure for the posts mentioned above shall be as prescribed by the University from time to time.

3. The powers and duties of each *Officer* mentioned in this Statute shall be such as the Board of Management may determine.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 31****APPOINTMENT OF THE TEACHERS IN THE UNIVERSITY**

(Refer Section 26(d) of the Act 2007)

1. The Teachers (Faculty) in the University shall be appointed according to the rules, regulations and guidelines as prescribed by the UGC, AICTE, NMC, DSC, PCI, BCI, COA, INC and/or other Regulatory Councils for the courses offered by the University.
2. **ELIGIBILITY FOR APPOINTMENT:**
 - 2.1 A person will be appointed on an academic position according to the qualifications as prescribed by the UGC, NMC, DCI, DSC, PCI, BCI, COA, INC UGC, AICTE and such other competent bodies according to the courses offered by the University from time to time.
 - 2.2 Wide publicity will be given for the vacancies to be filled in through portal of the University.
3. **SCREENING COMMITTEE.**
 - 3.1 An screening committee consisting of three members appointed by the Vice-Chancellor shall screen all the application and prepare a summary of all the candidate satisfying the essential qualification and to be called for the interview. Also a list of candidate rejected and not to be called for the interview shall be made separately giving reasons for the rejection.
 - 3.2 The academic performance indices (APIs) merit as per UGC prescribed guidelines.
4. **CONSTITUTION OF SELECTION COMMITTEE:**
 - 4.1 Selection committees shall be constituted for making recommendations to the Board of Management for appointments or promotions to the posts of Professors, Associate Professors, Assistant Professors and other academic staff and Heads of institute.
 - 4.2 (i) The Vice - Chancellor - Chairperson
 - (ii) One observer not connected with the University in any manner to be nominated by the Regulatory Commission - Member

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(iii)	Three subject experts nominated by the Vice- Chancellor	Member
(iv)	Dean of concerned Faculty	- Member
(v)	Head of the Department	- Member

4.3 The Selection Committee shall recommended to the Governing Body the names arranged in order of merit

4.4 Provided that no recommendation shall be made unless at least two subject experts and the Chairman under clause 3.2 mentioned above are present in the Selection Committee meeting.

4.5 After the approval of Selection Committee's recommendation by the Governing Body, appointment letters will be issued by the Registrar.

5 RECOMMENDATIONS OF SELECTION COMMITTEE:

The Selection Committee shall recommend to the Board of Management the names of selected candidates, arranged in order of merit, if any, of the persons who it considers suitable for the appointments and after the approval of the Board of Management, the appointment or promotion letters shall be issued to the candidate by the Registrar. The committee may reject all the candidates with justification.

6 FIXED PERIOD/PART-TIME/CONTRACTUAL FACULTY:

In addition to full time teachers, Vice- Chancellor may also decide to engage teachers for a fixed period (not exceeding 3 years), part time or on contracted basis along with terms and conditions such as honorarium, TA/DA, if any, conveyance charges etc. of such engagements, from time to time decided by the Board of Management.

7 EMINENT/ADJUNCT/ VISITING PROFESSORS:

7.1 The Vice-Chancellor on the recommendations of the Dean/Principal/Head of the Department and the Dean of the Faculty may invite eminent/adjunct/visiting Professors in consultation with the Chancellor. All such appointments shall be reported to the Board of Management for ratification at the earliest opportunity. The tenure of all such appointments shall not exceed a period of three years.

7.2 For the appointment in these categories mentioned above the Vice-Chancellor may on his own consider and recommend appointment of distinguished scholars, scientists, writers or artists by relaxing qualifications and eligibility criterion provided the Board of Management and the Chancellor approved such appointments.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 32****DISCIPLINARY ACTION AGAINST TEACHERS**

(Refer Section 26(f) of the Act 2007)

1. Whenever, there is a complaint of misconduct against the Faculty member, the Vice-Chancellor shall constitute a fact finding committee and if necessary, based upon the recommendation of this committee, may institute an Enquiry Committee to enquire the whole matter.
2. Based upon the Enquiry Committee's Report, the Vice-Chancellor may decide the course of action including suspension depending upon the severity of the misconduct. However, for taking action to the extent of termination of the teacher concerned, the Vice-Chancellor shall further primarily report the matter to the services of Board of Management for approval. The decision so taken shall be the final.
3. An appeal against any action can be made to the Chancellor or his/her nominee within 30 (Thirty) days from the date of receiving of the communication of such order.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 33****CATEGORY OF THE NON-TEACHING EMPLOYEES****(Refer Section 26(e) of the Act 2007)**

1. Following types of non-teaching employees will be employed by the University:
 - 1.1 Permanent /Probationary Employees.
 - 1.2 Contractual Employees.
 - 1.3 Casual Employees/ Outsource Employees.
2. Permanent employee shall be appointed against a clear vacancy by a committee as prescribed in the Regulation and shall be kept on probation for a period of one year. The services could be terminated if the performance is found to be unsatisfactory, with/without serving notice. The probationary period could also be extended, if the performance is found to be unsatisfactory in a working period of eleven (11) months or less.
3. Contractual employee means as employee who is appointed on contract basis for a specified period.
4. Casual/Outsource Employee means an employee who is engaged on the basis of third- Party.
5. The service conditions for all the above types of employees shall be as prescribed in the Statutes and Regulations.
- 6 **SCREENING COMMITTEE.**
 - 6.1 An screening committee consisting of three members appointed by the Vice-Chancellor shall scree all the application and prepare a summary of all the candidate satisfying the essential qualification and to be called for the interview. Also a list of candidate rejected and not to be called for the interview shall be made separately giving reasons for the rejection.
 - 6.2 The academic performance indices (APIs) merit as per UGC prescribed guidelines.

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7 SELECTION COMMITTEE

7.1 The Selection Committee for non teaching employees shall consist of the following members:-

(i)	Vice-Chancellor	-	Chairman
(ii)	Nominee of the Chancellor	-	Member
(iii)	Two subject experts nominated by the Vice-Chancellor	-	Member
(iv)	One observer nominated by Regulatory Commission	-	Member
(v)	Registrar	-	Member Secretary

8 RECOMMENDATIONS OF SELECTION COMMITTEE:

The Selection Committee shall recommend to the Board of Management the names of selected candidates, arranged in order of merit, if any, of the persons who it considers suitable for the appointments and after the approval of the Board of Management, the appointment or promotion letters shall be issued to the candidate by the Registrar. The committee may reject all the candidates with justification.

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STATUTE NO. 34

DISCIPLINARY ACTION AGAINST NON-TEACHING EMPLOYEE

[Refer Section 26 (f) of the Act 2007)

1. Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact-finding committee and if necessary, based on the fact-finding Committee's recommendations, may institute an Enquiry Committee for the purpose.
2. Based on the Enquiry Committee's report, the Vice-Chancellor on the recommendation of Registrar may decide the course of action including suspension depending on the severity of the misconduct. However, for taking action to the extent of termination of the services, the Registrar shall report the matter to and seek consent of the Vice - Chancellor whose decision will be final.
3. An appeal against any action can be made to the Chancellor or his/her nominee within 30 days from the date of passing such order.

LNCT Vidhyapeeth University, Indore**STATUTE NO. 35****APPOINTMENT OF EXAMINERS****(Refer Sec 28 (1) (e) of the Act 2007)****1. In this Statute:****(i) "Internal Examiner" means:**

(a) In case of a theory paper, an examiner including a paper setter who is a teacher in a University Teaching Department/School of Studies/ Department of the University.

(b) In case of practical and viva-voce examination an examiner who is a teacher in the institution whose candidates are being examined at the examination center.

(ii) "External examiner" means an examiner other than an internal examiner.**(iii) "Co-examiner" means an examiner in a written paper other than the paper- setter.**

2. The office of the Registrar/Controller examination shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments/School of studies/Department the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Registrar/Controller office from other Universities on its own initiative or under the direction of the chairman of the Board of Studies concerned.

3. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely: -

(a) The academic qualifications and teaching experience at degree, post graduate levels and Ph.D.

(b) The field of specialization.

(c) The examination of the University and years in which they have acted as examiners in the past.

4. The list so prepared shall be made available to the Examination Committee concerned constituted together with names of persons appointed as Examiners in the University during the two preceding years: The Committee may add to the list the names and experience of persons qualified for appointment as examiners but not included therein.

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5. The Registrar's/Controller of examination's office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of centers of each practical/Viva-voce examination together with the estimated number of Candidates therein.
6. The Examination Committee shall, in the light of the provisions of the following paragraph, Recommend :-
 - (i) The process of procuring question papers for theory examination shall be initiated 6 months in advance
 - (ii) Examination committee will short list a panel of three names for the appointment of the paper setter of each written paper.
 - (iii) The examination committee will also short list a panel of three names of appointment of practical/ viva-voce examiner as well as evaluator and re-evaluator.
 - (iv) The examination committee shall supply syllabus, scheme of question and marks and acceptance and declaration forms to the examiner. Acceptance and declaration shall be obtained in a form to the effect that examiner is ready to accept the examiner-ship as paper setter as well as declare commitment to maintain confidentiality.
 - (v) He/she also certify whether any of relatives (Blood) are appearing for the examination or not.
 - (vi) He/she shall make arrangement to procure two sets of question papers, 6 months in advance of commencement of each examination to maintain availability of at least one set of question paper as reserve.
 - (vii) University will develop question bank for each subject for all the courses conducted by the University. Controller of examination will randomly put up the papers in prescribed pattern before the Vice-Chancellor shall selected paper randomly.
 - (viii) The Controller shall arrange to get the panels of both internal a external examination for UG and PG courses prepared by examination committee there shall be a minimum of six examiners in external panel in each subject. Such panel can be reviewed each year by additions and deletions as required.

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7. The Vice-Chancellor shall appoint paper setters, co-examiners, practical/Viva-voce examiners ordinarily from amongst persons recommended by the Examination Committee. He may, however, appoint a person whose name is not included in the list of names recommended by the Examination Committee if he is satisfied that the person in question possesses the minimum qualification.
8. The qualifications of the paper setters and Co-examiners shall be Professor/Associate Professor/Assistant Professor or and the norms laid down by the related regulatory bodies UGC, MCI, DCI,BCI, INC, NCTE, AICTE and other concerned council norms from time to time.

CO-EXAMINERS

The qualifications shall be same as for paper setters but the minimum teaching/professional experience required shall be minimum five years of experience.

Provided that in case of degree examinations where sufficient number of internal co-examiners in a subject with the aforesaid qualifications is not available, teachers in the University Teaching Department School of Studies/Department the University with at least five years teaching experience at the degree/post-graduate level in the subject shall be eligible for appointment as Co- examiners.

- 9 (1) In case of practical and Viva-voce examinations at the post graduate level, the external examiner shall be a person not below the rank of the Reader/Associate Professor.
- (2) In case of Practical and Viva-voce examinations at the first degree level the external examiner shall be teacher of the subject with not less than five years experience of teaching the subject at the degree and/or post-graduate level.
- (3) The internal examiner in case of Viva-voce examination at the postgraduate level shall be the Professor/Associate Professor/Head of Department in the subject whose regular candidates are to be examined. The internal examiner shall be appointed by the Vice-Chancellor.
- (4) The internal examiner in case of practical examination both at the degree and the postgraduates level shall appointed from amongst the teachers of the Department whose regular candidates are to be examined by the Vice-Chancellor in the recommendation of the Head of such Department.

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- (5) The external examiner at the post graduate level in case of practical/ Viva voce examination shall not be a teacher in a University Teaching Department/School of Studies/Department or this University.
- 10.(i) 50% of the paper setters at the postgraduate examination and 25% of the paper setters at the first degree examination in any examination in any subject shall be external.
- (ii) Where in any paper more than one examiner is appointed, the paper setter shall be Head examiner. Examiners other than the paper-setter shall be the Co- examiners.
- 11.(i) No one shall ordinarily be given more than one theory examinership (paper setting or Co-examinership). In case the Examination committee considers it necessary to recommend more than one examinership (one for the first degree examination and one for post graduate examination) in case of any person, it shall specify its reasons for doing so for the consideration for the vice chancellor.
- (ii) Ordinarily not more than one paper setter shall be appointed from any one University Teaching Department, School of Studies of College in the same subject at any one examination.
- (iii) No one who is a paper setter at any Postgraduate examination shall be appointed as an external Viva-voce examiner at that examination.
- (iv) In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 candidates.
- (v) In case of written examination, an examiner shall not ordinarily value more than 250 scrip and co-examiner shall be appointed if the number of candidates appearing in the paper is more than 300.
- (vi) While recommending names for examinairship in faculties where English is not the sole medium of examination the examination Committee shall ensure that the examiners recommend can value the scripts written in Hindi.
- (vii) The provisions of sub paragraphs (1) and (2) above shall not apply in case of Examinations in the faculties of engineering, Technology, Education, Physical Education, Medicine and Ayurveda.

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12. (1) Examiners shall be appointed for the examination of one year only, but they shall be eligible for re-appointment
- (2) An examiner may be discontinued at any time if his work is found unsatisfactory.
- (3) An examiner's work shall be deemed to be unsatisfactory if
- (i) mistake of such nature is found in his/her work in the course of checking and scrutiny which affect the result or
- (ii) he or she is found by the governing body to have delayed the work without good cause or
- (iii) there is an adverse report from the head Examiner; or
- (iv) in the opinion of the governing body there are reasonable doubts about his integrity or suspicion that he is accessible to examiners or their relations, and
- (v) if there are serious complaints against his paper e.g. that his paper was much above or below the standard or contained questions outside the prescribed course.
13. (1) In paper for which there is only one examiner, he shall set the paper and value the answer books received by him.
- (2) In a paper for which more than one examiner has been appointed, the head examiner shall:-
- (i) Set the paper;
- (ii) Forward a memorandum of instruction for the guidance of the co-examiner to secure conformity with list own standard in the valuation of the answer book by his co-examiners.
- (iii) Forward to each co-examiner at least five answer books duly marked by him to serve as models.
- (iv) Take care to see that model answer book shall, as far as possible, be representative of all grades of candidate, i.e. failure and third, second and first division.
- (v) Assign duties to the Deputy Head Examiners, if there be any.

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- (vi) Value such number of answer books as may be allotted to him.
- (vii) Examine the test installments of answer books received from the co-examiner in accordance with the succeeding subpart and convey his approval of the marking or issue such instruction as may be necessary to secure uniform standard in valuation.
- (viii) Report to the Registrar/Controller of Examinations on the work of the co-examiner and state whether he has observed the instructions received from the Head Examiner.
- (3). A deputy head Examiner shall act as a co-examiner in relation to the Head Examiner that may be allotted to him. He shall, however forward a copy of the memorandum which he received from the Head Examiner to each of his co-examiners. Where the number of co-examiners is more than six, a Deputy Head Examiner shall be appointed.
- (4). (i) The Head Examiner shall, as soon as he receives answer books may forward to his co-examiners a memorandum of instructions to each co-examiner model scripts as provided for in clause (iii) of sub-para (2) above.
- (ii) A Co-examiner shall, on receipt of the memorandum of instructions start valuation of the answer books allotted to him. He shall send to the Head Examiner first test installments of ten marked answer books for re-examinations. The co-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner.
- (iii) The Co-examiner shall forward to the Head Examiner a further installment of five answer books.
- (iv) The Co-examiner shall comply with all instructions given to him by the Head Examiner.
- (v) In case the co-examiner does not received the memorandum of instructions form the Head examiner, he shall remind the Head Examiner under intimation to the Registrar/Controller examination's. If the Head Examiner does not receive the first test installment and subsequent installment of answer books, he shall remind the co-examiner concerned under intimation to the Registrar/Controller examination's.

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- (5). Notwithstanding the provision of sub-para (2) to (5) above where the Academic Council so decides, in case of paper where for more than one examiner is required, the paper setter shall draw up and send detailed memorandum of instructions regarding valuation of answer books including solutions of numerical questions along with the question papers set by him. The detailed memorandum of instructions, moderated if necessary by the Moderation committee shall be sent by the university to all examiners in the paper. All examiners shall value the answer books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer books and installments market answer books between the paper setter and other examiners.
- (14) If for any reason an examiner becomes unable to value the answer books or to perform the duties of the head Examiner, after setting the question paper, he shall be entitled to receive only one half of the amount of fees for paper setting, the balance being payable to the examiner who values the answer books of acts as Head Examiner.
- (15) Provided that if the setter dies before he is able to take up or complete the valuation of answer books, full fee prescribed for paper setting shall be paid to the heirs of such paper setters.
- (16) In case of examinations, where the Ordinances Provided for a second/supplementary examinations the paper setter may be required to set two papers any one of which may be used for the main examinations, the second being used for the second/Supplementary examinations. The paper setter shall be an examiner at both the main and the second/ supplementary Examinations. The other examiner ships may go to other qualified teachers who could not be provided with theory examiner ships at the Main Examination.
- (17) (1) In any subject, if Viva-voce examination is prescribed, it shall be conducted by a Board of two examiners of whom one shall be an external examiner and the other internal
- (2) Except in the case of M.Sc (Previous) Examination in Chemistry, there shall be a board consisting of two examiners, one internal and the other an external examiner for conducting the practical examination in each special branch of the subject as the case may be.

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In the case of M.Sc (Previous) Examination in Chemistry, the Board shall consist of three examiners, of whom one shall be internal examinee and two shall be external examiner. The board shall be so constituted as to represent all the three branches of Chemistry, namely Inorganic, Organic and Physical.

Note : In case of Viva-voce for L.L.M. (Final) there will be one external examiners and one internal examiners.

- (18) In the case of a subject for M.A, M.Sc., M.Com, & M.P.Ed examinations, where thesis is permissible in lieu of a paper there shall be a board of two examiners for reading the thesis. The maximum numbers of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the valuation of these two examiners differ by twenty percent, the thesis shall be referred to the third examiner, (other than a teacher of the University) Who shall award marks out of half of the maximum marks for the thesis. The aggregate of two of the three awards nearest to each other and to the best advantage of the candidate shall be taken as the correct valuation .
- (19) Notwithstanding anything contained in the foregoing paragraph:-
- (a) The examinations in written papers and the practical and oral and clinical are session test, in each subject or group of subject for an examination in the faculty of medicine shall be conducted by a Board of two or four examiners one or two as case may be, of whom shall be external examiner/(s) and the other/(s) internal examiner/(s)
 - (b) There shall be a Board consisting of examiners of whom two shall be internal and two external in each of the subject for the M.D./M.S. examinations for written papers, and the practical oral and clinical tests.
 - (c) In the faculty of medicine no person shall ordinarily be appointed as an examiner in any subject unless he has taken at least five years previously a Doctor's of master's Degree of a post graduate diploma of a recognized University or an equivalent qualification, and thereafter has had at least five years teaching experience in the subject in University or an affiliated college of a University recognized by the Medical Council of India. In each subject there shall be at least one internal examiner (The Head of Department)

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- (d) The internal paper setter for examination in each subject in the faculty of medicine shall be appointed by the Vice-Chancellor by rotation form amongst the Head of the Departments of the University. If Head of the Department cannot be an examiner, the next senior most teacher in the subject shall be the internal paper setter and examiner.
- (20). Ordinarily the external examiner of the Board shall be the Chairman of the Board concerned. The marks shall be submitted under the signature of all the members of the board concerned but the report on the working of the examination, the equipment of laboratories and the thesis, shall be submitted by external examiner of each board under his signature only.
- (21). In case of an examination for a research degree, Examination Committee shall recommend for each thesis to be examined a panel of at least six names of persons who :
- (a) possess a research in the subject and at least ten years teaching experience at the post graduate level, or
- (b) Are scholars of repute in the subject.
- 22.(i) No person shall act as paper setter or examiner either in the theory, Viva-voce of practical examination if any of his relations is taking the examination.
- (ii) No person shall act as a moderator or tabulator for any examination if any his/her relations is appearing/has appeared at that examination.
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प्रारूप नियम
राजस्व विभाग
मंत्रालय, वल्लभ भवन, भोपाल

क्रमांक एफ-2-6-2021-सात-शा-7

भोपाल, दिनांक 15 जुलाई 2022

नियमों का निम्नलिखित प्रारूप जिसे राज्य सरकार, मध्यप्रदेश भू-राजस्व संहिता, 1959 (क्रमांक 20 सन् 1959) की धारा 258 की उप-धारा (2-क) तथा सहपठित धारा 9 द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, बनाना प्रस्तावित करती है। उक्त संहिता की धारा 258 की उप-धारा (3) द्वारा यथा अपेक्षित किए गए अनुसार उन समस्त व्यक्तियों की, जिसके कि उससे प्रभावित होने की संभावना है, जानकारी के लिए एतद्वारा प्रकाशित किया जाता है और एतद्वारा यह सूचना दी जाती है कि निम्नलिखित प्रारूप नियम पर इस सूचना के मध्यप्रदेश राजपत्र में प्रकाशन की तारीख से पन्द्रह दिवस के अवसान होने पर विचार किया जाएगा।

किसी भी ऐसी आपत्ति या सुझाव पर, जो उक्त प्रारूप नियम के संबंध में किसी व्यक्ति से, ऊपर विनिर्दिष्ट कालावधि के अवसान होने के पूर्व सचिव, मध्यप्रदेश शासन, राजस्व विभाग, वल्लभ भवन, मंत्रालय को प्राप्त हो, राज्य सरकार द्वारा विचार किया जाएगा, अर्थात्:-

प्रारूप नियम

मध्यप्रदेश भू-राजस्व संहिता (राजस्व मण्डल की एकल सदस्यीय पीठ तथा खंड पीठ की अधिकारिता) नियम, 2022

1. **संक्षिप्त नाम और प्रारंभ.**— (1) इन नियमों का संक्षिप्त नाम मध्यप्रदेश भू-राजस्व संहिता (राजस्व मण्डल की एकल सदस्यीय तथा खंड पाठ की अधिकारिता) नियम, 2021 है।
(2) ये नियम मध्यप्रदेश राजपत्र में इनके प्रकाशन की तारीख से प्रवृत्त होंगे।
2. **परिभाषाएं.**— (1) इन नियमों में जब तक कि संदर्भ से अन्यथा अपेक्षित न हो,—

- (क) "मामला" से अभिप्रेत है संहिता अथवा तत्समय प्रवृत्त किसी अन्य अधिनियमिति के अधीन कोई मामला तथा कार्यवाही;
- (ख) "संहिता" से अभिप्रेत है मध्यप्रदेश भू-राजस्व संहिता, 1959 (क्रमांक 20 सन् 1959);
- (ग) "फुल बैंच" से अभिप्रेत है सभी सदस्यों से मिलकर बनने वाली बैंच;
- (घ) "सदस्य" से अभिप्रेत है मण्डल का सदस्य और उसमें अध्यक्ष सम्मिलित है;
- (ङ) "अध्यक्ष" से अभिप्रेत है राजस्व मण्डल का अध्यक्ष;
- (च) "एकल सदस्यीय बैंच" से अभिप्रेत है अध्यक्ष द्वारा नामनिर्दिष्ट एक सदस्यीय बैंच।
- (2) उन शब्दों तथा अभिव्यक्तियों के जो इन नियमों में प्रयुक्त हुए हों किंतु परिभाषित नहीं किए गए हों और जो संहिता में परिभाषित किए गए हों, वे ही अर्थ होंगे जो संहिता में क्रमशः उनके लिए दिए गए हों।
3. काम का बंटवारा.— अध्यक्ष मामलों के संबंध में समय-समय पर मंडल की पीठों के बीच काम का बंटवारा विनिश्चित करेगा।
4. मामलों की फुल बैंच द्वारा सुनवाई एवं निराकरण का किया जाना.— अध्यक्ष, लिखित में आदेश द्वारा यह विनिश्चित कर सकेगा कि कोई मामला अथवा मामलों के वर्ग की सुनवाई फुल बैंच द्वारा की जाएगी और उसे निराकृत किया जाएगा।
5. एकल सदस्यीय बैंच द्वारा अध्यक्ष के प्रति निर्देश.— (1) कोई एकल सदस्यीय बैंच अपने समक्ष लंबित किसी कार्यवाही को, जब उसमें विधि का अथवा राजस्व या बंदोबस्त के मामलों से संबंधित पद्धति और प्रक्रिया का कोई जटिल अथवा महत्वपूर्ण प्रश्न अन्तर्वलित हो, इस सिफारिश के साथ अध्यक्ष को निर्दिष्ट कर सकेगी कि उसे डिवीजन बैंच के समक्ष रखा जाए।
- (2) उप-नियम (1) के अधीन मामला निर्दिष्ट किए जाने की दशा में, सम्पूर्ण मामले को उसी डिवीजन बैंच द्वारा विनिश्चित किया जाएगा जिसे कि वह निर्दिष्ट किया गया हो।

6. **डिवीजन बैंच द्वारा अध्यक्ष के प्रति निर्देश.**— (1) यदि किसी डिवीजन बैंच को यह प्रतीत होता हो कि उसके समक्ष लंबित कार्यवाहियों के विनिश्चय में डिवीजन बैंच के किसी पूर्ववर्ती विनिश्चय पर पुनर्विचार किया जाना अन्तर्वलित है तो वह इस सिफारिश के साथ मामले को अध्यक्ष को निर्दिष्ट कर सकेगी कि कार्यवाहियों को फुल बैंच के समक्ष रखा जाए।
- (2) उप-नियम (1) के अधीन मामला निर्दिष्ट किए जाने की दशा में, सम्पूर्ण मामले को उसी डिवीजन बैंच द्वारा विनिश्चित किया जाएगा जिसे कि वह निर्दिष्ट किया गया हो।
7. **मत भिन्नता होने की दशा में तीसरे सदस्य का नामांकन.**— दो सदस्यों से गठित डिवीजन बैंच के सदस्यों के बीच मत भिन्नता होने की दशा में, मामले में दोनों सदस्यों के मत को अभिलिखित किया जाएगा तथा अध्यक्ष द्वारा नामांकित तीसरे सदस्य द्वारा इन मतों पर भी विचार करते हुए मामले का अंतिम रूप से निराकरण किया जाएगा।
8. **प्राधिकृत वेबलिक के माध्यम से सुनवाई.**— यदि किसी बैंच का कोई सदस्य शारीरिक रूप से उपस्थित नहीं है तो वह किसी प्राधिकृत वेबलिक के माध्यम से कार्यवाही में सम्मिलित हो सकेगा और ऐसी दशा में सुनवाई को नियमित सुनवाई समझा जाएगा।
9. **निरसन तथा व्यावृत्ति.**— अधिसूचना क्रमांक 1968-30-59-स्था. दिनांक 17 अक्टूबर, 1959 तत्पश्चात् अधिसूचना क्रमांक 1148-25-84-स्था. दिनांक 29 मई, 1984 द्वारा यथासंशोधित संहिता की धारा 9 के अधीन एकल सदस्य तथा बैंचों द्वारा अधिकारिता का प्रयोग करने के संबंध में राजस्व मण्डल द्वारा बनाए गए नियम एतद्वारा निरसित किए जाते हैं।

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,
चन्द्रशेखर वालिम्बे, उपसचिव.

भोपाल, दिनांक 15 जुलाई 2022

क्रमांक एफ-2-6-2021-सात-शा-7.— भारत के संविधान के अनुच्छेद 348 के खण्ड (3) के अनुसरण में, इस विभाग की अधिसूचना क्रमांक एफ-2-6-2021-सात-शा-7, दिनांक 15 जुलाई 2022 का अंग्रेजी अनुवाद राज्यपाल के प्राधिकार से एतद्वारा प्रकाशित किया जाता है.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,
चन्द्रशेखर वालिम्बे, उपसचिव.

No F-2-6-2021-सात-शा-7

Bhopal, the 15th July 2022

The following draft of rules which the State Government proposes to make in exercise of the powers conferred by sub-section (2-A) of section 258 read with section 9 of the Madhya Pradesh Land Revenue Code, 1959 (No. 20 of 1959) is hereby published as required by sub-section (3) of section 258 of the said Code for the information of all persons likely to be affected thereby and notice is hereby given that the said draft of rules shall be taken into consideration on the expiry of fifteen days from the date of publication of this notice in the Madhya Pradesh Gazette.

Any objection or suggestion which may be received by the Secretary, Government of Madhya Pradesh, revenue Department, Vallabh Bhawan, Mantralaya, Bhopal from any person with respect to the said draft of rules on or before the expiry of the period specified above shall be considered by the State Government.

DRAFT OF RULES

1. Short title and commencement.-

- (1) These rules may be called the Madhya Pradesh Bhu-Rajasva Mandal Ki Ekal Sadasiay Peeth तथा Khand Peeth Ki Adhikarita) Niyam, 2022.
- (2) These rules shall come into force from the date of their final publication in the Madhya Pradesh Gazette.

2. Definitions.-

- (1) In these rules, unless the context otherwise requires,-
- (a) "Case" means a case or proceedings under the Code or any other enactment for the time being in force;
 - (b) "Code" means Madhya Pradesh Land Revenue Code, 1959 (No. 20 of 1959);
 - (c) "Full Bench" means a bench comprising of all members;
 - (d) "Member" means a member of the Board and includes President;
 - (e) "President" means the President of the Board of Revenue;
 - (f) "Single Member Bench" means a division bench of single member as nominated by the President.
- (2) Words and expressions used in these rules but not defined and have been defined in the code shall have the same meaning as respectively assigned to them in the Code.

3. Allocation of work.-

The President shall from time to time, decide the allocation of work, pertaining to the cases among the benches of the Board.

4. Cases to be heard and disposed of by Full Bench.-

The President may, by an order in writing, decide that any case or class of cases shall be heard and disposed of by a Full Bench.

5. Reference to the President by Single Member Bench.-

- (1) A Single Member Bench may refer any proceeding pending before it to the President with a recommendation that it be placed before a Division Bench when it involves a complicated or important question of law or of practice and procedure pertaining to revenue or settlement matters.
- (2) In case of making the reference under sub-rule (1), the entire case shall be decided by the Division Bench to which it is referred.

6. Reference to the President by division Bench.-

- (1) If a Division Bench feels that the decision of the proceedings before it involves re-consideration of an earlier decision of a Division Bench, it may refer the matter to the President with a recommendation that the proceedings be placed before a Full Bench.
- (2) In case of making the reference under sub-rule (1), the entire case shall be decided by the Full Bench.

7. Nomination of third member in the event of a difference of opinion.-

In the event of a difference of opinion between the members of a Division Bench comprising of two members, the opinion of both members shall be recorded in the case and the third

member nominated by the President shall dispose of the matter finally after considering these opinion too.

8. Hearing through authenticated web link.-

If any member of a Bench is physically not present, he may participate in the proceeding through an authenticated web link and in such a case, the hearing shall be treated as a regular hearing.

9. Repeal and Saving.-

The Rules regarding exercise of jurisdiction by Single Member and Benches made by the Board of Revenue under Section 9 of the Code vide Notification No. 1968-30-59-Estt. Dated 17th October, 1959 as amended subsequently by Notification No.1148-25-84-Estt. Dated 29th May, 1984 are hereby repealed.

By order and in the name of the Governor of Madhya Pradesh,
CHANDRASHEKHAR WALIMBE, Dy. Secy.