



NAGALAND UNIVERSITY

(A Central University Estd. By the Act of Parliament No.35 of 1989)

Headquarters : Lumami - 798627

DISCLOSURE OF INFORMATION UNDER SECTION 4(1) (B) OF RTI ACT 2005

I. PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES

Nagaland University, the 13th Central University and the only Central University in Nagaland was established by the Act of Parliament of India and received the assent of the President of India on 20th October 1989 as The Nagaland University Act 1989 (No 35 of 1989). It was enforced by the Government of India by a Gazette notification on 23rd October 1989. The University came into being on 6th September, 1994 having jurisdiction over the entire state of Nagaland. At present the University has three campuses, viz (i). Headquarters at Lumami, Zunheboto District (ii) Kohima Campus at Meriema in Kohima District and (iii) Medzhiphema Campus at Medzhiphema in Dimapur District.

A. OBJECTIVES.

The objects of the University shall be to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit; to make provisions for integrated courses in Humanities, Natural and Physical Science and Social Sciences, Agricultural Science and Forestry and other allied disciplines in the educational programmes of the University and to take appropriate measures for promoting innovation in teaching-learning process, inter disciplinary studies and research; to educate and train manpower for development of the state Nagaland; and to pay special attention of the improvement of the social and economic conditions and welfare of the people of the state, their intellectual, academic and cultural development.

B. POWERS OF THE UNIVERSITY

The University shall have the following powers namely;

- (i) To provide for instruction in such branches of learning as the University may, from time to time, determine and to make provision for research and for the advancement and dissemination of knowledge;

- (ii) To grant, subject to such conditions as the University may determine, diplomas or certificates to and confer degrees or other academic distinctions on the basis of examinations, evaluation or any other method of testing on persons, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;
- (iii) To organize and to undertake extra-mural studies, training and extension services;
- (iv) To confer honorary degrees or other distinctions in the manner prescribed by the Statutes;
- (v) To provide facilities through the distance education system to such persons as it may determine;
- (vi) To institute Principalships, Professorship, Readership, Lectureships and other teaching or academic positions, required by the University and to appoint persons to such Principalships, Professorships, Readership, lectureship or other teaching or academic positions;
- (vii) To recognize an institution of higher learning for such purposes as the University may determine and to withdraw such recognition;
- (viii) To recognize persons for imparting instructions in any College or Institution admitted to the privileges of the University;
- (ix) To appoint persons working in any other University or organization as teachers of the University for a specified period;
- (x) To create administrative, ministerial and other posts and to make appointments thereto;
- (xi) To co-operate or collaborate or associate with other University or authority or institution of higher learning in such manner and for such purpose as the University may determine
- (xii) To establish such campuses, special centres, specialized laboratories or other units for research and instruction as are, in the opinion of the University, necessary for the furtherance of its objects;
- (xiii) To institute and award fellowship, scholarships, studentships, medals and prizes;
- (xiv) To establish and maintain Colleges, initiations and halls.
- (xv) To make provision for research and advisory services and for that purpose to enter into such arrangements with other institutions, industrial or other organizations, as the University may deem necessary;
- (xvi) To organize and conduct refresher courses, seminars and other programmes for teachers, evaluators and other academic staff;
- (xvii) To admit to its privileges colleges and institutions not maintained by the University; to withdraw all or any of those privileges in accordance with such conditions as may be prescribed by the Statutes; to recognize, guide, supervise, and control Halls not maintained by the University and others accommodation for students, and to withdraw any such recognition;
- (xviii) To appoint on contract or otherwise visiting Professors, Emeritus Professors, Consultants, Scholars and such other persons who may contribute to the advancement of the objects of the University;
- (xix) To confer autonomy status on a College or an Institution or on a Department, as the case may be, in accordance with the Statutes;
- (xx) To determine standards of admission to the University, which may include examination, evaluation or any other method of testing;
- (xxi) To demand and receive payment of fees and other charges;
- (xxii) To supervise the residences of the students of the University and to make arrangement for promoting their health and general welfare;
- (xxiii) To lay down conditions of service of all categories of employees, including their code of conduct.
- (xxiv) To regulate and enforce discipline among the students and the employees, and to take such disciplinary measures in this regard as may be deemed necessary;
- (xxv) To make arrangements for promoting health and general welfare of the employees.

- (xxvi) To receive benefactions, donations and gifts and to acquire, hold, manage and dispose of any property movable or immovable, including trust and endowment properties for the purposes of the University;
- (xxvii) To borrow money, with the approval of the Central Government on the security of property of the University, for the purposes of the University;
- (xxviii) To do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects.

C. JURISDICTION

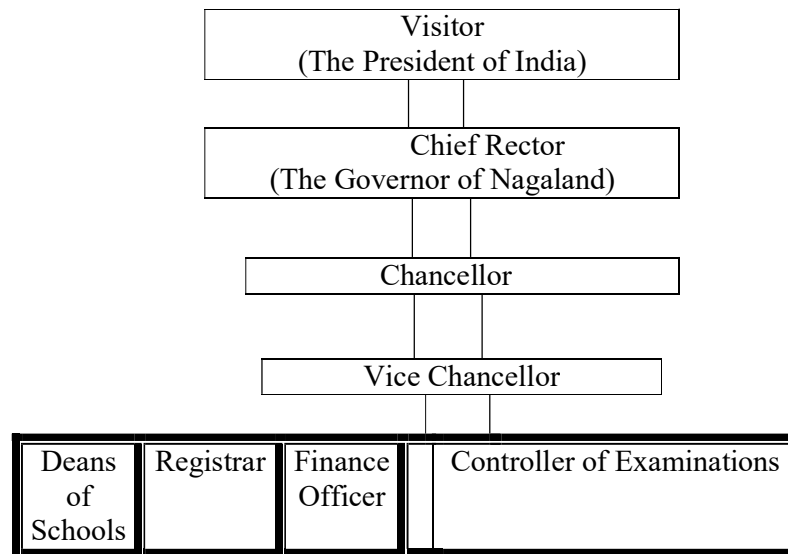
The jurisdiction of the University shall extend to the whole of the State of Nagaland.

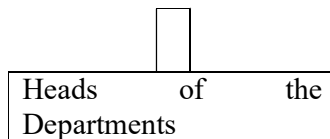
D. UNIVERSITY OPEN TO ALL CLASSES, CASTES AND CREED.

The University shall be open to persons of either sex and of whatever caste, creed, race or class, and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him/her to be appointed as a teacher of the University to hold any other office therein or to be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof:

Provided that nothing in this section shall be deemed to prevent the University from making special provisions for the employment or admission of women, physically handicapped or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes and Scheduled Tribes.

E. ORGANISATIONAL STRUCTURE





II. THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES

A. The Chancellor

1. The Chancellor shall be appointed by the Visitor in such manner as may be prescribed by the Statutes.
2. The Chancellor shall, by virtue of his/her office, be the Head of the University.
3. The Chancellor shall, if present, preside over the convocations of the University held for conferring degrees.

B. The Vice- Chancellor

1. The Vice Chancellor shall be appointed by the Visitor in such manner as may be prescribed by the Statutes.
2. The Vice Chancellor shall be the principal executive and academic officer of the University, and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.
3. The Vice Chancellor may, if he/she is of opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority the action taken by him/her on such matter :

Provided that if the authority concerned is of the opinion that such action ought not to have been taken, it may refer the matter to the Visitor whose decision thereon shall be final

Provided further that any person in the service of the University who is aggrieved by the action taken by the Vice Chancellor under this sub-section shall have the right to appeal against such action to the Executive Council within three months from the date on which decision on such action is communicated to him and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor.

4. The Vice Chancellor, if he /she is of the opinion that any decision of any authority of the University is beyond the powers of the authority conferred by the provision of this Act, the Statutes or the Ordinances or that any decision taken is not in the interest of the University, may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Visitor whose decision thereon shall be final.

5. The Vice Chancellor shall exercise such other powers and perform such other duties as may be prescribed by the Statutes or the Ordinances.

C. Pro-Vice-Chancellor

The Pro Vice Chancellor shall be appointed in such manner and shall exercise such other powers and perform such duties as may be prescribed by the Statutes.

D. Deans of Schools

Every Dean of a School shall be appointed in such manner and shall exercise such powers and perform such duties as may be prescribed by the Statutes.

E. The Registrar

1. The Registrar shall be appointed in such manner as may be prescribed by the Statutes.
2. The Registrar shall have the power to enter into agreement, sign documents and authenticate records on behalf of the University and shall exercise such powers and perform such duties as may be prescribed by the Statutes.

F. The Finance Officer

The Finance Officer shall be appointed in such manner and shall exercise such powers and perform such duties as may be prescribed by the Statutes.

G. Other officers

The manner of appointment and powers and duties of other officers of the University shall be prescribed by the Statutes.

The Statutes of the University

1. The Chancellor

- 1) The Chancellor shall be appointed by the Visitor from a panel of not less than three persons recommended by the Executive Council from amongst persons of eminence in the academic or public life of the country.

Provided that if the Visitor does not approve of any of the persons so recommended he/**she** may call for fresh recommendations from the Executive Council.

- 2) The Chancellor shall hold office for a term of five years and shall not be eligible for re-appointment:

Provided that notwithstanding the expiry of his/**her** term of office, the Chancellor shall continue to hold office until his/**her** successor enters upon his/her office.

2. *The Vice-Chancellor*

- 1) The Vice Chancellor shall be appointed by the Visitor from a panel of not less than three persons who shall be recommended by a committee as constituted under Clause (2)
Provided that if the Visitor does not approve of any of the persons included in the panel, he/**she** may call for a fresh panel.
- 3) The committee referred to in clause (1), shall consist of three persons, none of whom shall be an employee of the University or a member of the Executive Council or the Academic Council or connected with an institution recognized by or associated with the University and out of the three persons, two shall be nominated by the Executive Council and one by the Visitor and the nominee of the Visitor shall be the convenor of the Committee.
- 4) The Vice Chancellor shall be a whole-time salaried officer of the University.
- 5) The Vice Chancellor shall hold office for a term of five years from the date on which he enters upon his office, or until he/**she** attains the age of seventy years, whichever is earlier, and he/**she** shall not be eligible for reappointment:
Provided that notwithstanding the expiry of the said period of five years, he/**she** shall continue in office until his/**her** successor is appointed and enters upon his/**her** office:
Provided further that the Visitor may direct any Vice Chancellor after his/**her** term has expired, to continue in office for such period, not exceeding a total period of one year, as may be specified by him/**her**.
- 6) The emoluments and other conditions of the service of the Vice Chancellor shall be as follows:
 - (i) The Vice Chancellor shall be paid a monthly salary and allowances other than the house rent allowance, as the rates fixed by the Central Government from time to time and he/**she** shall be entitled, without payment of rent, to use a furnished residence throughout his/**her** term of office and no charge shall fall on the Vice Chancellor in respect of the maintenance of such residence.
 - (ii) The Vice Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the Executive Council with the approval of the Visitor from time to time.
Provided that where an employee of the University or a College or an Institution maintained by or affiliated to it, or of any other University or any Institution maintained by or affiliated to such other University, is appointed as the Vice Chancellor, he/**she** maybe allowed to continue to contribute to any provident fund of which he/she is member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his/**her** appointment as the Vice Chancellor:
 - (iii) The Vice Chancellor shall be entitled to travelling allowance at such rates as may be fixed by the Executive Council.

- (iv) The Vice Chancellor shall be entitled to leave on full pay at the rate of thirty days in a calendar year and the leave shall be credited to his account in advance in two half-yearly installment of fifteen days each on the 1st day of January and July every year.

Provided that if the Vice Chancellor assumes or relinquishes charge of the office of the Vice Chancellor during the currency of a half-year, the leave shall be credited proportionately at the rate of two and a-half days for each completed month of service.

- (v) In addition to the leave referred to in sub-clause (iv), the Vice Chancellor shall also be entitled to half pay leave at the rate of twenty days for each completed year of service. This half pay leave may also be availed of as commuted leave on full pay on medical certificate. When commuted leave is availed, twice the amount of half pay leave shall be debited against half pay leave due.
- 7) If the office of the Vice Chancellor becomes vacant due to death, resignation or otherwise, or if he/she is unable to perform his/her duties due to ill health or any other cause, the Pro Vice Chancellor shall perform the duties of the Vice Chancellor:

Provided that if the Pro Vice Chancellor is not available, the senior most Professor shall perform the duties of the Vice Chancellor until a new Vice Chancellor assumes office or the Vice Chancellor attends to the duties of his office, as the case may be.

3. Powers and duties of the Vice- Chancellor

- (i) The Vice Chancellor shall be ex-officio Chairman of the Executive Council, the Academic Council, the Planning Board and the Finance Committee and shall, in the absence of the Chancellor, preside at the convocations held for conferring degrees.
- (ii) The Vice Chancellor shall be entitled to present at, and address, any meeting of the authority or other bodies of the University, but shall not be entitled to vote there at unless he/she is a member of such authority or body.
- (iii) It shall be the duty of the Vice Chancellor to see that this Act, the Statutes, the Ordinances and the Regulations are duly observed, and he/she shall have all the powers necessary to ensure such observance.
- (iv) The Vice Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions of all the authorities of the University.
- (v) The Vice Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he/she may delegate any such powers to such person or persons as he/she may deem fit.
- (vi) The Vice Chancellor shall have the power to convene or cause to be convened the meeting of the Executive Council, the Academic Council, the Planning Board and the Finance Committee.

4. The Pro Vice-Chancellor

- (i) Every Pro Vice Chancellor shall be appointed by the Executive Council on the recommendations of the Vice Chancellor:

Provided that where the recommendation of the Vice Chancellor is not accepted by the Executive Council, the matter shall be referred to the Visitor who may either appoint the person recommended by the Vice Chancellor or ask the Vice Chancellor to recommend another person to the Executive Council.

Provided further that the Executive Council may, on the recommendation of the Vice Chancellor, appoint a Professor to discharge the duties of a Pro Vice Chancellor in addition to his own duties as a Professor.

- (ii) The term of office of a Pro Vice Chancellor shall as may be decided by the Executive Council but it shall not in any case exceed five years or until the expiration of the term of office of the Vice Chancellor, whichever is earlier:

Provided that a Pro Vice Chancellor whose term of office has expired shall be eligible for reappointment:

Provided further that, in any case, a Pro Vice Chancellor shall retire on attaining the age of sixty five years:

Provided also that the Pro Vice Chancellor shall, while discharging the duties of the Vice Chancellor under clause (6) of Statute 2, continue in office notwithstanding the expiration of his/her term of office as Pro Vice Chancellor, until a new Vice Chancellor or the Vice Chancellor, as the case may be, assumes office:

Provided also that when the office of the Vice Chancellor becomes vacant and there is no Pro Vice Chancellor to perform the functions of the Vice Chancellor, the Executive Council may appoint a Pro Vice Chancellor and the Pro Vice Chancellor so appointed shall cease to hold office as soon as a Vice Chancellor is appointed and enters upon his/her office.

- (iii) The emoluments and other terms and conditions of the service of Pro Vice Chancellor shall be such as may be prescribed by the Ordinance.
- (iv) A Pro Vice Chancellor shall assist the Vice Chancellor in respect of such matters as may be specified by the Vice Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Vice Chancellor.

5. Registrar

- (i) The Registrar shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose and shall be a whole-time salaried officer of the University.
- (ii) He shall be appointed for a term of five years and shall be eligible for reappointment.
- (iii) The emoluments and other terms and conditions of the service of the Registrar shall be such as may be prescribed by the Ordinances.

Provided that the Registrar shall retire on attaining the age of sixty two years.

Provided further that the Registrar shall, notwithstanding his/her attaining the age of sixty two years, continue in office until his successor is appointed and enters upon his/her office or until the expiry of a period

- (iv) a. The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment.

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

- b. An appeal shall lie to the Vice Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a).
- c. In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice Chancellor along with his recommendation.

Provided that an appeal shall lie to the Executive Council against an order of the Vice- Chancellor imposing any penalty.

- (v) The Registrar shall be ex-officio Secretary of the Executive Council, the Academic Council and the Planning Board, but shall not be deemed to be a member of any of these authorities.
- (vi) It shall be the duty of the Registrar:-
 - a. to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charges;
 - b. to issue all notices convening meeting of the Executive Council, the Academic Council, the Planning Board and any Committees appointed by those authorities;
 - c. to keep the minutes of all the meetings of the Executive Council, the Academic Council, the Planning Board and any Committee appointed by those authorities;
 - d. to conduct the official correspondence of the Executive Council, the Academic Council and the Planning Board;
 - e. to supply to the Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued; and the minutes of such meetings;

- f. to represent the University in suits or proceedings by or against the University, sign powers-of-attorney and verify pleadings or depute his/**her** representative for the purpose; and
- g. to perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required, from time to time, by Executive Council or the Vice Chancellor.

6. *The Finance Officer*

- i. The Finance Officer shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose and he/she shall be a whole-time salaried officer of the University.
- ii. He/she shall be appointed for a term of five years and shall be eligible for reappointment.
- iii. The emoluments and other terms and conditions of services of the Finance Officer shall be such as may be prescribed by the Ordinances:

Provided that a Finance Officer shall retire on attaining the age of sixty two years:

Provided further that the Finance Officer shall, notwithstanding his/her age of sixty two years, continue in office until his/her successor is appointed and enters upon his/her office or until the expiry of a period of one year, whichever is earlier.

- iv. When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
- v. The Finance Officer shall be ex-officio Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee.
- vi. The Finance Officer shall
 - (a) Exercise general supervision over the funds of the University and shall advice it as regards its financial policy; and
 - (b) Perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances.
- vii. Subject to the control of the Executive Council, the Finance Officer shall:-

- (a) Hold and manage the property and investment of the University including trust and endowed property;
 - (b)) Ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all monies are expended on the purpose for which they are granted or allotted;
 - (c) Be responsible for the preparation of annual accounts and the budgets of the University and for their presentation to the Executive Council;
 - (d) Keep a constant watch on the state of the cash and bank balances and on the state of investment;
 - (e) Watch the progress of the collection of revenue and advise on the methods of collection employed;
 - (f) Ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Special Centres, Specialised Laboratories, Colleges and Institutions maintained by the University.
 - (g) Bring to the notice of the Vice Chancellor unauthorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and
 - (h) Call for from any office, Centre, Laboratory, College or Institution maintained by the University any information or returns that he/she may consider necessary for the performance of his/her duties.
- viii. Any receipt given by the Finance Officer or the person or persons duly authorized in this behalf by the Executive Council for any money payable to the University shall be sufficient to discharge for payment of such money.

7. *The Controller of Examination*

- i. The Controller of Examinations shall be a whole time salaried officer of the University and shall be appointed by the Executive Council.
- ii. The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be prescribed by the Ordinances.

Provided that the Controller of Examinations shall retire on attaining the age of sixty two years or as it may be revised from time to time by the competent authority.

- iii. When the office of the Controller of Examinations is vacant, or when the Controller of Examinations is, by reason of illness, absence of any other cause, unable to perform the duties of his/~~her~~ office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
- iv. It shall be the duty of the Controller of Examinations to arrange for and superintend the examinations of the University in accordance with the manner prescribed by the Ordinances.

Deans of Schools of Studies

- i. Every Dean of School of Studies shall be appointed by the Vice Chancellor from among the Professors in the School for a period of three years and he/she shall be eligible for reappointment;

Provided that a Dean on attaining the age of sixty five years shall cease to hold office as such;

Provided further that if at any time there is no Professor in a School, the Vice Chancellor, or a Dean authorized by the Vice Chancellor in this behalf, shall exercise the powers of the Dean of the School.

- ii. When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause unable to perform duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
- iii. The Dean shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards and research in the School and shall have such other functions as may be prescribed by the Ordinances.
- iv. The Dean shall have the right to be present and speak at any meeting of the Boards of Studies or Committees of the School, as the case may be, but shall not have the right to vote there at unless he/she is a member thereof.

The Dean, Research, Development & Consultancy

- i. The Dean, Research, Development & Consultancy shall be appointed by the Vice Chancellor from among the Professors in any School of studies for a period of three years and he/she shall be eligible for reappointment;

Provided that the Dean, Research, Development & Consultancy on attaining the age of sixty five years

- ii. When the office of the Dean, Research, Development & Consultancy is vacant or when the Dean, Research, Development & Consultancy is, by reason of illness, absence or any other cause unable to perform duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.

- iii. The Dean, Research, Development & Consultancy shall facilitate innovation and advancement in the field of research activities in the University and shall have such other functions as may be prescribed by the Ordinances.

The Heads of Department

- i. Each Department shall have a Head who shall be a Professor and whose duties and functions and terms and conditions of a appointments shall be prescribed by the Ordinances.

Provided that if there is more than one Professor in any Department, the Head of the Department shall be appointed by the Executive Council on the recommendation of the Vice Chancellor from among the Professors:

Provided further that in the case of Departments where there is only one Professor, the Executive Council shall have the option to appoint, on the recommendation of the Vice Chancellor, either the Professor or a Reader as the Head of the Department.

Provided further that in a department where there is no Professor, a Reader may be appointed as the Head of the Department by the Executive Council on the recommendation of the Vice Chancellor:

Provided also that if there is no Professor or Reader in a Department, the Dean of School of Studies concerned shall act as the Head of the Department.

- ii. It shall be open to a Professor or a Reader to decline the offer of appointment as the Head of the Department.
- iii. A Professor appointed as the Head of the Department shall hold office as such for a period of three years and shall be eligible for reappointment.
- iv. A Head of a Department may resign his/her office at any time during his/her tenure of office.
- v. A Head of a Department shall perform such other duties as may be prescribed by the Ordinances.

Librarian

- i. The Librarian shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose and he/she shall be a whole-time officer of the University.
- ii. The Librarian shall exercise such powers and perform such duties as may be assigned to him/her by the Executive Council.

The Executive Council

- i. The Executive Council shall consist of the following members, namely:

- a. Vice Chancellor, ex-officio
- b. Pro Vice Chancellor, if any, ex-officio
- c. Four Deans of Schools including the Dean, Research, Development & Consultancy by rotation according to seniority, to be nominated by the Vice Chancellor
- d. One Professor, other than, a Dean by rotation according to seniority, to be nominated by the Vice Chancellor
- e. One Associate Professor by rotation, according to seniority, to be nominated by the Vice Chancellor
- f. Two Principals, from the colleges located in the State by rotation according to seniority, to be determined with reference to the date of establishment of the colleges concerned, to be nominated by the Vice Chancellor
- g. Director of Higher Education in the State of Nagaland
- h. One Assistant Professor by rotation, according to seniority, not appointed ever, to be nominated by the Vice Chancellor
- ii. Four persons to be nominated by the Visitor
- iii. Six members of the Executive Council shall form a quorum for a meeting of the Executive Council
- iv. All the members of the Executive Council, other than ex-officio members, shall hold office for a term of three years.

The powers and functions of the Executive Council

- i. The Executive Council shall have the power of management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.
- ii. Subject to the provisions of this Act, the Statutes and the Ordinances, the Executive Council shall, in additions to all powers vested in it, have the following powers, namely:-

- a. to create teaching and academic posts, to determine the number and emoluments of such posts and to define the duties and conditions of Service of Professors, Associate Professors, Assistant Professors and other academic staff and Principals of Colleges and Institutions maintained by the University:

Provided that no action shall be taken by the Executive Council in respect of the number, qualifications and the emoluments of teachers and academic staff otherwise than after consideration of the recommendations of the Academic Council;

- b. to appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary, and Principal of Colleges and Institutions maintained by the University on the recommendation of the Selection Committee constituted for the purpose and to fill up temporary vacancies therein;
- c. to create administrative, ministerial and other necessary posts and to make appointments thereto in the manner prescribed by the Ordinances;
- d. to grant leave of absence to any officer of the University other than the Chancellor and the Vice Chancellor, and to make necessary arrangements for the discharge of the functions of such officers during his/her absence;
- e. to regulate and enforce discipline among employees in accordance with the Statutes and the Ordinances;
- f. to manage and regulate the finances, accounts, investments, property business and all other administrative affairs of the University, and for that purpose to appoint such agents as it may think fit;
- g. to fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendations of the Finance Committee;
- h. to invest any money belonging to the University, including any unappropriated income, in such stocks, funds, shares or securities, from time to time, as it may think fit in the purchase of immovable property in India, with the like powers of varying such investments from time to time;
- i. to transfer or accept transfers of any movable or immovable property on behalf of the University;
- j. to provide buildings, premises, furniture and apparatus and other means needed for carrying on the works of the University;
- k. to enter into, vary, carry out and cancel contracts on behalf of the University;
- l. to appoint examiners and moderators and if necessary to remove them, and to fix their fees, emoluments and travelling and other allowances, after consulting the Academic Council;

- m. to select a common seal for the University and provide for the custody and use of such seal;
- n. to make such arrangements as may be necessary for the residence and discipline of women students;
- o. to delegate any of its powers to the Vice Chancellor, the Pro Vice Chancellor, the Deans, the Registrar or the Finance Officer or such other employee or authority of the University or to a committee appointed by it as it may deem fit;
- p. to institute fellowships, scholarship, studentships, medals and prizes; and
- q. to provide for the appointment of Visiting Professors, Emeritus Professors, Consultants and Scholars and determine the terms and conditions of such appointments;
- r. to exercise such other powers and perform such other duties as may be conferred or imposed on it by the Act, or the Statutes.

The Academic Council

The Academic Council shall consist of the following members, namely:

- a. Vice Chancellor
- b. Pro Vice Chancellor, if any
- c. Deans of Schools
- d. Dean, Research, Development & Consultancy
- e. Dean of Students' Welfare
- f. Heads of Departments and Centres of Studies
- g. Controller of Examinations
- h. Librarian

- i. Principals of colleges maintained by the University
- j. All Professors, other than the Heads of Departments and Centres, to be nominated by the Vice Chancellor
- k. Three Principals of Colleges admitted to the privileges of the University, to be nominated by the Vice Chancellor by rotation according to seniority, to be determined with reference to the date of establishment of the college concerned
- l. Four persons, not being employees of the University or of a college or institution by or affiliated to it, to be nominated by the Visitor for their special knowledge,
Representatives of teachers of affiliated colleges admitted to the privileges of the University
- m. Three teachers of the colleges admitted to the privileges of the University, elected from amongst themselves.
- n. Three Post Graduate Students of the University- one from Science and one from Humanities, and one Research Scholar to be selected on academic merit in the manner, prescribed by an Ordinance.
- o. All members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years, and in the case of post graduate students maximum of two years,
- p. Half of the total members of the Academic Council shall form a quorum for a meeting of the Academic Council.

Powers of the Academic Council

Subject to the Act, the Statutes and the Ordinances, the Academic Council shall, in addition to all other powers vested in it, have the following powers namely:-

- a. to exercise general supervision over the academic policies of the University and to give directions regarding methods of instructions, co-operative teaching among Colleges and institutions, evaluation of research or improvement in academic standards;
- b. to bring about inter-School co-ordinations, to establish or appoint committees or boards, for taking up projects on an inter-School basis;
- c. to consider matters of general academic interest either on its own initiative or on a reference by a school or the Executive Council and to take appropriate action thereon; and

- d. To frame such regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University, discipline, residences, admissions, award of the fellowship and studentships, fees, concessions, corporate life and attendance.

Functions of the Planning Board

The Planning Board shall be the principal planning body of the University and shall be responsible for

- a. reviewing the educational programme offered by the University;
- b. organizing the structure of education in the University so as to provide opportunities to students to offer different combinations of subjects appropriate for the development of personality and skills for useful work in society;
- c. creating an atmosphere and environment conducive to value orient education; and
- d. developing new teaching-learning process which will combine the lectures, tutorials, seminars, demonstrations, self-studies and collective practical projects.

Powers of the Planning Board

- a. The Planning Board shall have the powers to advice on the development of the University and review the progress implementation of programmes so as to ascertain whether they are on the lines recommended by it and shall also have the power to advise the Executive Council and the Academic Council on any matter in connection therewith.
- b. The Academic Council and the Executive Council shall be bound to consider the recommendations of the Planning Board and shall implement such of the recommendations as are accepted by it.
- c. Such of those recommendations of the Planning Board as have not been accepted by the Executive Council or the Academic Council under the clause (3) shall be submitted by the Vice Chancellor along with the recommendations of the Executive Council or the Academic Council, to the Visitor for the advice and the advice of the Visitor shall be implemented by the Executive Council or the Academic Council, as the case may be.
- d. The Planning Board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.
- e. The Board shall have the power to co-opt any member and invite any invitees to its meeting after recording the reason(s).
- f. All the members of the Board other than the ex-officio members shall hold office for a term of three years.

- g. The Board shall meet at least twice a year.
- h. 15 (fifteen) members of the Board shall for a quorum.
- i. The Board shall comprise of the following:-

1. Vice Chancellor	– Ex-Officio	:- Chairman
2. Pro Vice Chancellor	-do-	:- Member
3. All Deans of Schools	-do-	:- Member
4. Dean, Research, Development & Consultancy		:-Member
5. All Heads of Academic Departments	-do-	:- Member
6. Registrar	-do-	:- Secretary
7. Planning Officer	-do-	:- Member
8. Finance Officer	-do-	:- Member
9. Four Principals from Affiliated colleges to be	nominated by Vice Chancellor	-do- :- Member
10. Three teacher of the University who are below the age of 35 yrs	nominated by the Vice Chancellor	-do- :- Member
11. Three external experts to be nominated by Vice Chancellor	-	
	do-	:- Member

School of Studies and Departments

The University shall have such School of Studies as may be specified by the Ordinances.

- a. Every School shall have a School Board and the members of the School Board shall be nominated by the Vice Chancellor/Executive Council and shall hold office for a period of three years.
- b. The powers and functions of a School Board shall be prescribed by the Ordinances.
- c. The conduct of the meetings of a School Board and the quorum required for such meeting shall be prescribed by the Ordinances.
- d. (a) Each School shall consist of such Departments as may be assigned to it by the Ordinances;
 - (b) No Department shall be established or abolished except by the Statutes:
 Provided that the Executive Council may, on the recommendation of the Academic Council, establish Centres of Studies to which may be assigned such teachers of the University as the Executive Council may consider necessary.
 - c) Each Department shall consist of the following members, namely:-
 - (i) Teachers of the Department
 - (ii) Dean of the School

- (iii) Honorary Professor, if any attached to the Department: and
- (iv) Such other persons as may be members of the Department in accordance with the provisions of the Ordinances.

***Board of Studies: Board of Post Graduate Studies (BPGS)
: Board of Under Graduate Studies (BUGS)***

(2) The Constitution of a Board of Studies and the term of office of its members shall be prescribed by the Ordinance.
(3) The functions of a Board of Studies shall be to approve subjects for teaching of various degrees, requirements for research degrees and to recommend to the concerned School Board in the manner prescribed by the Ordinance.
(a) courses of studies and appointments of examiner for courses, but excluding researches degrees;
(b) appointments of supervisors of research; and
(c) measures for the improvement of the standard of teaching and research degrees: Provided that the above functions of a Board of Studies shall, during the period of three years immediately after the recommencement of the Act, be performed by the Department.

1. Each Department shall have a Board of Studies.
2. The Constitution of a Board of Studies and the term of office of its members shall be prescribed by the Ordinance.
3. The functions of a Board of Studies shall be to approve subjects for **teaching of various degrees, requirements for** research degrees and to recommend to the concerned School Board in the manner prescribed by the Ordinance.
 - a. courses of studies and appointments of examiner for courses, but excluding researches degrees;
 - b. appointments of supervisors of research; and
 - c. measures for the improvement of the standard of teaching and research degrees:
Provided that the above functions of a Board of Studies shall, during the period of three years immediately after the recommencement of the Act, be performed by the Department.

Finance Committee

1. The Finance Committee shall consist of the following members, namely:
 - a. The Vice Chancellor
 - b. The Pro Vice Chancellor
 - c. Three persons nominated by the Executive Council,
 - d. Three persons nominated by the Visitor.

2. Five members of the Finance Committee shall form a quorum for a meeting of the Finance Committee.
3. All members of the Finance Committee, other than ex-officio members, shall hold office for a term of three years.
4. A member of the Finance Committee shall have the right to record a minute of dissent if he does not agree with any decision of the Finance Committee.
5. The Finance Committee shall meet at least thrice every year to examine the accounts and to scrutinize proposals for expenditure.
6. All proposals relating to creation of post and those items which have not been included in the Budget, should be examined by the Finance Committee before they are considered by the Executive Council.
7. The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and thereafter submitted to the Executive Council for approval.
8. The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University (which, in the case of productive works, may include the proceeds of loans).

Selection

1. There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professors, Associate Professors, Assistant Professors, Registrar, Finance Officer, Controller of Examinations, Librarian and Principals of Colleges and Institutions maintained by the University.
2. The Selection Committees for the appointment to the post specified in column 1 of the Table below shall consist of the Vice Chancellor, Pro Vice Chancellor, a nominee of the Visitor and the persons specified in the corresponding entry in column 2 of the said Table:

1	2
Professor	(i) The Head of the Department concerned if he is a Professor. (ii) One Professor to be nominated by the Vice Chancellor (iii) Three persons not in the service of the University nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of or interest in the subject with which the Professor will be concerned.
Associate/Assistant Professor	(i) The Head of the Department Concerned. (ii) one Professor to be nominated by Vice Chancellor. (iii) two persons not in the service of the University, nominated by the Executive
	Council, out of the panel of names recommended by the Academic Council for their special knowledge of,

	or interest in, the subject with which the Associate or an Assistant Professor will be concerned.
Registrar, Finance Officer, Controller of Examinations	(i) Two members of the Executive Council nominated by it, and (ii) one person not in the service of the University, nominated by the Executive Council.
Librarian	(i) Two persons not in the service of the University, who have special knowledge of the subject of the Library Science/Library Administration to be nominated by the Executive Council. (ii) one person not in the service of the University, nominated by the Executive Council.
Principal of college or Institution maintained by the University	Three persons not in the service of the University of whom two shall be nominated by the Executive Council and one by the Academic Council for their special knowledge of or interest in, a subject in which instructions is being provided by the College or Institution.

Note

1. Where the appointment is being made for an inter-disciplinary project, the Head of the project shall be deemed to be the Head of the Department concerned.
2. The Professor to be nominated shall be Professor concerned with the specialty for which the selection is being made and the Vice Chancellor shall consult the Head of the Department and the Dean of School before nominating the Professor.
3. The Vice Chancellor, or in his absence the Pro Vice Chancellor shall preside at the meetings of a Selection Committee:
Provided that the meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and the persons nominated by the Executive Council under clause (2) :
Provided further that the proceedings of the Selection Committee shall not be valid unless:-
 - a. Where the number of Visitor's nominee and the persons nominated by the Executive Council is four in all, at least three of them attend the meeting; and
 - b. Where the number of Visitor's nominee and the persons nominated by the Executive Council is three in all, at least two of them attend the meeting
4. The meeting of a Selection Committee shall be convened by the Vice Chancellor or in his absence by the Pro-Vice Chancellor.
5. The procedure to be followed by a Selection Committee in making recommendations shall be laid down in the Ordinances.

6. If the Executive Council is unable to accept the recommendation made by a Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders.
7. Appointments to temporary posts shall be made in the manner indicated below:-
 - a. If the temporary vacancy is for a duration longer than one academic session, it shall be filled on the advice of Selection Committee in accordance with the procedure indicated in the foregoing clauses:
Provided that if the Vice Chancellor is satisfied that in the interest of work it is necessary to fill the vacancy, the appointment may be made on a purely temporary basis by a local Selection Committee referred to in sub-clause (ii) for a period not exceeding six months.
 - b. If the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a local Selection Committee consisting of the Dean of the School concerned, the Head of the Department and a nominee of the Vice Chancellor:
Provided that if the same person holds the office of the Dean and the Head of Department, the Selection Committee may contain two nominees of the Vice Chancellor:
Provided further that in **the case of** sudden casual vacancies of teaching posts caused by death or any other reason, the Dean may, in consultation with the Head of the Department concerned, make a temporary appointment for a month and report to the Vice Chancellor and the Registrar about such appointment.
 - c. No teacher appointed temporarily shall, if he/**she** is not recommended by a regular Selection Committee for appointment under the Statutes, be continued in service on such temporary employment, unless he/**she** is subsequently selected by a local Selection Committee **or** a regular Selection Committee, for a temporary or permanent appointment, as the case may be.

Special mode of appointment

- a. Notwithstanding anything contained in statute 19, the Executive Council may invite a person of high academic distinction and professional attainments to accept a post of Professor or **Associate Professor** or any other academic post in the University, as the case may be, on such terms and conditions as it deems fit, and on the person agreeing to do so appoint him to the post.
- b. The Executive Council may appoint a teacher or any other academic staff working in any other University or organization for undertaking a joint project in accordance with the manner laid down in the Ordinances

Appointment for a fixed tenure

1. The Executive Council may appoint a person selected in accordance with the procedure laid down in Statute 18 for a fixed tenure on such terms and conditions as it deems fit.

Recognized teachers

1. The qualifications of recognized teachers shall be such as may be prescribed by the Ordinances.
2. All applications for the recognition of teachers shall be made in such manner as may be laid down in the Ordinances.

3. No teacher shall be recognized as a teacher except on the recommendation of a Selection Committee constituted for the purpose in the manner laid down in the Ordinance.
4. The period of recognition of a teacher shall be determined by the Ordinances made in that behalf.
5. The Academic Council may, by special resolution passed by a majority of not less than two thirds of the members present and voting, withdraw recognition from a teacher:
Provided that no such resolution shall be passed until notice in writing has been given to the person concerned calling upon him to show cause, within such time as may be specified in the notice, why such resolution should not be passed and until his objections, if any and any evidence he may produce in support of them have been considered by the Academic Council.
6. Any person aggrieved by an order of withdrawal under clause (5) may within three months from the date of communication to him of such order, appeal to the Executive Council which may pass such orders thereon as it thinks fit.

Committees

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

Terms and conditions of service and code of conduct of teachers etc.

All the teachers and other academic staff of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations.

1. Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which shall be prescribed by the Ordinances.
2. A copy of every contract referred to in clause (2) shall be deposited with the Registrar.

Terms and conditions of service and code of conduct of other employees

All the employees of the University, other than the teachers and other academic staff of the University, shall in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations.

Seniority list

1. Whenever, in accordance with Statutes, any person is to hold an office or be a member of an authority of the University by rotation according to seniority. Such seniority shall be determined according to the length of continuous service of such person in his grade and, in accordance with such other principles as the Executive

Council may, from time to time, prescribe.

2. It shall be the duty of the Registrar to prepare and maintain, in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up-to-date seniority list in accordance with the provisions of clause (1)
3. If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Registrar may, on his own motion and shall, at the request of any such person, submit the matter to the Executive Council whose decision thereon shall be final.

Removal of employees of the University

1. Where there is an allegation of misconduct against a teacher, a member of the academic staff or other, employee of the University, the Vice Chancellor in the case of the teacher or member of the academic staff, and the authority competent to appoint (hereinafter referred to as the appointing authority) in the case of other employees, may by order in writing place such teacher, member of the academic staff or other employee as the case may be, under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:
Provided that the Executive Council may, if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher or a member of the academic staff, revoke such order.
2. Notwithstanding anything contained in the terms of the contract of appointment or of any other terms and conditions of service of the employees, the Executive Council in respect of teachers and other academic staff, and the appointing authority, in respect of other employees, shall have the power to remove a teacher or a member of the academic staff, or as the case may be other employee on grounds of misconduct.
3. Save as aforesaid, the Executive Council, or as the case may be, the appointing authority, shall not be entitled to remove any teacher, member of the academic staff or other employee except for a good cause and after giving three months' notice or on payment of three months' salary in lieu thereof.
4. No teacher, member of the academic staff or other employee shall be removed under clause (2) or clause (3) unless he/**she** has been given a reasonable opportunity to **show** cause against the action proposed to be taken in regard to him/**her**.
5. The removal of a teacher, member of the academic staff or other employee shall take effect from the date on which the order of removal is made:
Provided that where the teacher, member of the academic staff or other employee is under suspension at the time of his/**her** removal, such removal shall take effect from the date on which he was placed under suspension.
6. Notwithstanding, anything contained in the foregoing provision of this Statute, a teacher, member of the academic staff or other employee may resign,
 - a. If he/**she** is a permanent employee, only after giving three months' notice in writing to the Executive Council or the appointing authority, as the case may be or by paying three month's salary in lieu thereof;
 - b. If he/**she** is not a permanent employee, only after giving one month's notice in writing to the Executive Council or as the case may be the appointing authority or by paying one month's salary in lieu thereof.Provided that such resignation shall take effect only on the date on which the resignation is accepted by the Executive Council or the appointing authority, as the case may be.

Honorary degrees

1. The Executive Council may, on the recommendation of the Academic Council and by a resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of honorary degrees:
Provided that in case of emergency, the Executive Council may, on its own motion make such proposals.
2. The Executive Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw, with the previous sanction of the Visitor, any honorary degree conferred by the University.

Withdrawal of degrees, etc

The Executive Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw any degree or academic distinction conferred on or any certificate or diploma granted to any person by the University for good and sufficient cause:

Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice why such a resolution should not be passed and until his/**her** objections; if any, and any evidence he/**she** may produce in support of them, have been considered by the Executive Council.

Maintenance of discipline among students of the University

1. All powers relating to discipline and disciplinary action in relation to students of the University shall **rest** in the Vice Chancellor.
2. The Vice Chancellor may delegate all or any of his/**her** powers as he/**she** deems proper to such other officers as he/**she** may specify in this behalf.
3. Without prejudice to the generality of his/**her** powers relating to the maintenance of discipline and taking such action, as may seem to him/**her** appropriate for the maintenance of discipline, the Vice Chancellor may, in exercise of his/**her** power, by order, direct that any student or students be expelled, or rusticated, for a specified period, or be not admitted to a course or courses of study in a College, Institution or Department or a School of the University for a stated period, or be punished with fine for an amount to be specified in the order, or be debarred from taking an examination or examinations conducted by the University, College, Institution or Department or a School for one or more years, or that the results of the student or students concerned in the examination or examinations in which he or they have appeared be cancelled.
4. Principals of the colleges, Institutions, Deans of Schools of Studies and Heads of teaching Departments in the University shall have the authority to exercise all such disciplinary powers over the students in the respective Colleges, Institutions, Schools and teaching Departments in the University as may be necessary for the proper conduct of such Colleges, Institutions, Schools and teaching in the Departments.
5. Without prejudice to the powers of the Vice Chancellor, the Principals and other persons specified in clause (4) detailed rules of discipline and proper conduct shall be made by the University. The Principals of Colleges, Institutions, Deans of Schools of Studies and Heads of teaching Departments in the University may also make the supplementary rules as they deem necessary for the aforesaid purposes.
6. At the time of admission, every student shall be required to sign a declaration to the effect that he/**she** submits himself/**herself** to the disciplinary jurisdiction of the Vice Chancellor and other authorities of the University.

Maintenance of discipline among students of Colleges etc.

All powers relating to discipline and disciplinary action in relation to students of a College or an Institution, not maintained by the University shall vest in the Principal of the College or Institution as the case may be in accordance with the procedure prescribed by the Ordinances.

Admission of colleges etc, to the privileges of the University

1. Colleges and other institutions situated within the jurisdiction of the University may be admitted to such privileges of the University as the Executive Council may decide on the following conditions, namely:-
 - a. Every such College or Institution shall have a regularly constituted Governing Body consisting of not more than fifteen persons approved by the Executive Council and including among others, two teachers of the University to be nominated by the Executive Council and three representatives of the teaching staff of whom the Principal of the College or Institution shall be one. The procedure for appointment of members of the Governing Body and other matters affecting the management of a College or an Institution shall be prescribed by the Ordinances:
Provided that the said condition shall not apply in the case of Colleges and Institutions maintained by Government which shall however, have an Advisory committee consisting of not more than fifteen persons which shall consist of among others, three teachers including the Principal of the College or Institution, and two teachers of the University nominated by the Executive Council.
 - b. Every such College or Institution shall satisfy the Executive Council on the following matters, namely:
 - i. The suitability and adequacy of its accommodation and equipment for teaching
 - ii. the qualifications and adequacy of its teaching staff and the conditions of their service;
 - iii. the arrangements for the residence, welfare, discipline and supervision of students
 - iv. the adequacy of financial provision made for the continued maintenance of the College or Institution; and
 - v. such other matters as are essential for the maintenance of the standards of University education.
 - c. No College or Institution shall be admitted to any privileges of the University except on the recommendation of the Academic Council made after considering the report of a Committee of Inspection appointed for the purpose by the Academic Council.
 - d. Colleges and Institutions desirous of admission to any privileges of the University shall be required to intimate their intention to do so in writing so as to reach the Registrar not later than the 15th August, preceding the year from which permission applied for is to have effect.
 - e. A college or an Institution shall not, without the previous permission of the Executive Council and the Academic Council suspend instruction in any subject or course of study which it is authorized to teach.
2. Appointment to the teaching staff and Principal of Colleges or Institutions admitted to the privileges of the University shall be made in the manner prescribed by the Ordinances:
Provided that nothing in this clause shall apply to Colleges and Institutions maintained by Government.
3. The Service conditions of the administrative and other non-academic staff of every college or institution referred to in clause (2) shall be such as may be laid down in the Ordinances.
Provided that nothing in this clause shall apply to colleges and institutions maintained by the Government.
4. Every College or Institution admitted to the privilege of the University shall be inspected at least once in every two academic years by a Committee appointed by the Academic Council, and the report of the Committee shall be submitted to the Academic Council, which shall forward the same to the Executive Council with such recommendations as it may deem fit to make.
5. The Executive Council may, after considering the report and the recommendations, if any, of the Academic Council, shall forward a copy of the report to the Governing Body of the College or institution with such remarks, if any, as it may deem fit for suitable action.

6. The Executive Council may, after consulting the Academic Council withdraw any privileges granted to a college or an institution, at any time it considers that the college or institution does not satisfy any of the conditions on the fulfillment of which the college or institution was admitted to such privileges:
Provided that before any privileges are so withdrawn, the Governing Body of the College or Institution concerned shall be given an opportunity to represent to the Executive Council why such action should not be taken.
7. Subject to the conditions set forth in clause (1) the Ordinances may prescribe:
 - a. Such other conditions as may be considered necessary;
 - b. the procedure for the admission of Colleges and Institutions to the privileges of the University and for the withdrawal of those privileges.

Convocations

Convocations of the University for conferring degrees or for other purposes shall be held in such manner as may be prescribed by the Ordinances.

Acting Chairman of meetings

Where no provision is made for a President or Chairman to preside over a meeting of any authority of the University or any committee of such authority or when the President or Chairman so provided for is absent, the members present shall elect one from among themselves to preside at such meeting.

Resignation

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

Disqualifications

1. Person shall be disqualified for being chosen as, and for being, a member of any of the authority of the University-
 - (i) if he/**she** is of unsound mind
 - (ii) if he/**she** is an undischarged insolvent;
 - (iii) if he/**she** has been convicted by a court of law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months.
2. If any question arises as to whether a person is or had been subjected to any of the disqualification mentioned in Clause (1) the question shall be referred to the Visitor and his/her decision shall be final and no suit or other proceeding shall lie in any civil court against such decision.

Residence condition for membership and office

1. Notwithstanding anything contained in the Statutes, a person who is not ordinarily resident in India shall not be eligible to be an officer of the University or a member of any authority of the University.

Membership of authorities by virtue of membership of other bodies

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

Alumni Association

1. There shall be an Alumni Association for University.
2. The Subscription for membership of the Alumni Association shall be prescribed by the Ordinances.
3. No member of the Alumni Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to the date of the election and is a degree holder of the University of at least five years standing:
Provided that the condition relating to the completion of one year's membership shall not apply in the case of the first election.

Students' Council

1. There shall be constituted in the University, a Students' Council for every academic year, consisting of:
 - i. The Dean of Students' Welfare who shall be the Chairman of the Students' Council
 - ii. All students who have won prizes in the previous academic year in the fields of studies, fine arts, sports and extension work;
 - iii. Twenty students to be nominated by the Academic Council on the basis of merit in studies, sport, activities and all-round development of personality;
Provided that any student of the University shall have the right to bring up any matter concerning the University before the Students' Council if so permitted by the Chairman, and he/**she** shall have the right to participate in the discussion at any meeting when the matter is taken up for consideration.
2. The function of the Students' Council shall be to make suggestions to the appropriate authorities of the University in regard to the programmes of studies, students' welfare and other matters of importance in regard to the working of the University in general and such suggestions shall be made on the basis of consensus of opinion.
3. The Students' Council shall meet at least once in an academic year preferably in the beginning of that year.

Ordinance how made

1. The first Ordinances made under sub-section (2) of section 29 may be amended repealed or added to at any time by the Executive Council in the manner specified below:-
2. No Ordinances in respect of the matters enumerated in section 29, other than those enumerated in clause (n) of sub-section (1) thereof, shall be made by the Executive Council unless a draft of such Ordinance has been proposed by the Academic Council.
3. The Executive Council shall not have power to amend any draft of an Ordinance proposed by the Academic Council under clause (2) but may reject the proposal or return the draft to the Academic Council for re-consideration, either in whole or in part, together with any amendment which the Executive Council may suggest.

4. Where the Executive Council has rejected or returned the draft of an Ordinance proposed by the Academic Council, the Academic Council may consider the question afresh and in case the original draft is reaffirmed by a majority of not less than two-thirds of the members present and voting and more than half the total number of members of the Academic Council, the draft may be sent back to the Executive Council which shall either adopt it or refer it to the Visitor whose decision shall be final.
5. Every Ordinance made by the Executive Council shall come into effect immediately.
6. Every Ordinance made by the Executive Council shall be submitted to the Visitor within two weeks from the date of its adoption. The Visitor shall have the power to direct the University within six weeks of the receipt of the Ordinance to suspend the operation of any such Ordinance and he/**she** shall as soon as possible inform the Executive Council about his/**her** objection to the proposed ordinance. The Visitor may, after receiving the comments of the University, either withdraw the order suspending the Ordinance or disallow the Ordinance, and his/**her** decision shall be final.

Regulations

1. The authorities of the University may make Regulations consistent with the Act, the Statutes and Ordinances for the following matters namely:
 - i. Laying down the procedure to be observed at their meetings and number of member required to form a quorum;
 - ii. Providing for all matters which are required by the Act, the Statutes or the Ordinances to be prescribed by Regulations;
 - iii. Providing for all other matters solely concerning such authorities or committees appointed by them and not provided for by the Act, the Statutes or the Ordinances.
2. Every authority of the University shall make Regulations providing for the giving of notice by the members of such authority of the dates of meetings and of the business to be considered at the meetings and for the keeping of a record of the proceedings of meetings.
3. The Executive Council may direct the amendment in such manners as it may specify, of any Regulation made under the Statutes or the annulment of any such Regulation.

Delegation of Powers

Subject to the provisions of the Act and the Statutes, an Officer or authority of the University may delegate his or its power to any other officer or authority or person under his or its respective control and subject to the condition that overall responsibility for the exercise of the powers delegated shall continue to vest in the officer or authority delegating such powers

BOARDS,COUNCILS,COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF THE PUBLIC AUTHORITY [SECTION 4(1)(B)9VIII]

Board agenda/memorandum,minutes of the meeting, copy of resolution etc.

NAME OF BOARDS, COUNCIL,COMMITTEE etc: <https://nagalanduniversity.ac.in/English/node/2818>

TRANSFER POLICY AND TRANSFER ORDERS

There is no regular transfer policy, however transfers may be considered if necessary on administrative grounds.

III. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

The Vice Chancellor is the Executive head of the University. The University is run on the decisions taken by the Court, The Executive Council, The Academic Council, The Planning Board and other statutory bodies.

IV. THE NORMS SET BY THE UNIVERSITY FOR THE DISCHARGE OF ITS FUNCTIONS.

Please refer to “Acts and Statutes”

V. RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING OF ITS FUNCTIONS

Please refer to “Acts and Statutes”

Seniority list

<https://nagalanduniversity.ac.in/English/node/2549>

Recruitment : selected candidates :-

1.Teaching staff : <https://nagalanduniversity.ac.in/English/Advertisement/20240305-SelectedCandidatesNotice.pdf>

2.Non teaching staff : https://nagalanduniversity.ac.in/English/Notifications/Non-teaching-result_recruit24.pdf

VI. CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE NAGALAND UNIVERSITY

- a. Annual Appraisal Report files of the Non Teaching Staff.
- b. Self Appraisal Report files of the teaching staff.
- c. Other confidential files.
- d. Personal files of all teaching and Non Teaching staff

- e. General office management files on Personal, Academic and General Administration.
- f. Files related to Examinations.
- g. Results, Mark sheets, Certificates.
- h. Files related to financial management.
- i. Files maintained at Vice- Chancellors office.
- j. Files maintained at Registrar's office.
- k. Files maintained at Controller of Examination's office.
- l. Files maintained at Librarian's office.
- m. Files maintained at the office of the Deans of different Schools.
- n. Files maintained by the Heads of the department.
- o. Files maintained at office of the Dean, Students Welfare.
- p. Files maintained at Deputy Director Sports.
- q. Files maintained by the Wardens.

VII. PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

Land donors of the campuses (Lumami, Kohima and Medzhiphema) are taken into confidence in matters of infrastructural development activities through public notice. Moreover, welfare services like workshops, seminars are organised for public awareness.

VIII. STATEMENT OF BOARDS, COMMITTEES ETC

The Executive Council, the Academic Council, the Planning Board, the Finance Committee are held periodically at regular intervals. Hon'ble members of those committees only attend the meetings.

The minutes of the meetings of these Authorities are not made available to the public as these do not serve any public interest but are of Academic importance. However, these are made available on request.

IX. DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Displayed on University Website

X. MONTHLY REMUNERATION RECEIVED BY ITS OFFICER'S AND EMPLOYEES (REVISED)

<https://nagalanduniversity.ac.in/English/files/remuneration-M.pdf>

<https://nagalanduniversity.ac.in/English/files/remuneration-L.pdf>

<https://nagalanduniversity.ac.in/English/files/remuneration-K.pdf>

XI. BUDGET ALLOCATED TO EACH OF ITS AGENCY

Financial year 2024-25

RUPEES IN LAKHS

HEAD	REVISED BUDGET ALLOCATION	EXPENDITURE
RECURRING EXP.	7781.25	7746.65
SALARY	13500.00	13229.56
ASSETS	500.00	500.00
TOTAL	21,781.25	21,476

SL.NO	DATE OF PURCHASE	NAME OF THE MATERIAL PURCHASED THROUGH GeM	QUANTITY	AMOUNT
1	11-03-2025	AET LAB EQUIPMENT		Rs.32,39,450/-
2	24-03-2025	UV SPECTROPHOTOMETER	1	Rs.14,72,750/-
3	24-03-2025	SPECTRORADIOMETER	1	Rs.9,51,080/-
4	23-03-2025	LAB DEEP FREEZER	1	Rs.5,00,010/-
5	19-03-2025	HP WORKSTATION	1	Rs.5,44,066/-
6	20-03-2025	LAB EQUIPMENT		Rs.14,50,000/-
7	19-03-2025	COMPACT MULTIWAVELENGTH	1	Rs.5,33,300/-

SL.NO	NAME OF SUCCESSFUL BIDDERS	WORK ORDER VALUE (Rs.IN LAKHS)	TIME OF COMPLETION	SCOPE OF WORK	STATUS
1.	M/s NAGA COMMERCIAL ENTERPRISES, DIMAPUR	141.81	12(TWELVE) MONTHS	ESTABLISHED MODERN PIG BREEDING UNITS AT CHUMOUKEDIMA, DIMAPUR, NUILAND AND KOHIMA DISTRICT. (21 NOS)	YET TO START. FINAL LIST OF THE BENEFICIARIES AWAITING <i>WORK ORDER ISSUED</i>

DETAILS OF FOREIGN TOURS UNDERTAKEN

NAME AND DESIGNATION OF THE OFFICER	PLACE OF VISIT	DURATION OF VISIT	PURPOSE	BUDGET
Prof. C.R Deb(Dept.of Botany)	DUBAI	17-18 TH AUGUST 2024	5 TH ASIAN CONFERENCE ON SCIENCE AND TECHNOLOGY	50,000/-
Prof. Ambrish Singh(Dept of Chemistry)	MALAYSIA	26 TH FEBRUARY-2 ND MARCH 2025	BICOHAS-25	-
Prof. G.M Tiwari(Dept of Teacher Education)	MALAYSIA	26 TH FEBRUARY-2 ND MARCH 2025	BICOHAS-25	-
Patnaik(Dept.of Teacher Education)	MALAYSIA	26 TH FEBRUARY-2 ND MARCH 2025	BICOHAS-25	-

XII. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

The subsidy as sanctioned by Government of India specifically meant for different disadvantaged and weaker sections (SC/ST/OBC/Minority) of the society are made available to the students concerned.

XIII. PARTICULARS OF RECIPIENTS OF CONCESSIONS

As per provision in the Ordinance and also resolution of the joint meeting with all wardens, the hostel prefects shall be entitled for free accommodation in the hostel.

XIV. INFORMATION IN AN ELECTRONIC FORM

Details in respect of the information pertaining to Finance section, Examination Section and Library are digitized.

XV. FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF LIBRARY

Information is made available through notice boards, University website and social media.

XVI. NAMES, DESIGNATIONS AND PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

HQ: LUMAMI			
1	i.	First Appellate Authority (FAA)	Dr. Abemo, Registrar
	ii.	Transparency Officer (TO)	Prof. M.K. Sinha, Dean, School of Social Sciences
	ii.	Nodal Officer (NO)	Shri Yanrenthung Ezung, CoE
	iv.	Central Public Information Officer (CPIO)	Shri Peter Ki, PRO
2	KOHIMA CAMPUS, MERIEMA		

	i.	First Appellate Authority (FAA)	Shri Metsizolie Medoze, Deputy Registrar
	ii.	Central Public Information Officer (CPIO)	Smt. Bendanginla Jamir, System Administrator
	SASRD CAMPUS, MEDZHIPEMA		
3	i.	First Appellate Authority (FAA)	Prof. L. Daiho, Dean, SAS
	ii.	Central Public Information Officer (CPIO)	Shri Akiya Assumi, Section Officer

