

ALLIANCE UNIVERSITY STATUTES



ALLIANCE
UNIVERSITY

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CHAPTER I

General

1.1 *Title and commencement:*

- 1 These Statutes shall be called the ALLIANCE UNIVERSITY STATUTES.
- 2 They shall come into force at once.

1.2 *Definitions:*

- 1 In these Statutes, unless the context otherwise requires:
 - a) "Act" means the ALLIANCE UNIVERSITY ACT 2010.
(Karnataka Act No. 34 of 2010)
 - b) "Section" means a section of the Act.
- 2 Words and expressions used but not defined in these Statutes shall have the meanings assigned to them in the Act.

CHAPTER II

Officers of the University

2.1 *The Visitor: powers:*

Vide Chapter III, Section 13 of the ALLIANCE UNIVERSITY ACT 2010

2.2 *The Pro-Visitor: Role*

Vide Chapter III, Section 14 the ALLIANCE UNIVERSITY ACT 2010.

2.3 *The Chancellor: Appointment, Powers and Roles*

Vide Chapter III, Section 15 of the ALLIANCE UNIVERSITY ACT 2010

2.4 *The Vice-Chancellor: Appointment, Role, Powers and Pay*

Vide Chapter III, Section 16 of the ALLIANCE UNIVERSITY ACT 2010

2.5 *The Pro-Vice Chancellor: Appointment, Duties and Pay*

Vide Chapter III, Section 17 of the ALLIANCE UNIVERSITY ACT 2010

2.6 *The Registrar: Appointment, Powers, Responsibilities and Duties*

Vide Chapter III, Section 19 of the ALLIANCE UNIVERSITY ACT 2010

2.7 *The Finance Officer:*

1 *His salary, function etc.*

Vide Chapter III, Section 20 of the ALLIANCE UNIVERSITY ACT 2010

- 2 The Finance Officer shall:
 - (i) Maintain proper accounts of the receipts and expenditure of the university
 - (ii) Prepare a statement of accounts and balance sheet of the University under the direction of the Board of Management to be submitted to the Board of Governors for its approval.
 - (iii) Submit the accounts for audit and make available to the auditors all necessary information and records
 - (iv) Prepare the financial estimates for the ensuing year for being placed before the Board of Management.
 - (v) Give his opinion or advice on such financial matters as may be referred to him:
 - (vi) Under the directions of the Chancellor, call for meetings of the Finance Committee:
 - (vii) Place before the Board of Management a review of the existing financial position at the end of each quarter
 - (viii) Be responsible for the maintenance and administration of the ALLIANCE UNIVERSITY Employees Provident fund and such other funds as might be instituted by the University for the benefit of its officers, teachers and servants and for the maintenance of proper accounts thereof
- 3 The Finance Officer shall operate the funds of the University provided that in his absence, the Chancellor may nominate any other officer of the University to operate the funds.

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- 4 The Finance Officer shall be the head of the Accounts Department and shall supervise and control the staff under him.
- 5 It shall be competent for the Finance officer to place before the Board of Management any proposals for improvements of the financial position' of the University or for effecting savings in respect of any items of expenditure.

CHAPTER III

The Board of Governors

- 3.1 The Board of Governors shall consist of the following:
- 1 The Chancellor
 - 2 The Vice-Chancellor
 - 3 One nominee of The Principal Secretary/Secretary to the State Government in the Higher Education Department
 - 4 One eminent educationist and academician (preferably a woman) recommended by the Visitor (Governor of Karnataka State)
 - 5 One eminent educationalist nominee of the University Grants Commission, and
 - 6 Three persons each of whom are nominated by the Sponsoring Body.
- 3.2 The Registrar and Pro Vice-Chancellor shall always be non-voting invitees on the Board of Governors.
- 3.3 The tenure of office of the member of the Board of Governors, appointment of members, other than two Government nominees, renewal and removal, terms of office, etc., shall be such as may be laid down by the Statutes herein.
- 3.4 The tenure of office of the members of the Board of Governors shall be for three years. However, the Sponsoring Body may replace its three nominees at any time without cause.
- 3.5 No resolution shall be passed or decisions taken by the Board of Governors at their meeting in respect of any Agenda Matters except pursuant to an affirmative vote by the Chancellor in favour of the Agenda Matter.

- 3.6 In the event of a conflict of opinion at a meeting of the Board of Governors, then the issue shall be referred to the Sponsoring Body and the decision of the Sponsoring Body in respect of such issue shall be final and binding on the University.
- 3.7 The Board of Governors shall be the Principal Governing Body of the University and shall have the following powers, namely:
- 1 To appoint the Statutory Auditors of the University
 - 2 To lay down policies to be pursued by the University
 - 3 To review the decisions of the other authorities of the University if they are not in conformity with the provisions of the ALLIANCE UNIVERSITY Act, 2010, or the Statutes or the Rules
 - 4 To approve the Budget and Annual Report of the University
 - 5 To make new or additional Statutes or amend or repeal the earlier Statutes and Rules
 - 6 To take decision about voluntary winding up of the University
 - 7 To approve proposals for submission to the Government
 - 8 To take such decisions and steps as are found desirable for effectively carrying out the objects of the University
- 3.8 Meetings of the Board of Governors: Meeting of the Board of Governors shall be of two kinds:
- a. Ordinary Meeting: There shall be two ordinary meetings of the Board of Governors in a year on dates to be fixed by the Chancellor.
 - b. Special Meeting of the Board of Governors:
A special meeting of the Board of Governors may be convened by the Chancellor whenever he thinks fit.

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The Chancellor, or in his absence, the nominee of the Chancellor shall preside over the meetings of the Governors, in case both of them are absent, then the Vice-chancellor shall preside at the meeting.

CHAPTER IV

The Board of Management

4.1 Meetings of the Board of Management: Meeting of the Board of Management shall be of two kinds:

- (i) Ordinary
- (ii) Special

4.2 Ordinary Meeting: There shall be two ordinary meetings of the Board of Management in a year on dates to be fixed by the Vice-Chancellor.

The Vice-Chancellor, or in his absence, the registrar, shall preside over the meetings of the Board of Management, in case both of them are absent, one of the members nominated by the Vice-chancellor shall preside at the meeting.

4.3 Quorum:

4.3.1 The quorum for any meeting of the Board of Management shall be, not less than 60% members including the Chairperson. If a quorum is not present within thirty minutes after the time appointed or a meeting, the meeting shall not be held and the Registrar shall make a record of the fact and the record shall be signed by the Chairperson.

4.3.2 If at any time during the progress of a meeting any member shall call attention to the number of members present, the Chairperson shall, within a reasonable time, count the number of the members present and, if a

quorum be not present, he shall declare the meeting dissolved and shall leave the chair. All such dissolutions shall be recorded by the Registrar and the record shall be signed by the Chairperson.

- 4.3.3 When a meeting of the Board of Management is dissolved for want of quorum as provided for in clauses (1) and (2) above, the Vice-Chancellor, shall have power to reconvene a meeting of the Board of Management within fifteen days of such dissolution to transact business already mentioned the agenda in such an event, no quorum for holding the meeting would be necessary.
- 4.4 Business at adjourned Meetings: The Chairperson shall, if so directed by a meeting at which a quorum is present, adjourn the meeting from time to time but, subject to the provisions laid down otherwise, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place, provided that the Board of Management or the Vice-Chancellor may bring any urgent business before an adjourned meeting, with or without notice. When a meeting is adjourned for fifteen days or more, not less than ten days notice of the adjourned meeting and of the business to be transacted at such meeting shall be given. Same as aforesaid it shall not be necessary to give any notice of an adjourned meeting or of the business to be transacted thereafter.

4.5 Notice of Ordinary Meeting:

- a) The Registrar shall, under the direction of the Vice-Chancellor, give not less than thirty-five days notice of the date of an ordinary meeting.
- b) Issue of Preliminary Agenda: Not later than twenty clear days before the date of an ordinary meeting, the Registrar, shall, under the direction of the Vice-Chancellor, send by post to every member a preliminary agenda specifying the place, the day and the hour of the meeting and the business to be brought before the meeting: provided however that the Board of Management or the Vice-Chancellor may bring any business which in its or his opinion is urgent before any ordinary meeting, with shorter notice or without placing the same on the agenda.
- c) Non-receipt of notice, agenda and other papers connected with any meeting of the Board of Management by any member shall not invalidate the proceedings of the meeting.

4.6 Notice of Resolution: Any member who wishes to move a resolution at any ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than a twenty five days before the date of the meeting: Provided that no member shall send more than four such resolutions to be moved.

4.6.1 The Board of Management shall be the sole authority to determine whether a resolution is admissible or not. No resolution not admitted by the Board of Management, shall be included in the Agenda.

4.6.2 Admissibility of *Resolution*:

No resolution shall be admissible which does not comply with the following conditions, namely:-

- a. it shall relate to a matter within the cognizance and powers of the University and the Board of Management;
- b. it shall be clearly and precisely expressed and shall raise substantially one definite issue;
- c. it shall not contain arguments, inferences, ironical expressions, or defamatory statements, nor shall it refer to the conduct or character of person except in their official or public capacity;
- d. it shall not refer to any matter which is under adjudication by a court of Law;
- e. it shall not raise substantially the same question as that raised in a motion moved and decided in the Board of Management during the twelve months preceding the date of the meeting at which it is to be moved, unless the prior consent of the Vice-Chancellor has been obtained; and
- f. if identical admissible resolutions are received from more than one member, the Vice-Chancellor may include only one resolution of a member at his discretion and not include the other identical resolutions of other members. The fact of non-inclusion may be informed to the members who had sent them.

4.7 *Resolutions placed on Agenda:*

- 1 The Vice-Chancellor shall cause each resolution of which notice has been given and which has been admitted in accordance with Statute 4.6 of this chapter, to be placed in the Agenda of the meeting at which it is to be moved.
- 2 When any resolution is not included in the agenda paper under the direction of the Vice-Chancellor on any of the grounds mentioned in Statute 4.6 above governing the admissibility of resolutions, the Registrar shall, as soon as may be, intimate the fact to the member stating the objection.
- 3 Resolutions of which due notice has been received by the Registrar under this Statute shall be included in the final agenda paper.

4.8 *Notice of Amendments Resolutions:* Any member wishing to move an amendment to a resolution included in the preliminary agenda paper of an ordinary meeting of the Board of Management, shall forward a copy of the same to the Registrar so as to reach him not less than twelve clear days before the day of the meeting at which the resolution is to be moved.

4.9 *Admissibility of Amendments - Form of Amendments to Resolutions;*

- 1 No amendment shall be admitted which does not comply with Statute 4.6 (2) and the following conditions:
Amendment to a resolution shall be:
 - (i) by omitting a word or words;

(ii) by leaving out a word or words in order to insert some other word or words; and

(iii) by adding or inserting a word or words.

2 Relevancy of Amendments: No amendment shall be proposed which would reduce a resolution to its negative or opposite form.

3 Every amendment must be relevant to the resolution to which it refers and must be framed so as to form therewith an intelligible and consistent sentence.

4 An amendment must not be virtually an independent proposition.

5 The Vice-Chancellor shall be sole authority to determine whether an amendment to a resolution on the agenda is admissible or not. No amendment to any resolution in the agenda not approved by the Vice-Chancellor shall be included in the agenda.

4.10 Amendments of which notice is given in accordance with Statute and which have been scrutinized this Statutes shall be included in the final agenda paper.

4.11 *Dispatch of final Agenda*: The final agenda paper showing all the admitted amendments to the resolutions together with other subjects, if any, shall be communicated by the Registrar to each member of the Board of Management not less than five days before the date of the meeting.

4.12 *Special Meeting of the Board of Management*:

1 A special meeting of the Board of Management may be convened by the Vice-Chancellor whenever he thinks fit.

- 2 A special meeting shall also be convened by the Vice-Chancellor upon a requisition addressed and sent to the Vice-Chancellor in writing signed by not less than *60% of the* members of the Board of Management and sent to the Registrar. All such requisition shall contain the terms of the resolution or resolutions to be moved together with the name of the mover of each resolution. No business other than consideration of such resolution or resolutions to be moved together with the name of the mover of each resolution. No business other than consideration of such resolution or resolutions shall be transacted at a special meeting.
- 3 No resolution shall be admissible which does not comply with the conditions laid down in this Statute.
- 4 The Registrar, under the direction of the Vice-chancellor, shall give ordinarily not less than fifteen days' notice of such meeting and forward with the notice to each member a copy of the preliminary agenda paper for the meeting in case of urgency the Vice-Chancellor may convene a meeting at shorter notice. Any member who wishes to move an amendment to a resolution on the agenda paper shall forward the same to the Registrar in writing so as to reach him not later than *seven* clear days before the date of the meeting. The Registrar, shall, on receipt of amendments, prepare, under the direction of the Vice-Chancellor, a final agenda paper showing the admitted amendments to the resolution together with other subjects, if any, and shall be communicated to each member *three days* before the date

of the meeting. No business other than that brought forward by the Board of Management and the Vice-Chancellor shall be transacted at a special meeting of the Board of Management. For items in the agenda for which notice of *fifteen* days has not been given, it shall be open to members to move amendments without giving prior notice.

4.13 *Business of Meetings* - Order of business: At every meeting of the Board of Management, the following shall be the order of business.

- 1 In the absence of the chairperson or a nominated member, the Board could elect a member of the Board of Management to act as chairperson when necessary;
- 2 Confirmation of the minutes of the previous meetings;
- 3 Report of orders from the Board of Governors and the Chancellor;
- 4 Answering of questions, if any, for such time as will be necessary not exceeding in any case one hour at each sitting;
- 5 Elections, if any;
- 6 Consideration of amendments to Statues, new or additional Statutes or repeal of Statues;
- 7 Any motion for a change in the order of business as stated in the agenda paper;
- 8 Business brought forward by the Board of Management /Vice- Chancellor;
- 9 Business brought forward by the Academic Council
- 10 Business brought forward by the members of the Board of Management.

Provided that the Chairperson shall permit any member immediately after the question hour in a meeting of the Board of Management to raise any issue related to the University which in the opinion of the member is of great importance and needs urgent consideration of the Board of Management.

Note: If any motion under the above, is moved and agreed to by the Board of Management, the business of the meeting shall be transacted accordingly, but not so as to bring any item under clause (10) before the items under other clauses.

4.14 *Questions:*

- 1 At any ordinary meeting of the Board of Management any member of the Board of Management may put questions for the purpose of obtaining information from the Vice-Chancellor on any matter concerning the University. They shall be addressed to the Vice-Chancellor and communicated to the Registrar so as to reach him not less *twenty-five days* before the date of an ordinary meeting.
- 2 No question shall be admitted unless it complies with the following conditions:
 - (i) It shall not publish any name or statement not strictly necessary to make the question intelligible;
 - (ii) If a question contains-a statement, the member asking it shall make themselves responsible for the accuracy of the statement;
 - (iii) It shall not contain arguments, inferences, ironical expressions or defamatory statements or innuendoes;

- (iv) It shall not ask for an expression of opinion or the solution of an abstract legal question or hypothetical proposition or suggestion;
 - (v) It shall not refer to the character or conduct of any person except in his official capacity in the University;
 - (vi) No question once fully answered shall be put again.
- 3 No member shall give notice of more than ten questions and no question shall refer to more than one subject provided that in case a member sends more than ten questions only the first ten shall be considered for the purpose of admission.
- 4 *Disallowance of Questions.* After the last date for the receipt of questions, the Board of Management shall decide the admissibility of the questions and the answers that should be given thereto. It may disallow any question on the ground that -
- (i) it is, in its opinion, in contravention of the laws of the University;
 - (ii) it relates to a matter which is not primarily the concern of the University;
 - (iii) it involves the preparation of elaborate statements or statistics involving an excessive amount of time and about; or
 - (iv) it cannot be answered consistently with the interests of the University.
- 5 *Board of Management Decision:* Decision of the Board of Management as to the admissibility of a question shall be final, and no discussion thereon shall be permitted at any meeting of the Board of Management.

- 6 *Answer to Questions:* Questions which have been admitted and the answer given there to shall be recorded and circulated to the members of the Board of Management along with the final agenda.
- 7 *Answering of Questions at meetings:* At a meeting of the Board of Management, the Chairperson, shall call out the name of each questioner in the order in which the names are stated specifying the serial number of his question and make a sufficient pause to give them or any other member a reasonable opportunity of rising in his place and putting supplementary questions:
- (i) Provided the main questioner shall have priority to put not more than three supplementary questions.
- Every question shall be asked by the member in whose name it stands or if he is absent, by any other member present, with the authorities in writing of the member in whose name it stands.
- 8 *Answering of supplementary questions at Meetings:* Supplementary questions must be put immediately after the principle question to which they relate and before the next question is called. Any member may put a supplementary question for the purpose of obtaining further elucidation of any fact, regarding which an answer has been given. The Chairperson shall disallow any supplementary question, if, in his opinion, it infringes the laws of the University. The decision of the chairperson shall be final, and no discussion thereon shall be permitted at any meeting of the Board of Management.

9 Supplementary questions shall be answered by the Vice-Chancellor or by members nominated by the Board of Management for the purpose.

10 *No discussion on questions:* No discussion shall be permitted in respect of any question or of any answer given to a question.

4.15 *Motions without notice - Correction of mistakes in agenda:* At any meeting, the Chairperson may, without any formal motion made, permit the correction of any clerical or typographical mistake in notices of motions or in reports or statements or other business placed before the meeting.

4.16 *Complimentary motions:* At any meeting of the Board of Management, motions of a complimentary character, may, without previous notice, be moved from the Chair or by any member with the previous permission of the Chair.

4.17 *Motions and Resolutions without Notice:* At any meeting of the Board of Management, the following motions and resolutions may be moved without previous notice:-

- (i) A motion for a change in the order of business as stated in the agenda paper;
- (ii) A motion directing the Board of Management or the Academic Council or any other Authority of the University or Committee .to review or reconsider its decision or recommendation and to report at a subsequent meeting of the Board of Management;
- (iii) A motion for the appointment of a Committee to consider and report on any matter before the Board of Management at the time;

- (iv) A motion remitting any matter before the Board of Management at the time or to the Academic Council or to any other University Authority for its views or recommendations, and report ;
- (v) Motion for the adjournment of the meeting or debate or any question to a specified time.
- (vi) A Motion for the adjournment of the debate on any question to the next meeting of the Board of Management;
- (vii) A motion for the Board of Management going into a committee to considering matter before the Board of Management at the time;
- (viii) A motion that the meeting be dissolved;
- (ix) A motion that the meeting do now pass on to the next business on the agenda;
- (x) A motion that the question be now put (if accepted by the Chairperson);
- (xi) A resolution relating to business not included in the Agenda but brought forward either by the Board of Management or by the Vice-Chancellor under this Statute.

4.18 *Amendments without previous notice:* At any meeting of the Board of Management, the following amendments may be moved without previous notice:-

- (i) Amendments to a motion for a change in the order of business as stated in the agenda, substituting an order different from that in the motion.
- (ii) Amendments to a motion directing the Board of Management or the Academic Council or other University authority or Committee to review or reconsider its decision or recommendation.

- (iii) Amendments to motion for appointment of a Committee, whether for enlarging or restricting its purpose or the questions remitted to it, or for adding to or omitting the names of members proposed to form it.
- (iv) Amendments to a motion remitting any matter to the Board of Management or to the Academic Council or to any other University Authority.
- (v) Amendments to a motion for an adjournment of the meeting or debate to a specific time substituting a time different from that in the motion.
- (vi) Amendment to a resolution brought forward by the Board of Management or the Vice-Chancellor under the provision contained in the Statute of this Chapter.
- (vii) Amendments to any resolution or amendment on the agenda which, in the opinion of the Chairperson have been rendered necessary by and are consequential upon, any motion passed by and Board of Management at the same meeting.
- (viii) Amendments of a purely verbal or formal kind which, in the opinion of the Chairperson, do not affect the sense or import of the motion to which they refer.

4.19 *Resolutions of Amendments not on Agenda:*

Save as otherwise provided in these Statutes, no resolution or amendment which is not placed on the agenda shall be moved at the meeting.

Motions in General - how to move Motions: Every motion at a meeting shall be affirmative in form, and shall begin with the word "That" and it must be moved and seconded at the meeting, otherwise it shall drop, provided, however, that

motions placed by the Board of Management or by the Vice-Chancellor before the Board of Management on behalf of any of the University authorities need not be seconded. When a motion has been made and seconded it shall be stated from the Chair unless the motion be ruled out of order by the Chairperson.

4.20 An amendment may be moved at any time after the motion has been stated from the Chair before it is put to vote.

4.21 *Order of Amendments:* The order in which the amendments to resolutions are to be moved shall be determined by the Chairperson.

4.22 When the debate on an amendment is concluded, the Chairperson shall say:

"It has been moved" and shall state the motion, and shall then say "since then it has been moved by way of amendment" and shall state the amendment:

4.23 *Not more than one resolution and one amendment at a time:* Not more than one resolution and one amendment thereto shall be placed before a meeting at the same time.

4.24 If an amendment is negative, the original motion shall again be stated by the Chairperson, and any other amendment which is in order may then be moved to the original motion

4.25 If *an* amendment is carried, the motion as amended shall be stated by the Chairperson and may be discussed as a substantive motion. Further amendments to the original motion may be moved, in so far as they are in order in relation to the amended motion, and shall be disposed of in the same manner

as the original amendment. When all the amendments have been thus dealt with, the Chairperson shall take the vote of the meeting on the motion as finally amended as substantive motion.

4.26 *Withdrawals of motions at the meeting:* No resolution or amendment shall be withdrawn from the decision of the meeting without its unanimous consent; but this consent shall be presumed if the mover states his wish to withdraw the resolution or amendment and Chairperson, after interval during which no dissent is expressed, announces that it is withdrawn.

4.27 When an amendment has been proposed to a resolution, the original motion cannot be withdrawn until the amendment has been first disposed off.

a. *Procedure when Chairperson rises:* Whenever the Chairperson rises he shall be heard in silence and any member who is then speaking or offering to speak shall immediately resume his seat.

4.28 *Ruling out of order a motion:* A motion may be ruled out of order by the Chairperson at any stage in the proceedings of the Board of Management connected with the evolution before it is put to vote.

4.29 *Procedure on Motions - Procedure on motions under Statute 4.17:* Any motion made under Statute 4.17 (ii) to (ix) of this Chapter shall take precedence of any question that may be before the meeting at the time-and must be disposed of before such question.

- 4.30 *When any motion under Statute 4.17 (v),(vii), (viii), and (ix) of this Chapter has been brought forward and has been negative, no other motion of the same kind shall be again brought forward until after the lapse of what the Chairperson shall deem a reasonable time not shall any debate or discussion be allowed on such second or subsequent motion brought forward during a debate on the same question.*
- 4.31 *Procedure for change in the order of business: A motion for a change in the order of business as stated in the agenda shall be made immediately after the answering of questions and elections, if any, and before the commencement of other business. It cannot be moved at any other time.*
- 4.32 *Procedure for re-considering a previous decision: A motion directing the Board of Management, the Academic Council, or any other University authority, or Committee to review or reconsider its decision or recommendation may be made at any time during the debate on any such decision or recommendation, but shall not be made so as to interrupt a speech. The motion may also indicate generally the direction that the Authority or Committee shall report to the Board of Management by a specified date, provided however that, if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Board of Management and if it is not possible to do so, the fact shall be reported to the Board of Management at such meeting.*
- 4.33 *Motion for appointment of a committee: A motion for the appointment of a Committee to consider and report upon any*

question before the Board of Management at the time may be made at any time, but not so as to interrupt a speech. The motion shall state the purpose for which the committee is to be constituted and the names of its members and-convener, The motion may include an instruction and may also specify the date for the submission of the report. An amendment to such a motion may be for enlarging or restricting the purpose for which the Committee is to be appointed or the questions remitted to it or for giving it an instruction or for adding to or omitting the names of members proposed to form it or for fixing a date, or a different date to the meeting already fixed in the original motion for the submission of the report, provided however that, if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Board of Management and if it is not possible to do so, the fact shall be reported to the Board of Management and if it is not possible to do so, the fact shall be reported to the Board of Management at such meeting.

There to proposes to include in the Committee persons who are members of the Board of Management or who being Members are not present at the meeting, he shall state that the meeting that he has obtained the consent of such persons to their names being proposed for inclusion.

- 4.34 *Motion remitting any matter to an authority:* A motion remitting any matter to the Board of Management or any other University authority may be made at any time, but not so as to interrupt a speech. The motion shall specify the matter

proposed to be remitted and may also indicate generally the direction in which the matter remitted is to be considered. The motion may also include an instruction and may specify a date for the submission of the report by the authority, provided, however, that if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the Board of Management and if it is not possible to do so, the fact shall be reported to the Board of Management at such meeting.

4.35 *Motion for adjournment:* A motion for the adjournment of the meeting or debate to a specified time may be made at any time, but not so as to interrupt a speech. The motion shall be in the form "That this meeting do now stand adjourned to", or "That the debate on this question be now adjourned to", followed by words indicating the day and hour proposed for the adjourned meeting or debate.

An amendment to any motion for adjournment of the meeting or debate shall be for substituting a different day or hour for the one originally proposed.

If the motion for the adjournment of the debate be carried the debate shall stand adjourned for the time specified in the motion and the meeting shall pass on to the next business, if any, on the Agenda.

If the motion for adjournment of the debate is carried the member who moved it may claim precedence to take part at a later period in the debate when it is resumed. The members who moves the adjournment of the debate with intention of

taking part in it when resumed must confine themselves when motion for adjournment to the bare words of the motion. If the motion for adjournment is negative the mover cannot speak again on the main question.

4.36 *Motion for resolving into a Committee:* A motion that the Board of Management resolves itself into a Committee may be made at any time, but not so as to interrupt a speech, the motion shall specify the item or items of business to be considered in Committee.

4.37 *Motion for dissolution:* A motion for the dissolution of a meeting shall be in the form, "that this meeting do now dissolve" and may be made at any time but not so as to interrupt a speech.

If the chairperson shall be of the opinion that the motion for dissolution is an abuse of the rules of the meeting, he may decline to put the question to the meeting. If he accepts the motion, it shall be put forthwith without amendment or debate.

If the motion be carried, the business still before the meeting shall drop, and the Chairperson shall declare the meeting dissolved.

4.38 *Motion to pass to the next business on the Agenda:* A motion to pass to the next business on the agenda shall be in the form "That the meeting does now pass to the next business on the agenda", and may be moved at any time after the main question has been stated by the chair, but not so as to interrupt a speech.

The member moving the motion shall confine themselves to the words of the motion, the member who seconds the motion shall confine themselves to the words, '~I second the motion." If the Chairperson shall be of the opinion that the motion to pass over to the next item is an abuse of the rules of the meeting, he may decline to put the question to the meeting. If he accepts the motion, it shall be put forth without amendment or debate. If the motion is carried, the main question together with the amendments to it, if any, moved or given notice of shall drop.

4.39 *Closure motion*: A motion for closure of a debate shall in the form "That the question be now put" and may and may moved at any time, after a question has been stated from the chair, but not so as to interrupt a speech. The members who moves the closure shall confine themselves to the words "I move that the question be now put". The "members who second the motion shall confine themselves to the words" I second the motion".

Unless it shall appear to the Chairperson that such motion it; an abuse of the rules of meeting or an infringement of the rights of the minority or that the question before the meeting has not been sufficiently discussed, it shall be put forthwith, and decided, without amendment or debate.

When the motion "That the question be now put" has been carried and the question consequent thereon has been decided, any member may claim without any further closure motion that such further questions which may be necessary to

bring to a decision any question already stated from the Chair be put, and unless the Chairperson withholds his assent, such further question or questions shall be put forth with, and decided without amendment or debate.

4.40 *Speeches - When Speeches allowed:* A member can speak only when there is a question before the meeting or when he move or seconds a motion, except-

1. When putting a question or answering a question put;
2. When speaking on a point of order;
3. When offering a personal explanation; or,
4. When, with the special permission of the Chair, making a statement.

A member in possession of the meeting may speak before moving any motion which he intends to move, but he shall speak to the question and shall conclude his speech by formally moving the motion.

4.41 *How often. Speeches permitted:* Except as otherwise provided a member may not speak more than once to the same question.

A member who has moved or seconded an amendment or, a motion under statute 4.18 during debate on the same question: but he may speak any such new question when moved and seconded by other members, if debate is permissible.

A member who has moved or seconded an amendment or, a motion under statute 4.18 (ii) to (ix) may not, after such amendment or motion has been disposed of, move or second

any other amendment or motion under Statute 4.18 (ii) to (ix) or speak to the main question; he may however speak or move or second an amendment to any such new motion when moved and seconded by other members, If amendment or debate is permissible:

Provided that a member may move or second more than one amendment to a question relates to the framing, cancellation or modification of Statute or the financial estimates:

Provided further that a member who successfully moves the adjournment of the debate on any question to a specified time may claim precedence to take part at a later period in the debate when it is resumed under the Statute.

A member may, with the special permission of the chair, make a statement on any matter arising from the debate on any question.

4.42 *Conditions for right of reply for mover;* When the chairperson has ascertained that no other member entitled to address the meeting desires to speak, the mover of the resolution may rely upon the whole debate, provided that the mover of a resolution of the kind specified in Statute 4.18 (ii) to (vii) or of an amendment shall have no right of reply. No member shall speak to a question after the mover has made his reply.

4.43 *Point of order:* Any member may call the Chairperson's attention to a point of order even whilst another member is speaking; but they shall confine themselves to a statement of the point of order and shall not make a speech on such point of order.

No point of order can be raised while the Chairperson is taking the *votes* on a question or' taking a poll, except with his permission and only on a matter arising out of or during the" vote or poll. The Chairperson may deal with the matter immediately or when the vote or the poll is completed.

4.44 *Motion to be put to vote:* When a debate on a motion is concluded or if there shall be no debate, the Chairperson shall put the question to vote.

4.45 *Voting - Decision of question:* All questions considered at meetings of the Board of Management shall be decided by majority of the votes of the members present unless a particular majority is required by the laws of the University. The Chairperson shall be entitled to vote on any question. If the votes be equally divided, the Chairperson shall have a casting vote.

4.46 *Manner of taking votes;* On any motion being put to the vote the manner in which the vote of the meeting shall be taken shall be left to the discretion and direction of the Chairperson. If as soon as the Chairperson announces the result of the voting on any particular motion any member demands a poll it shall be taken. In that case, the vote of each member voting shall be recorded and the names of members who abstain from voting shall also be recorded.

4.47 *General:* A member must speak to the question under consideration. The Chairperson may direct a member who persists in irrelevance or tedious repetition either of his own arguments or the arguments used by other members in debate to discontinue his speech.

4.48 The Chairperson shall be the sole judge on any point of order any may call any member to order, and shall have all powers necessary to enforce his decisions on all points of order.

4.49 *Powers of Chairperson to maintain order:* The Chairperson may direct any member whose conduct is in his opinion or the opinion of the Board, grossly disorderly to withdraw immediately from the meeting and any member so ordered to withdraw shall do so forthwith and absent himself during the remainder of the day's meeting or as such portion of the day as may be prescribed.

4.50 *Powers of the Chairperson to suspend sittings:* The Chairperson may, in the case of grave disorder arising at a meeting, suspend the meeting for a time to be specified by him.

4.51 *Minutes:* The minutes of all proceedings of each meeting of the Board of Management shall be signed by the Chairperson of the meeting. The Registrar shall, under the direction of the Vice, Chancellor, relay within a month after a meeting a copy of the minutes of that meeting so signed by the Chairperson to each member of the Board of Management . A copy of minutes shall be submitted to the Chancellor.

4.52 *Objection to Minutes:*

a) If now exception is taken by any member who was present at the meeting as to the correctness of the minutes in writing within fourteen days after the date of communication of the minutes are deemed to be correct.

b) *Notes of dissent by members:* Any member who dissents from a decision of the Board of Management and

expresses a desire to give a note of dissent at the meeting may do so within five days from the day of the meeting. Such note shall always be brief and be confined to the main point at issue. Personal references of any kind as also attributing of motives shall invariably be avoided. The dissenting note given by a member shall be circulated with the proceedings of the meeting.

4.53 *Procedure to decide the objection:* If exception be taken within the time aforesaid, by means of a letter addressed to the Registrar definitely specifying the points which require correction in the minutes, the minutes shall be brought forward by the Registrar at the next meeting of the Board of Management or confirmation or correction such points by such of the members as were present when the business was transacted to which the minutes refer.

4.54 *Protests;* Any member intending to ' protest against a motion passed at a meeting of the Board of Management to which the assent of the Chancellor is required, shall give notice in writing of his intention to the Registrar during office hours within two days from the date and time of the holding of the said meeting, and shall, within fourteen days from such date of the seal: meeting, lodge his protest in writing with the Registrar during; office hours. The Registrar under directions of the Vice Chancellor, shall forward as soon as may be, a copy of the protest to the mover of the motion. The mover Of the motion may within fourteen days, from the receipt of the protest: by him free from the Registrar, prepare and send to the Registrar

a memorandum in support of the decision of the Board of Management. The Board of Management shall, thereafter submit the protest and the memorandum, if any, together with a copy of the motion for the consideration and orders of the Chancellor, and in all such cases the resolution shall not be submitted to the Chancellor for decision, except with the protest and the memorandum and any other papers which the Vice-Chancellor may, in this connection desire to be considered by the Chancellor.

4.55 *Board of Management in Committee* - Board of Management *in Committee procedure of:* The proceedings of the Board of Management in Committee shall be governed by the same rules of debate as those of the Board of Management except that no notice of a motion shall be required and that a motion need not be seconded and that a member may speak on a motion any number of times.

4.56 *Resolution of Board of Management in Committee to be confirmed by Board of Management:* The resolutions passed at meetings of the Board of Management in Committee shall be embodied in a report by the Registrar, which shall be laid before the Board of Management at the same or at a subsequent meeting. The resolutions of the Board of Management in Committee shall not become final unless they are confirmed by the Board of Management in open meeting.

4.57 *Attendance Register at meetings:* Members of the Board of Management attending a meeting shall sign in a Register kept for the purpose before they take their places at the meeting.

4.58 *Lapse of motions, etc.:* Motions and all Resolutions together with their amendments, if any, on the agenda of a Board of Management meeting which- have not been moved or voted upon for want of time or for any other reasons at the meeting to which the agenda relates shall at the close of the meeting be deemed to lapse. Such motions or resolutions shall not be placed on the agenda of the next or any subsequent meeting save on receipt of a fresh notice:

Provided that a motion shall not lapse if a part there of or an amendment there to has been voted upon.

CHAPTER V

The Academic Council

The Academic Council shall consist of the following namely:

- (1) The Vice Chancellor - Chairperson
- (2) The Pro-Vice Chancellor - Member
- (3) The Registrar - Secretary
- (4) Three nominees by the Vice Chancellor

5.1 *Meeting of the Academic Council:* The meeting of the Academic Council shall be of three kinds, namely -

- (i) Ordinary,
- (ii) Extraordinary, and
- (iii) Special

5.2 *Quorum:* 60% members of the Academic Council including the Chairperson shall be the quorum for any meeting for the Academic Council.

5.3 *Chairperson of the Meeting:* The Vice-Chancellor if present, shall preside at all meetings of the Academic Council; but if the Vice-Chancellor is not present, a member nominated by him shall be the Chairperson.

5.4 *Non-receipt of notice,* agenda and other papers connected with any meeting of the Academic Council by any member shall not invalidate the proceedings of the meeting.

5.5 *Ordinary Meeting:* Ordinary Meeting of the Academic Council shall be held twice a year.

- 5.6 *Notice of Ordinary meeting:* The Registrar shall, under the direction of the Vice-Chancellor give not less than thirty five days, notice of the date of an ordinary meeting.
- 5.7 *Date for forwarding resolution:* Any member who wishes to move resolution at an ordinary meeting, shall forward a copy of the resolution to the Registrar so as to reach him not later than *twenty-five* days before the date of the meeting.
- 5.8 *Resolution to be placed on the agenda:* The Registrar, under the direction of the Vice-Chancellor, shall cause each resolution of which notice has been given in accordance with the Statue of this Chapter, to be placed on the agenda at the meeting at which it is to be moved, subject in general to the Statutes governing the admissibility of resolutions at a Board of Management meeting.
- 5.9 *Dispatch of Agenda:* Not less than twenty days before the date of an ordinary meeting, the Registrar shall communicate to every member a preliminary agenda specifying the date, the place and the hour of the meeting and business to be brought before the meeting; provided that the Board of Management or the Vice-Chancellor may consider any business which in its or his opinion is urgent before any meeting with shorter notice or without placing the same on the agenda.
- 5.10 *Notice of Amendments:* Any member wishing to move an amendment to a resolution on the preliminary agenda of any meeting shall forward a copy of the same to the Registrar so as to reach him not later than twelve days before the day of the meeting at which the resolution is to be moved and the

amendments shall be included in the final agenda subject, in general, to the Statutes governing the admissibility of amendments to resolutions at Board of Management meetings.

5.11 *Resolutions on Ordinances and Regulations:* Notwithstanding the notice prescribed for resolutions under the Statute any member who wishes to move a resolution on any report or statement by the Board of Management included in the preliminary agenda may do so by giving notice of the resolution which shall reach the Registrar not later than twelve days before the date of the meeting: provided, however that no such notice will be necessary in the case of motions relating to any urgent business brought forward by the Board of Management or the Vice-chancellor.

5.12 *Dispatch of final Agenda:* The Registrar shall on receipt of amendments and resolutions given in accordance with the above Statute, prepare under the direction of the Vice-Chancellor, a final agenda together with other subjects, if any, and send a copy of it by post to each member of the Academic Council not later than five days before the date of the meeting.

5.13 *Extraordinary Meeting - Extraordinary Meeting of the Academic Council:* The Vice-Chancellor may, whenever he thinks fit, convene an Extraordinary meeting of the Academic Council for the transaction of any urgent business. The Registrar, under the direction of the Vice-Chancellor, shall give ordinarily not less than fifteen days notice of such meeting and forward with the notice to each member a copy of the preliminary agenda for the meeting. In case of urgency, the Vice-Chancellor may

convene a meeting with shorter notice. Any member who wishes to move an amendment to a resolution on the preliminary agenda shall forward the same to the Registrar in writing so as to reach him not less than seven days before the date of the meeting. The Registrar shall, on receipt of amendments, prepare, under the direction of the Vice-Chancellor, a final agenda showing all the resolutions together with other subjects, if any, and the amendments admitted and shall send a copy of it by post to each member three days before the date of the meeting. No business other than that brought forward by the Board of Management and the Vice-Chancellor shall be transacted at an extraordinary meeting of the Academic Council. It shall be open to the Board of Management and the Vice-Chancellor to bring before the Extraordinary meeting any urgent business with or without placing it on the agenda. For items in the agenda for which notice of fifteen days has not been given, it shall be open to members to move amendments without giving prior notice.

5.14 *Special meeting - Special meeting of the Academic Council:* A special meeting of the Academic Council shall be convened by the Vice-Chancellor on receipt of a requisition by not less than 80% members of the Academic Council and sent to the Registrar. All such requisition shall contain the terms of the resolution or resolutions to be moved together with the name of the mover of each resolution. No business other than consideration of such resolution shall be transacted at a special meeting; provided that the Board of Management or

the Vice-Chancellor may bring any urgent business before such special meeting with or without notice.

5.15 *Order of business:* The procedure for the issue of notice and agenda and all other requisites for the conduct of the special meeting shall, so far as it is applicable, be the same as that prescribed for and applicable to extraordinary meetings of the Academic Council.

5.16 *Business of Meeting:* At every meeting of the Academic Council the following shall be the order of business

- (1) Report of orders on the Ordinances and Regulations submitted to the Chancellor;
- (2) Election, if any;
- (3) Any motion for a change in the order of business as stated in the agenda;
- (4) Business brought forward by the Vice-Chancellor or the Board of Management;
- (5) Business brought forward by the Faculties and Boards of Studies; and
- (6) Business brought forward by members of the Academic Council.

5.17 *Procedure at meetings:* The procedure for admission of resolutions and amendments for the conduct of meetings of the Academic Council shall, in general, be the same as that laid down for the meetings of the Board of Management so far as it is applicable.

5.18 *Minutes:* The minutes of all proceedings of each' meeting of the Academic Council shall be signed by the Chairperson of

the meeting. The Registrar shall, under the direction of the Vice-Chancellor, communicated ordinarily within a month after a meeting, a copy of the minutes of that Meeting so signed by the Chairperson to each member of the Academic Council. A copy of the minutes shall be submitted to the Chancellor..

5.19 *Objection to minutes:* If no exception is taken by any member who was present at the meeting as to the correctness of the minutes at least within 14 days after the date of communication of the minutes, they shall be deemed to be correct.

5.20 *Procedure to decide objection:* If exception be taken within the time aforesaid, addressed to the Registrar specifying the points which require correction in the minutes, the minutes shall be brought forward by the Registrar at the next meeting of the Academic Council for confirmation of such points by such of the members as were present when the business was transacted to which the minutes refer.

5.21 *Lapse of motions, etc.:* Motions and all Resolutions together with their amendments, if any, on the agenda of an Academic Council meeting which have not been moved or voted upon for want of time or for any other reason at the meeting to which the agenda relates shall at the close of the meeting be deemed to lapse. Such motions or resolutions shall not be placed on the agenda of the next or any subsequent meeting save on receipt of a fresh notice.

Provided that a motion shall not lapse if a part thereof or an amendment thereto has been voted upon.

5.22 It is competent for the Vice-Chancellor to invite for any meeting of the council persons having special knowledge and experience of any subject, and the persons so' invited shall be competent to take part in the discussions of the council but shall not be entitled to vote upon any question.

5.23 The council shall also take decisions on the following matters,

- (1) The grant of exemptions in accordance with the regulations, if any;
- (2) The qualifications for the admission to the University Courses in accordance with the regulations, if any;
- (3) Recognition of examinations of other Universities, institutions and boards as equivalent to the examinations of the University;
- (4) Any such matter which comes under the purview of the Academic Council

CHAPTER VI

The Research Council

The Research Council shall be the principal Research Committee of the University and shall provide the larger holistic vision of the kind of research to be undertaken by the University, including prioritization of the research areas. The Research Council shall, subject to the provisions of this Act, the Statutes, Regulations, and the Rules, coordinate and exercise general supervision over the Research Policies of the University.

A detailed research handbook outlines Alliance University's Research Policies and Procedures. The handbook also outlines the University's research support as well as critical outcome measure in terms of Faculty Research Effort (FRE). The FRE is a metric designed to create benchmark standards for the measurement of academic and scholarly quality within and among faculty of the various schools of Alliance University.

It measures the annual amount and impact of faculty scholarly work in several areas, including:

- Publications (how many books and peer-reviewed journal articles have been published and what proportion of the faculty is involved in publication activity?)
- Citations of journal publications (who is referring to those journal articles in subsequent work?)
- Any funded research (what and how many projects have been deemed of sufficient value to merit recognition and awards)
- Awards and honors (a key indicator of innovative thinking and/or scholarly excellence that has impacted the discipline over a period of time).

The Research Council shall consist of the following, namely

- (i) The Vice-Chancellor : Chairperson
- (ii) The Pro-Vice-Chancellor : Member
- (iii) The Dean of Research : Secretary
- (iv) The Dean of all faculties : Member
- (v) Such other members as may be detailed in the Research handbook.

CHAPTER VII**Distance Education Committee**

The Distance Education Committee shall be the principal body in the University driving Distance Learning Initiatives including the associated research work to reach out to a larger learner community who may or may not come to the main campus. The Distance Education Committee shall, subject to the provisions of this Act, the Statutes, Regulations and the Rules, co-ordinate and exercise general supervision over the Distance Learning programs and policies of the University.

The Statues specifically outline the Distance Learning programs and policies of the University in a separate handbook. The policies and procedures address the overall objectives and scope of distance educations, specific programs offered through this medium of delivery, the operational details including the distributed learning technologies used along with program and course assessment requirements. The aspects related to admission and graduation requirements are also detailed therein.

The Distance Education Committee shall consist of the following:

- (i) The Vice-Chancellor : Chairperson
- (ii) The Pro-Vice-Chancellor : Member
- (iii) The Registrar : Secretary
- (iv) Such other members as may be detailed in the Distance Learning handbook.

CHAPTER VIII

The Faculties

8.1 Three persons who are experts in the subject and or allied subjects shall be nominated by the Vice-Chancellor in consultation with the Board of Management with the written approval of the Chancellor to each Faculty. The tenure of their office shall be two years.

Note:

1. It is felt that expert knowledge of persons in the fields as well as expert knowledge of persons in related fields be made use of. This is not only to assist in the deliberations but also to promote more interdisciplinary approach.
 2. Part-time Lecturers may be appointed against expert's vacancies.
- 8.2 *Meetings:* The Faculties shall meet at least once a year or at such times as are fixed by the Vice-Chancellor or on the requisition of the Dean with the previous permission of the Vice-Chancellor or on the requisition of four members entitled to be present at the meeting of the Faculty.
- 8.3 *Quorum:* The quorum for a meeting of a Faculty shall be one-third of the number of members entitled to be present at the meeting.
- 8.4 *Notice of Resolutions:* A member of a Faculty may bring before the meeting of the Faculty any matter within its cognizance by communicating the same to the Dean, who shall, subject to the provisions of Statutes request the Registrar to include such matters in the agenda of the next meeting of the Faculty.

8.5 *Notice of Meeting and Agenda:* Notice of a meeting of a Faculty shall be communicated to each member by the Registrar under the direction of the Vice-Chancellor stating the date, time and place of the meeting and also showing the business to be brought before the meeting. The period of notice shall ordinarily be fifteen days unless the Vice-Chancellor, for reasons of urgency, fixes a shorter period. No item of business which is not entered on the agenda of a meeting of a Faculty shall be considered at the meeting: provided that the Dean may bring any matter before the meeting without the same being included in the agenda with the previous approval of the Vice-Chancellor.

The Dean, may, at his discretion remit any matter referred to the Faculty to a Board of Studies before laying it before meeting of the Faculty.

8.6 *Powers and Functions:* The powers and functions of the Faculty shall be;

- (i) to consider and report 'on matter referred to it by any of the authorities of the University;
- (ii) to refer any matter to a BOS/ASC comprised within the Faculty for consideration and report;
- (iii) to consider and report on any recommendation referred to it by a BOS/ASC before it is referred to the Academic Council; and
- (iv) to make suggestions or recommendations to the Board of Management, The Research Council, Distance Education Committee and the Academic Council regarding the organization of teaching, training, research and examinations in the subjects comprised in the Faculty.

8.7 *Joint Meetings:* The Vice-Chancellor may convene joint meetings of two or more Faculties for the purpose of considering any matter common to them and shall preside over such meeting. In his absence, the senior most Dean shall preside over the meeting.

CHAPTER IX

The Finance Committee

9.1 *The Finance Committee shall consists of the following names:-*

- (i) The Chancellor or his nominee : Chairperson
- (ii) The Vice-Chancellor : Member
- (iii) The Registrar : Member
- (iv) The Finance Officer : Secretary
- (v) One nominee of the sponsoring body: Member
- (vi) Such other members as may be specified from time to time.

9.2 The Finance Committee shall be the principal financial body of the university to take care of financial matters and shall, subject to the provisions of the act, rules and statutes, coordinate and exercise general supervision over the financial matters of the university.

9.3 The Finance Committee shall produce all pertinent information and data in preparation of the annual report of the university.

9.4 The annual accounts and balance sheet of the university shall be prepared under the direction of the Board of Management and all funds accruing to or received by the university from all sources and all amounts disbursed or paid shall be entered in the accounts maintained by the university. The annual accounts of the university shall be audited by an auditor, who is a member of the Institute of Chartered Accountants of India, every year.

CHAPTER X

Board of Studies (BOS) / Academic Standards Committee (ASC)

10.1 Constitution and terms of Board of Studies:

- (1) The Board of Studies shall be constituted by the Board of Management for a period of three years.
- (2) The members of the Board of Studies shall exceed-
 - (a) fifteen in the case of a Committee dealing with studies up to post-graduate level; .
 - (b) ten in other cases.
- (3) The members of the BOS/ASC will be selected by the Board of Management from among the teachers of the University.
- (4) All the heads of Departments of Studies in the subject or group of subjects for which the Board is constituted shall be members of the Board.
- (5) It shall be desirable to have at least four external members in each of the Boards consisting of more than ten members and at least two external members on each Board consisting of 'ten at less than ten members.
Explanation: 'External member means a member who is not a teacher of this University.

10.2 *Chairman:* The Head of the Department of Studies or the Senior-most if there are more than one head of Department of Studies in the Committee shall be the Chairman of the Committee.

Provided that in case there is no Head of Department of Studies in any Committee, an internal member of such

Committee nominated by the Vice-Chancellor shall be Chairman of the Committee.

10.3 *Arrangement during absence of the permanent chairman:*

When the Chairman of a Board is absent, next senior most internal member shall act as Chairman.

10.4 *Power to co-opt members:*

- (1) The Board of Studies shall have the right to co-opt whenever necessary experts or specialists in any particular subject to act as members of the said Committee for the purpose of considering any particular subject.
- (2) Such co-option shall be by a resolution passed at a meeting of the BOS/ASC provided that in case of urgency the resolution may be passed by circulation amongst the members of the BOS/ASC.
- (3) The members co-opted shall not exceed two at any time.

10.5 *Powers and functions of Board of Studies:*

- (1) The BOS/ASC shall recommend the detailed courses of study and curricular for the different levels of studies in the respective subjects, and shall advise on all matters relating thereto referred to them by the Board of Management or the chair of the Academic Council or the Faculty or the Dean of the Faculty concerned.
- (2) A BOS/ASC may bring to the notice of the Academic Council or the Board of Management, matters connected with examinations in its subject and address them on any matters relating to improvement in the courses of studies therein.

(3) The ASC shall have power-

- (i) to prepare schemes of examinations;
- (ii) to recommend study material for the several courses of study;
- (iii) to prepare panels of names of persons suitable for appointment as examination content creator and examiners;
- (iv) to prepare panel of names of experts and specialists for being appointed as members of the Boards of Appointments;
- (v) to advise the University authorities on such matters as may be referred to them:

Provided that in the panels prepared in exercise of the powers under clause (iii) and (iv) above, the Boards of Studies - shall also include persons from outside the University.

10.6 *Joint meeting*: Whenever it is deemed necessary it shall be competent for the Vice-Chancellor to convene, joint meetings of two or more ASC and the Vice-Chancellor shall appoint the Chairman for any such meeting.

10.7 *Quorum*: The majority of the members of a ASC shall form quorum for its meetings,

10.8 *Opinion by Circulation*: The Vice - Chancellor may in urgent cases, obtain the opinion of a ASC by circulation of any proposal among the members of the Committee. Such opinion together with the action taken thereon shall be communicated to all the members.

CHAPTER XI

Honorary Degrees or other Distinctions

11.1 The University may confer Honorary Degrees as per Chapter V Section 32 (viii) of the Act.

Doctor of Management Ph.D

11.2 Honorary degree shall be conferred only at Convocation and may be taken in person or in absentia.

11.3 The presentation of persons at the Convocation, on whom honorary degrees are to be conferred, shall be made by the Vice Chancellor or by a person nominated by the Board of Governors for the purpose. The Vice-Chancellor or the persons nominated by the Board of Governors as the case may be shall, while presenting the persons on whom the honorary degrees are to be conferred read a citation.

11.4 The degree, diploma or a certificate for an honorary degree shall be signed by the Chancellor.

CHAPTER XII**Diplomas and Certificates**

12.1 *Diplomas in the case of Degree Examinations:* A diploma under the seal of the University and signed by the Chancellor shall be presented to each successful candidate at an examination for a degree either at the Convocation ceremony or at a function that may be arranged

12.2 *Certificate in the case of Examinations other than those for a degree:* A certificate signed by the Chancellor shall be given to each successful candidate at a University Examinations other than an Examination for a degree. The certificate shall set forth the date of the examination, the class in which he was placed.

12.3 *Conditions for issue of Duplicate Certificate and Diplomas:* A duplicate of a University diploma or certificate shall not be granted except in cases in which the Vice-Chancellor is satisfied, by the production of an affidavit signed before a Magistrate or otherwise, that the applicant has lost the certificate or diploma or that it has been destroyed. In such cases a duplicate super scribed as such and signed by the Chancellor may be granted on payment of a fee as stipulated by the Registrar from time to time.

12.4 *Transitory Statutes*

1. Any person who has been declared successful in the Final Degree Examination conducted or deemed to have been conducted by the university and desiring to obtain the degree or diploma certificate before the Convocation for

THE STATUTES

the conferment of such degree or diploma is held may apply to the Registrar along with a fee as stipulated for issue of the degree or diploma as the case may be.

2. There upon the Registrar shall cause the issue of the degree' or diploma certificate to the applicant.
3. The degree or the diploma so issued shall be, as far as may be, in the same form as the one issued at Convocation.

CHAPTER XIII

Convocation for Conferring Degrees

13.1 Convocations, Annual and Special:

- (i) Convocation for the purposes of conferring degrees shall be held once a year and at other times as the Chancellor may direct.
- (ii) The Registrar shall, not less than forty-five days before the Convocation, cause a notification to be published in one or more local newspaper and in the University Office indicating the place, date and time of the Convocation.

13.2 A special Convocation for conferring degrees of other distinctions may be held on such date and time as the Board of Governors may, with the Chancellor's approval determine.

13.3 *Degrees to be taken at Convocation:* All those whose names appear in the list of successful candidates- for any of the degrees of the University shall receive their respective degrees in person or in absentia at any Convocation held after such lists are approved by the Board of Management/ Governors .

13.4 No candidate who has already been admitted to a degree and has been awarded his diploma shall be admitted at Convocation a second time to the same degree not withstanding that he may have become qualified in an additional group or branch or in an additional language. An endorsement shall be made upon his diploma setting forth the further examination passed by him with dates and class, if any.

13.5 *Application for admission to a degree:*

- (1) No candidate shall be admitted to the Convocation in person who has not submitted to the Registrar (Evaluation) his application for admission to the degree in the prescribed form along with a stipulated fee so that it may reach him not later than thirty days before the date fixed for the convocation. No person shall be admitted to Convocation who has not thus applied.
- (2) No candidate shall be admitted to a degree '*in absentia*' at a Convocation who has not submitted his application to the Registrar (Evaluation) in the prescribed form so as to reach the Registrar not less than thirty clear days before the date fixed for the Convocation.
- (3) It shall, however, be competent for the Vice-Chancellor for satisfactory reasons shown to grant a provisional certificate to a candidate who is eligible for a degree prior to the Convocation, subject to such candidate being admitted to the degree.

13.6 *Declaration to be signed:* Candidates for degree shall sign a declaration in the prescribed form, before they are admitted to the several degrees for which they may have been recommended:

13.7 *Attendance of Candidates:* The candidates who are to be awarded degrees at any University Convocation ceremony shall be required to come in such dress as may be prescribed by the University.

13.8 *Preliminary meeting of the Board of Governors :* There shall be a meeting of the Board of Governors preliminary to the

Convocation at which the reports of the Board of Management containing lists of candidates recommended for admission to the various degrees shall be approved.

13.9 *The Dean of each faculty*, or in his absence the senior member present, shall then move that the persons so recommended for the degrees related to his faculty be admitted, to the several degrees for which they have been recommended.

13.10 *Convocation Procession*: On the passing of these motions, the Chancellor, the Vice-Chancellor, the Members of the Board of Management and the Academic Council shall pass in procession to the place where the Convocation is to be held.

13.11 *Conferment of degrees*: After the Chancellor, the Chief Guest, the Vice-Chancellor, the Members of the Board of Management/ Governors, Academic Council and the Registrar (Evaluation) have taken their places, the Vice-Chancellor will request the Chancellor to declare the Convocation open.

13.12 The Dean of each Faculty, or in his absence, a member nominated for the purpose by the Vice-Chancellor, shall present the candidates to the Chancellor, for the award of degrees relating to his faculty.

13.13 The name of medalists and prize winners will then be read out by the Registrar. The candidates will proceed to the Chancellor to receive the prizes and medals, bow to the to the Chancellor and resume their seats. The medals and prizes will be presented to the candidates by the Chancellor in the order in which the names are called out by the Registrar. The Registrar will submit the medals and prizes to the Chancellor in the order in which they are to be presented.

13.14 *Convocation Address* :

(a) The Vice-Chancellor shall introduce the Guest Speaker and request them to address the Convocation. .

(b) An address suitable to the occasion shall then be delivered by the person invited for the purpose or nominated for the purpose by the Chancellor.

13.15 Honorary Degrees: The procedure indicated in Statutes 16.2 to 16.21 will apply generally in the case of conferment of Honorary Degrees also, except that in the latter case the recipient of the degree may make a brief speech after receiving the degree.

13.16 The candidates who are to be awarded degrees, diplomas or certificates are required to come in academic robes.

CHAPTER XIV

"Statutes for conferring the title "Professor Emeritus"

- 14.1 The Board of Governors may, on the recommendation of the Board of Management, on a proposal made by the Vice-Chancellor, confer the title of "Professor Emeritus" on any University Professor on or after their retirement in recognition of their eminent service to University education, scholarship and research.
- 14.2 The Emeritus Professor shall not participate in the regular teaching in a department. They may however, be requested to deliver a course of special lectures on the subject of their study or research and guide the research work of such students as might be assigned to them by the University.
- 14.3 The Emeritus Professor shall be provided with facilities for research in the Libraries and Laboratories of the University and while in residence on the University Campus at the invitation of the University. They shall be paid honorarium & TA-DA as applicable.

CHAPTER XV

Scholarships and Fellowships

- 15.1 The Board of Management may in consultation with the appropriate authorities of the University's institute Scholarships for pursuing courses of Studies in the University.
- 15.2 A proposal for the institution of a Scholarship by an individual or Institution shall be made to the Registrar in writing accompanied by a Demand Draft or by a Bank Receipt for the amount deposited.
- 15.3 No Scholarships shall be instituted and awarded by the University on the basis of religion, caste, community or institution.

Fellowships

- 15.4 The Board of Management may in consultation with the appropriate authorities of the University's institute Fellowships for conducting research.

CHAPTER XVI

Teachers of the University

16.1 *Teachers of the University:*

(i) Teachers of the university shall be; Appointed teachers of the University;

'Appointed teachers of the University' shall be either:

- (a) Salaried employees of the University appointed as Distinguished Professors, Professors, Associate Professors, Assistant Professors, or Research Associates or other teachers of the University, or
- (b) Distinguished Professors, Professors, Associate Professors, Assistant Professors, or Research Associates appointed by the University to work on honorary basis.

Note: 'Other teachers of the University may include Senior Lecturers and Lecturers.

16.2 *Age of retirement:* Subject to the terms of any act entered into under section 39 of the Act, a person appointed as the permanent teacher of the University shall be entitled to be in the *service* of the University until they complete the superannuation that may be stipulated. If the age of superannuation is attained in the middle of the academic year, the teacher shall continue till the end of that academic year on reemployment basis subject to condition of such terms as specified by the University regarding physical fitness, payment, etc.

16.3 *Duties of teachers in the University:* The following shall be the duties of teachers:

- (1) It shall be the duty of Head of Department
 - (i) to conduct research work by themselves;
 - (ii) to supervise general research and advanced work of their department;
 - (iii) to guide research of students in their specialized branch;
 - (iv) to be in-charge of general management of the department and centres of excellence, divisions and other branches in their department.
 - (v) to *deliver* or hold lectures or classes and
 - (vi) to *advise* the Academic Council or the Board of Management when so required with regard to any University Course of Study or Examination or other matters relating to the subject and to do such other duties as may be allotted by the Vice-Chancellor from time to time.

- (2) It shall be the, duty of a Professor who is not the Head of Department-
 - (i) to conduct research work by themselves;
 - (ii) to guide research students in their specialized branch;
and
 - (iii) to deliver or hold lectures or classes and do such other duties as may be' allotted by the Vice-Chancellor from time to time.

- (3) It shall be the duty of a Research Associate –
- (i) to conduct research work;
 - (ii) to guide research students in their branch specialization allotted to them by the Professor;
 - (iii) to assist the Head of Department in such departmental matters as required by them, and such other duties as may be allotted by the Vice-Chancellor from time to time.
- (4) A Lecturer shall work under the direction of the Head of the Department concerned and shall assist them in the discharge of the administrative duties of the Department, in addition to their teaching work and such other duties as may be allotted to them by the Head of the Department.

CHAPTER XVII

Teachers in the Campus, Resource Centers or Study Center of ALLIANCE UNIVERSITY.

- 17.1 (a) All appointments to the posts of Distinguished Professors, Professors, Associate Professors, Assistant Professors, or Research Associates and such other teaching posts in the Campus, Resource Centers or Study Center of the University, shall be made in accordance with the Recruitment Rules of the University in force from time to time.
- (b) All appointments to the posts of Distinguished Professors, Professors, Associate Professors, Assistant Professors, or Research Associates and such other teaching posts as may be recognized by the University. .
- 17.2 No teacher shall be appointed in any Campus, Resource Centers or Study Center unless they possess the qualifications prescribed by the University.
- Provided no teacher who has already been appointed permanently and whose appointment has been approved by the University shall be disqualified for holding the post consequent upon any change of Rules.
- 17.3 The pay and allowance, the recruitment procedure, increments, promotions, recognitions, roles and responsibility of the teaching staff of the University would be in accordance with the ALLIANCE UNIVERSITY Employee Services Manual.

17.4 The Dean shall be the Head of the Campus, Resource Centers or Study Centers and responsible for their internal administration and shall have the powers necessary to carry out their responsibilities, subject to the general control of the management.

Chapter XVIII

Statutes governing the Cadre and Recruitment of the Employees (Non-Teaching) of the University

18.1 The pay and allowance, the recruitment procedure, increments, promotions, recognitions, roles and responsibility of the non-teaching staff of the University would be in accordance with the ALLIANCE UNIVERSITY Employee Services Manual.