



UNIVERSITY OF PETROLEUM & ENERGY STUDIES

FIRST STATUTES

(Version 6.2 of 18.12.2012)

**THE FIRST STATUTES OF THE
UNIVERSITY OF PETROLEUM & ENERGY STUDIES
DEHRADUN, UTTARANCHAL**

(Version 6.2 as amended by Board of Governors on December 18, 2012)

In exercise of the power conferred by sub-section (1) of Section 28 of the University of Petroleum & Energy Studies Act, 2003 (Act No. 15 of 2003), the Board of Governors is pleased to make the following first Statutes for the University of Petroleum & Energy Studies, Dehradun, Uttaranchal.

CHAPTER – I

1.1 Preliminary: (Section 28)

1.1.1 These “Statutes” may be called the First Statutes, 2004 of the University of Petroleum & Energy Studies.

1.1.2 These “Statutes” shall come into force on March 1, 2004.

1.2 Definitions

In these Statutes, unless the context requires otherwise,

- (i) “**Act**” means “University of Petroleum and Energy Studies Act, 2003”.
- (ii) “**Board of Management**” means the Board of Management of the University.
- (iii) “**He**” includes She, and “**His/Him**” includes Her.

All words and expressions used herein or defined in the Act shall have the same meanings as are assigned to them in the Act. Definitions specific in the Act shall apply unless the context requires otherwise.

CHAPTER – II

2.1 Officers and Other Functionaries of the University {Section 13(i)}

THE CHANCELLOR

2.1.1 Chairman of Board of Studies of Indian School of Petroleum, an Institute under the aegis of Hydrocarbons Education And Research Society will be the first Chancellor of the University of Petroleum & Energy Studies, whose tenure shall be of three years. Thereafter the Hydrocarbons Education And Research Society, with the prior concurrence of the Visitor, would appoint Chancellor from amongst its members.

2.1.2 The terms and conditions of the appointment of the Chancellor shall be finalised by the Hydrocarbons Education And Research Society.

2.1.3 The Chancellor shall, in general, have overall charge of the conduct of the affairs of the University, through the resolutions of the Board of Governors, and the provisions of the Act, the Statutes and the Rules.

2.1.4 The Chancellor shall, in particular,

- (i) represent the Visitor and preside over the Convocation in his absence;
- (ii) have the power to approve the appointment of the Vice Chancellor, from a panel of three persons as recommended by the Committee set up as specified in Section 14(2) of the Act;
- (iii) have the power to approve or withhold approval of any urgent action to be undertaken by Officers of the University;
- (iv) have the power to approve or withhold approval of the delegation of the Vice Chancellor's powers;
- (v) have the power to remove the Vice Chancellor as specified by Section 14(7) of the Act;
- (vi) have the power to appoint his nominees on the Authorities and Committees as specified in the Act, Statutes and Rules of the University;
- (vii) have the power, as Chairman of the Board of Governors, to order the review of the action taken by other Authorities of the University, if they do not conform to the provisions of the Act, the Statutes or the Rules, as specified in Section 21(2)(b) of the Act;
- (viii) have the power to give policy directions for the development and growth of the University and to enhance the image and the status of the University.

2.2 THE VICE CHANCELLOR – (Section 14)

2.2.1 The Vice Chancellor shall be appointed by the Chancellor from a panel of three persons to be recommended by a Committee as specified in Section 14(2) of the Act. To be considered by the Committee, each person must

- (i) hold a Ph D qualification in any of the disciplines specified in Section 8(1)(a) of the Act;
- (ii) have a post-qualification experience of at least 10 years;
- (iii) be an accomplished academician or educational administrator or professional from industry, business and research, with a track record of at least 10 years in teaching, training, consulting and has published research papers in reputed journals and other publications in the disciplines specified in Section 8(1)(a) of the Act.

If the Chancellor does not approve any of the persons so recommended, he shall record the reasons thereof and call for fresh recommendations.

2.2.2 The Vice Chancellor shall be a salaried officer of the University, the terms of which would be approved by the Chancellor.

2.2.3 The Vice Chancellor being the Principal Executive and Academic Officer of the University as specified in Section 14(4) of the Act shall -

- (i) exercise control over the affairs of the University, giving effect to the decisions of all the Authorities of the University in letter and spirit, and ensuring that they are not contradictory in nature and practice;
- (ii) be responsible for the maintenance of the discipline in the University;
- (iii) ensure faithful observance of the provisions of the Act, the Statutes and the Rules, and shall, without prejudice, to the powers of the Chancellor, possess all such powers as may be necessary on that behalf;
- (iv) have the power to convene, or cause to be convened, meetings of the Board of Management, the Academic Council and the Finance Committee, and all other such Committees or Bodies of which he is the Chairperson;
- (v) delegate such powers as deemed necessary to any other officer of the University with the approval of the Chancellor;

2.2.4 Other terms and conditions of appointment of the Vice Chancellor shall be as specified in Section 14(1) of the Act.

2.2.5 The Vice Chancellor shall have the powers to make ad-hoc appointments for a period not exceeding one year, of such persons, other than teachers, as may be considered necessary for proper functioning of the University with prior approval of the Chancellor.

2.2.6 The Vice Chancellor shall be empowered to grant leave to any officer of the University and make necessary arrangements for the discharge of the functions of such an officer during the period of his absence.

2.2.7 If the office of the Vice Chancellor becomes vacant due to death, resignation or otherwise, or if he is unable to perform his duties due to ill health or any other reason, the Pro-Vice Chancellor shall perform the duties of the Vice Chancellor, until the vacancy is filled up on regular basis.

Provided that such an interim arrangement shall not exceed a period of one year from the date such an arrangement is made.

2.3 THE PRO-VICE CHANCELLOR – (Section 15)

2.3.1 The Pro-Vice Chancellor shall be appointed by the Vice Chancellor with the prior approval of the Chancellor.

2.3.2 The Pro-Vice Chancellor must

- (i) hold a post-graduate, preferably a Ph. D qualification in any of the disciplines specified in Section 8 (1) (a) of the Act;

- (ii) have a post-qualification experience of at least 10 years;
- (iii) be an accomplished academician or educational administrator or professional from industry, business and research, with a track record of at least 10 years in teaching, training, consulting in the disciplines specified in Section 8(1)(a) of the Act.
- (iv) the term of the ¹Pro-Vice Chancellor shall be three years.

If the Chancellor does not approve of the recommended person, he shall record the reasons in writing and call for fresh recommendations.

2.3.3 The Pro-Vice Chancellor shall be a salaried officer of the University, the terms of which would be approved by the Chancellor.

2.3.4 The Pro-Vice Chancellor shall assist the Vice Chancellor in such matters as may be specified by the Vice Chancellor, from time to time, and shall exercise such powers and perform such duties as may be assigned or delegated to him by the Vice Chancellor.

2.3.5 The Pro-Vice Chancellor shall, in the absence of the Vice Chancellor, exercise the powers and perform the duties of the Vice Chancellor.

2.4 THE DEANS OF CONSTITUENT COLLEGES (Section 16)

2.4.1 ²The Deans of the Constituent Colleges shall be appointed by the Vice Chancellor from amongst the Professors of the respective constituent colleges of the University or from related Corporate Sector for a period of three years

The Dean of a Constituent College shall be *ex-officio* Dean of the faculty concerned.

2.4.2 The Deans of Constituent Colleges shall cease to hold office on attaining the age of superannuation.

2.4.3 The Dean shall be the Head of all academic and research programs in the Constituent College and shall be responsible for the conduct and maintenance of standards of teaching and research in the Constituent College. The Deans shall have such other functions as may be entrusted to them by the Vice Chancellor.

2.4.4 ³When the office of the Dean is vacant or where the Dean is unable to perform his duties due to illness, absence or any other reason, the Vice Chancellor may authorize a Professor to perform the functions of the Dean during such period. Such period should not exceed more than six months.

2.5 The Registrar (Section 17)

¹ Amended vide 7th Meeting of the Board of Governors held on December 17, 2005

² Amended vide 7th Meeting of the Board of Governors held on December 17, 2005

³ Amended vide 7th Meeting of the Board of Governors held on December 17, 2005

2.5.1 ⁴The Registrar shall be appointed by the Chancellor on the recommendations of a selection committee prescribed under clause 4 of Statutes read with section 27(d) of the Act and shall be a salaried officer of the University, whose terms and conditions of appointment would be approved by the Chancellor.

2.5.2 The Registrar must

- (i) hold a post-graduate degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale in any discipline.
- (ii) have a post-qualification experience of at least 10 years;
- (iii) be an accomplished educational administrator or industry professional with a good track record.

2.5.3 When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose for the duration of such absence, subject to the prior approval of the Chancellor.

2.5.4 The Registrar shall:

- (i) conduct the official correspondence of the University and all or any of its Authorities;
- (ii) supply, to the Chancellor, copies of the agenda of meetings of the Authorities of the University, as soon as they are issued, and the minutes of the meetings of the Authorities, ordinarily within a month of the holding of the meetings;
- (iii) represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose, subject to the prior approval of the Chancellor; and
- (iv) ⁵perform such other duties and functions as may be specified in the Statutes or as may be prescribed by the Rules or as may be required from time to time by the Chancellor or the Vice Chancellor.

2.6 The Finance Officer (Section 18)

2.6.1 ⁶The Finance Officer shall be appointed by the Chancellor on the recommendation of a Selection Committee as prescribed under clause 4.8 of the Statutes and shall be a salaried officer of the University, whose terms and conditions of appointment would be approved by the Chancellor.

2.6.2 The **Finance Officer** must

⁴ Amended vide 7th Meeting of the Board of Governors held on December 17, 2005

⁵ Amended vide 7th Meeting of the Board of Governors held on December 17, 2005

⁶ Amended vide 7th Meeting of the Board of Governors held on December 17, 2005

- (i) be a graduate in any discipline;
- (ii) have a professional qualification in accounting or finance such as CA or CS from Institute of Chartered Accountants of India, Institute of Company Secretaries of India, Institute of Cost and Works Accountants of India or Institute of Chartered Financial Analysts of India;
- (iii) have a post-qualification experience of at least 10 years.

2.6.3 When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose for the duration of such absence, subject to the prior approval of the Chancellor.

2.6.4 The Finance Officer shall:

- (i) exercise general supervision of the funds of the University and advise it as regards its financial policy; and
- (ii) perform such other functions as may be assigned to him by the Board of Management, Chancellor or Vice Chancellor or as may be prescribed by the Statutes or the Rules.

2.6.5 Subject to the direction of the Board of Management, the Finance Officer shall:

- (i) hold and manage the property, investments and endowed property for furthering any of the objects of the University;
- (ii) see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for one year are not exceeded and that all moneys are expended on the purposes for which they are received or allotted;
- (iii) be responsible for the preparation of the annual accounts and the budget of the University for the next financial year and for their presentation to the Finance Committee;
- (iv) keep a constant watch on the state of the cash and bank balances, and on the state of investments;
- (v) watch the progress of collection of revenue and advise on the methods of collection employed;
- (vi) have the accounts of the University regularly audited by the auditors appointed for the purpose; and
- (vii) call for, from any office under the University, any information that he may consider necessary, with prior approval of the Chancellor, to discharge his financial responsibilities.

CHAPTER – III

3.1 Authorities of the University (Section 20)

3.1.1 The Board of Governors

The Board of Governors, the principal authority of the University

- (a) shall make new or additional Statutes or amend or repeal the existing statutes, with the prior approval of the State Government.
- (b) shall approve all proposals, before they are submitted to the State Government.
- (c) The Vice Chancellor shall issue notice for the Meeting of the Board of Governors, under the direction of the Chancellor.
- (d) One-half of the members of the Board of Governors, including the Chairperson, shall constitute the quorum at the Meeting.
- (e) All members of the Board of Governors, other than the ex-officio members, shall hold office for a term of three years.

3.2 The Board of Management (Section 22)

- 3.2.1 ⁷The Vice Chancellor shall be the Chairman of the Board of Management, and the Registrar shall be the Secretary of the Board of Management.
- 3.2.2 The Board of Management shall, from time to time, meet at least three times in a year at such time and place as the Vice Chancellor thinks fit.
- 3.2.3 The Registrar shall issue notice for the Meeting of the Board of Management, under the direction of the Vice Chancellor.
- 3.2.4 One-half of the members of the Board of Management, including the Chairman, shall constitute the quorum at the Meeting.
- 3.2.5 Every member of the Board of Management, other than the ex-officio members, shall hold office for a term of three years, each.
- 3.2.6 Subject to the provisions of the Act and the Statutes, the Board of Management shall, in addition to all other powers vested in it, have the following powers, duties and functions, namely, to:
 - (i) cause to prepare the annual accounts and financial estimates of the University, through the Finance Committee, and after review, recommend them to the Board of Governors;

⁷ Amended vide 7th Meeting of the Board of Governors held on December 17, 2005

- (ii) to appoint such Professors, Associate Professors, Assistant Professors and Lecturers as may be necessary, on the recommendations of the Committees constituted for the purpose, and to provide for filling temporary vacancies therein, provided that no appointment of the rank of Associate Professor and above shall be made without the prior approval of the Chancellor;
- (iii) to fix the emoluments and define the duties, functions and conditions of service of Professors, Associate Professors, Assistant Professors and Lecturers;

Provided that no action shall be taken by the Board of Management in respect of the number, the qualifications and the emoluments of teachers without the consideration of the recommendations of the Academic Council;

- (iv) to create and make appointments to administrative and other posts;
- (v) to accept on behalf of the University any bequest, donation or transfer of any movable or immovable property to the University in consonance with Section 8(j) of the UPES Act, 2003;
- (vi) to provide for the buildings, premises, furniture, apparatus and other means needed for carrying on the work of the University;
- (vii) to approve entering into, vary, carry out and cancel contracts on behalf of the University and to make such Rules as may be required towards this objective;
- (viii) to entertain, adjudicate upon, and if it thinks fit, to redress, any grievances of the salaried officers, the teaching staff and other employees of the University who may for any reason feel aggrieved;
- (ix) to make Rules to govern the appointment and removal of examiners and moderators, and to fix their fees, emoluments and travelling and other allowances after consulting the Academic Council;
- (x) to select a common seal for the University and provide for the custody and use of the seal;
- (xi) to frame rules for institution and grant of University fellowships, studentships, medals and prizes; and
- (xii) to delegate any of its powers to the Vice Chancellor, the Registrar or such other officer of the University or to a Committee appointed by it as it may deem fit.

3.3 The Academic Council (Section 23)

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

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| (i) | ⁸ The Vice Chancellor | <i>Chairman</i> |
| (ii) | ⁹ The Pro-Vice Chancellor | <i>Member</i> |

⁸ Amended vide 7th Meeting of the Board of Governors held on December 17, 2005

⁹ Amended vide 7th Meeting of the Board of Governors held on December 17, 2005

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| (iii) | The Deans of Faculties of the University | <i>Members</i> |
| (iv) | Two Professors other than the Deans,
by rotation in order of seniority | <i>Members</i> |
| (v) | Five distinguished academicians to be
nominated by the Vice Chancellor | <i>Members</i> |
| (vi) | Twelve management professionals from
the petroleum and energy industry to be
nominated by the Chancellor | <i>Members</i> |
| (vii) | One member from amongst the Heads of
Constituent Colleges / Centres to be
Nominated by the Vice Chancellor | <i>Member</i> |

The Registrar shall be the Secretary of the Academic Council.

- 3.3.2 The Academic Council shall, from time to time, meet at least twice a year at such time and place as the Vice Chancellor thinks fit.
- 3.3.3 The Registrar shall issue notice for the Meeting of the Academic Council, under the direction of the Vice Chancellor.
- 3.3.4 One-third of the members of the Academic Council, including the Chairperson, shall constitute the quorum at its Meeting.
- 3.3.5 Every member of the Academic Council, other than the ex-officio members, shall hold office for a term of three years.
- 3.3.6 The Academic Council shall be the principal academic body of the University and shall co-ordinate and exercise general supervision over the academic policies of the University.
- 3.3.7 Subject to the provisions of the Act and the Statutes, the Academic Council shall, in addition to all other powers vested in it, have the following powers, duties and functions, namely, to:
- (i) Prescribe admission and examination procedures for the students of the University;
 - (ii) Prescribe and sanction the number of academic programmes in the University and their intake for each academic year.
 - (iii) Consider for recommendation to the Board of Governors, proposals for the creation or merger or division of the Academic departments and Centres of the University;
 - (iv) Approve curricula and syllabi for the courses and studies in various departments and Centres of the University and Constituent Colleges;
 - (v) Frame the Rules for academic matters including the structure of student evaluation, conduct of examination and declaration of results;

- (vi) Recommend to the Board of Management the rates of remuneration and allowances for the examination work;
- (vii) Review and monitor the standards of instruction, education, training and research carried on or imparted in the University;
- (viii) Constitute and co-ordinate the working of the Deans of Constituent Colleges, and scrutinize and approve their proposals in regard to the scheme of teaching and examination in the University;
- (ix) Scrutinize and approve the recommendations of the examiners of the Ph.D candidates;
- (x) Promote research within the University and to requisition from time to time reports on such research;
- (xi) Advise and recommend to the Board of Management regarding the number, qualifications and emoluments of teachers for its approval;
- (xii) Approve recognition and equivalence of the certificates, diplomas and degrees of other Universities and Institutions;
- (xiii) Consider and make recommendations on such matters as may be referred to it by the Board of Governors or the Board of Management;
- (xiv) Perform in relation to academic matters all such duties as may be necessary for properly carrying out the provisions of the Act, the Statutes and the Rules;
- (xv) Maintain contact with employer organizations with a view to assess their current and changing needs, the pattern of education required, therefor, which should be imparted by the University and take necessary action.
- (xvi) To promote the health, welfare and industry interactions of students and to constitute a Council of Students Affairs consisting of such number of teachers and students as may be prescribed by the Rules to advise the Academic Council on such matters.

3.4 The Finance Committee (Section 24)

3.4.1 The Finance Committee shall consist of the following members, namely:

- (i) The Vice Chancellor of the University *Chairman*
- (ii) The Pro-Vice Chancellor of the University *Member*
- (iii) One nominee of the Chancellor *Member*
- (iv) One nominee of the Board of Governors *Member*
- (v) One Dean (by rotation) on the basis of seniority *Member*
- (vi) Principal Secretary/ Secretary to the State Government in the Higher Education Department or his nominee not below the rank of Joint Secretary to the State Government. *Member*

The Finance Officer of the University shall be the Member Secretary.

- 3.4.2 The Finance Committee shall, from time to time, meet at least four times in a year, and at least once every calendar quarter, at such time and place as the Vice Chancellor thinks fit.
- 3.4.3. The Finance Officer shall issue notice for the Meeting of the Finance Committee, under the direction of the Vice Chancellor.
- 3.4.4 One-half of the members of the Finance Committee, including the Chairperson, shall form the quorum at its meeting.
- 3.4.5 Every member of the Finance Committee, other than ex-officio members, shall hold office for a term of three years each.
- 3.4.6 The annual accounts and financial estimates of the University prepared by the Finance Officer shall be presented before the Finance Committee for consideration and comments, and thereafter, they shall be submitted to the Board of Management for review, with or without amendments.

CHAPTER – IV

4.1 Other Authorities (Section 25)

The Board of Management and the Academic Council may, independent of each other, appoint such Committees consisting of members of the authority making such appointment and nominate such other persons, as that authority in each case may think fit.

Each Committee will deal with the subject assigned to it, and its recommendations may be considered, subject to subsequent confirmation by the authority which appointed it.

4.2 Elected Chairman to preside where no provision is made in the Statutes {Section 27(a)}

If the Act, the Statutes or the Rules of the University do not provide for a Chairman to preside over the meetings of any Authority or Committee of the University, or when its Chairman is absent, its members present shall elect one among themselves to preside at those meetings.

4.3 Resignation and Superannuation {Section 27(n)}

- 4.3.1 Any member other than an ex-officio member of the Board of Governors, the Board of Management, the Academic Council, the Finance Committee or any other authority of the University or Committee may resign by a letter addressed to the Registrar, and the resignation shall take effect as soon as the letter is received by the Registrar.
- 4.3.2 Any officer of the University (whether salaried or otherwise) may resign his office by a letter addressed to the Registrar, as provided in the terms of his appointment, provided that such resignation shall take effect only on the date from which the said letter is accepted by the Authority competent to fill the vacancy.

4.3.3 All employees of the University, except those on contract, shall retire on attaining the age of 62 years.

4.4 Disqualifications (Section 20)

4.4.1 ¹⁰A person shall be disqualified for being chosen as, and for being a member of any of the authorities of the University, if, according to procedures laid down in its Rules:

- (a) is found to be of unsound mind; or
- (b) is found to be an undischarged insolvent; or
- (c) has been convicted by a court of law of any criminal offence or an offence involving moral turpitude; or
- (d) is otherwise guilty of proven misconduct.

4.4.2 If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned in clause (1), the question shall be referred for the decision of the Chancellor and his decision thereupon shall be final.

4.5 Honorary Degrees {Section 27(h)}

Any proposal for the conferment of an honorary degree or distinction shall be made by the Academic Council to the Board of Governors, and shall require the approval of the Visitor before confirmation.

4.6 Withdrawal of Degrees (Section 23)

The Academic 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 of 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 as to 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.

4.7 Teachers of the University {Section 27(d)}

4.7.1 Teachers of the University shall be of two classes, namely:

- (i) Appointed teachers of the University;
- (ii) Recognized teachers of the University;

¹⁰ Amended vide 7th Meeting of the Board of Governors held on December 17, 2005

4.7.2 Appointed teachers of the University shall be either:

- (i) Employees of the University as Professors, Associate Professors, Assistant Professors and Lecturers of the University, or
- (ii) Persons appointed by the Chancellor as Honorary Professors, Emeritus Professors, Associate Professors, Assistant Professors and Lecturers as teachers of the University.

4.7.3 Recognized teachers of the University shall be persons appointed by Chancellor from other institutions / Energy Organizations as Adjunct Professors, Distinguished Professors and / or Emeritus Professors of the University.

4.7.4 No person shall be appointed or recognized as a teacher of the University except on the recommendation of a Selection Committee constituted for the purpose.

4.7.5 The qualifications of recognized teachers of the University should be such as may be prescribed by the Rules.

4.7.6 All applications or CVs for the recognition of teachers of the University shall be made in such a manner as may be laid down by the Board of Management in this behalf.

4.7.7 The period of recognition of the teacher of the University shall be determined by the Rules made in that behalf. A person in the service of a recognized institution recognized as a teacher of the University otherwise than as a Professor or Associate Professor shall continue to be recognized so long as he is in the service of the recognized institution.

4.8 Selection Committees {Section 27(d)}

4.8.1 ¹¹There shall be Selection Committees for making recommendations to the Board of Management for appointment to the posts of Professor, Associate Professor, Assistant Professor, Lecturer, and to the Chancellor for appointment to the post of Registrar, Finance Officer, Librarian and other staff members of the University. All appointments are to be approved by the Chancellor and the Selection Committee minutes would be approved by the Chancellor before issuing any appointment orders.

4.8.2 Every Selection Committee shall consist of the Vice Chancellor who shall be the Chairman thereof, and person/s nominated by the Board of Management in the Selection Committee for making recommendations. For appointment to a post specified in the first column of the Table below, the Committee shall also have the persons specified in the corresponding entry in the second column of the said Table.

¹¹ Amended vide 7th Meeting of the Board of Governors held on December 17, 2005

Post	Composition of the Selection Committee
¹⁸ Professor Level and Above	Invite One Expert on the Selection Panel. All appointments to be approved by Chancellor and ratified by Board of Management
¹⁸ Associate Professor upto Lecturer	The Internal Selection Committee of UPES comprising Dean, HoD, VP (AA) and One faculty from the respective discipline All appointments to be approved by Chancellor and ratified by Board of Management
¹² Registrar/Finance Officer	1) Pro-Vice Chancellor 2) Three members of the Board of Management nominated by the Vice Chancellor.
¹³ Librarian	1) Pro-Vice Chancellor 2) A Dean of a Constituent College nominated by the Vice Chancellor. 3) Two experts, who are not otherwise employees of the University, with special knowledge of the subject of Library Science, to be nominated by the Board of Management;
Other Staff	1) Pro-Vice Chancellor or the Registrar 2) Two employees of the University who shall be nominated by the Board of Management.

4.8.3 The recommendations of the Selection Committee strictly on the basis of merit will take into consideration the regulations issued by the University Grants Commission, to the extent it is applicable, from time to time with regard to appointment and promotion of Professors, Associate Professors, Assistant Professors, Lecturers and administrative posts of the University. The Selection Committee may recommend a panel of at least three names in order of merit in case of each selection.

4.8.4 The criterion to be followed by a Selection Committee in making recommendations shall be laid down in the Rules.

4.8.5 If the Board of Management is unable to accept any recommendation made by the Selection Committee, the Board of Management shall record its reasons and submit the case to the Chancellor whose decision in the matter shall be final.

4.9 Conditions of Service of Teachers, Officers and other employees {Section 27(d)}

4.9.1 Every teacher and salaried officer and such other employees as are mentioned in the Statutes shall be appointed under a written contract on such terms and conditions as may be agreed to between the parties which shall be lodged with the University, and a copy thereof shall be furnished to the officer or teacher or employee concerned.

4.9.2 Any dispute arising out of a contract between the University and those mentioned in sub-clause (4.9.1) above shall, at the request of the teacher or officer or employee concerned, or at the instance of the University, be referred to the **Tribunal of Arbitration u/s 33(3) of Act** consisting of one member appointed by the Board of Management, one member from amongst the staff or the Academic Council nominated by the officer or teacher concerned and an umpire appointed by the Chancellor. The decision of this Committee shall be final.

¹² Amended vide 7th Meeting of the Board of Governors held on December 17, 2005

¹³ Amended vide 7th Meeting of the Board of Governors held on December 17, 2005

¹⁸ Amended vide 28th Meeting of the Board of Governors held on December 18, 2012

- 4.9.3 All posts at the University shall normally be filled by advertisement but the Board of Management shall have the power to decide, on the recommendation of the Vice Chancellor, that a particular post be filled by invitation or by contractual appointment or by promotion from amongst the members of the staff of the University.
- 4.9.4 Selection Committees for filling the post in the University (other than the post on contract basis) by advertisement or by promotion from amongst the members of the staff of the University shall be constituted in the manner laid down in the Statutes.

4.10 Removal of Teachers {Section 27(d)}

Notwithstanding the provision in these Statutes regarding abolition of the post, a teacher may be removed under the following provisions:

- 4.10.1 Where there is an allegation of misconduct against a teacher, the Vice Chancellor may, if he thinks fit and by an order in writing, place the teacher under suspension and shall forthwith report to the Board of Management the circumstances under which the order was made:

Provided that the Board of Management may, if it is of the opinion that the circumstances of the case do not warrant the suspension of the teacher, revoke that order.

- 4.10.2 Where there is documentary evidence through the performance evaluation system of the University that the teacher is not performing academic duties in the line with the performance standards instituted by the University.

- 4.10.3 ¹⁴Where it is found, according to procedures laid down in the Rules of the University that the teacher is:

- (a) of unsound mind; or
- (b) an undischarged insolvent; or
- (c) convicted by a court of law of any criminal offence or an offence involving moral turpitude; or
- (d) is otherwise guilty of misconduct; or
- (e) does not meet the performance standards covered by the performance evaluation system of the University.

- 4.10.4 Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Board of Management shall be entitled to remove a teacher on the ground of misconduct.

¹⁵Save as aforesaid, the Board of Management shall not be empowered to remove a teacher except for a good and sufficient cause and after giving three months notice in writing or payment of three months' salary in lieu of notice.

- 4.10.5 No teacher shall be removed under sub-clause (4.10.1) or under sub-clause (4.10.2) above until he has been given a reasonable opportunity to show cause against the action proposed to be taken in regard to him.

¹⁴ Amended vide 7th Meeting of the Board of Governors held on December 17, 2005

¹⁵ Amended vide 7th Meeting of the Board of Governors held on December 17, 2005

Provided that where a teacher is under suspension at the time of his removal, the removal shall take effect on the date on which he was placed under suspension.

4.10.6 Notwithstanding anything contained in these Statutes, a teacher shall be entitled to resign by giving three months notice in writing to the Registrar.

4.11 Removal of employees other than a Teacher {Section 27(d)}

Notwithstanding the provision of Section 19 of these Statutes regarding abolition of the post, an employee may be removed under following provisions:

4.11.1 ¹⁶Notwithstanding anything contained in the terms of his contract of service or of his appointment, an employee of the University, other than a teacher, may be removed by the Authority which was competent to appoint the employee if, according to procedures laid down in the Rules of the University,

- (a) is found to be of unsound mind; or
- (b) is found to be an undischarged insolvent; or
- (c) has been convicted by a court of law of any criminal offence or an offence involving moral turpitude; or
- (d) is otherwise guilty of misconduct; or
- (e) does not meet the performance standards covered by the performance evaluation system of the University.

¹⁷Provided that no officer of the University shall be removed from his office unless a resolution to the effect is passed by the Board of Management by a majority of its members present and voting.

4.11.2 No such employees shall be removed under sub-clause (4.11.1) until he has been given a reasonable opportunity to show cause against the action proposed to be taken in regard to him.

4.11.3 Where the removal of such employee is for a reason other than that specified in sub-clause (c) or sub-clause (d) of clause (4.11.1), he shall be given three months notice in writing or paid three months salary in lieu of notice.

4.11.4 Notwithstanding anything contained in these Statutes, an employee of the University, not being a teacher, shall be entitled to resign:

- (a) In case of a permanent employee, only after giving three months notice in writing to the appointing authority or paying to the University three months salary in lieu thereof;
- (b) In other cases, only after giving one month's notice in writing to the appointing authority or paying to the University one month's salary in lieu thereof.

¹⁶ Amended vide 7th Meeting of the Board of Governors held on December 17, 2005

¹⁷ Amended vide 7th Meeting of the Board of Governors held on December 17, 2005

- 4.11.5 Notwithstanding anything contained in the terms of contract of the service or of employment, the Vice Chancellor shall have the power to waive the notice period and direct the payment of his salary in lieu of such notice period.

CHAPTER - V

5.1 Convocation (Section 12)

- 5.1.1 A Convocation for conferring its degree, diploma and other academic distinctions may be held by the University not more than once in a year on such date and at such time as Board of Management may appoint.
- 5.1.2 The special convocation may be held by the University with the prior approval of the Chancellor.
- 5.1.3 The convocation shall consist of the persons specified in Section 20 as constituting the authorities of the University.
- 5.1.4 A local convocation may be held at each constituent college on such date and such time as the Dean may, with the prior approval of the Vice Chancellor in writing, appoint.
- 5.1.5 Combined convocations may be held by two or more colleges in the manner prescribed in Statutes.
- 5.1.6 The procedure to be observed at the convocation referred to in this Chapter and other matters connected therewith shall be such as may be laid down in the concerned regulation.
- 5.1.7 Where the University **or** any constituent college, does not find it convenient to hold the convocation in accordance with Statutes 5.1.1 to 5.1.6, the degree, diplomas and other academic distinctions may be dispatched to the candidates concerned by registered post.

CHAPTER – VI

6.1 Maintenance of discipline among Students {Section 14(6)}

- 6.1.1 All powers relating to discipline and disciplinary action in relation to students shall vest in the Vice Chancellor.
- 6.1.2 The Vice Chancellor may delegate all or such of his powers, as he deems proper to the Dean and to such other persons as he may specify in this behalf, with the approval of the Chancellor of the University.
- 6.1.3 Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him appropriate, the Vice Chancellor may in the exercise of his powers aforesaid order to direct that any student or students be expelled from

the University, or be fined a sum of rupees (that may be specified), or be debarred from taking an examination or examinations for one or more years or that the results of student or students concerned in the examination or examinations, in which he has or they have appeared, be cancelled.

6.2 Fees for various Courses {Section 27(k)}

6.2.1 The fees chargeable and any increase in the fee after each semester from students for various courses of studies shall be proposed by a **Fee Committee** comprising:-

- | | | |
|-------|--|-------------------------|
| (i) | Vice Chancellor | <i>Chairperson</i> |
| (ii) | Pro-Vice Chancellor | |
| (iii) | A nominee of the Chancellor | |
| (iv) | One Dean to be nominated by the Chancellor | |
| (v) | Finance Officer | <i>Member Secretary</i> |

6.2.2 The fees recommended by the Fee Committee shall be presented through the Finance Committee in the following meeting of the Board of Management, whose consent and direction shall be taken in this regard.

6.3 Seats in Courses of Studies {Section 27(j)}

6.3.1 The Academic Council shall recommend to the Board of Management the number of seats in each course of study with its syllabus, for approval.

6.3.2 The 10% seats in each course of studies shall be reserved for the students domiciled in the State of Uttaranchal.

6.4 Creation and Abolition of Posts {Section 27(m)}

Academic departments, faculties and posts shall be created or abolished on the recommendation of the Academic Council with the approval of the Board of Management. Non-academic posts, strictly need-based, shall be created with the approval of the Board of Management. Services shall be outsourced as far as feasible. When a post is abolished, which involves termination of service of an employee, a fair notice period specified by Board of Management or, salary in lieu thereof, shall be given.

6.5 Rules how made, Power to amend Rules (Section 30, 31 & 32)

6.5.1 The Rules made may be amended, repealed or added to by the Board of Governors, at any time, provided that:

- (a) No Rule shall be made affecting the conditions of residence or discipline of students, except after consultation with the Academic Council.
- (b) Unless the draft of every Rule is proposed by the Academic Council, no Rule shall be made:

- (i) Affecting the admission or enrolment of students or prescribing examinations to be recognized as equivalent to the University examinations, or
- (ii) Affecting the conditions, mode of appointment or duties of examiners or the conduct or standard of examination or any course of study.

6.5.2 The Board of Governors shall have the power to amend any draft proposed by the Academic Council under sub-clause (2) but may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part, together with any amendments which the Board of Governors may suggest.

6.5.3 Where the Board of Governors has rejected the draft of Rules proposed by the Academic Council, the Academic Council may, within two months of the date of such rejection, appeal to the Board of Governors and the Board of Governors may, by order, direct that the proposed Rules shall be laid before the next meeting of the Board of Governors, for its approval and that pending such approval, it shall have effect from such date as may be specified in the order.