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PART IV-B

Rules and Orders (Other than those published in Parts I, I-A, and I-L) made
by the Government of Gujarat under the Gujarat Acts

EDUCATION DEPARTMENT

NOTIFICATION

Sachivalaya, Gandhinagar, 31st July, 2020.

GUJARAT PRIVATE UNIVERSITIES ACT, 2009.

No: GH/SH/33/EPU/2020/2055/KH1:- In exercise of the powers conferred by the Section 26 of the Gujarat Private Universities Act, 2009 (Gujarat Act No.8 of 2009), the Government of Gujarat hereby approves the First Statutes of the Bhagwan Mahavir University, Surat as proposed by the Governing Body of the Bhagwan Mahavir University, Surat in its meeting held on 14th Sep., 2019.

By order and in the name of the Governor of Gujarat,

PAKESH THAKORE,
Under Secretary to Government.

Chapter – 1

Preliminary

1. Short Title and commencement

- a) These statutes shall be called the First Statutes of the Bhagwan Mahavir University (BMU), Surat (Gujarat).
- b) It shall come into force on such date as the State Government may, by notification in the *Official Gazette*.
- c) The Statutes are in conjunction with the provisions of the Gujarat Private Universities Act 2009. In case of any changes in the provisions of the Act or the Rules or the Statutes, the provisions of the Act shall prevail.

Nothing in these Statutes shall be deemed to bar the University from amending the Statutes subsequently, according to the provision of Section 27 of the Act and the amended Statutes, if any, shall be applicable with immediate or prospective effect from such a date as prescribed in the notification.

The first statutes have been framed under section 26 of the Gujarat Private Universities Act, 2009 in the 3rd (urgent) meeting of Board of Governors dated 02/03/2020 vide item no. 1 and resolution no. 1.

2. Definitions:- In these Statutes, unless the context otherwise requires

- a) "*Academic Council*" means the Academic Council of the University as specified in section 22 of the Gujarat Act No, 8 of 2009;
- b) "*Act*" means the Gujarat Private Universities (Amendment) Act, 19 of 2019;
- c) "*Authorities of the University*"
- d) "*Board of Management*" means the Board of Management of the University as constituted under section 21 of the Gujarat Act No, 8 of 2009;
- e) "*College*" means a colleges maintained by the University;
- f) "*Controller of Examinations*" means the Controller of Examinations of the University;
- g) "*Dean of Academic Affairs*" means the academic authority of the University responsible for developing the educational policy of the University;
- h) "*Director/Dean Research & Development*" means the Director/Dean of the University responsible for developing the research policy of the University;
- i) "*Director/ Dean*" Director/Dean means Director/Dean of the Colleges of the University;
- j) "*Employee*" means employee appointed by the University; and includes teachers and others staff of the Colleges of the University or of a constituent college;
- k) "*Fee*" means collection made by the University from the students for different purposes under different heads;
- l) "*Governing Body*" means the Governing Body of the University constituted under section 20 of the Gujarat Act No, 8 of 2009;
- m) "*Government*" means the Government of Gujarat;
- n) "*Officers of the University*" means Officers of the University under section 13 of the Gujarat Act No, 8 of 2009;
- o) "*President*" means the *President* of the University appointed under section 14 of the Gujarat Act No, 8 of 2009;
- p) "*Provost*" means the *Provost* of the University appointed under section 15 of the Gujarat Act No, 8 of 2009;
- q) "*Registrar*" means the Registrar of the University appointed under section 16 of the Gujarat Act No, 8 of 2009;

- r) "*Sponsoring body*" in relation to a University established under a public trust (No-E5108/Surat, Dated 24-01-2002) registered under the Bombay Public Trusts Act 1950;
- s) "*Student of the University*" means a person enrolled in the University for taking a course of study for a degree, diploma, or other academic distinction duly approved by the University, including a research degree;
- t) "*The Chief Finance and Accounts Officer*" means the Chief Finance and Accounts Officer" of the University appointed under section 17 of the Gujarat Act No, 8 of 2009;
- u) "*Teacher*" means a Professor, Reader, Lecturer or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study of the University;
- v) "*University*" means the Bhagwan Mahavir University, Surat, Gujarat;

3. Seal of the University

- a) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be decided by the University after approval of the Sponsoring Body subject to further change or amendment as deemed necessary from time to time.
- b) The University after obtaining the approval of the Sponsoring Body may also decide to make and use such as : Flag, Anthem, Insignia, Vehicle Flag and other symbol or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary and which are permissible by the State or the Central Government.

4. Objectives of the University

The objects of the Universities shall be to create, organize, preserve and disseminate knowledge in the fields of science, technology, humanities, social sciences, education, management, commerce, law, pharmacy, architecture, design, paramedical sciences, healthcare and any other field for the advancement of mankind in particular and other objects of the Universities shall be as given in Section-4 item nos. (a) to (s) of the Gujarat Private Universities Act 8 of 2009 and shall remain the same.

5. Powers of the University

The powers of the Universities shall be as given in Section-4 item nos. (i) to (xxxviii) of the Gujarat Private Universities Act 8 of 2009 and shall remain the same.

6. University open to all irrespective of sex, religion, class, colour, creed, or opinion

- a) No person shall be excluded from any office of the University or from membership of any of its authorities or from admission to any degree, diploma or other academic distinction or course of study on the ground of sex, race or creed, class, caste, place of birth religious belief or political or other opinion.
- b) It shall not be lawful for the University to impose on any person any test whatsoever relating to sex, race, creed, caste, class, place of birth, religious belief or political or other opinion in order to entitle him to be admitted as a student or to hold any office or post in the University or to qualify for any degree, diploma or other academic distinction or to enjoy or exercise any privileges of the University or any benefaction thereof.

7. Powers to amend Statutes

Amendments can be made to existing statutes and the Governing Body shall amend Statutes as and when required for the administration of the University and submit the same to the Government for approval.

Chapter – 2**The Constitution, Powers and Functions of the Authorities and Other Officers of the University as may be Constituted from Time to Time**

The following shall be the officers of the University, namely:-

1. The President;
2. The Provost;
3. The Dy. Provost;
4. The Registrar;
5. The Chief Finance and Accounts Officer;
6. The Dean of Academic Affairs;
7. The Controller of Examinations;
8. The Director/Dean, Research & Development;

Such other persons in the service of the University as may be declared by the subsequent statutes to be the officers of the University.

1. The President**Appointment, Powers and functions of the President**

- a) The President shall be appointed by the sponsoring body in consultation with the state government for a term of three years on such terms and conditions as may be decided by the sponsoring body from time to time and he shall be eligible for reappointment.
- b) The President shall, by virtue of his office, be the Head of the University and shall preside over convocations of the University.
- c) The President shall preside at the meetings of the Governing Body and at the convocation of the University for conferring degrees, diplomas or other academic distinctions and in his absence by any other member of the Governing Body nominated by it.
- d) The President shall have the following powers, namely
 - i. to call for any information or record.
 - ii. to appoint the Provost; and multiple Dy. Provost in different parts to cover the multidisciplinary areas of the University (as per requirement).
 - iii. To remove the Provost in accordance with the provision of sub section (6) of section 15 Gujarat act 8 of 2009. The President may on representation made or otherwise and after making such inquiry as may be necessary and is of the opinion that the continuance of the Provost in office is not in the interests of the University, by an order in writing stating the reasons therein, direct the Provost to relinquish his office from the date specified in the order.

Provided that before taking an action under this sub-section, the Provost shall be given an opportunity of being heard.
- e) Every proposal for the conferment of an Honorary Degree as recommended by the Committee appointed for the purpose shall be subject to confirmation by the President.
- f) The President shall have the power to convene or cause to be convened meeting of Governing Body and any other authorities of the University, including emergent meeting as per the exigencies.

- g) The President may, defer any decision of any of the authorities of the University or of the Provost; he shall be empowered to take such other action as he may deem fit in the interest of the University.
- h) The President shall exercise and take decisions on all matters vested in Governing Body however he will report such action taken in the next Governing Body for confirmation.
- i) The Sponsoring Body shall make, amend, alter, and modify the powers of the President as required for the administration of the University.

2. The Provost

Appointment, Powers and functions of the Provost

- a) The Provost shall be a whole time salaried officer of the University and shall be appointed by the Governing Body out of the panel of three persons recommended by the Search Committee consisting of the following members, and shall, hold office for a term of three years
 - i. an eminent professional to be nominated by the Board of Management.
 - ii. an eminent educationalist to be nominated by the Board of Management and
 - iii. one member of the Board of Management to be nominated by the President.
- b) After expiry of the term of three years, the Provost shall be eligible for re-appointment for another term of three years subject to the approval of the Governing Body.
- c) Provost shall continue to hold the office even after expiry of his term till new Provost take charge of the office, but in any case this period shall not exceed one year.
- d) Provided also that the President may appoint first Provost for a period of one year or until the regular Provost is appointed whichever is earlier.
- e) The Provost shall be the Principal Administrator and academic officer of the University and shall exercise general superintendence and control over the affairs of the university and shall execute the decisions of various authorities of the University.
- f) Where in the opinion of the Provost it is necessary to take immediate action on any matter for which powers are conferred on any other authority, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Provost then such case shall be referred to the President, whose decision thereon shall be final.
- g) In the opinion of the Provost, decision of any authority of the University is not within the powers conferred by the Statutes and the Ordinances to the interests of the University, the Provost shall request the concerned authority to revise its decision within fifteen days from the date of its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days then such matter shall be referred to the President and his decision thereon shall be final.
- h) The Provost shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such officer or officers as he may deem fit.
- i) With the approval of the President the Provost shall make appointments of the Directors/ Deans, Professors, Associate Professors, Assistant Professors, Librarian and other academic and administrative staff of the University, as may be necessary, on the recommendations of the selection committees constituted for the purpose by the President.
- j) The Provost shall act as a vital link with the approval authorities as UGC, AICTE etc or any other National and International agencies and other regulatory authorities of Universities, as the case may be;
- k) The Provost shall be responsible for the proper maintenance and discipline of the University and shall be accountable to the President and authorities of the University.

- l) The Provost shall exercise such other powers as may be specified in the subsequent statutes and these powers shall be amend, alter, modify as and when required by the Governing Body.

3. The Dy. Provost

Appointment and Powers of the Dy. Provost

- a) The Dy. Provost shall be appointed by the President subject to the approval of the Governing Body.
- b) The Dy. Provost shall assist the Provost in discharging day to day duties as and when required by the Provost.
- c) In absence of Provost, Dy. Provost will take over all the responsibilities of the Provost.

4. The Registrar

Appointment, Powers and functions of the Registrar

- a) The Registrar shall be appointed by the Chairperson of the Sponsoring Body.
- b) The Registrar shall be a whole time salaried officer of the University and shall work under the direction and control of the Provost and shall be accountable to the President/Provost and other authorities of the University.
- c) The Registrar shall formulate a time schedule for various administrative activities for the annual or semester format including receiving of applications for admissions to the University and to keep a permanent record of all the students enrolled and information connected therewith.
- d) All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- e) The Registrar shall be the Member-Secretary of the Governing Body, the Board of Management and Academic Council but he shall not have a right to vote.
- f) The Registrar shall supply to the President copies of the agenda of meeting of the authorities as soon as they are issued and the minutes of such meeting ordinarily within a month of the holding of the meeting.
- g) The Registrar shall be responsible for the general discipline of the administrative officers of the University office and shall have disciplinary control over the employees in the administrative offices of the University.
- h) The Sponsoring Body shall make, amend, alter, and modify the powers of the President as required for the administration of the University.
- i) The Registrar shall perform such other functions as may from time to time be, as the case may be.
- j) Registrar shall exercise such powers and perform such duties as may be assigned to him by the Provost and the President time to time and specified in the subsequent statutes and these powers shall be amend, alter, modify as and when required by the Governing Body.

5. The Chief Finance and Accounts Officer

Appointment, Powers and functions of the Chief Finance and Accounts Officer

- a) The appointment of the Chief finance and Accounts Officer shall be made by the President, subject to the approval of the Sponsoring/ Governing Body.
- b) The Chief Finance and Accounts Officer shall be a whole time salaried officer of the University and shall be directly responsible to the Provost.
- c) The Chief Finance and Accounts Officer shall be responsible for preparation of Annual Budget and statement of account which shall be deliberated at Finance Committee.
- d) The Chief Finance and Accounts Officer shall be responsible to maintain and administer the account under head of payment Endowment Fund, General Fund and Development Fund presentation of the same before the appropriate bodies of the University for Approval.

- e) To prepare and issue agenda and maintain minutes of the meeting of the finance committee, and conduct the correspondence on behalf of the said committee. He shall Act as the member secretary of the finance committee and with the right to vote and shall be responsible for maintaining the record of the minutes of the finance committee and other sub committees of his department.
- f) To exercise such other financial powers as may be authorized by the competent authority subject to the exceptions if any subjected to the approval of the Governing Body.

6. The Dean of Academic Affairs

Appointment, Powers and functions of the Dean of Academic Affairs

- a) There shall be a Dean of Academic Affairs appointed by the President on the recommendations of the Provost. The term of appointment of the Dean of Academic Affairs shall normally be three years and shall be eligible for re appointment.
- b) The Dean of Academic Affairs, as an academic administrator, will assist the Provost in keeping a close watch on Academic activities undertaken by the Colleges. He will ensure that the decisions of the Academic Council are followed in letter and spirit. He will advise the Provost on updation of curriculum, in line with the demand of industry and at par with the one followed by the institutions of repute. The academic proposals emanating from the Colleges will be scrutinized by the Dean of Academic Affairs before they are forwarded for consideration of the Provost or the Academic Council.
- c) The Dean of Academic Affairs shall coordinate and supervise the admissions of students to various courses of the University;
- d) shall be recommend an academic calendar containing all academic activities including decisions as regards academic terms, Summer and winter recesses, dates for commencement of academic session, schedule of examinations, declaration of results and so on in consultation with respective Heads of the Academic Units for the approval of the Provost.
- e) shall be recommend the plans to the Provost for the organization of Seminars/ Conferences and other academic programmes in consultation with the concerned academic units.
- f) shall be exercise supervision and control on the working of the foreign information Bureau of the University.
- g) Shall be recommend to the Provost about the establishment of new academic programmes and for the elimination of certain other existing programmes.
- h) shall be develop academic collaboration for the University with Institutions of repute both in India and abroad.
- i) shall be perform any other duty or function allotted to him by the Provost and other authorities of the University from time to time.

The Dean of Academic Affairs shall be subject to the direction and control of the Provost and accountable to the Provost/ President and authorities of the University.

7. The Controller of Examinations

Appointment, Powers and functions of the Controller of Examinations

- a) The Controller of Examination shall be appointed by the Provost on the recommendation of the selection committee as may be constituted by him as under
 - i. Provost - (Chairman)
 - ii. One member of the Governing Body nominated by the President. – (Member)
 - iii. One Director/Dean/ Professor from the University as an expert nominated by the Provost - (Member)
- b) To arrange for and supervise the work of examinations of the University maintaining the confidentiality (integrity) and credibility of the examinations system of the University.

- c) The Controller of Examinations shall be the Principal Officer in-charge to supervise examinations and declaration of results and making it available on internet/intranet and all such official public platforms for the students. He shall discharge his functions under the direct supervision, direction and guidance of the Provost.
- d) The Controller of Examination shall work in accordance with the decision of the examination committee and shall responsible for
 - i. Scheduling and Conduct of University Examinations.
 - ii. Organise setting/ moderation of papers.
 - iii. Rectification of Evaluation process in the Academic Council.
 - iv. Management and Evaluation of Answer sheets.
 - v. Selection of Examiner as recommended by the heads of the Colleges and their ratification in the Academic Council.
 - vi. Completion of the result and forwarding it to the Academic Council for Approval.
 - vii. Review of result summary & analysis in the Academic Council.
 - viii. Approval of Award of the Degree for passing out students in the Academic Council.

8. The Director, Research and Development (R&D)

Appointment, duties and functions of the Director, Research and Development (R&D)

- a) The Chairman, Governing Body, on the recommendation of a committee chaired by the Provost and consisting of atleast 3 experts from within as well as outside, may make appointment to the Director, Research and Development (R&D).
- b) He/ she shall be responsible for overall coordination of "Research Board" constituted to decide the research and development road-map and to provide the leadership for promotion of various R&D related activities in the University.
- c) He/ she shall be responsible for the Research programme (M.Phil./ Ph.D.) and ensure that the topic of research selected has relevance to the present day requirements.
- d) He/ she shall be responsible for quality of research conducted as well as the standard and quality of research supervision and training.
- e) He/ she shall be responsible for creating an interest and involving the Undergraduate and postgraduate students in research activities.
- f) He/ she shall be responsible for encouraging and support to the faculty members in sourcing opportunities for research grants/ funds.
- g) He/ she shall be responsible to hold Workshops/Faculty Development programmes for sensitizing the faculty of the academic units with related to research and development;
- h) To perform such other duties or functions as may be assigned to him by the Provost and authorities of the university from time to time.

Chapter – 3

Authorities of the University

The following shall be the authorities of the University namely:-

- 1. The Governing Body
- 2. The Board of Management
- 3. The Academic Council
- 4. The Finance Committee

1. The Governing Body**a) Members of the Governing Body**

- i. The President;
- ii. The Provost;
- iii. Four persons to be nominated by the sponsoring body out of whom two shall be eminent educationist;
- iv. Two Director/Dean of the constituent Colleges or centres of the University, by rotation, to be nominated by the Provost;
- v. One expert of Management or Information Technology from outside the University to be nominated by the Governing Body;
- vi. Three experts representing other disciplines such as finance, legal and social sector to be nominated by the Governing Body;
- vii. One eminent industrialist to be nominated by the Governing Body; and
- viii. Secretary to the Government of Gujarat, Higher and Technical Education or his representative not below the rank of Deputy Secretary to Government or the Deputy Commissioner-ex-officio;

The President shall be the Chairman of the Governing Body.

- i. *An ex-officio* member shall continue so long as he holds the office by virtue of which he is such a member.
- ii. As nearly as one third of the nominated members, except the *ex-officio* member shall retire by rotation each year. In the first two instances, the Board may decide the procedure to identify the members who will retire.
- iii. A member may be re-nominated for the next term.
- iv. A member may resign his office by writing under this hand, addressed to the Chairperson, but he shall continue in office until his resignation has been accepted by the Chairperson.
- v. The Governing Body shall be the supreme authority of the University. All the movable and immovable property of the University shall vest in the Governing Body.

b) Powers of the Governing Body

- i. to provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by this Act or the Statutes, Ordinances, Regulations or Rules made there under.
- ii. to review the decisions of other authorities of the University in case they are not in conformity with the provisions of Act or the Statutes, Ordinances, Regulations or Rules made there under.
- iii. The Governing Body shall take all such measures and to do all such acts, as may be necessary or desirable to achieve the objects of the University.
- iv. to approve the budget and annual report of the University.
- v. to lay down the extensive policies to be followed by the University.
- vi. to recommend to the sponsoring body about the voluntary liquidation of the University and
- vii. such other powers as may be prescribed in the subsequent Statutes.

c) Meeting of the Governing Body

- i. The Governing Body shall meet at least three times in a calendar year.

- ii. Minimum four members shall form a quorum for a meeting of the Governing Body.
- iii. All decisions at the meeting shall be taken by a majority vote of the members present. The chairperson at the meeting shall have a second or casting vote in the case of a tie.

2. The Board of Management

Members of the Board of Management

- i. The President;
- ii. The Provost;
- iii. Two members of Governing Body to be nominated by the sponsoring body;
- iv. two persons, who are not the members of the Governing Body, to be nominated by the Sponsoring Body;
- v. Three persons among the faculty members of the University to be nominated by the Sponsoring Body; and
- vi. One faculty member, to be nominated by the President;
- vii. The President shall be the Chairperson of the Board of Management;
- viii. Provided that President may at his discretion nominate any other member of the Governing Body to be the Chairperson of the Board of Management;
- ix. The Board of Management shall meet once in every two months;
- x. Minimum four members shall form a quorum for a meeting of the Board of the Management;

To exercise such other powers and perform such other functions as may be conferred by the Governing Body.

3. The Academic Council

The Academic Council shall be the Principal Academic Body of the University.

a) Members of the Academic Council:

- i. The Provost;
- ii. The Dy. Provost;
- iii. The Dean of Academics affairs;
- iv. The Directors/Deans of all College established by the University;
- v. Four Professors of the different College;
- vi. The Controller of Examinations;
- vii. Five Persons of academic eminence nominated by the Governing Body;
- viii. The Provost shall be the Chairperson of the Academic Council;
- ix. Registrar, who shall be the non member Secretary of the Academic Council;
- x. The Finance Officer and other officer or any External Dignitary may be invited to a meeting of the Academic Council as and when considered necessary;

b) Powers and duties of the Academic Council:

- i. to exercise general provisions or the academic policies of the University, and to give directions regarding methods of instruction , cooperative teaching among academic units, evaluation of research or improvements in academics standards.
- ii. to bring about inter disciplinary, interfaculty coordination to establish or appoint committees for taking up projects.

- iii. to consider methods of general academic interests either on its own initiative or on a reference by the Provost, the Provost or Board of Management or a faculty and to take appropriate action thereon.
 - iv. to frame regulations in consonance with the Act, Statutes and Ordinances regarding the academic functioning of the University, discipline, residence, admissions award of fellowships and studentships, fee concessions, attendance, internal assessment, award and distinctions, etc
 - v. to provide scheme of examinations, syllabi and courses of study for various examinations and approve names of Examiners/ Paper setters on the recommendations of the respective Colleges.
 - vi. to exercise such powers and performs and performs such other duties as may be conferred or imposed on the Academic Council by the Act, Statues or the Ordinance.
 - vii. To advise the Governing Body on all academic matters including matters relating to examination conducted by the University.
 - viii. To advise the Governing Body in regard to the qualifications required to be possessed by persons imparting instructions in particular subjects for various degrees and diplomas of the University.
 - ix. To perform all such duties in relation to academic matters and to do all such acts as may be necessary for carrying out the provisions of Act, the Statutes and the Ordinances properly.
 - x. The meeting of the Academic Council shall be called by the Registrar under the directions of the Provost.
 - xi. The Council shall have at least one meeting in each term i.e. two meetings in an Academic year.
 - xii. The minutes of the meeting shall be reported to the Chairman Governing Body within five working days of the meeting, after these are approved by the Provost and
 - xiii. The quorum of the meetings of the Academic Council shall be one third of its total members. All decisions at the meeting shall be taken by majority vote of the members present. The Chairperson at the meeting shall have a second or a casting vote in the case of a tie.
- c) All the decisions of the Academic Council as regards conduction of examinations, design of courses of studies and syllabi insofar as they are not provided by the Statutes and the Ordinance shall be final.

4. The Finance Committee

a) The Finance Committee shall consist of

- i. The Provost; Chairman
- ii. The Dy. Provost; Vice-Chairman
- iii. One member to be nominated by the Provost from amongst the Members of the Board of Management;
- iv. One Director/ Dean, not being a member of the Governing Body or the Academic Council but in the service of the University, nominated by the Provost;
- v. Two financial expert nominated by the Governing Body;
- vi. The Registrar;
- vii. The Chief Finance and Accounts Officer; Secretary
- viii. The other Officer/ Faculty Member or any External Dignitary may be invited to a meeting as and when considered necessary;

- b) Every member of the committee shall be for a term of three years from the date on which he becomes a member of the committee.
- c) One third members of the finance committee shall form the quorum for the meeting.
- d) All decision at the meeting shall be taken by a majority vote of the members present. The Chairperson shall have casting vote in case of tie.
- e) The finance committee shall ordinarily meet twice in a year.
- f) The Finance Committee shall guide the Finance Officer on matters relating to the administration of property and funds of the University.
- g) The finance committee shall guide to fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources for the University, and no expenditure shall be incurred by the University in excess of the limits so fixed.
- h) The annual accounts and the financial estimates of the University prepared by the chief finance and accounts officer shall be laid before the finance committee for consideration and comments and thereafter submitted, with or without amendments to the Government Body within the overall ceiling fixed by the committee.
- i) The committee shall scrutinize all financial proposal forwarded by the various Authorities and recommend to the Executive council for approval.
- j) The committee shall scrutinize the annual accounts and balance sheet and shall forward to the Governing Body with its recommendations.
- k) The committee shall get the accounts audited by an experienced qualified firm of Chartered Accountant of repute at least once in a year but the interval of audit should not exceed more than fifteen months.

Chapter- 4

The Colleges of Bhagwan Mahavir University, Surat

The University shall established following Colleges which may be amalgamated, re-structured or abolished as pr the requirement and may also establish new colleges with recommendation of Academic Council and approved by Governing Body.

1. Colleges to be established in the University

Sr. No.	College Code	Name of Colleges
1.	01	Mahavir Swami College of Engineering & Technology
2.	02	Bhagwan Mahavir College of Computer Application
3.	03	Mahavir Swami College of Polytechnic
4.	04	Bhagwan Mahavir College of Pharmacy
5.	05	Bhagwan Mahavir College of Management
6.	06	Bhagwan Mahavir College of Commerce & Management Studies
7.	07	Bhagwan Arihant Institute of Technology
8.	08	Bhagwan Mahavir College for Advance Research
9.	09	Bhagwan Mahavir School of Nursing
10.	10	Bhagwan Mahavir College of Liberal Arts & Humanities
11.	11	Bhagwan Mahavir College of Para Medical Sciences & Healthcare
12.	12	Bhagwan Mahavir College of Basic & Applied Sciences
13.	13	Bhagwan Mahavir College of Architecture
14.	14	Mahavir Swami Institute of Architecture

Sr. No.	College Code	Name of Colleges
15.	15	Bhagwan Mahavir College of Hotel Management
16.	16	Shikshan Bharti College of Education
17.	17	Bhagwan Mahavir College of Education
18.	18	Bhagwan Mahavir PTC
19.	19	Lala Gangaram Jain memorial College of PTC
20.	20	Sharirik Shikshan Mahavidyalaya
21.	21	Bhagwan Mahavir College of Physical Education
22.	22	Bhagwan Mahavir College of CPED
23.	23	Bhagwan Mahavir College of Fashion and Design
24.	24	Bhagwan Mahavir College of Legal Studies
25.	25	Bhagwan Mahavir Centre for Skill Development
26.	26	Bhagwan Mahavir Centre for International Studies

Chapter- 5

Miscellaneous Provisions Concerning Authorities

1. The Manner of Appointments to Teaching/ Academic Posts

- a) The Teachers of the University shall be appointed on the Recommendation of Selection Committee with the approval of Board of Management through President and academic council.

Teaching positions (Professors, Associate Professors, Assistant Professor or any such similar nomenclatures like Readers, Sr. Lecturers and Lecturers shall be advertised in the daily newspapers of wide circulation, clearly mentioning the essential qualifications and pay scale for each advertised post as per the norms prescribed by the University Grants Commission (UGC) or any other concerned Regulatory Body and approved by the Governing Body.

Selection committee for such appointments shall be constituted as per the UGC / Other regulatory body norms in this behalf.

The Selection Committee shall recommend to the Governing Body/Board of Management the names, arranged in order of merit, if any, of the persons whom it considers suitable for the faculty positions.

- b) No person shall be appointed as a teacher of the University for the Regular Post except on the recommendation of a selection committee constituted for the purpose. However, temporary appointments can be made on contract basis without the selection committee.
- c) **Selection Committee:-** There shall be Selection Committee for making recommendation for appointment to teaching/ Academic Post, which shall consist of the following:
- Provost;
 - President's Nominee;
 - Director/Dean of Faculty Concerned;
 - Director/ Dean/ HOD (if he/she is Professor);
 - Two Person not connected with the university nominated by the President out of a panel of expert recommended by the having special knowledge of or in the subject concerned:
Provided that the President may, if he considers necessary, add more name to the panel of experts drawn by the Provost;
 - Registrar shall act as Secretary of the selection committees;

- vii. Four members including one expert shall form the quorum;
- d) Appointment to regular teaching/ Academic Post shall be made through open advertisement as per qualifications prescribed by the concerned regulating councils.
- e) Notwithstanding anything contained in the act and Statues and other rules made there under the President on the recommendation of the Provost may invite a person of High Academic Distinction and professional attainments to accept an assignment as Professor Emeritus or Visiting Professor or Scholar of Eminence or Guest Faculty and the like on such terms and conditions as a may be mutually agreed and offer him to join the university as such.

2. Appointment to other Administrative and Non-Teaching Post

- a) Appointment to other Administrative and non-teaching post shall be made as per the UGC / other regulatory body norms, wherever it is expressly applicable. Appointment to other Administrative and Non Teaching post shall be made on the recommendations of the Selection Committee which shall consist of the following: -
 - i. Provost (or his nominee not below the rank of Professor);
 - ii. President's Nominee;
 - iii. One Member of the Board of Management nominated by the Provost;
 - iv. One Expert Nominated by the President out of the Panel of Experts recommended by the Provost;
 - v. Registrar (Member Secretary);
 - vi. Three members shall form the quorum;
- b) Appointment to the regular administrative posts shall be made through selection Committee by open advertisement as per qualifications prescribed by the Board of Management. However, temporary appointments can be made on contract basis without selection committee.

3. Terms and Conditions of Service of the Employees

- a) All the employees of the University including teachers and other academic staff of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service and conduct rules as may be specified by the University from time to time.
- b) All regular employees will be appointed on probation of two years extendable for another year during which period their service can be terminated with one month's notice from either side without assigning any reason. After confirmation the notice for termination will be three months. In the case of appointments on temporary or contract basis their service will be determined as per terms of their appointment.
- c) Where there is an allegation of misconduct or dereliction of duty against an employee, the Provost may, if he thinks fit, by an order in writing place the employee under suspension and shall 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 employee, revoke that order.
- d) Notwithstanding anything contained in terms of his/her appointment or contract of service, the Provost with the approval of the President shall be entitled to remove an employee on the ground of misconduct.

Provided that no employee shall be removed under above clause until he/she has been given a reasonable opportunity to show cause against the action proposed to be taken against him.

4. The Procedure for Arbitration

- a) Any dispute arising between the university and an employee of the university and the same not being decided for a period of more than one year, shall , on the request of either party be referred to an arbitral tribunal for decision, which shall consist of the following:

- i. a chairperson nominated by the President ;
 - ii. one person nominated by the Board of Management and
 - iii. one person nominated by the employee concerned;
- b) The university shall furnish any record, report or other information called for by the arbitral tribunal to discharge its function in an efficient manner.
 - c) The decision of arbitral tribunal shall be final and no suit shall lie in any civil court in respect of the matter decided by it.
 - d) Any student or candidate for an examination whose name has been removed from the rolls of the university by the orders or resolution of the Provost, Discipline committee or examination committee, as the case may be , and who has been debarred from appearing at the examination of the university for more than one year, may, within ten days of the date of receipt of such orders or copy of such resolution by him, appeal to the President and the President may confirm, modify or reverse the decision of the Provost or the committee , as the case may be and any dispute arising out of any disciplinary action taken by the university against a student shall, at the request of such student, be referred to the Arbitral tribunal in the manner.
 - e) Every employee or student of the university or any academic unit shall, notwithstanding anything contained in the act, have a right to appeal within such time as may be specified by the regulation, to the President against the decision of any other or authority, as the case may be, and thereupon The President may confirm, modify or reverse the decision appealed against.

5. Conferment of Honorary Degrees and Academic Distinctions

- a) Proposal of conferring an Honorary Degree or Academic Distinction to a distinguished personality shall be made in writing, along with the Bio-data of the proposed recipient, by a Faculty or any other official to the Chairman of the Academic Council.
- b) On receipt of the proposal, a special meeting of the Academic Council or its standing committee will be called to consider the proposal.
- c) The decision of the Academic Council will be referred to the Governing Body for recommending the approval of the Visitor.
- d) No employee, trustee or officer holding any position or associated with the sponsoring body/ university is eligible for an honorary degree.

6. Institution of Fellowships, Scholarships, Studentships, Medals, Prizes etc

- a) Subject to the availability of funds, the academic council shall initiate action in consultation with the appropriate faculty of each academic unit and recommended the institution of tuition free ships, fellowships, scholarships, studentships, medals, prizes etc. The academic council shall recommend these awards to the board of management.
- b) The Board of Management shall have full powers to make rules and regulations for the purposes of award, suspension, or cancellation of the tuition free ship, fellowships, scholarships, studentships, medals, prizes etc, approves by it.

7. Convocation

- a) Certificates, Degrees and Diplomas shall be conferred by the University only on successful completion of the academic requirements for a given program.
- b) Convocation for conferring its degrees, diplomas, and other academic distinctions may be held by the University once in a year on such date and at such time as the Board of Management may fix.
- c) A special Convocation to award Honorary Degrees/Academic distinctions to distinguished persons may be held by the University with the prior approval of the President.

- d) The academic Council shall frame Regulations relating to the format of the Degree and Diploma, Documents, Certificates and Citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding convocation.
- e) Where the University does not find it convenient to hold the convocation in accordance with Statutes, the degrees diplomas and other academic distinctions may be handed over personally or dispatched to the candidates concerned by registered post.

8. Admission policy

- a) Subject to the provisions of the Act, admission in the University shall be made strictly on the basis of merit.
- b) Merit for admission in the university may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co- curricular and extra- curricular activities or on the basis of marks or grade obtained in the entrance test conducted at the state level either by an association of the universities conducting similar courses or by an agency of the state.

Provided that admission in professional and technical courses shall be made only through an entrance test. Provided that the admission in professional educational colleges or institutions of the university shall be governed under the provisions of the Gujarat Professional Technical Educational Colleges or Institutions (Regulation of Admission and Fixation of Fees) Act, 2007, Admission Committee for Professional Courses (ACPC) and the Gujarat Professional Medical Educational Colleges or Institutes (Regulation of Admission and Fixation of Fees) Act, 2007.

- c) Reservation of seats is as per Government of Gujarat Norms.
- d) Provided further that in case seats allotted under reserved categories remain vacant, the seats shall be converted into general categories and offered to the candidates of general category.

9. Fee Structure

- a) The University may, from time to time, prepare fee structure as per Government Norms and shall send it for information to the government, at least thirty days before the commencement of the academic session.
- b) The universities shall not charge any fee, by whatever name called, other than that prescribed.
- c) Attach a list, mentioning the general or common fees to be charged from the students. The fees for the courses wherever required, shall be in conformity with those proposed by the concerning regulatory bodies.
