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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/32/EPU/2017/242/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 Sankalchand Patel University, Visnagar as proposed by the Governing Body of the Sankalchand Patel University, Visnagar in its meeting held on 27th May, 2019.

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

PAKESH THAKORE,
Under Secretary to Government.

CHAPTER-I**1.0 SHORT TITLE, ESTABLISHMENT AND OBJECTIVES OF THE UNIVERSITY****1.1 Short Title, Scope and Commencement**

- (1) The "Statutes" means the Statutes of Sankalchand Patel University.
- (2) These Statutes shall come into force with effect from the date of the notification in the Official Gazette.
- (3) The Statutes are pursuant to the provisions of the Gujarat Private Universities Act 2009. In case of any changes in provisions of the Act or the Rules or the Statutes, the provisions of the Act or Rules made under the Act shall prevail.
- (4) 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 date as prescribed in the notification.
- (5) The first Statutes have been framed under Section 26 of the Gujarat Private Universities Act, 2009 in the meeting of Governing Body of University dated 27th May 2019 vide Item No. 10 and Resolution No. 10.

1.2 DEFINITIONS.

In these Statutes, unless the context otherwise require, shall be:

- (1) "**ACT**" means the "Gujarat Private Universities Act 2009" as amended from time to time.
- (2) "**AICTE**" means All India Council for Technical Education.
- (3) "**Academic Year**" means a period of twelve months devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) for the year and apportioned into "Terms".
- (4) "**Board of Studies**" means the Board of Studies of the University Departments / Faculties / Constituent Colleges/Institutions.
- (5) "**CSIR**" means the Council of Scientific and Industrial Research, New Delhi, a funding agency of the Central Government.
- (6) "**Convocation**" means the convocation of the University where Degrees, Diplomas, Academic Distinctions, Honorary Degrees and Certificates are awarded to the students on satisfactory completion of the courses as per passing requirements of the University.
- (7) "**Common Seal**" means the seal of the University.
- (8) "**Distance Education**" means imparting of education through any means of communication such as broadcastings, telecasting, correspondence courses, seminars, contact programmes or the combination of any two or more of such means;
- (9) "**DST**" means the Department of Science and Technology of the Central Government.
- (10) "**Fee**" means collection made by the University from the students for different purposes under different heads and which is non-refundable
- (11) "**Government**" means the Government of Gujarat.
- (12) "**Higher Education**" means study of a curriculum or course for the pursuit of knowledge beyond 10+2 level.
- (13) "**Hostel**" means a place of residence for the students of the University or its Colleges, Institutions or Centres maintained or recognized to be as such by the University.
- (14) "**ICAR**" means the Indian Council of Agricultural Research, a society registered under the Societies Registration Act, 1860.

- (15) "**MCI**" means Medical Council of India constituted under the Medical Council Act-1956.
- (16) "**NAAC**" means the National Assessment and Accreditation Council, an autonomous institution of the UGC.
- (17) "**Off Campus**" Centre means a centre established by the University outside the main campus but within the state of Gujarat operated and maintained as its constituent unit having the University's complement facilities, faculty and staff;
- (18) "**PCI**" means Pharmacy Council of India under Section 4 of Pharmacy Act, 1948;
- (19) "**Prescribed**" means prescribed by the rules made under the Act;
- (20) "**Regulatory Body**" means a body established by the Central Government for laying down the norms and conditions for ensuring academic standards of higher education such as UGC, AICE, NCTE, MCI, PCI, NAAC, ICAR, DEC, CSIR;
- (21) "**Regulations**" mean regulations made by any authority of the University under Section 30.
- (22) "**Rules**" means the rules framed by the State Government under Section 44 of the "Gujarat Private Universities Act 2009".
- (23) "**Schedule**" means the Schedule appended to the Act.
- (24) "**Sponsoring Body**" in relation to the University established under this Statutes means:
"Nootan Sarva Vidyalaya Kelavani Mandal" having its main office at Sankalchand Patel Vidyadham, Visnagar, District Mehsana, Gujarat, a registered public Trust registered vide Registration No. E/251, Mehsana, dated 19/12/1952;
- (25) "**Statutes**" and "**Ordinances**" means the Statutes and the Ordinances of Sankalchand Patel University.
- (26) "**Student**" means a student of the University and includes any person enrolled in the University for pursuing any course of study for a degree, diploma or other academic distinction duly instituted by the University including a research and post research degree.
- (27) "**Study Centre**" means a Centre established, maintained or recognized by the University for the purpose of advising, counselling or rendering any other assistance required by the students in the State of Gujarat.
- (28) "**Teacher**" means a Professor, Associate Professor, Assistant Professor, Reader, Lecturer, Tutor, Instructor or any other person required to impart education or to guide research or to guide in any other form to the students for pursuing a course of study of the University
- (29) "**UGC**" means the University Grant Commission established under Section-4 of the University Grants Commission Act, 1956.
- (30) "**University**" means Sankalchand Patel University.

1.3 SEAL OF THE UNIVERSITY.

- (1) The University shall have a common seal to be used for the purposes of the University. The design of the seal shall be as decided by the University subject to further change or modification as deemed necessary from time to time.
- (2) The University may also decide to make and use such Flag, Anthem, Insignia, Mace, Medal, Vehicle Flag and other symbolic or graphic expressions, abbreviation or likewise for such purposes as deemed necessary from time to time and which are permitted by the State Government on the recommendation of Governing Body of University.

1.4 OBJECTIVES OF THE UNIVERSITY.

The objectives of the University shall be to create, organize, preserve and disseminate knowledge in the fields of science, technology, humanities, social sciences, education, management, commerce, law, pharmacy, healthcare, medical and any other field for the advancement of mankind in particular.

Apart from the objects described in Section 4 of the Act, University shall also have the following objectives:

- (1) To collaborate with other recognized Universities, Research Institutions, Industries, Government and Non-Government Organizations of the country and abroad towards fulfilment of the University objectives.
- (2) To pursue any other objective as laid down under relevant guidelines of Central Government or State Government in that regards from time to time.
- (3) To offer joint Degree Programs with other Degree granting Institutions, both Indian or Foreign provided that such Institutions are properly accredited in their home countries and with the prior approval of the State Government and the UGC and other Regulatory Bodies.

1.5 CONSTITUTION, POWERS AND FUNCTIONS OF THE GOVERNING BODY

- (1) Formation of the Governing Body shall be as per the provisions of section 20 of the Gujarat Private Universities Act, 2009.
- (2) The tenure of the Governing Body shall be three years and may be reconstituted with the same members in accordance with the Gujarat Private Universities Act, 2009.
- (3) Apart from the power vested in the Governing Body according to the provisions under of the Act, the Governing Body of the University shall have the following powers and functions:
 - (a) To make, review and approve from time to time the policies, plans and procedures and suggest measures for improvement and development of the University.
 - (b) To make recommendations on any matter referred to it by the President and Sponsoring Body.
 - (c) To make recommendations to the Sponsoring Body for the creation of new posts of officers, teachers and other staff of the University.
 - (d) To exercise such other powers and functions as may be assigned by the Sponsoring Body.
 - (e) To exercise such other powers and function as may be assigned by the Statutes, Ordinances & Regulations
- (4) The Governing Body shall meet at least three times in a calendar year and the quorum shall be of four members.
- (5) In case of difference of opinion among the member of Governing Body with regards to any matter, the decision of the President shall be binding to all.

1.6 CONSTITUTION, POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT.

- (1) The President shall be ex-officio member and Chairperson of the Board of Management.
- (2) The formation and function of the Board of Management shall be the same as laid down under section 21 of the Act.
- (3) The term of the nominated members of the Board of Management shall be of three years.
- (4) Powers and Functions of the Board of Management shall be:
 - (a) To accept financial accounts together with audit report.
 - (b) To prepare the Annual and Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.
 - (c) To adopt and follow the Budget for expenditure as approved by the Governing Body.
 - (d) To perform any other function that may be assigned by the Governing Body and Chairman of the Board of Management.
 - (e) To create new posts of teachers, officers and other staff of the University and recommend the same to the Governing Body for approval.

- (f) To get the approval of the Governing Body before the implementation of such decisions of the Board of Management that may be having a bearing on the finances of the University.
 - (g) To consider and approve the minutes of the selection committee and forward the same to the Governing Body for information.
 - (h) To monitor, control and administer the general activity of the University.
 - (i) To frame the Fee structure for the different Faculties to be levied on the students in consultation with Fee Regulation Guidelines as available from time from State Government.
 - (j) To offer joint degree programmes with other degree granting Institutions, both Indian and foreign provided that such institutions are properly accredited in their home countries and with the prior approval of the State Govt. and the UGC.
- (5) The Board of Management shall meet one in every two months and four members shall make the quorum.

1.7 COMPOSITION, POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL

The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of the Act, Statutes, Ordinances and Regulations made there under, coordinate and exercise general supervision over the academic policies and program of the University.

The Academic Council shall consist of the following members as per provision of the section 22 of the Act:

- (i) The Provost -Ex-Officio Chairman of the Council
- (ii) All Deans of the Faculties -ex-officio
- (iii) All Head of the Institutes/Centres involved in Academic & Research Activities-Ex-officio
- (iv) One teacher from amongst all the Faculties of the University to be nominated by the Provost.
- (v) The Provost shall have the power to invite eminent academicians for the meeting.
- (vi) Special invitees may be nominated by the President.
- (vii) The Registrar - who shall be the ex-officio member secretary of the Council.

Subject to the provisions of the Act, the Academic Council shall have the following powers and functions, namely:

- i. To co-opt members, persons having special knowledge or experience in the subject matter of any particular business that may come before the Council for consideration.
- ii. The member so co-opted shall have all the rights of the member of the Council in regard to the transaction of the business in relation to which they may be co-opted.
- iii. To promote teaching and research and related activities in the University.
- iv. To make recommendations to the Governing Body on proposals received from the different Faculties of the University for the conferment of degrees, honorary degrees or any such other distinction or honour of the University.
- v. To exercise general supervision over the academic policies and programs of the evaluation of research or improvements in academic standards.
- vi. To consider matters of general academic interest either on its own initiative or on a reference made by a Faculty or the Board of Management or the Governing Board and to take appropriate action thereon.
- vii. To make proposals to the Governing Body for allocating Department to the Faculties.
- viii. To make proposals to the Governing Body for the institution of fellowships, scholarships, studentships, exhibitions, medals and prizes and to make rules for their award.

- ix. To formulate, modify or revise schemes for organization and assignment of subjects to the Faculties/Institutes/Departments and to report to the Governing Body about the expediency of abolition, reconstitution or division of any Faculties/ Institutes / Departments of the university.
- x. To recognize the certificate, diplomas and degrees of other Universities and Institutions and determine their equivalence.
- xi. To make special arrangement, if any, for the teaching of female students and for prescribing special courses of study for them.
- xii. To consider academic related proposals submitted by the Faculties, Departments of the University.
- xiii. To approve the syllabus of different courses/subjects submitted by the Faculties, Departments and arrange for the conduct of the examinations according to the Ordinances made for the purpose.
- xiv. To award stipends, scholarships, medals and prizes and to make awards in accordance with the Ordinances and such other conditions as may be attached to the award from time to time.
- xv. To publish syllabi of various courses of study and list of prescribed or recommended text books for subjects.
- xvi. To appoint committees for admission of student in different Faculties/ Institutes/ Departments of the University.
- xvii. To recommend to the Governing Body, the rates of remuneration and allowances for examination work.
- xviii. To delegate its powers to the Dean of Faculty, as it may deem fit.
- xix. To exercise such other powers and perform such other duties as may be prescribed from time to time.
- xx. To report or make recommendations on any matter referred to it by the President or the Governing Body or the Board of Management, as the case may be.

Tenure of the nominated members of the Council shall be three years. The Academic Council shall meet at least twice a year and half of the members shall make the quorum.

1.8 COMPOSITION, POWERS, AND FUNCTIONS OF THE FINANCE COMMITTEE

There shall be a Finance Committee to manage the financial affairs of the University.

- (1) The Finance Committee shall consist of the following members:

(i)	The President	- Chairman
(ii)	The Provost	- Member
(iii)	Two members to be nominated by the President.	- Member
(iv)	One member to be nominated by the Sponsoring Body.	- Member
(v)	Chief Finance and Accounts Officer	- Member Secretary

- (2) The Finance Committee shall meet at least twice a year. A notice for the meeting of Finance Committee shall be given so as to reach the members 10 days in advance of the meeting and agenda of the meeting shall be sent at least 07 days in advance.
- (3) Three members of the Finance committee including the Chairman shall constitute the quorum for the meetings.
- (4) The tenure of the members of the Finance Committee, other than ex-officio, shall be of three years.
- (5) The functions and powers of the Finance Committee shall be:

- (i) To prepare the annual estimates of income and expenditure of the University and put-up to the Governing Body for its consideration and approval.
- (ii) To consider the annual accounts of the University prepared under the direction of the President and put-up to the Governing Body for consideration and approval.
- (iii) To make its recommendations to the Governing Body to accept bequests and donations of the property to the University on such term, as it deems proper.
- (iv) To recommend the mechanism and ways and means to generate resources for the University.
- (v) To consider any other matter referred to it by the Governing Body and make recommendation thereon.
- (vi) To advise the University on any matter affecting finances.
- (vii) To fix and approve various allowances for the officers and staff of the University.
- (viii) To ensure that the Regulations relating to the maintenance of accounts of the income and expenditure of the University are followed.

1.9 BOARDS & COMMITTEES

The Governing Body, the Board of Management, the Academic Council, and the Faculty may constitute Boards or Committees consisting of member of the authority and such other persons, if any, as that authority in each case may think fit and any such Board or Committee may deal with any subject assigned to it subject to the subsequent ratification by authority which appointed it.

1.10 BOARD OF STUDIES

1. There shall be a Board of Studies for each Department comprising:
 - (i) Head of the Faculty/Centre/Department/School- Chairperson.
 - (ii) Two teachers from the concerned Department to be nominated by the Provost.
 - (iii) Two experts of the concerned Faculty/Department to be nominated as members by the Provost on the recommendation of the Chairman, Board of studies from outside the University from academia/ Industries.
2. The term of the members of the Board of Studies other than ex-officio shall be three years provided that nominated member shall cease to be a member of the Board if he remains absent for more than two consecutive meetings without leave of absence from the Chairman.
3. The Chairman shall call a meeting of the Board of Studies whenever required.
4. The Provost whenever he considers necessary may call a joint meeting to two or more Boards of Studies for inter-discipline coordination.
5. At a meeting of the Board, one third of the total members shall form the quorum and all decisions shall be by taken by majority votes. Chairman shall have a final/casting vote.

Powers & Functions of the Board of Studies

1. Recommend course of studies, reading material and syllabus for each course for both undergraduate and post-graduate Programmes.
2. Recommend books and journals for being prescribed as text and reference books.
3. Make recommendations for publication of books by the University.
4. Prepare list of apparatus and equipment required for Science Lab in the case of science subjects.
5. Make recommendations about instructional methods and evaluation procedures for the subjects concerned.
6. Suggest measures for periodical assessment of educational standards in the subject.
7. Suggest measure for improvement of the standards of teaching and research.
8. Act as consultative body in regards to all questions referred to it by the Faculty and Academic Council.

9. Perform such other duties and functions as may be required by the Board of Management, Academic Council or the Faculty.
10. The Board shall make changes, if required, in the syllabus at least a year before commencement of the Academic session/Semester.

The meetings of the Board of Studies shall be arranged at least twice during an academic year.

1.11 RESEARCH ADVISORY BOARD

There shall be a Research Advisory Board at the University level. It shall consist of the following members:

- (1) The Provost shall be the Chairman of the Board and Dean of Research Programs shall be the Secretary.
- (2) Two members to be nominated from the Academic Council.
- (3) One Senior Professor / Reader from each Faculty/Institute/Department having research back ground or exposure to be appointed by the Provost in consultation with concerned Dean.
- (4) The term of the office of the members of the Board of Research, other than that of ex-officio, shall be of two years. One third members shall constitute the quorum.
- (5) The Board shall meet at least once in an academic session or twice a year.
- (6) In addition to the functions prescribed by the Statutes, Ordinances, and Regulations, the Board shall be responsible for:
 - (i) Promotion and maintenance of the standards of research.
 - (ii) Monitoring and supervision of all research programmes including doctoral research.
 - (iii) Identifying research and development thrust areas within the framework of the objectives of the University.
 - (iv) Formulation of regulations and procedures for research development and consultancy work.
 - (v) Planning, initiating, reviewing and overseeing the research activities.
 - (vi) Evolving and implementation of multi-disciplinary research oriented programmes utilizing infrastructure and resources of the University gainfully.
 - (vii) Considering the applications from teachers for recognition as research supervisors and make recommendations.
 - (viii) Recommending names of distinguished persons from outside the University for guiding research work.
 - (ix) Considering the cases of Inter-disciplinary research and making recommendations.
 - (x) Any other matter pertaining to research as referred to it by the authorities of University or the Provost.

CHAPTER -II

2.0 APPOINTMENT, TERMS & CONDITIONS, POWERS AND FUNCTIONS OF THE PRESIDENT.

- (1) The President shall be appointed by the Sponsoring Body for a period of three years in consultation with the State Government. He shall be eligible for reappointment for a period of three years from time to time by following the same procedure. Such appointment shall be made by the Sponsoring Body, subject to the provisions of the Section- 14 (1) of the Act.
- (2) On completion of three years, the President, notwithstanding the expiry of the term, shall continue to hold office until the appointment/re-appointment is made by the Sponsoring Body.

- (3) The President shall ensure that the Act, Statutes, Ordinances and Regulations are faithfully observed.
- (4) The President shall exercise general control over the affairs of the University and have such powers as prescribed under the Act, Statutes, Ordinances and Regulations, subject to the provision of Section-14(4) of the Act.

2.1 APPOINTMENT, TERMS & CONDITIONS, POWERS AND FUNCTIONS OF THE PROVOST.

The terms and conditions of appointment of Provost of the University are as follows:

- (1) The provost shall be appointed by the Governing Body out of a panel of three persons recommended by the Search consisting of the following members, and shall subject to the provisions of Section 15 (i) of the Act, hold the office for a term of three years:
 - (i) An eminent professional to be nominated by the Board of Management;
 - (ii) An eminent educationist to be nominated by the Board of Management;
 - (iii) One member of the Board of Management to be nominated by the President.
- (2) He shall be the principal executive and academic officer of the University; and shall exercise general superintendence and control over the affairs of the University and execute the decisions of the Authorities of the University;
- (3) The Provost shall be an ex-officio member of the Governing Body and the Board of Management.
- (4) The Provost shall have the power to constitute Committee/s including admission, examinations and others which he deems fit for the performance of the duties assigned to him by the Act.
- (5) The Provost shall be empowered to take decisions, which he deem fit, as may be found necessary by him in case of emergencies/ exigencies. Such decisions shall be reported to the concerned authority or committees for approval and in the event of difference of opinion; it shall be referred to the President whose decision shall be final.
- (6) The Provost shall convene the meetings of all authorities and bodies as required under the Act.
- (7) The Provost shall observe that the Statues, Ordinances and Regulation of the University, State Government, UGC and all other authorities as required, are strictly followed.
- (8) The Provost shall be appointed for a term of three years. He shall be eligible for re-appointment by following the procedure. The Provost shall continue to hold office even after expiry of his term till a new Provost takes charge of the office, but in any case this period shall not exceed one year.

2.2 APPOINTMENT, TERMS & CONDITIONS, POWERS AND FUNCTIONS OF THE REGISTRAR.

The terms and conditions of appointment of the Registrar are as follows:

- (1) The Registrar shall be a full-time salaried officer of the University; and shall discharge his duties under the general superintendence and control of the Provost.
- (2) The qualification of the registrar shall be as per the UGC norms.
- (3) The appointment of the Registrar shall be as per the provision of Section 16 of the Act where the first Registrar shall be appointed by the Chairperson of the Sponsoring Body for a period of three years. Thereafter, the subsequent Registrars shall be appointed by the Governing Body on the recommendations of a Selection Committee constituted for the purpose. Such selection Committee shall be constituted as per the rules, regulations and notification issued by the UGC in this behalf from time to time.
- (4) Selection Committee for the selection of Registrar shall be as per UGC norms.

- (5) The following shall be the duties and powers of the Registrar, besides the powers and duties laid down in the Act.
- (a) He shall be responsible for the safe custody and maintenance of all the University records and such other property of the University as the Governing Body may decide.
 - (b) He shall conduct official correspondence of the University, Governing Body, Board of Management, Academic Council and any other statutory body or committee.
 - (c) He shall issue notices conveying the dates of meetings of the University authorities to the members and shall make necessary arrangements for the conduct of the meetings and for other assigned duties by the Board of Management or Committees of which he is the Member Secretary as per the Act.
 - (d) The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Board of Management, Academic Council and such other bodies which are formed under the direction of the President, Provost and to record the proceedings and minutes and send the same to the Governing Body, President, and Provost.
 - (e) The Registrar may speak at a meeting of a Body of which he is the Member Secretary without the right of voting, with the permission of the Chairman.
 - (f) It shall be the responsibility of the Registrar to execute the decisions taken in the meetings of the Governing Body, Board of Management, Academic Council and other Committees/Bodies of which he is the Member Secretary.
 - (g) The Registrar shall make available such paper and documents and other information as the Governing Body / President /Provost may desire.
 - (h) The Registrar shall discharge all such duties as assigned to him by the President, Provost of the University and entrusted as per the Statutes, Ordinances and Regulations.
 - (i) The Registrar shall render such assistance as may be desired by the President/Provost in performing official duties.
 - (j) The Registrar shall supervise and control the work of the staff working in different offices/ units of the University and shall write their confidential reports which will be reviewed and endorsed by the Provost /President.
 - (k) All Examination of the University shall be conducted by the Controller of Examinations under the monitoring and supervision of the Registrar who may give suggestions, advices and necessary orders to the Controller of Examinations and Examination Committee regarding the procedures of the examination which shall be obligatory to them.

2.3**APPOINTMENT, TERMS & CONDITIONS, POWERS AND FUNCTIONS OF THE CHIEF FINANCE & ACCOUNTS OFFICER.**

- (i) The Chief Finance &Accounts Officer (CFAO) shall be an officer of the University responsible for handling accounts, audit and finance of the University.
- (ii) The qualifications of the CFAO shall be as under:
 - (a) CA/MBA (Finance)/PG Degree in Commerce with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
 - (b) At least 15 years of experiences as in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate professor along with experience in educational administration or
 - (c) Comparable experience in research establishment and/or other institutions of higher education, or
 - (d) 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Desirable -I. Well versed in the financial / accounting systems.

- (iii) The CFAO shall be a full time salaried officer of the University and shall discharge his duties under the general superintendence and control of the President.
- (iv) The appointment of the CFAO shall be made by the President on the recommendation of a selection committee constituted for the purpose as per the provision of section 17 of the Act. However, the first CFAO shall be appointed by the President for a period of three years. The subsequent CFAO, other than the first CFAO, shall be appointed by the President on the recommendation of the Selection Committee as per UGA norms.
- (v) The salary, allowances and term and conditions of appointment of the CFAO shall be as per the decision of the Governing Body.

The Chief Finance & Accounts Officer shall have the following power and functions:

- (a) To manage the Accounts and Funds of the University for maintaining the records properly and for regularly getting them audited.
- (b) To supervise, control and regulate the working of the Accounts and Finance of the University.
- (c) To maintain files of financial records and any such other finance related records of the University as the Governing Body May decide.
- (d) To discharge all such functions as assigned from time to time by the President/Provost of the University.

2.4 APPOINTMENT, TERMS & CONDITIONS, POWERS AND FUNCTIONS OF CONTROLLER OF EXAMINATIONS.

- (i) The Controller of Examinations will be an officer of the University and shall be appointed by the Provost from amongst the Teachers/officers of the University for a period of three years as per the provision made in section 18 (1).
- (ii) When the office of the Controller of Examinations is either vacant due to reasons of either illness or absent because of any other cause and unable to perform the duties of the office, the duties of the office shall be performed either by the Registrar or by such person as the Provost may appoint from among the teachers. officers for the purpose.
- (iii) It will be mandatory for the Controller of Examinations to issue Marksheets, Migration Certificates and other relevant important documents with his seal and signature. He will also record his signature with the seal of his office on the back of the Degree Certificate before issue.
- (iv) The Controller of Examinations shall control the conduct of examinations and all other necessary arrangements and execute all processes connected with examinations and declaration of results after approval from the competent authority under the supervision of the Registrar.
- (v) The powers and duties of the Controller of Examinations shall be the same as specified in the Regulations of the University.
- (vi) The Controller of Examinations shall work under the direct supervision and subordination of the Registrar.

2.5 POWERS & FUNCTIONS OF THE DEAN OF FACULTY.

There shall be a Head for each Faculty or a group of Academic Areas as designated by the Provost from time to time. The Dean of the concerned Faculty shall be appointed by the President on recommendation of the Provost provided that:

- (1) The Dean of any Faculty shall be Professor by designation at the time of appointment.
- (2) The Dean of each Faculty shall be the Chairman of the Faculty and shall be responsible for the observance of the Statutes, the Ordinances and the Regulations relating to the Faculty.
- (3) The Dean shall be responsible for the overall supervision and control of the Faculty and the conduct of teaching and research work in the Institutes.

- (4) The Dean of the Faculty shall exercise such other powers and perform such other functions and duties as may be assigned by the Governing Body/President/Provost.
- (5) The Dean of the Faculty shall be responsible for the academic performance of the Faculty and shall be subject to activity audit.
- (6) The Dean of each Faculty shall be responsible for making monthly, semester or term wise and annual activity and financial budgets for the Faculty/Faculties under his control.
- (7) The Dean of each Faculty has administrative, financial and academic responsibility.
- (8) The Dean may receive a special pay over and above his regular salary for the duration of the appointment.
- (9) The term of the office of the Dean shall be three years. After expiry of the term, he may be considered for reappointment subject to the recommendations of the Provost.

APPOINTMENT, POWER & FUNCTIONS OF OTHER DEANS

The Provost shall appoint the other Deans from amongst the teachers of the University as per the smooth functioning of the University administration, named as follows subject to the provision of the section 18 (1) of the Act.

- (1) Dean, Faculty Affairs
- (2) Dean, Student Affairs
- (3) Dean, Extension Education
- (4) Dean External Affairs
- (5) Dean, Research & Development

The Deans shall discharge their duties and responsibilities under the supervision of the Provost.

CHAPTER-III

3.0 TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES

3.1 Appointment of Teachers

- (1) For the teaching positions in the University, namely Professors, Associate Professors, Assistant Professors or any such similar nomenclatures like Readers, Sr. Lecturers and Lecturers, the Academic Council may recommend to the Governing Body for filling up the vacancies available in different departments of the University from time to time, in two categories namely annual requirement based on Academic and Financial budgets, and for replacement due to attrition, resignation and termination during the academic year
- (2) The Board of Management shall assess the recommendations of the Academic Council and approve filling up of teaching vacancies through an open advertisement and selection process from time to time for annual forecast requirement
- (3) Teaching positions (Professors, Associate Professors, Assistant Professor or any such similar nomenclatures like Readers, Lecturers shall be advertised in the daily News-papers 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.
- (4) A Screening Committee consisting of three members, appointed by the Provost shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview.
- (5) A summary of all the screened applications shall be made available to the Selection Committee at the time of interview.
- (6) The Selection Committee for appointment of regular Teachers shall be as per the UGC norms.

- (7) 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.
- (8) After the approval of appointments, as recommended by the Selection Committee and approved by the Governing Body/Board of Management, the Registrar shall issue appointment letters to the selected candidates under his seal and signature.
- (9) In case of any dispute with regard to selection of candidates or any dissenting note by any member of the Selection Committee, the matter shall be referred to the President, whose decision shall be final.
- (10) In addition to the regular teachers, the President /Board of Management may appoint the persons of eminence with outstanding academic and research Achievements as the Professor of Eminence, Professor Emeritus, Distinguished Professor, Adjunct Professor, and Adviser/Director/Director General in the University for introducing academic excellence in research, teaching and extension. The honorarium, perks, terms and conditions for these positions shall be decided by the President. Appointment letters for such persons shall be issued by the Registrar under his seal and signature.
- (11) In addition to full-time teachers, the Provost may decide to engage for fixed period part time, contractual and/ or assignment based positions, either through direct recruitment or outsourcing. The terms and conditions (such as honorarium, TA/DA, conveyance charges etc.) of such engagements shall be decided by President of the University from time to time and such appointment letters shall be issued by the Registrar under his seal and signature.
- (12) Any dispute/legal matter in this regard shall be subject to the jurisdiction of the Mehsana District Court and High Court of Gujarat.
- (13) In case of immediate requirements of replacement during an Academic Year, the Registrar, in consultation with Provost, may appoint suitable persons to fill the vacancy subject to prior approval by the President.
- (14) University shall make provisions relating to service conditions of the teaching and non-teaching staff of the University in accordance with prevailing policies of the UGC from time to time.

3.2 Terms and Conditions of the Employees

1. The Provost, in consultation with the Board of Management and with the approval of the President, shall formulate the policies and terms and conditions of appointment and services of faculty members and other employees.
2. The Registrar shall issue the appointment order of all the employees of the University under his seal and signature.
3. Approval of the Provost, in accordance with the policies and procedures, shall be as formulated by the President/Governing Body for all the teaching & non-teaching staff.

3.3 Categories of Non-Teaching Employees

- (1) The following categories of non-teaching employees will be employed shall be employed by the University
 - (a) Permanent/Probationary employees
 - (b) Contractual employees
 - (c) Casual employees
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The employee may be appointed on probation for two years which may be extended if deemed necessary. On completion of the Probation period, the employee shall be confirmed (made permanent) in the position.
- (3) Contractual employee means an employee who is appointed on contract for a specific period.

- (4) Casual employee means an employee who is engaged on the basis of Muster Roll.
- (5) The terms and service conditions of all the above three categories of employees and arbitration procedures shall be as prescribed by the Regulations of the University from time to time.

CHAPTER-IV

4.0 PROCEDURE FOR ARBITRATION DISPUTES BETWEEN EMPLOYEES OR STUDENTS AND SANKALCHAND PATEL UNIVERSITY

4.1 Action Against the Teachers & Other Staff

- (1) Where there is an allegation of misconduct against a teacher, the Provost shall constitute an Honour Committee and, if necessary, based on the finding of the Committee may later constitute an Inquiry Committee for the purpose.
“Provided also that teacher / Respondent party shall be given a reasonable opportunity of being heard.”
- (2) The conduct of all the staff (teaching and non-teaching), Management and Administrative staff including all officers below the rank of Provost is based on Honour, Trust and Mutual Respect.
- (3) In case any member is accused of misconduct or not conforming to the standards prescribed by all the stakeholders, an Honour Committee will be formed from amongst the teachers and non-teaching staff. The Honour Committee shall have up-to five members. The complainant (s) and the accused shall appear before the Honour Committee. The Committee shall decide, based on the representations and evidence presented before it, whether there has been an incidence of misconduct or not.
- (4) Based on the Honour Committee's report, the Provost may decide the further course of action depending on the severity of the offence/misconduct.
- (5) An appeal, against any action taken by the Provost, can be made to the President within 30 days from the date of receiving the communication of the action taken.
- (6) All disputes and legal matters in such cases shall be subject to the jurisdiction of the civil courts of the Visnagar.

4.2 Action in Indiscipline Cases involving Students

- (1) Where there is an allegation of misconduct against a student, the Dean shall constitute a Disciplinary Committee and, if necessary, based on the finding of the Committee may later constitute an Inquiry Committee for the purpose.
- (2) In case any student is accused of conduct not becoming of a student or not conforming to the standards prescribed by the University, a Disciplinary Committee will be formed by the Dean. The Disciplinary Committee shall have up to five members. The accuser(s) and the accused of misconduct shall appear before the Disciplinary Committee. The Disciplinary Committee shall decide, based on representations and evidence presented before the Committee, whether there was an incidence of misconduct or not.
“Provided also that student/Respondent party shall be given a reasonable opportunity of being heard.”
- (3) Based on the Disciplinary Committee report, the Dean may decide the course of action depending on the severity of the misconduct.
- (4) An appeal can be made to the Registrar against the action taken by the Dean within 30 days from the date of receiving the communication of the action taken.
- (5) All dispute, legal matters in such cases shall be subject to the jurisdiction of the civil courts of Visnagar.

CHAPTER – V**5.0 CONFERMENT OF DEGREES, CONVOCATION, WITHDRAWAL OF DEGREES, CONFERMENT OF HONORARY DEGREE, ACADEMIC DISTINCTIONS ETC.****5.1 THE UNIVERSITY SHALL INSTITUTE SUCH DEGREE, DIPLOMA OR CERTIFICATE OR OTHER ACADEMIC TITLES AND DISTINCTIONS AS PER THE NORMS OF UGC / REGULATORY BODIES.****5.2 CONVOCATION**

- (1) University shall confer degrees or diplomas or certificates or other academic titles and distinctions on the persons who have fulfilled the requirements of University for such degrees or diplomas or certificates or other academic titles and distinctions as per the provision of the section 33 of the Act. Such degrees or diplomas or certificates may be conferred / awarded at the Convocation either in person or in absentia.
- (2) The Convocation for award of Degrees, Diplomas, Certificates and other Distinction of the University shall normally be held annually.
- (3) The Academic Council shall frame Regulations relating to the formats of the Degree, Diploma, Documents, Certificates and citations, their texts, issuance of these documents in absentia, duplicate degree and the procedure for holding the Convocation.
- (4) The Academic Council shall make recommendations to the Governing Body based on the recommendations received from the Dean of each Faculty for conferment of the degrees. The President, on behalf of the University, shall confer the degrees upon the students so recommended and approved by the Governing Body.

5.3 Withdrawal of Degree

The Academic Council shall have the right to withdraw the Degree, Diploma, Documents, Certificates, Honorary Degree and Academic Distinction etc., if the Council finds that the same is achieved by the person on wrong grounds/ qualifications/eligibility criteria, or in violation of the norms and standards prescribed by the regulatory authorities from time to time, after providing opportunity of being heard.

5.4 Conferment of Honorary Degree and Academic Distinction as per provision laid down in the section 26 (1-g) of the Act.

- (1) The Proposal of conferring any Honorary Degree or Academic Distinction on some distinguished personality shall be made in writing, along with the Bio-Data of the proposed recipient, by the concerned Faculty to the Chairman of the Academic Council.
- (2) On receipt of the proposal, a special meeting of the Academic Council shall be called to consider the proposal.
- (3) At such special meeting of the Academic Council, the Provost shall call upon the members to indicate their opinion about the proposal. If the proposal is passed by the Academic Council, it shall be placed before the Governing Body for approval.
- (4) Every proposal for conferment of any Honorary Degree or Academic Distinction shall be made separately and considered in respect of the proposed recipient.
- (5) No employee or Trustee or officer holding any position in either University or Sponsoring Body shall be eligible for an honorary degree.

CHAPTER – VI**6.0 SCHOLARSHIP AND FELLOWSHIPS TO THE STUDENTS OF THE UNIVERSITY****6.1 Administration of Endowment Fund for Award of Fellowships, Scholarships, Medals and Prizes in the University as per the provisions laid down in section 28(1-d) of the Act.**

The University shall create an Endowment Fund which shall be governed by the following terms & conditions:

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowships, Scholarships, Medals and Prizes of a recurring nature.

- (2) The Board of Management shall administer all the endowments.
- (3) The award shall be made out of the annual income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
- (4) The Board of Management shall prescribe the conditions of depositing the endowment fund in a nationalized Bank. The value of endowment, necessary for instituting an award, shall be prescribed by the Board of Management.
- (5) No endowment shall be accepted in contravention of the award, and effect shall be given to the wishes of the donor as far as possible.
- (6) In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it by providing such details as the name of the donor, name of the endowment, initial value, the purposes of the endowment, etc.
- (7) Approval of the names of awardees for fellowships, scholarships, medals and prizes as per the specific Regulation(s)/Ordinance(s) belonging to the specific endowment will be given by the Board of Management..

CHAPTER-VII

7.0 ADMISSIONS OF STUDENTS:

The admissions to the different courses run by the University shall be given as per the provision in Section 26 (1-i) of the Act, as follows:

- (1) Admissions to various courses shall be governed by the norms as prescribed in the Ordinances / Regulations framed for the concerned courses/programs.
- (2) The University may conduct its own Entrance Test, if necessary, or may use the results of the examinations/tests conducted by different State/ National level professional bodies.
- (3) The University may admit students on the basis of merit wherever entrance test is not essentially required.
- (4) The University shall follow the reservation guidelines as per the prevailing Government norms.
- (5) As and when necessary, the guidelines of the different Regulatory bodies of the State/ Centre shall be followed.

7.1 NUMBER OF SEATS IN DIFFERENT PROGRAMMES/COURSES

The number of seats in different courses/subjects for an academic year shall be determined by the Board of Management in consultation with the Academic Council /concerned Institute/ Faculty / School /Department/Centre and such other officers, authorities, bodies, committees or Boards as the Board of Management considers appropriate (to consult).

CHAPTER -VIII

8.0 FEES TO BE CHARGED FROM THE STUDENTS:

8.1 Provisions Regarding Fees:

The University shall follow the criteria for fixation of Fee for various courses as determined as per provisions of the section 26(1-J) of the Act and by the Professional Fee Fixation Committee wherever applicable. The overall fee structure shall be fixed by the Finance Committee keeping in view the local circumstances and appropriate fee waiver schemes, scholarships, freeships and other financial incentives which are also given to the eligible students.

All the courses in the University shall run on self-finance model. The following types of general or common fees may be charged from the students:

1.	Prospectus & Registration
2.	Entrance Examination
3.	Admission Fee(Wherever applicable)

4.	Tuition Fee
5.	Examination Fee
6.	Library Fee
7.	Development/ Amalgamated Fund
8.	Laboratory Fee
9.	Caution Money & Library Deposit (refundable)
10.	Hostel Fee
11.	Transportation(Bus) Fee
12.	Uniform Fee
13.	Convocation Fee
14.	Industrial / Academic Tour Fee
15.	Summer Training Arrangement / Supervision Fee
16.	Social Project Supervision Fee
17.	Finishing School fee
18.	Yoga/Meditation Training Fee
19.	Physical Training & Sports Fee
20.	Educational Tour Fee
21.	Study Material Fee
22.	Stationery Fee
23.	Students' Welfare Fee
24.	Cultural /Co-curricular Activities Fee
25.	Extra Classes Fee
26.	Duplicate Document(s) Fee
27.	Migration Fee
28.	Verification Fee
29.	Compliance Fee
30.	Re-evaluation Fee
31.	Name Change Fee
32.	Medical/ Group Insurance Fee
33.	Personality Development Fee
34.	Soft Skills Training Fee
35.	Alumni Fees
36.	Collegiate Women Development Council (CWDC)
37.	Profile and Placement Fees
38.	Any other(s)

- (1) The University can have minor changes in the fee structure. However, the major changes, if any, shall subject to the approval of the Governing Body/ Academic Council.
- (2) Fees for duplicate mark-sheets, re-evaluation, issuance of degree and such other matters may be charged from the students, as prescribed by the Governing Body/Academic Council.
- (3) The components of Fee may be more and vary from course to course and shall be decided by the Governing Body/Academic Council for each course from time to time. The Governing Body/Academic Council can also propose minor changes in the fee structure.
- (4) The fees for the courses wherever required, shall be in conformity with those proposed by the concerning regulatory bodies.
- (5) The fee structure of various courses and provision of exemption from tuition fee shall be decided by the Academic Council from time to time.