



The Bihar Gazette

EXTRA ORDINARY

PUBLISHED BY AUTHORITY

4 ASHVIN 1940(S)
(NO.PATNA 874) PATNA, WEDNESDAY, 26TH SEPTEMBER 2018

Education Department

NOTIFICATION

The 25th September 2018

No. 15/M 1-160/2014 (part 1)1740—Under the provisions of section 30 of Bihar Private Universities Act 2013 the State Government has been pleased to approve the following first statute for Dr. C.V. Raman University, Vaishali established vide State Government notification no. 124 dated 29.01.2018.

CHAPTER NUMBER 01

SHORT TITLE, SCOPE AND COMMENCEMENT

The "Statutes" means the **Statutes of DR. C. V. Raman University, Bihar**

These Statutes shall come into force with effect from the date of the notification in the state Gazette.

The Statutes are in conjunction with the provisions of the Bihar Private Universities Act, 2013 (20/2013). If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules will prevail.

CHAPTER NUMBER 02

DEFINITIONS

In these Statutes unless the context otherwise requires;

1. "Act" means the **Bihar Private Universities Act 2013**.
2. All words and expressions used herein and defined in the Act and the Rules shall have the meanings respectively assigned to them in the Act and the Rules.
3. "Academic Council" means the Academic Council of the University as specified in section 24 of the Act;
4. "Annual Report" means the Annual report of the University as referred to in section 42 of the Act;

5. **"Board of Management"** means the Board of Management of the University as constituted under section 23 of the Act;
6. **"Campus"** means the area of the university in which it is established;
7. **"Chancellor"** means the Chancellor of the University appointed under section 16 of the Act;
8. **"The Chief Finance and Accounts Officer"** means the Chief Finance and Accounts Officer of the University appointed under section 19 of the Act;
9. **"Controller of Examinations"** means the Controller of Examinations of the University appointed under section 20 of the Act;
10. **"Constituent College"** means a college or an institution maintained by the University;
11. **"Employee"** means employee appointed by the University; and includes teachers and others staff of the University or of a constituent college;
12. **"Endowment fund"** means the endowment fund of the University established under section 11 of the Act;
13. **"Faculty"** means group of academic departments of similar disciplines;
14. **"Fee"** means collection made by the university from the students for the purpose of any course of study and incidental thereto, in the University;
15. **"General Fund"** means the General fund of the University established under section 12 of the Act;
16. **"Governing Body"** means the Governing Body of the University constituted under section 22 of the Act;
17. **"National Assessment and Accreditation Council"** means National Assessment and Accreditation Council, Bengaluru, an autonomous institution of the University Grants Commission;
18. **"Prescribed"** means prescribed by the Statutes and the rules made under this Act;
19. **"Pro Vice-Chancellor"** means the Pro-Vice-Chancellor of the University appointed under section 20 of the Act;
20. **"Registrar"** means the Registrar of the University appointed under section 18 of the Act;
21. **"Regulatory Body"** means a body established by the Government of India for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission, All India Council for Technical Education, National Council for Teacher Education, Medical Council of India, Bar Council of India, Pharmacy Council of India, National Assessment and Accreditation Council, Indian Nursing Council, Indian Council of Agriculture Research, Council of Scientific and Industrial Research, etc. and includes the Government or any such body constituted by the Government of India or the State Government;
22. **"Rules"** means the rule of the University made under this Act;
23. **"Schedule"** means schedule appended to this Act;
24. **"Sponsoring Body"** in relation to the university means (i) a society registered under Societies Registration Act 1860, or (ii) a public trust registered under Indian Trust Act 1882, or (iii) a society or trust registered under the law of any other State;
25. **"State Government"** means the State Government of Bihar;
26. **"Statutes", "Ordinances", and "Regulations"** mean respectively, the Statutes, Ordinances and Regulations of the University made under this Act;
27. **"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 instituted by the university, including a research degree;

28. **"Teacher"** means a Professor, Associate Professor, Assistant Professor or such other person as may be appointed for imparting instruction or conducting research in the University or in a Constituent College or Institution and includes the Principal of a Constituent College or institution, in conformity with the norms prescribed by the University Grants Commission;
29. **"University Grants Commission"** means the University Grants Commission established under the University Grants Commission Act, 1956;
30. **"University"** means the **DR. C. V. RAMAN UNIVERSITY**, Bihar established under this Act.
31. **"Vice-Chancellor"** means the Vice-Chancellor of the University appointed under section 17 of the Act;
32. **"Visitor"** means the Visitor of the University referred to in section 15 of the Act.

CHAPTER NUMBER 03

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF VISITOR

1. In accordance with the Act, the Visitor of the University shall be an academician of eminence or person having long standing experience in Administration or social work of recognition. The visitor shall be appointed by the sponsoring body.
2. The visitor shall, when present, preside at the convocation of the University for conferring degrees and diplomas. The Visitor shall have the following powers namely
 - (a) To call for any paper or information relating to the affairs of the University.
 - (b) On the basis of the information received by the visitor, if he is satisfied that any order, proceeding, or decision taken by any authority of the University is not in conformity with the provisions of this Act or Statutes, Ordinance, Regulations and rules made there under, he may issue such directions as he may deem fit in the interest of the University and the directions so issued shall be complied with by the University.
 - (c) The Visitor may resign from his post by addressing his letter of resignation to the Chairman, Sponsoring body. The Executive Committee of the Sponsoring Body shall consider and accept his resignation. Similarly in exceptional circumstances the Executive Committee of the Sponsoring Body can pass a no confidence motion against the visitor by a simple majority and can ask him to quit from his post. Such decision would be binding on the visitor. In such a situation and in the event of illness, long leave or death, the powers of the visitor shall be vested in the Chancellor. In no case this interim arrangement shall exceed six months. In the event of his resignation or removal, the Sponsoring Body shall in a meeting of the Executive Committee finalise a new name for the post of Visitor and appoint him to the said post.
3. The Visitor shall be entitled to receive honorarium, expenses and allowances as may be decided by the sponsoring body

CHAPTER NUMBER 04

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHANCELLOR

1. In accordance with the Act, the Chancellor shall be appointed by the Sponsoring body for a period of three years with the approval of the Visitor. The Executive Committee of the sponsoring body shall, by simple majority, finalise the name of the Chancellor. The Secretary or the Chairman of the sponsoring body shall final the name, along with a copy of the bio-data of the appointed chancellor, to the Visitor for approval.
2. The Chancellor shall be the head of the University.
3. The Chancellor shall preside at the meetings of the Governing Body and shall, when the Visitor is not present, preside at the convocation of the University for conferring degrees, diplomas or other academic distinctions.

4. The Chancellor shall have the following powers, namely:-
 - (a) to call for any information or record;
 - (b) to appoint the Vice-Chancellor;
 - (c) to remove the Vice-Chancellor in accordance with the provisions of sub-section (7) of section 17;
5. The Chancellor shall exercise powers as specified in Section 16 of the Act.
6. In case of an emergency like illness, absence or death of the Chancellor the Vice Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However, this period will not exceed six months.
7. It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
8. The Chancellor shall exercise general control over the affairs of the University.
9. The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the sponsoring body.
10. In a special meeting called for the purpose, the Executive Committee of the sponsoring body may consider a "No Confidence Motion" against the Chancellor and, if passed by two thirds majority, can recommend to the Sponsoring body for the removal of the Chancellor. After approval of the Sponsoring body, the Chairman shall remove the Chancellor.
11. The Chancellor may by writing under his hand addressed to the Sponsoring Body Chairman, resign his office. The Sponsoring Body after due consideration shall accept his resignation and decide a new name as per clause (1) of this statute.

CHAPTER NUMBER 05

GOVERNING BODY

1. Formation and functioning of the Governing Body shall be as laid down under section 22 of the Act.
2. The Governing Body shall have the following members, namely:
 - (a) the Chancellor;
 - (b) the Vice-Chancellor;
 - (c) five persons nominated by the sponsoring body, out of which two shall be eminent educationists;
 - (d) one expert of management or technology from outside the university, nominated by the Chancellor; and
 - (e) one expert of finance, nominated by the Chancellor.
3. 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. It shall have the following powers, namely:
 - (a) to provide general superintendence and directions and to control the functioning of the university by using all such powers as are provided by this Act, Statutes, Ordinances, Regulations or Rules made there under.
 - (b) to review the decisions of other authorities of the university in case they are not in conformity with the provisions of this Act or the Statutes, Ordinances, Regulations or Rules made there under.
 - (c) to approve the budget and annual report of the university;
 - (d) to lay down the extensive policies to be followed by the university;
 - (e) to recommend to the sponsoring body about the voluntary liquidation of the university if a situation arises when there is smooth functioning of the university does not remain possible, inspite of all efforts.
 - (f) such other powers as may be specified by the Statutes.
4. The Registrar, shall be the member secretary of the Governing Body.
5. The Governing Body shall meet at least three times in a calendar year.
6. The quorum for meetings of the Governing Body shall be four.

7. Apart from the powers vested in the Governing Body according to the provisions under Section 22 of the Act, the Governing Body of the University shall have the following powers and duties:
 - (i) To make, review and approve, from time to time, the broad policies, plans and procedures and suggest measures for the improvement and development of the University.
 - (ii) To make recommendations on any matter referred to it by the Chancellor.
 - (iii) To make recommendation to the Executive Committee of the Sponsoring Body for the creation of new posts of officers of the University
 - (iv) Such other powers and duties as may be prescribed by the Executive Committee of the Sponsoring Body.

CHAPTER NUMBER 06

BOARD OF MANAGEMENT

1. Formation and Functioning of the Board of Management shall be as laid down under Section 23 of the Act.
2. The Board of Management shall consist of the following members, namely:
 - (a) the Vice-Chancellor;
 - (b) two members of the Governing Body, nominated by the sponsoring body;
 - (c) three persons, who are not the members of the Governing Body, nominated by the sponsoring body;
 - (d) three persons, from amongst the teachers, nominated by the sponsoring body;
 - (e) two teachers, nominated by the Vice Chancellor.
3. The Vice Chancellor shall be the Chairperson of the Board of Management.
4. The Registrar, shall be the member secretary of the Governing Body.
5. The Board of Management shall meet once in every two months.
6. The quorum for meeting of the Board of Management shall be five.
7. The Powers and Functions of the Board of Management shall be:
 - (i) To prepare financial accounts together with audit report and Annual Report of the University and to place it before the Governing Body for its approval.
 - (ii) To prepare the Annual/Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.
 - (iii) To follow the Budget for Expenditure as approved by the Governing body.
 - (iv) To perform any other functions which may be assigned by the Governing Body/Chairman of the Board of Management/Statutes of the University.
 - (v) To recommend to Governing Body for creating the post of other officers of the university.
 - (vi) To get the approval of the Governing Body before the implementation of such decisions of the Board of Management which may be having bearing on the finances of the university.

CHAPTER NUMBER 07**THE ACADEMIC COUNCIL**

1. Formation and Functioning of the Academic Council shall be as laid down under Section 23 of the Act.
2. The Academic Council shall consist of the following members:
 - (i) Vice-Chancellor (Chairman)
 - (ii) All Deans of the Faculty
 - (iii) All the Heads of the Departments.
 - (iv) All the Professors of the University Teaching Department.
 - (v) Five representatives from amongst the Scientist/ Educationists/ Technologists/ Industries nominated by the Chancellor.
3. The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council and in his absence, any other person nominated by the Chancellor shall preside over the meeting.
4. The Registrar, shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice- Chancellor shall act as the Secretary.
5. One half of the members the Academic Council including the Chairperson shall form the quorum at a meeting. Provided that no quorum shall be necessary for adjourned meetings. Ordinarily fifteen days' notice shall be given for all meetings of the Academic Council.
6. Subject to the provisions of the Act, the Academic Council shall have the following powers, duties and functions, namely,
 - (i) To co-opt as members, persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the council in regard to the transaction of the business in relation to which they may be co-opted.
 - (ii) The Academic Council shall be the principal academic body of the University and shall, coordinate and exercise general supervision over the academic policies of the University.
 - (iii) To promote research and related activities in the University.
 - (iv) To make recommendations to the GB on the proposals received from the different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
 - (v) To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching and 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 SOM or the GB, and to take appropriate action thereon.
 - (vii) To make proposals to the GB for allocating departments to the faculties.
 - (viii) To make proposal to the GB for the institution of fellowships, scholarships, studentship, exhibition medals and prizes and to make rules for their award.
 - (ix) To recognize persons of eminence in their subject to be associated as research guide in that subject as prescribed in the ordinance.
 - (x) To formulate, modify or revise schemes for the organisation and assignment of subjects to the faculties, and to report to Governing Body as to the expediency of abolition, reconstitution or division of any faculty of the University.

- (xi) To recognize diplomas and degrees of other Universities and institutions and to determine their equivalence.
 - (xii) To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
 - (xiii) To consider academic related proposals submitted by the faculties/ departments of the University.:
 - (xiv) To approve the syllabus of the different courses/subjects submitted by the faculties/departments and to arrange for the conduct of examinations according to Ordinances made for the purpose.
 - (xv) 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.
 - (xvi) To publish syllabus of various courses of study, lists of prescribed or recommended text books for different subjects.
 - (xvii) To appoint committee for admission of students in different faculties of the University.
7. To recommend to the GB the rates of remuneration and allowances for the examination work.
 8. To delegate such of its powers, as it may deem fit, to the Chairman of the Academic Council.
 9. To report or to make recommendations on any matter referred to it by the Chancellor or the Governing Body, as the case may be.
 10. The Academic Council shall exercise such other powers and perform such other duties as may be prescribed from time to time.

CHAPTER NUMBER 08

STANDING COMMITTEE

1. Standing Committee of the University shall be constituted as under:
 - (i) Vice Chancellor (Chairperson)
 - (ii) Registrar
 - (iii) CFAO
 - (iv) Deans of all faculties of the University.
 - (v) Three senior Heads of Departments of the University by rotation (their term being three years).

The Vice Chancellor can invite additional members to the standing committee as and when required.
2. The Registrar shall act as Secretary of the Standing Committee.
3. Meeting of the Standing Committee shall be convened, as and when required, under the directions of the Vice-Chancellor. One-half of the members of the Standing Committee and the Chairman shall constitute the quorum.
4. Notice for the meeting of the Standing Committee along with the agenda will be served to the members at least 3 days in advance of the meeting. However, an emergency meeting of the Standing Committee can be called by the Vice Chancellor, as and when required, with one-hour notice.

CHAPTER NUMBER 09**EXAMINATION AND RESULT COMMITTEE**

1. The Examination and Result Committee of each department shall consist of the following members:
 - (i) Dean of the faculty (Chairman)
 - (ii) Head of the Department
 - (iii) Two senior most teachers of the Department (other than the head of the department).
2. The Examination and Result Committee of the Department shall recommend to the Vice-Chancellor through Controller of Examination, the names of Examination Paper Setters, Moderator and Examiner of different subjects. The Vice-Chancellor will have the right to add or delete names in the proposed list and he would approve the final list.
3. The Examination and Result Committee of the concerned department shall approve the results before declaration. If in the opinion of the committee, the results are not properly balanced, it may recommend suitable corrective action to the Vice-Chancellor and shall implement such corrective action after approval of the Vice-Chancellor.

CHAPTER NUMBER 10**BOARD OF STUDIES**

1. There shall be a Board of Studies for each department comprising of:
 - (i) All the teachers of the concerned department.
 - (ii) Two members to be nominated and co-opted by the Department, from outside the University, from academia /Industries.
2. The Head of the Department or Senior most faculty member shall be the Chairman of the Board of Studies.
3. The term of the Co-opted members of the board of studies shall be three years.
4. The Vice Chancellor can constitute a Board of Studies for the subjects to be started by the University as and when required.
5. Detailed syllabus of the different courses of the department shall be prepared by the Board of Studies and be submitted to the Academic Council for its approval and publication.
6. Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for its approval.
7. Board of Studies meeting shall be arranged at least once in a year.

CHAPTER NUMBER 11**STUDENTS COUNCIL**

1. The students' council will mainly function as a forum for getting feedback on the students' issues and their welfare.
2. The Vice-Chancellor shall appoint on the Students' Council one student from each Department/Faculty who should be a full time student in the University and had secured the first position in order of merit in the preceding Examination.
3. The Vice-Chancellor can also decide to involve other categories of students in the Students' Council depending upon the need of student's participation for the benefit of the University. SC/ST and girls students will be given adequate representation in the Students' Council.

CHAPTER NUMBER 12**APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE VICE CHANCELLOR**

1. In accordance with the Act the Vice Chancellor shall be appointed by the Chancellor from a panel of three persons recommended by the Governing Body and shall, subject to the provisions contained in sub-section (7), hold office for a term of three years.

Provided that if the Chancellor does not approve the recommendation of the Governing Body, he may call for fresh recommendation from the Governing Body.

Provided that, after expiry of the term of three years, a person shall be eligible for re-appointment for another term of three years.

Provided further that a Vice-Chancellor shall continue to hold the office even after expiry of his term till new Vice-Chancellor joins. However, in any case this period shall not exceed one year after re appointment.

2. The Vice-Chancellor 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 shall execute the decisions of various authorities of the University.
3. The Vice-Chancellor shall preside at the convocation of the University in the absence of both, the Visitor and the Chancellor.
4. If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, 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 Vice-Chancellor then such case shall be referred to the Chancellor, whose decision thereon shall be final.

Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Board of Management and the Board of Management may confirm or modify or reverse the action taken by the Vice-Chancellor.

5. If, in the opinion of the Vice-Chancellor, any decision of any authority of the University is outside the powers conferred by this Act or Statutes, Ordinances, Regulations or rules made there under or is likely to be prejudicial to the interests of the University, he 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 Chancellor and his decision thereon shall be final.
6. The Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed by the Statutes or the Ordinances.
7. If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice-Chancellor is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, ask the Vice-Chancellor to relinquish his office from such date as may be specified in the order:

Provided that before taking an action under this sub section, the Vice-Chancellor shall be given an opportunity of being heard.

Provided further that, in case of an emergency like illness, long absence, resignation or death of a Vice-Chancellor, the Chancellor shall assign the duties of the Vice-Chancellor to Pro-Vice Chancellor or a senior Professor of the University. However, this period of interim arrangement shall not exceed more than six months.

8. Apart from exercising all such powers as described in Section 17 of the Act, the Vice-Chancellor shall also exercise powers prescribed in the different Statutes.
9. The Vice-Chancellor shall receive pay and other allowances as decided by the sponsoring body from time to time.
10. The Vice-Chancellor shall cause the budget to be made by the Board of Management of the University. He may also decide to delegate his powers to other officers of the University.
11. The Vice-Chancellor may by writing under his hand addressed to the Chancellor, resign his office.

CHAPTER NUMBER 13

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR

1. In accordance with the Act the appointment of the Registrar shall be made by the Chairperson of the sponsoring body. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
2. 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.
3. The registrar will be a key officer of the University. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
4. The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Chancellor/Vice Chancellor.
5. When the Office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chairman, Sponsoring Body may appoint for the purpose.
6. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. The Chancellor shall put up the matter for the consideration of the Chairman of the Sponsoring Body whose decision shall be final.

Provided that before taking such action of the removal, the Registrar shall be given an opportunity of being heard before the Sponsoring Body.

7. The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.
8. The age of retirement of Registrar shall be sixty-five years.
9. Duties of the Registrar shall include:
 - (i) Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
 - (ii) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other committee. The Registrar shall be the Member-secretary but he shall not have a right to vote.

- (iii) To issue notices conveying the dates of meeting of the university authorities to the members and to make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Governing Body/Board of Management from time to time. He will render desired assistance.
 - (iv) The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of Management, and such other bodies which are formed under the direction of the Vice-Chancellor, and shall record the minutes and send the same to the Vice-Chancellor and Chancellor. He shall also make available all such papers, documents and information as the Visitor/Chancellor/Vice Chancellor may desire.
 - (v) He shall discharge all such functions as assigned to him by the Governing Body/Vice-Chancellor/Chancellor of the University.
 - (vi) The registrar shall have powers to take disciplinary action against the non-teaching employees working in the University and can suspend them, pending inquiry with the approval of the Vice-Chancellor.
 - (vii) An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be the final authority to take decision on the appeal.
10. The Registrar may by writing under his hand addressed to the Chairman, Sponsoring Body resign his office.

CHAPTER NUMBER 14

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)

1. In accordance with the Act the appointment of the Chief Finance and Accounts Officer shall be made by the Chancellor on recommendations of the Sponsoring Body.
2. The Chief Finance and Accounts Officer (CFAO) shall be a key officer of the University responsible for handling accounts and finances of the University.
3. The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice-Chancellor.
4. When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
5. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice-chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO.
6. The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice-Chancellor by giving him one month's notice or one month's salary in lieu of notice, provided that before taking such action of removal, the CFAO shall be given an opportunity of being heard by the Chancellor.
7. The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.
8. The age of retirement of CFAO shall be sixty-five years.

9. Duties of the CFAO shall be as follows:
- (i) The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting them audited.
 - (ii) The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
 - (iii) Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.
 - (iv) He shall discharge all such functions as assigned to him by the Governing Body/Vice Chancellor of the University.

CHAPTER NUMBER 15

OTHER OFFICERS OF THE UNIVERSITY

1. The following shall be the other Officers of the University:
 - (i) *Pro Vice Chancellor*
The Pro Vice Chancellor shall be an officer of the University and shall be appointed by the Chancellor from amongst the Teachers of the University.
 - (ii) *Controller of Examination*
The Controller of Examinations shall be a whole time officer of the university and shall be appointed by the Chancellor.
It shall be the duty of the Controller of Examinations:
 - (a) to conduct examinations in a disciplined and efficient manner;
 - (b) to arrange for the setting of question papers with strict regards to secrecy;
 - (c) to arrange for the evaluation of answer sheets in accordance with the planned time schedule for results;
 - (d) to constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students;
 - (e) to deal with any other matter connected with examinations which may, from time to time be assigned to him by the Vice Chancellor.
 - (iii) *Librarian:*
The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as laid down in the statutes through the clause for the teachers.
 - (iv) *Dean Student Welfare (DSW):*
The Dean Students Welfare shall be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the Teachers of the University.
2. The powers and responsibilities of the Exam Controller, the Librarian and the Dean Student Welfare (DSW) shall be as specified in the Regulations.

CHAPTER NUMBER 16**FACULTIES**

1. The University shall include the following faculties:
 - (i) Faculty of Science.
 - (ii) Faculty of Education
 - (iii) Faculty of Commerce
 - (iv) Faculty of Management
 - (v) Faculty of Engineering and Technology
 - (vi) Faculty of Computer Science and Information Technology
 - (vii) Faculty of Media Studies
 - (viii) Faculty of Fine Arts and Performing Arts.
 - (ix) Faculty of Arts and Humanities
 - (x) Faculty of Agriculture
 - (xi) Faculty of Law
 - (xii) Faculty of Medical Sciences

Such other faculties as may be approved by the Governing Body on the recommendation of the Academic Council shall be added from time to time.

2. Each Faculty shall have such departments as may be assigned to it by the Academic Council.

CHAPTER NUMBER 17**DEANS OF FACULTIES**

There shall be a Dean for each Faculty. A Professor within the faculty shall, according to seniority, act as the Dean of the Faculty for a period of three years, Provided that:

1. If there is no Professor, a Reader, according to seniority, shall act as Dean.
2. The Dean 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 overall supervision and control of the organization and the conduct of teaching and research work in the Departments comprised in the Faculty.
4. The dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the BOM or the Vice-Chancellor.
5. Professor or Reader shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the Faculty.

CHAPTER NUMBER 18**CONSTITUTION OF FACULTIES**

Each Faculty shall consist of the following members, namely:

1. The Dean of the Faculty who shall be the Chairman.
2. The Heads of Departments of Studies in the Faculty.
3. All Professors in the Faculty.
4. One Reader and one Lecturer, by rotation according to seniority, from each Department in Faculty.

CHAPTER NUMBER 19**POWERS OF THE FACULTIES**

1. The Faculty shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.

2. The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

CHAPTER NUMBER 20

APPOINTMENT OF TEACHERS OF THE UNIVERSITY

1. For the teaching positions in the University namely the Professors, Associate Professors and Assistant Professors, the Board of Management may recommend to the Governing Body for filling up the vacancies available in different departments of the University.
2. The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
3. Teaching positions (Professors, Readers and Lecturers) shall be advertised in the national daily 1 News Papers of wide circulation clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grants Commission (UGC) or any other Regulatory Body.
4. An Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection.
5. Summary of all the screened applications shall be made available to the Selection Committee at the time of interview.
6. The Selection Committee shall consist of the following members;
 - (i) The Vice-Chancellor (Chairman)
 - (ii) Three subject experts nominated by the Vice Chancellor from a panel of experts approved by the Governing Body.
 - (iii) One observer nominated by the Chancellor.
7. The Selection Committee shall recommend to the Governing Body the names, arranged in order of merit, if any, of the persons whom it considers suitable for the posts.

Provided that no recommendation shall be made unless at least two subject experts and the Observer under clause (6) mentioned above, are present in the Selection Committee meeting.

8. After the approval of appointments, as recommended by the Selection Committee, by the Governing Body, appointment letters will be issued by the Registrar.
9. In addition to full-time teachers, the Board of Management/Chancellor may also decide to engage for a fixed period, part-time, contractual and / or assignment based positions, either through direct recruitment or out-sourcing. The terms and conditions (such as honorarium, TA/DA: conveyance charges etc.) of such engagements will be decided by the Governing Body of the University, from time to time.

CHAPTER NUMBER 21

CATEGORIES OF THE NON-TEACHING EMPLOYEES

1. The following types of non-teaching employees will be employed by the University
 - (i) Permanent/Probationary employees
 - (ii) Contractual employees
 - (iii) Casual employees
2. Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years.

3. Contractual employee means an employee who is appointed on contract for a specified period.
4. Casual Employee means an employee who is engaged on the basis of a Muster Roll.
5. The terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the Regulations.

CHAPTER NUMBER 22

RESIGNATION

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

CHAPTER NUMBER 23

ACTION AGAINST TEACHERS

1. Where there is an allegation of misconduct against a teacher, the Vice Chancellor shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.
2. Based on the inquiry committee report, the Vice Chancellor may decide course of action including suspension depending on the severity of the misconduct. However, for taking actions to the extent of termination of the teacher concerned, the Vice Chancellor shall report the matter to Governing Body whose decision will be final.
3. An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

CHAPTER NUMBER 24

ACTION AGAINST NON-TEACHING EMPLOYEES

1. Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.
2. Based on the inquiry committee report, the Registrar may decide course of action including suspension depending on the severity of the misconduct. However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor whose decision will be final.
3. An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

CHAPTER NUMBER 25

CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS

1. (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any Faculty Member and Head of the Department will forward it to the Vice-Chancellor
- (ii) On receipt of the proposal the Vice-Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act. Shall call a special meeting of the Board of Management to consider the proposal.
- (iii) At such special meeting of the Board of Management the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.

- (iv) The Vice-Chancellor shall ascertain from scrutiny of the ballot papers, if the proposal has the requisite support. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the next meeting of the Governing Body.
- (v) Every proposal for conferment of an Honorary Degree or Academic Distraction shall be separately made and considered in respect of a proposed recipient.
2. (i) Any such proposal submitted for approval of the Governing Body shall be decided by a secret ballot of the members of the Governing Body present and voting at the meeting.
- (ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
- (iii) The Vice-Chancellor shall scrutinize the ballot papers in respect of the proposal with the help of tellers if necessary.
- (iv) On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support the proposal shall be declared to be dropped.

CHAPTER NUMBER 26

ADMISSION OF STUDENTS

1. Admission to various courses shall be governed as prescribed in the ordinances framed for the concerned subjects.
2. The University may conduct its own entrance test, if necessary, or may utilize the list of results of such examination/ test conducted by different State/ National/Professional Bodies.

CHAPTER NUMBER 27

PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS

1. All the Courses in the University will be run on self-finance mode. The following types of fees may be charged from the students:
 - (i) Prospectus and Registration form
 - (ii) Admission fees (where applicable)
 - (iii) Tuition fees for the course
 - (iv) Examination fees
 - (v) Library fees
 - (vi) Development/amalgamated fund
 - (vii) Laboratory fees
 - (viii) Caution money
 - (ix) Hostel & Mess fees (Where applicable)
 - (x) Identity Card fees
 - (xi) General insurance fees
 - (xii) Placement fees (Where applicable)

The University can introduce other heads of fees from time to time.

2. In addition, fees for duplicate mark sheets, revaluation, issuance of degree and such others examinations or result related fee may be charged from the students.
3. The components of fee may vary from course to course and shall be decided by the Board of Management for each course.
4. The fee structure of various courses and provision of exemption from tuition fee will be decided by the Board of Management from time to time and will be made available to the students along with the prospectus for the concerning session.
5. The tuition fees for the various courses will be defined in their respective Ordinances and can be changed with the approval of Board of Management.

CHAPTER NUMBER 28**ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF FELLOWSHIPS,
SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY**

1. The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals and Prizes of the 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. (i) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalized Bank.
(ii) 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, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
7. Approval of awardees of 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 NUMBER 29**CONVOCAATION**

1. A Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.
2. The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
3. The Visitor and in his absence the chancellor shall preside over the convocation function of the University. In the absence of both, the Vice Chancellor shall preside over the convocation function.

CHAPTER NUMBER 30**ANNUAL REPORT**

1. The Annual Report of the University shall be prepared by the Board of Management.
2. The Report shall be placed before the Governing Body for approval.
3. A copy of the Annual Report prepared under Sub-section (1) shall be presented to the Visitor and to the State Government after approval by the Governing Body.

CHAPTER NUMBER 31**OFF-CAMPUS CENTRE(S), OFF-SHORE CENTRE(S) AND STUDY CENTRE(S)**

1. The University shall set up Off Campus Centre(s), Off Shore Centre(s) and Study Centre(s) keeping in view the provisions of Bihar Private Universities Act (2013) (20/2013) and those of the other Regulatory Bodies.
2. The guidelines for monitoring and control of Off-Campus centre(s), Off-shore Centres and Study Centre(s) will be worked out by the Board of Management of the University and shall be detailed in the Ordinances made for the purpose.

CHAPTER NUMBER 32**RESIDUAL PROVISION**

In case of any dispute/difference of interpretation of provisions made in the Statutes, the decision of the Visitor shall be final.

By the order of Governor of Bihar
MANOJ KUMAR,
Additional Secretary

**PUBLISHED AND PRINTED BY THE SUPERINTENDENT,
BIHAR SECRETARIAT PRESS, PATNA.
Bihar Gazette (Extra) 874—571+10—Egazette
Website: <http://egazette.bih.nic.in>**