



सत्यमेव जयते

The Gujarat Government Gazette

EXTRAORDINARY
PUBLISHED BY AUTHORITY

Vol. LX] WEDNESDAY, FEBRUARY 20, 2019/ PHALGUNA 1, 1940

Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

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, 7th February, 2019.

GUJARAT PRIVATE UNIVERSITIES ACT, 2009.

No: GH/SH/14/EPU/2018/242/KH1 :- In exercise of the powers conferred by the Section 26 and Section 28 of the Gujarat Private University Act, 2009 (Gujarat Act No.8 of 2009), the Government of Gujarat hereby approves the First Statutes and First Ordinance respectively of Marwadi University, Rajkot as proposed by the Governing Body of the Marwadi University in its meeting held on 26th March 2018.

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

PAKESH THAKORE,
Under Secretary to Government.

MARWADI UNIVERSITY

FIRST ORDINANCES

∴ SPONSORING BODY ∴

MARWADI EDUCATION FOUNDATION'S GROUP OF INSTITUTION

CONTENTS

<u>ORDINANCE 1 SHORT TITLE AND COMMENCEMENT</u>	4
<u>ORDINANCE 2 DEFINITIONS</u>	4
<u>ORDINANCE 3 ADMISSION OF STUDENTS TO THE UNIVERSITY AND THEIR ENROLMENT AND CONTINUANCE</u>	4
<u>ORDINANCE 4 BOARD OF STUDIES</u>	7
<u>ORDINANCE 5 AWARD OF CERTIFICATES, DIPLOMAS, DEGREES AND OTHER ACADEMIC DISTINCTIONS OF THE UNIVERSITY</u>	7
<u>ORDINANCE 6 ACCOUNTING POLICY AND FINANCIAL PROCEDURE</u>	8
<u>ORDINANCE 7 CONDITIONS FOR THE AWARD OF FELLOWSHIPS AND SCHOLARSHIPS, STIPENDS, MEDALS AND PRIZES</u>	9
<u>ORDINANCE 8 CONDUCT OF EXAMINATIONS AND THE CONDITIONS AND MODE OF APPOINTMENT AND THE DUTIES OF EXAMINING BODIES, INVIGILATORS, TABULATORS, EXAMINERS AND MODERATORS</u>	11
<u>ORDINANCE 9 FEES TO BE CHARGED FOR VARIOUS COURSES, EXAMINATIONS, DEGREES AND DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS OF THE UNIVERSITY AND REVISION OF FEE</u>	12
<u>ORDINANCE 10 ALTERATION OF NUMBER OF SEATS IN DIFFERENT COURSES AND PROGRAMS</u>	14
<u>ORDINANCE 11 CONDITION OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY OR A CONSTITUENT COLLEGE</u>	14
<u>ORDINANCE 12 MAINTENANCE OF DISCIPLINE AMONG THE STUDENTS OF THE UNIVERSITY OR CONSTITUENT INSTITUTES/COLLEGES</u>	15
<u>ORDINANCE 13 CREATION OF ANY COMMITTEE OF UNIVERSITY FOR IMPROVING THE ACADEMIC LIFE OF THE UNIVERSITY</u>	16
<u>ORDINANCE 14 COOPERATION AND COLLABORATION WITH OTHER UNIVERSITY AND INSTITUTIONS OF HIGHER EDUCATION</u>	16

ORDINANCE 1**SHORT TITLE AND COMMENCEMENT:**

These Ordinances shall be called the MARWADI University Ordinances, 2018. These shall come into force at once.

ORDINANCE 2**DEFINITIONS:**

- (1) In these Ordinances unless there is anything contrary to the Statutes and the Act:-
- (a) "Act" means the Gujarat Private Universities Act, 2009.
 - (b) "Equivalent examination" means an examination conducted by:-
 - (i) Any recognized board of Higher Secondary Examination, or Higher Secondary Board.
 - (ii) Any Indian or Foreign University recognized by the respective statutory body of GOI as equivalent to its corresponding examination.
 - (c) "Provost" means a specific officer appointed under section 13 of the Gujarat Private Universities Act, 2009 to oversee a specific function of the university.
 - (d) "Qualifying examination" means an examination, the passing of which makes a student eligible for admission to a particular course of study leading to Bachelor's or Post Graduate or Research Degree or Diploma or Certificate conferrable by the University.
 - (e) "The Statutes" means The Statutes framed under the Provision of the Act.
 - (f) "Private University" means The MARWADI University under the provisions of section 3 of The Gujarat Private Universities Act, 2009 declared by Gujarat Act No. 9 of 2016.
- (2) Words and expressions not defined elsewhere in these Ordinances but defined in the Act shall have the meaning assigned to them in the Act or the Statutes.

ORDINANCE 3**ADMISSION OF STUDENTS TO THE UNIVERSITY AND THEIR ENROLMENT AND CONTINUANCE:**

Subject to the provisions of the statutes and regulations made there under or in pursuance thereof, the following requirements shall be applicable, namely

1. (a) A student seeking admission to the University and its constituent Schools/Institutes/ colleges of the University, shall on or before the date prescribed (if applicable) for submission of the application for admission, submit the duly filled in application form along with the prescribed fee to the University, the Institute/college or the Study Centre as the case may be.
- (b) Application for admission shall be accompanied by such documents as may be determined by the admission committee from time to time or as indicated but not limited to those mentioned below:-
 - (i) Evidence/Proof of Birth Certificate.

- (ii) ID, Bonafide and Conduct certificate from the Principal of the School/College last attended.
- (iii) True copy of the Mark Statement of the qualifying examination.
- (iv) Fee prescribed for the course.

2. The admission of students to the regular programs of the University will be only on the basis of merit. There shall be no reservations of any kind in the admission of students other than those permitted under the Act OR Reservation prescribed by the state government for AICTE approved programs OR the Statutes Reservation Policy of UGC. The Academic Council of the University may determine the minimum qualifying requirements for entry into each of the programs of the University from time to time and state the same in the prospectus or any other admission related literature.

3. (a) The Admissions Committee will undertake the following functions:-

- (i) Preparation of the admissions calendar;
- (ii) Stipulation of minimum qualifying requirements for admission into the various programs of the University, in consultation with the Academic Council.
- (iii) Stipulation of the requirements for the admission test - the nature of admission test, duration, minimum qualifying grades (cut-off requirements) in the admission test, etc., if required.
- (iv) Selection of examiners (paper setters) for the admission test;
- (v) Stipulation of guidelines for conducting the admission test;
- (vi) Determining the centres for conducting the admission test;
- (vii) Stipulation of guidelines for the evaluation of students and announcement of results;
- (viii) Stipulation of method of personal interview of the students; if required.
- (ix) Selection of students who have qualified for admission and announcement of results and eligible candidates list.

(b) The Admissions Committee shall conduct the admission process and shall report to the Registrar who shall oversee the admissions to various programs.

The Admission process shall be as follows:-

- a. The University shall seek applications from eligible candidates for admission into various programs of the University, through press advertisements and /or other forms of announcements.
 - b. The University may supply to the students prospectus containing the highlights of the academic programs and the rules relating to the admissions on free / chargeable basis.
 - c. The Admissions Committee shall monitor the response from the eligible candidates and shall subject them to the admission process.
 - d. On completion of the selection process, the Admissions Committee shall declare the list of applicants who have secured admission into the various programs.
 - e. Upon the announcement of the admissions, each eligible applicant shall pay the stipulated fee and furnish all necessary documents in original or provide an undertaking that he/she shall provide the same latest by the date stipulated by the university, failing which the admission shall be liable to be cancelled. Any extension of time for submission of documents shall be given only with the written approval from university authorities.
4. The following shall be the eligibility conditions for the applicants for admission, namely:-

- a. Applicants who do not meet the admission requirements as prescribed by the Admissions Committee shall not be admitted to the programs of the University
 - b. No student who has passed a part of any degree or post-graduate examination from another University shall be admitted to the subsequent higher class for such examination in any School/Institution/Centre/Constituent college without approval from the Provost.
 - c. No person who is under sentence of rustication or has been disqualified from appearing from any other University/Institution shall be admitted to any course of study in this University and its institutions/centres during the period of rustication or disqualification.
5. The General conditions shall be as follows:-
- a. Admission to the regular programs will be once in every year. The admission to collaborative programs/Industry oriented programs will be as per the respective MoU or as per the discretion of the university.
 - b. The admission of the students shall be completed in accordance with the Academic Calendar of the University and in the manner stipulated by the Admissions Committee.
 - c. No student shall be admitted to the regular programs after the prescribed last date of admission if applicable. However, the Provost/President shall have the power to grant admission in case of genuine hardship beyond the last date of admission as given above; on the clear understanding that the attendance of all such students shall be counted from the date of admission to the course. Students admitted after the commencement of the session, shall be required to pay all the fees and dues from the beginning of the academic session.
 - d. The student shall be enrolled as a student of the University upon meeting the admission requirements and upon undertaking to pay the prescribed fee, deposits and any other prescribed charges before the prescribed dates. Till that time he/ she will not be considered as the student of the university.
 - e. The student will be required to pay towards Alumni association fee at the time of getting admission in any of the courses.

ORDINANCE 4**BOARD OF STUDIES:**

The formation of Board of Studies, its regulations, functions and powers shall be as described in the first statutes of the University.

ORDINANCE 5**AWARD OF CERTIFICATES, DIPLOMAS, DEGREES AND OTHER ACADEMIC DISTINCTIONS OF THE UNIVERSITY:**

1. The candidate, after successfully completing the prescribed requirements for a particular Certificate/Diploma/Degree shall be eligible for the award of Certificate/ Diploma / Degree respectively.
2. The Registrar shall place the names of all candidates who have been examined and found qualified for the award of Certificate/Diploma/Degree to Provost to place before the Academic Council before the declaration of the result. On being approved by the Academic Council, the Provost shall advise the Registrar to announce the result. The Certificates/Diplomas/Degrees shall be issued to the respective candidates at the convocation of the University present or in absentia as selected by the candidate.
3. In some special circumstances if any students apply for the degree certificate before announcement of convocation in the interest of the students, the provost shall have the purview to issue degree certificate before or after the convocation date.
4. The Degrees shall be signed by the Provost, President and Vice President. The Certificates/Diplomas shall be signed by the Provost. Any Provisional Certificates of any program may be issued before the convocation duly signed by the Registrar after prior approval of the Provost.

ORDINANCE 6**ACCOUNTING POLICY AND FINANCIAL PROCEDURE:**

The Finance Committee shall, in accordance with the provisions of the Act and the Statutes made there under:-

1. (a) Manage and regulate the finance, accounts, investments, property and all other affairs of the University and for that purpose lay down the procedure;
(b) Lay down the procedure for operating the Bank accounts;
(c) Lay down the terms and conditions for purchase of any land or buildings or other works or authorize taking on lease or otherwise such land, buildings or works;
(d) Lay down the terms and conditions for acquiring intellectual property rights, copy rights, trademarks and the like;
(e) Invest the funds of the University or money entrusted to the University in such manner as it may deem fit from time to time;
(f) Raise and borrow money upon such terms and conditions as it may think fit and to pay out the funds of the University, all expenses incidental thereto;
(g) Maintain proper accounts and other relevant records and prepare annual statements of accounts including the Balance Sheet for every previous financial year, in such form as may be prescribed and submit the same to the Governing Board for approval;
2. The Finance Committee shall be the principal financial body of the University to take care of financial matters and shall, subject to the provisions of the Act, Statutes and Ordinances, coordinate and exercise general supervision over the financial matters of the University.
3. The Endowment Fund created under Section 36 of the Act, the General Fund created under Section 37 of the Act, and the Development Fund, shall be subject to general supervision and control of the Governing Board, be regulated and maintained in accordance with the provisions of Sections 36 and 37 of the Act.
4. All funds accrued to or received by the University from whatever source and all amounts disbursed or paid shall be entered in the accounts maintained by the University.

ORDINANCE 7**CONDITIONS FOR THE AWARD OF FELLOWSHIPS AND SCHOLARSHIPS, STIPENDS, MEDALS AND PRIZES:****Scholarships:**

1. The University shall offer scholarships to students based on:
 - a. Merit
 - b. Merit-cum-means Scholarship.
 - c. In kind
- i. Merit Scholarships:

Merit scholarships shall be offered to rank-holders based on ranks obtained in the admission test and other (based on the Cumulative Grade Point Average obtained in different terms). The merit scholarship shall be in terms of tuition fee concessions spread over the duration of the program on a progressive basis and subject to conditions.

Merit Scholarships shall also be offered to students who obtain top ranks in each semester.
- ii. Merit-cum-Means Scholarship:

The University shall provide merit-cum-means scholarships in different forms as under:

 - i. Grants.
 - ii. Loans.
 - iii. Reduction in Fees.
 - iv. Combination of grant, loan and reduction in fees.
- iii. In Kind:

Scholarship may be given in the form of offering him/her text books free of cost, Loan of Books, free lodging or boarding etc.
2. Administration of the "Merit" and "Merit-cum-Means" Scholarships:
 - a. The Board of Management shall stipulate conditions for eligibility for the above scholarships from among those admitted into the various programs, and stipulate the terms and conditions for award of the scholarships. The award of the scholarships shall be based on the recommendation of the Finance Committee in consultation with the Provost.
3. Grounds for termination of Scholarships:
 - a. A Scholarship holder shall at all times demonstrate good behavior and observes rules of discipline.
 - b. A Scholarship shall be liable for termination, if:
 - i. The Scholarship holder discontinues studies during the middle of a session; or does not score the minimum performance prescribed or
 - ii. The scholarship holder, after he has been given a reasonable opportunity to explain his conduct, if found guilty of a breach of para (a) above, and if the Chairman of Committee as mentioned above so directs, the scholarship holder shall also be liable to refund the amount of scholarship drawn by him.
 - c. The order of termination passed by the Chairman shall be final.

Fellowships and Academic Performance Incentives

- (a) The University may offer Fellowship/assistantship to selected students undertaking the Ph.D/Masters programs at the University. The Fellowship may be in any of the following forms:-
 - i. Teaching (Academic) Fellowship/Assistantship.
 - ii. Research Fellowship/Assistantship.
 - iii. Reduction in Fees.
 - iv. Combination of the above.
- (b) The Fellowship/Assistantship shall carry a fixed allowance for specific purposes such as assigned work/purchase of books and equipment, etc., and monthly grant of a specified amount that shall be paid periodically during the program.
- (c) The Board of Management may decide to offer any other form of Fellowships/Assistantship, grants or loans to the research scholars undertaking the Ph.D/Masters programs. The Board of Management may also provide for incentives and rewards of specific nature for outstanding academic contribution through quality research, publications, patents, books, reviews, etc.
- (d) The terms and conditions for the award of Fellowships/Assistantship shall be stipulated by the Board of Management.
- (e) Before offering the Ph.D, University shall have qualified teaching staff having Ph.D & they shall have enough experience of the relevant subject & the teaching staff should have recognition for guide ship as per guidelines of UGC.

ORDINANCE 8**CONDUCT OF EXAMINATIONS AND THE CONDITIONS AND MODE OF APPOINTMENT AND THE DUTIES OF EXAMINING BODIES, INVIGILATORS, TABULATORS, EXAMINERS AND MODERATORS:**

1. "Board of Examinations" (BoE) is constituted as per the Statues and shall be responsible for the following activities, namely:
 - a. Determination of the eligibility of the students for taking up the examination - in consultation with the Academic Council.
 - b. Determination of the pattern of examination.
 - c. Determination of the content of the Question/exam papers.
 - d. Determination of the method of conducting the examinations.
 1. Stipulation of the amount to invigilators, the evaluators and submission to the Finance Committee for approval.
 1. Submit budget to the board of Finance and Accounts for approval proposed by the Controller of Examinations.
 - m. Stipulation of guidelines for the students taking up the examinations.
 - n. Stipulation of guidelines for disciplinary action in case of cheating and malpractice by the students/ invigilators and the evaluators.
2. The BoE shall meet in advance before the conduct of each of the examinations and provide the necessary recommendation to the Controller of Examinations, who shall make all arrangements for the conduct of examination and evaluation. The Controller of Examination shall be responsible for the overall supervision of the examination processes.

ORDINANCE 9**FEEES TO BE CHARGED FOR VARIOUS COURSES, EXAMINATIONS, DEGREES AND DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS OF THE UNIVERSITY AND REVISION OF FEE:**

1. The Governing Body of the University will approve, in consultation with the Finance Committee, the fees for the various programs of the University.

The following aspects may be stipulated by the Finance Committee:

i.	Prospectus & Registration Form
ii	Entrance Examination
iii	Admission Fee (wherever applicable)
iv	Tuition Fees
v	Examination Fee
vi	Library Fee
viii	Development/Amalgamated Fund
ix	Laboratory Fee
x	Caution Money (refundable)
xi	Hostel Fee
xii	Transportation (Bus) Fee
xiii	Uniform Fee
xiv	Convocation Fee
xv	Industrial/Academic Tour Fee
xvi	Summer Training Arrangement/Supervision Fee
xvii	Social Project Supervision Fee
xviii	Finishing School fee
xix	Yoga/Meditation Training Fee
xx	Physical Training & Sports Fee
xxi	Educational Tour Fee
xxii	Study Material Fee
xxiii	Stationery Fee
xxiv	Students' Welfare Fee
xxv	Cultural/Co-curricular Activities Fee
xxvi	Extra Classes Fee
xxvii	Duplicate Document(s) Fee
xxviii	Migration Fee
xxix	Verification Fee
xxx	Compliance Fee
xxxi	Re-evaluation Fee
xxxii	Name Change Fee
xxxiii	Medical/Group Insurance Fee
xxxiv	Personality Development Fee
xxxv	Soft Skills Training Fee
xxxvi	Alumni Fees
xxxvii	Collegiate Women Development Council (CWDC) Fees
xxxviii	Profile and Placement Fees
xxxix	Any other(s)

2. The Finance Committee may stipulate the method of payment of fee, and the nature of disciplinary action, in the event the fee is not paid in accordance with the conditions stipulated by the Finance Committee for the purpose.
3. The Registrar or any person/officer authorized by Board of Management shall be responsible for the collection of fee and for sending reminders to students who default in the payment of fee. The cases of delay in the payment of fee may invite appropriate decision on the late payment of fee, charge of additional fee for delayed payment or the disciplinary action to be taken against the student defaulting in the payment of fee on a case to case basis by following the broad guidelines stipulated by the Finance Committee.
4. The Registrar / Head of the faculty / constituent college / centre / institute or any person/officer deputed by Board of Management shall be responsible for passing on disputes relating to the payment of fee to the Chief Accounts Officer to get the decision of the Finance Committee. The decision of the Finance Committee shall be final as regards the disputes relating to the payment of fee.
5. The upper limit of fees structure shall be fixed as much as affordable to the students or not higher than the upper fees fixed by "Fees Regulatory Committee for self-finance colleges."

ORDINANCE 10**ALTERATION OF NUMBER OF SEATS IN DIFFERENT COURSES AND PROGRAMS:**

The Governing Body of the University will determine, in consultation with the Academic Council, the number of seats in different courses and programs and alteration in the number(s) from time to time, keeping in view the fee for the various programs of the University determined in accordance with the above provisions of these Ordinance if any.

ORDINANCE 11**CONDITION OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY OR A CONSTITUENT COLLEGE:**

The University may provide hostel accommodation to students undergoing various programs if sufficient facilities for such purpose are available with the university or arranged by the university.

- a. The hostel accommodation may be provided at the premises owned or hired by the University or a contract to maintain the student hostels may be given to outside agencies on the basis of predetermined terms and conditions.
- b. For all issues regarding hostels, the President may constitute a Hostel Committee which shall decide on the following:-
 - i. Rules for admission to the hostel.
 - ii. Nature of accommodation to be hired, if the hostels are in leased premises.
 - iii. Number of students to be accommodated in each hostel.
 - iv. Facilities to be provided to the students.
 - v. Services available in each hostel.
 - vi. Responsibilities of the Hostel Warden.
 - vii. Maintenance of the hostels.
 - viii. Requirements in the hostel mess.
 - ix. Hostel student rules.
 - x. Security of hostel property.
 - xi. Security of hostel students.
 - xii. Rules for resolving disputes and disciplinary action.
 - xiii. Fee to be charged for the hostel accommodation, services and mess; and deposits to be provided by the students, if any.
 - xiv. Recreation activities.
- c. The Chief Hostel Warden/Rector shall be responsible for the operation and upkeep of all the hostels. Each hostel shall be supervised by the concerned hostel warden.
- d. The Hostel Committee shall meet once in every quarter and review the arrangements at the hostels and attend to any complaints not resolved by the Hostel Wardens or the Chief Hostel Warden/Rector.
- e. Separate hostels may be provided to female students.
- f. The provisions of these rules shall apply to students of constituents Institutes/ Colleges with such modifications as may be decided by the President.
- g. The university should follow the guidelines regarding the anti-ragging cell in case of the hostel students.

ORDINANCE 12**MAINTENANCE OF DISCIPLINE AMONG THE STUDENTS OF THE UNIVERSITY OR
CONSTITUENT INSTITUTES/COLLEGES:**

For all issues relating to student's discipline, conduct and behavior; the Dean of the Faculty shall be reported. The Dean of the Faculty, upon receiving any information about misconduct or improper behavior or violation of the discipline by any student, shall immediately take appropriate action and do necessary damage control at earliest to curb any such incidence and its reoccurrence. The Dean of the Faculty shall also ensure that proper students welfare initiatives are undertaken so as to the instances of misconduct or improper behavior or violation of the discipline are restricted to least. The Dean shall also ensure that proper anti-ragging guidelines are in place and are implemented at all levels and safety of women at the university is also ascertained. If thought to be necessary, Dean may constitute a committee constituting Provost, Registrar and Head of the Department of university for specific instance of misconduct or improper behaviour or violation of the discipline at the university with the consultation of president and take further appropriate action. This committee can impose penalty up to cancellation of admission for student improper behavior or violation of the discipline.

ORDINANCE 13**CREATION OF ANY COMMITTEE OF UNIVERSITY FOR IMPROVING THE ACADEMIC LIFE OF THE UNIVERSITY:**

For any issue in relating to the overall efficient functioning of the University, relevant issue based committees shall be constituted by the President or the Provost as the case may be from time to time. The committee shall not take any decision bypassing the statutory provisions issued by the competent authority like UGC, AICTE, etc.

ORDINANCE 14**COOPERATION AND COLLABORATION WITH OTHER UNIVERSITY AND INSTITUTIONS OF HIGHER EDUCATION:**

Subject to the provisions of the Statutes and the Act:

1. The University shall seek cooperation and collaboration with the existing Universities and Institutes of Higher Education industrial/business houses/ companies/any corporate body/society/trust/Association/Co-operative Society/NGO/Schools/Govt. & Semi Govt. Organizations/Public sector undertakings and/or any other Organization/Individual(s) in India and abroad and execute Memorandum of Understanding (MoU) detailing the extent and areas of co-operation and collaboration mutually agreed upon.
2. The University shall open its Study Centres as mentioned in the Statutes, in various parts of the country and abroad, to promote Higher Education in emerging and traditional fields of studies in conformity with the prior approval of UGC & the State Government or any other regulatory body as may be required as per the provisions under the Gujarat Private Universities Act, 2009.
3. The University may collaborate with Universities and Institutes of Excellence engaged in Higher Education in foreign countries for the award of their degree in India.

MARWADI UNIVERSITY

FIRST STATUTES

::: SPONSORING BODY :::

Marwadi Education Foundation's Group of Institutions

CONTENTS

CHAPTER NO.	CHAPTERS	PAGE NO.
1	CONSTITUTIONS, POWERS AND FUNCTIONS OF THE AUTHORITIES AND BODIES OF MARWADI UNIVERSITY	
	1.1 SHORT TITLE, SCOPE AND COMMENCEMENT	04
	1.2 DEFINITIONS	04
	1.3 SEAL OF THE UNIVERSITY	05
	1.4 OBJECTIVES OF THE UNIVERSITY	05
	1.5 APPOINTMENT, TERMS & CONDITIONS AND POWERS OF THE PRESIDENT	06
	1.6 APPOINTMENT, TERMS & CONDITIONS AND POWERS OF THE VICE-PRESIDENT	06
	1.7 POWERS AND FUNCTIONS OF THE GOVERNING BODY	06
	1.8 POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT	07
	1.9 FORMATION, POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL	07
	1.10 POWERS AND FUNCTIONS OF THE FINANCE COMMITTEE	09
	1.11 STANDING COMMITTEE OF GOVERNING BODY/ BOARD OF MANAGEMENT/ACADEMIC COUNCIL	09
	1.12 BOARDS AND COMMITTEES	10
	1.13 BOARD OF STUDIES	10
	1.14 BOARD OF EXAMINATION	10
2	TERMS AND CONDITIONS OF APPOINTMENT OF THE PROVOST, HIS POWERS & FUNCTIONS	
	2.1 APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE PROVOST UNDER THE ACT	12
	2.2 APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE DIRECTOR GENERAL	12
	2.3 APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE EXECUTIVE DIRECTOR	12
3	TERMS AND CONDITIONS OF APPOINTMENT OF THE REGISTRAR AND CHIEF ACCOUNTING OFFICER, THEIR POWER AND FUNCTIONS	
	3.1 APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR UNDER THE ACT	13
	3.2 APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF OPERATING OFFICER UNDER THE ACT	14
	3.3 APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF ACCOUNTS OFFICER UNDER THE ACT	14
	3.4 APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF DEAN OF FACULTY OF PG STUDIES AND RESEARCH.	15

CHAPTER NO.	CHAPTERS	PAGE NO.
4	TERMS AND CONDITIONS OF APPOINTMENT OF CONTROLLER OF EXAMINATIONS AND OTHER OFFICERS AND TEACHERS AND THEIR POWERS AND FUNCTIONS 4.1 CONTROLLER OF EXAMINATIONS 4.2 DEAN OF STUDENTS' WELFARE 4.3 LIBRARIAN 4.4 DEPUTY/ASSISTANT LIBRARIANS 4.5 DEPUTY/ASSISTANT REGISTRARS 4.6 DIRECTOR OF PHYSICAL EDUCATION 4.7 SPORTS OFFICERS 4.8 FACULTIES 4.9 CONSTITUTION, POWERS AND FUNCTIONS OF FACULTIES 4.10 POWERS & FUNCTIONS OF THE DEAN OF FACULTY	 16 16 17 17 17 17 17 17 18 18 18
5	TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES OF THE MARWADI UNIVERSITY 5.1 APPOINTMENTS OF TEACHERS OF THE UNIVERSITY 5.2 TERMS AND CONDITIONS OF THE EMPLOYEES 5.3 CATEGORIES OF NON-TEACHING EMPLOYEES	 20 21 21
6	PROCEDURE FOR ARBITRATION IN CASE OF DISPUTES BETWEEN EMPLOYEES OR STUDENTS AND THE MARWADI UNIVERSITY 6.1 ACTION AGAINST TEACHERS AND OTHER STAFF 6.2 ACTION AGAINST STUDENTS	 22 22
7	CONFERMENT OF HONORARY DEGREES 7.1 CONVOCATION 7.2 WITHDRAWAL OF DEGREES 7.3 CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS	 23 23 23
8	SCHOLARSHIP AND FELLOWSHIPS TO THE STUDENTS OF MARWADI UNIVERSITY 8.1 ADMINISTRATION OF ENDOWMENT FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY	 24
9	ADMISSION POLICY OF MARWADI UNIVERSITY 9.1 ADMISSIONS OF STUDENTS 9.2 NUMBER OF SEATS IN DIFFERENT COURSES / SUBJECTS	 25 25
10	FEEES 10.1 PROVISION REGARDING FEES TO BE CHARGED FROM THE STUDENTS	 26

CHAPTER 1**CONSTITUTIONS, POWERS AND FUNCTIONS OF THE AUTHORITIES AND BODIES OF MARWADI UNIVERSITY****1.1 SHORT TITLE, SCOPE AND COMMENCEMENT:**

- (1) The "Statutes" means the Statutes of MARWADI University.
- (2) These Statutes shall come into force with effect from the date of the notification in the Official Gazette.
- (3) The Statutes are in conjunction with the provisions of the Gujarat Private Universities Act 2009. In case of any changes in the provisions of the Act or the Rules or the Statutes, the provisions of the Act or the 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 a 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 Board of MARWADI University dated 26th March, 2018 vide item no. 3.

1.2 DEFINITIONS:

In these Statutes unless the context otherwise requires:

1. "Act" means the "Gujarat Private Universities Act 2009", as amended from time to time.
2. All words and expressions used herein and defined in the Act and the statutes shall have the meanings respectively assigned to them in the Act and the Statutes.
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" dissimulated in the Ordinances.
4. "Board of Studies" mean the Board of Studies of the University departments / faculties/Constituent colleges/Centres/ Institutions
5. "Convocation" means the convocation of the University, where Degrees, Diplomas, Academic Distinctions, Honorary Degrees and Certificates are awarded, to the students for completing the courses satisfactorily and as per passing requirements of the University.
6. "Course(s)" means prescribed area(s) or course(s) of study or program(s) and / or any other components leading to the conferment or award of degree, diploma, certificate or any academic distinction of the University.
7. "Employee" means regular or permanent person working on the payroll of the University.
8. "Faculty" means Faculty of the University.
9. "Main Campus" means main campus of sponsoring body and the facilities, non-movable academic infrastructure under the usage and/or possession by the sponsoring body and/or university including the aforesaid campus as possessed or acquired by purchase, lease, donation, gift and grant by the regulatory authorities including state or central government.
10. "Regular education" means delivering instruction and includes teaching, learning, education, training and related activities directly by the teacher synchronously to student in the classes or on virtual platform/classrooms, cloud computing, digital mode/classrooms, broadcasting/electronic media or otherwise at the Campus/ campuses of the University.
11. "Regulations" mean regulations of the University.

12. "Rules" means the rules framed by the state government under the "Gujarat Private Universities Act 2009".
13. "Scheme and Curriculum" means nature, duration, pedagogy and includes syllabi eligibility and such other related details (by whatever name it may be called) for the concerned courses(s) of the University.
14. "Common Seal" means the seal of the University.
15. "Subject" means the basic unit (s) of instruction, teaching, training, research etc. by whatever names it may be called, as prescribed under the scheme and Curriculum.
16. The terms "he", "him" and "his" include the feminine gender also.
17. "Credit Hour" means a course taught for one hour each week for the duration of the Term or Semester or Quarter or as decided by the Academic Council. "Credit" in terms of academic credit for courses taught or for Practicum means the number of hours per week the course is taught for the full term. Credit for Practicum is granted at the rate of 1.5 Credits for month of Practice, Internship or on-the-job-training, if included as an integral part of the curriculum for the Academic Program.
18. "Equivalent Credit" means credit granted for Assignments, Seminar, Workshop etc as may be decided from time to time by each Academic Department and/or Faculty through the Head of Department or Dean of Faculty and as approved by the Academic Council.

1.3 SEAL OF THE UNIVERSITY:

1. The university shall have a common seal to be used for the purposes of the University and the design of the seal shall be, as decided by the University subject to further change or amendment as deemed necessary from time to time.
2. The University may also decide to make and use of such Flag, Anthem, Insignia, Mace, Medal, Vehicle Flag and other symbolic or graphic expressions, abbreviations 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 Board/ Board of Management.

1.4 OBJECTIVES OF THE UNIVERSITY:

Apart from the objects of the University described in Section 4 of the Act, the 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 the fulfillment of the university objectives.
- (2) To pursue any other objective as laid down under relevant guidelines of the central government or state government in that regard, from time to time.
- (3) To offer Joint Degree Programs jointly with other Degree granting institutions; both, Indian or Foreign, provided that such institution(s) is/are properly accredited in their home country & with the prior approval of the State Government and the UGC.

1.5 APPOINTMENT, TERMS & CONDITIONS AND POWERS OF THE PRESIDENT:

- (1) The President shall be appointed by the sponsoring body for a period of three years with the prior approval of its Governing Body in consultations with the State Government. The sponsoring body shall, by simple majority, finalize the name of the President. The President shall be appointed for three years and shall be eligible for reappointment for a period of three years from time to time. Such appointment shall be made by the sponsoring body. On completion of three years, the president notwithstanding the expiry of the term shall continue to hold his office, till the appointment/reappointment is made by the sponsoring body.

- (2) It shall be the duty of the President to ensure that the Act, the Statutes, the Ordinances and the Regulations are faithfully observed.
- (3) The President shall exercise general control over the affairs of the University and have powers as prescribed under the Act.

1.6 APPOINTMENT, TERMS & CONDITIONS AND POWERS OF THE VICE-PRESIDENT:

1. The President may appoint at his discretion a Vice President who shall hold office at the pleasure of the President on such terms and conditions which may be decided from time to time. Such an appointee as Vice-President shall be entitled to reimbursement of the expenditure such as travelling, etc., from time to time after having approval from the President.
2. The Vice-President shall have all the powers and duties under the directions and superintendence of the President. However, the Vice-President shall exercise his powers and perform his duties only in the absence of the President. Over and above the aforesaid, the Vice-President shall have such specific powers and duties which may be assigned to him by the President from time to time. In the event of long absence/illness of the President or in case of death of the President, the Vice-President shall become the President. The Vice-President shall be appointed for first five years and it's extendable for another five years.

1.7 POWERS AND FUNCTIONS OF THE GOVERNING BODY:

- (1) The formation of the Governing Body shall be as per provisions 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 Gujarat Private Universities Act, 2009.
- (3) Apart from the powers vested in the Governing Body according to the provisions under 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 recommendation to the Sponsoring Body for the creation of new posts of officers, teachers, staff of the University.
 - d. To exercise such other powers and functions as may be assigned by the Sponsoring Body.
 - e. To consider and approve the recommendations made by the Board of Management, Academic Council, President, Provost.
- (4) The Governing Body shall meet at least three times in a calendar year and the quorum shall be of five members.
- (5) In case of difference of opinion amongst the members of Governing Board, with regards to any matter, the decision of the president shall remain binding to all.

1.8 POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT:

1. The President shall be an ex-officio member and Chairperson of the Board of Management.
2. The formation and functions of the Board of Management shall be the same as laid down under 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, Chairman of the Board of Management.
 - (e) To create new posts of teachers, other officers and 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 as per faculties to be levied from the students in consultation with Fee Regulation Guidelines as available from time to time from state government.

1.9 FORMATION, POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL:

The Academic Council shall be the principal academic body of the University and shall coordinate and exercise general supervision over the academic policies and programs of the University.

1. The Academic Council shall consist of the following members:
 - (a) Provost (Chairman)
 - (b) All Principals of the Institutes and Deans of Faculties.
 - (c) Senior Professors of the University Teaching Departments.
 - (d) Special invitee as nominated by the President
2. The term of the nominated members of the Academic Council will be for three years.
3. The Provost, as the Chairman, shall preside over the meetings of the Academic Council and in his absence any other person nominated by the President 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 Provost shall act as the Member Secretary.
5. One half of the members of the Academic Council including the Chairperson shall form the quorum at a meeting, provided that no quorum shall be necessary for adjourned meetings. Ordinarily seven clear days' notice shall be given for all meetings of the Academic Council and the agenda papers shall be issued at least seven days before the date of the meeting. The notice for emergency meetings shall ordinarily be three days.

6. 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 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.
 - 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 University and to give directions regarding the 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 Board of Management or the Governing Body and to take appropriate action thereon.
 - vii. To make proposals to the Governing Body for allocating departments 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 the organization and assignment of subjects to the Faculties/Institutes/Departments, and to report to the Governing Body as to the expediency of abolition, reconstitution or division of any Faculty/Institute/Department of the university.
 - x. To recognize the Certificates, Diplomas and Degrees of other Universities and Institutions and to determine their equivalence.
 - xi. To make special arrangements, 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 to 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 appoint committees for admission of students in different Faculties/ Institutes/ Departments of the University.

- xvi. To recommend to the Governing Body, the rates of remuneration and allowances for examination work.
- xvii. To delegate such of its powers to the Dean of Faculty, as it may deem fit.
- xviii. To exercise such other powers and perform such other duties as may be prescribed from time to time.
- xix. To report or to 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.

1.10 POWERS AND FUNCTIONS OF THE FINANCE COMMITTEE:

- 1 The Finance Committee shall consist of the following persons, namely:
 - (i) The President - Chairman
 - (ii) The Vice President - Member
 - (iii) The Provost - Member
 - (iv) Two members nominated by the President - Members
 - (v) One person nominated by the Sponsoring Body - Member
 - (vi) Registrar - Member
 - (vii) Chief Accounts Officer/Accounts Officer - Member Secretary
- 2 The tenure of the members of the finance committee, other than ex-officio members (Nominated Members) shall be of three years. The finance committee shall meet at least twice in each academic year. A notice for the meeting of the finance committee shall be given so as to reach the committee members at least fifteen days in advance of the meeting and the agenda for the meeting shall be sent to the members at least seven days in advance of the meeting.
- 3 Four members of the finance committee including the Chairman shall constitute the quorum for the meetings. The functions and powers of the Finance Committee shall be:
 - i. To prepare the annual estimates of income and expenditure of the University and to 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 to put up to the Governing Body for its 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 makes its recommendations thereon.
 - vi. To advise the University on any matter affecting finances.
 - vii. To fix and approve various allowances to 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.

1.11 STANDING COMMITTEE OF GOVERNING BODY/ BOARD OF MANAGEMENT/ ACADEMIC COUNCIL:

1. The Governing Body, Board of Management and Academic Council may constitute respective standing committees of the University.

2. The Registrar shall act as the Member Secretary of these Standing Committees.
3. The meeting of the Standing Committee shall be convened as and when required by the Registrar.
4. Notice for the meeting of the Standing Committee along with the agenda will be served to the members in advance of the meeting. However, an emergent meeting of the Standing Committees may be called as and when required.
5. All Deans, Directors & Executive Director, Registrar & Chief Account Officer are ex-officio member of respective standing committee.
6. All Authorities other than in clause (1) above can delegate any power vested in them with the approval of the Governing Body.
7. The President and the Provost can assign and delegate the powers vested in them, except approval of appointments of employees (Teaching and Non-teaching) and terminations of their services; such delegation shall be reported to the Governing Body.
8. The Officers, other than the President and the Provost, can delegate the powers vested in them with prior approval of the President.

1.12 BOARDS AND COMMITTEES:

The Governing Body, the Board of Management, the Academic Council, and the Faculty may constitute boards or committees consisting of members of the authority 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 the authority, which appointed it.

1.13 BOARD OF STUDIES:

- (1) There shall be a Board of Studies for each department comprising:
 - a. The Head of the Faculty/Centre/Department/School - Chairperson.
 - b. Two teachers of the concerned department or as may be decided by the Academic Council from time to time.
 - c. 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 members of the Board of Studies shall be three years.
- (3) The Provost can constitute the Board of Studies for the faculties/departments to be started by the University as and when required.
- (4) 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.
- (5) 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 approval.
- (6) The meetings of the Board of Studies shall be arranged at least twice during an academic year.

1.14 BOARD OF EXAMINATIONS:

1. The Board of Examinations of each department shall consist of the following members:
 - i. Dean of the concerned faculty as Chairperson
 - ii. Subject Head of the concerned Department
 - iii. One senior teacher of the Department to be nominated by the Provost.
2. The quorum of the Board shall be two members.
3. The Board of Examinations of the department shall recommend a panel of three names to the Controller of Examination, for the appointment of examination paper setters, moderators and practical examiners of each semester/year. The Controller of Examination shall have the right to add or delete names in the proposed list. The subject head of the concerned department shall act as the Chairman of the Board of Examinations, in the absence of the Head of the Centre/Department of the concerned Faculty.
4. The Board of Examination constituted, shall be responsible for the following, namely:
 - a To compile the results of the examinations.
 - b To stipulate conditions for re-examination of specified students or in specified subjects.
 - c To make out the calendar for declaration of results, award of marks memorandum (mark sheets/Grades), award of certificates or degrees and for the re-examination.
 - d Resolving queries / disputes relating to the examinations.
 - e The Registrar shall announce the results in accordance with the recommendations of the BoE, and refer the cases of dispute to the BoE. The decision of the BoE shall be final with respect to examination or re-examination.

CHAPTER 2:**TERMS AND CONDITIONS OF APPOINTMENT OF THE PROVOST, DIRECTOR GENERAL & EXECUTIVE DIRECTOR, THEIR POWERS & FUNCTIONS****2.1 APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE PROVOST UNDER THE ACT:**

1. The Provost shall be appointed by the Governing Body out of a panel of three persons recommended by the Search Committee consisting of the following members:
 - I. An eminent professional to be nominated by the Board of Management;
 - II. An eminent educationalist to be nominated by the Board of Management; and
 - III. One member of the Board of Management to be nominated by the President
2. The Provost shall be an ex-officio member of Board of Management. The Provost shall exercise general control and supervision over the University.
3. The Provost shall have the power to constitute committee/s including admissions, examinations and others which he deems fit for the performance of the duties assigned to him by the Act.
4. The Provost shall be empowered to take decisions, which he deems 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 in the opinion; it shall be referred to the President, whose decision shall be final.
5. The Provost shall convene the meetings of all authorities and bodies as required under the Act.
6. The Provost shall observe that the Statutes, Ordinances and Regulations of the University, State Government, UGC and all other authorities as required, are strictly followed.
7. The Provost shall hold the office for a term of three years. He will be eligible for appointment for further three years as a second term 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 AND CONDITIONS AND POWERS OF THE DIRECTOR GENERAL:

The President may also appoint a Director General at his pleasure, who shall report directly to him. The Director General so appointed will have such powers and duties and same terms and conditions for his services, which are otherwise provided for the office of the Provost. Further he is also authorized to be the chairman of all the committees, where otherwise the Provost is required to be the Chairman as per the statutes. The terms and conditions of employment of the Director General shall be fixed by the President. The President may abolish this position as and when he deems appropriate.

2.3 APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE EXECUTIVE DIRECTOR:

The President may also appoint an Executive Director at his pleasure who shall report directly to him. The Executive Director shall help the Director General/Provost in the academic conduct of the programmes or courses assigned to him by the President. He may also carry out any other administrative functions as assigned to him by the President/Provost. The President may abolish this position as and when he deems appropriate.

CHAPTER 3:**TERMS AND CONDITIONS OF APPOINTMENT OF THE REGISTRAR, CHIEF OPERATING OFFICER AND CHIEF ACCOUNTING OFFICER, THEIR POWER AND FUNCTIONS:****3.1 APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR UNDER THE ACT:**

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 provisions 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.
4. 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 other such 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 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 papers and documents and other information as the Governing Body / President / Provost may desire.
 - h. The Registrar shall discharge all such functions 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 Examinations 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.
- l. Registrar shall issue Mark sheets, 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.

3.2 APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF OPERATING OFFICER:

The President may also appoint at his discretion a Chief Operating Officer, who may be given all operational responsibilities including development of human resource policies, administration of the University, International Liaisons, Public Relations, Management of Alumni Relations, IT & Student Services. The operational/administrative responsibilities include but may not be limited to the responsibilities mentioned above. The President may abolish this position as and when he deems appropriate.

3.3 APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF ACCOUNTS OFFICER UNDER THE ACT:

1. The Chief Accounts Officer (CAO) shall be an officer of the University responsible for handling accounts, audit and finance of the University.
The qualifications of the CAO shall be as under:
 - (i) A Post Graduate, preferably in Commerce /Economics/MBA in Financial Management with five years' experience of working in any University/Institute/Organization managing Accounts/Finance
 - (ii) Desirable CA or equivalent.
2. The CAO shall be a full time salaried officer of the University and shall discharge his duties under the general superintendence and control of the President.
3. The appointment of the CAO shall be made by the President on the recommendation of a selection committee constituted for the purpose. However, the first CAO shall be appointed by the President for a period of three years. The subsequent CAO, other than the first CAO, shall be appointed by the President on the recommendation of the Selection Committee constituted for the purpose.
4. The CAO shall receive pay and other allowances as decided by the Governing Body from time to time.
5. Duties of the CAO shall be:
 - (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.
6. The CAO shall report to the President.

7. The salary, allowances and terms and conditions of appointment of the CAO shall be as per the decision of the Governing Body.

3.4 APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF DEAN OF FACULTY OF PG STUDIES AND RESEARCH.

There shall be a Dean for Faculty of PG Studies and Research as designated by the Provost from time to time. The Dean of Faculty of PG Studies and Research shall be appointed by the President on the recommendation of the Provost for three years, provided that:

- (1) The Dean of Faculty of PG Studies and Research shall be a Professor by designation at the time of appointment.
- (2) The Dean of Faculty of PG Studies and Research shall be responsible for the observance of the Statutes, the Ordinances and the Regulations relating to the School.
- (3) The Dean shall be responsible for the overall supervision and control of Faculty and the conduct of research and innovation work in the University.
- (4) The Dean shall exercise such other powers and perform such other functions and duties as may be assigned by the Governing Body/President/Provost.

CHAPTER 4:**TERMS AND CONDITIONS OF APPOINTMENT OF CONTROLLER OF EXAMINATIONS AND OTHER OFFICERS AND TEACHERS AND THEIR POWERS AND FUNCTIONS:****4.1 CONTROLLER OF EXAMINATIONS:**

1. 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.
2. When the office by 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.
3. 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.
4. The powers and duties of the Controller of Examinations shall be the same as specified in the Regulations of the University.
5. The Controller of Examinations shall work under the direct supervision and subordination of the Registrar.

4.2 DEAN OF STUDENTS' WELFARE:

The Dean of Students' Welfare (DSW) shall be appointed by the Provost for a term of three years and shall be eligible for reappointment.

Provided that notwithstanding the fact that his term of three years has not expired, the Board of Management may, on a report from the Provost, terminate the appointment of Dean of Students' Welfare if it is satisfied that further continuance of the office. Dean of Student's Welfare will be detrimental to the cause for which he/she has been appointed or to the interest of the University.

1. Where the Dean of Students' Welfare is a full time salaried officer, he/she shall
 - a. Possess at least a Master's degree in second division in some subject and having more than five years' experience of teaching post-graduate classes or ten years' experience of teaching degree classes, experience of guiding extra-curricular activities and understanding of students' problems.
 - b. Draw salary in the pay scale as decided by the Governing Body.
2. The Dean of Students' Welfare, if appointed on full time basis, from amongst the Teachers of the University shall continue to hold his/her lien on his/her substantive post and shall be eligible to all the benefits that would have otherwise accrued to him but for his appointment as Dean of Students' Welfare.
3. The Dean of Students' Welfare shall be entitled to leaves, leave salary, allowances, provident fund, medical and benefits as may be prescribed by Governing Body of the University for the employees of the University.

4. (i) The Dean of Students' Welfare shall be the Advisor for students welfare activities to the Board of Management and shall maintain active liaison with the deans of various faculties.
- (ii) Subject to the control of the Provost, the DSW shall:
 - a) Facilitate the arrangements to ensure suitable housing facilities for students:
 - b) Assist for employment of students in accordance with the plans approved by the Provost
 - c) Communicate with the guardians of the students concerning the welfare of students;
 - d) Take proactive measures to organize travel facilities for the students subject to approval from the University authorities;
 - e) Assist the students in obtaining Scholarships, Studentships, etc., by giving them information relating thereto;
 - f) Perform such other duties as may be assigned to him from time to time by the Registrar with the approval of the Provost.

4.3 LIBRARIAN:

1. The librarian shall be a full-time salaried officer of the University and his appointment will be made following the procedure as laid down for the teachers.
2. The qualification of Librarian shall be as per UGC norms and approved by the Governing Body/Academic Council from time to time.
3. The powers and responsibilities of the Librarian shall be as specified in the Regulations of the University.

4.4 DEPUTY/ASSISTANT LIBRARIANS:

The Assistant Librarian shall be recruited following the procedure, qualifications, and salary as per UGC norms or as prescribed by the Governing Body/Academic Council/University. The Deputy Librarians shall generally be recruited through the procedure and qualification prescribed by the Governing Body/Academic Council from time to time.

4.5 DEPUTY / ASSISTANT REGISTRARS:

The Deputy/Assistant Registrars shall be the other officers of the University appointed by following the procedure, qualifications and salary as per UGC norms or as prescribed by the Governing Body/Academic Council from time to time as per needs.

4.6 DIRECTOR OF PHYSICAL EDUCATION:

The Director of Physical Education shall be a full-time salaried officer of the University and his Appointment shall be made according to the procedure, qualifications and salary as prescribed by the University Grants Commission or by the Governing Body/Academic Council from time to time.

4.7 SPORTS OFFICERS:

The Sports Officers shall be full-time salaried officers of the University and their appointment will be made following the procedure, qualifications and salary of the Sports Officer shall be as prescribed by the UGC or Governing Body/Academic Council from time to time.

4.8 FACULTIES:

1. The University shall include the following Faculties with various departments/centres /institutes/colleges/schools associated with them:
 - 1) Faculty of Technology
 - 2) Faculty of Science
 - 3) Faculty of Liberal Studies
 - 4) Faculty of Business Management
 - 5) Faculty of Architecture
 - 6) Faculty of Computer Applications
 - 7) Faculty of PG Studies and Research
 - 8) Faculty of Diploma Studies
 - 9) Faculty of Pharmacy
 - 10) Faculty of Law
 - 11) Faculty of Agriculture
 - 12) Faculty of Health Science

And such other Faculties as may be deemed important shall be added from time to time.

2. Each Faculty shall have such departments as may be assigned to it by the Academic Council from time to time.
3. Each Faculty will be headed by a Dean of the Faculty who will liaise with the Dean Academics. In case of non-appointment of Dean Academics, the faculty will directly liaise with the Provost.

4.9 POWERS AND FUNCTIONS OF FACULTIES:

The following shall be the powers and functions of the Faculties:

1. To consider the syllabi prepared by the Board of Studies.
2. To co-opt eminent academicians/Industrialists/Scientists as the members of the Faculty.
3. To recommend proposals received from the Board of Studies and standing committee/other academic bodies to the Academic Council.
4. The Faculty shall have such powers and shall perform such duties as may be assigned by the Statutes and the Ordinances from time to time and appoint such Boards of Studies in different subjects as may be prescribed by the Ordinances.
5. 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 the Academic Council.

4.10 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 Faculties shall be appointed by the President on the recommendation of the Provost, provided that:

- (1) The Dean of any Faculty shall be a 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 & 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 for three years. After expiry of the term, he may be considered for reappointment, if recommended by Provost.

CHAPTER 5:**TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES OF THE MARWADI UNIVERSITY****5.1 APPOINTMENT OF TEACHERS OF THE UNIVERSITY:**

- (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, Sr. Lecturers and Lecturers shall be advertised in the daily newspapers of wide circulation, clearly mentioning the essential qualifications and pay scale for each advertised post as per the norms prescribed by the University Grants Commission (UGC) or any other concerned Regulatory Body and approved by the Governing Body.
- (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 consist as per 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 will 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 Professors, Adjunct Professors, Advisers/ Directors/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 in the University letter head under his seal and signature.

- (11) In addition to full-time teachers, the Provost may 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 shall be decided by the 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 Rajkot District Court of Gujarat and High Court of Gujarat.
- (13) In case of immediate requirements of replacement during an Academic Year, the Registrar, in consultation with the 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 the prevailing policies of the UGC from time to time.

5.2 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 & terms and conditions of appointment and services of faculty members and employees.
2. The Registrar shall issue the appointment orders 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.

5.3 CATEGORIES OF NON-TEACHING EMPLOYEES:

- (1) The following types of non-teaching employees will 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 probationary period for such employees will be one year, which can be extended, if necessary.
- (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 a 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 6:**PROCEDURE FOR ARBITRATION IN CASE OF DISPUTES BETWEEN EMPLOYEES OR STUDENTS AND THE MARWADI UNIVERSITY****6.1 ACTION AGAINST TEACHERS AND 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.
- (2) The conduct of all the Staff (teaching and non-teaching), Management and administrative staff including all officers below the rank of Provost and Director General is based on Honour, Trust and Mutual Respect.
- (3) In case any member is accused of misconduct not confirming to the standards prescribed by all the stakeholders, an Honour Committee will be formed by amongst the teachers and non-teaching staff. The Honour Committee shall have upto five members. The accuser(s) and the member(s) accused of misconduct shall appear before the Honour Committee. The Honour Committee shall decide, based on representations and evidence presented before the Committee, whether there was an incidence of misconduct or not.
- (4) Based on the Honour Committee's report, the Provost may decide the course of action depending on the severity of the 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, legal matters in such cases shall be subject to the jurisdiction of the civil courts of Rajkot city.

6.2 ACTION AGAINST STUDENTS:

- (1) Where there is an allegation of misconduct against a student, the Dean of the concerned Faculty 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 and not confirming the standards prescribed by the university, a Disciplinary Committee will be formed by the Dean of the concerned Faculty. The Disciplinary Committee shall have up to five members. The Accuser(s) and the member(s) 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.
- (3) Based on the Disciplinary Committee report, the Dean of the Faculty may decide the course of action depending on the severity of the misconduct.
- (4) An appeal against any action taken by the Dean can be made to the Registrar within 30 days from the date of receiving the communication of the action taken.
- (5) All disputes, legal matters in such cases shall be subject to the jurisdiction of the civil courts of Rajkot city.

CHAPTER 7:**CONFERMENT OF HONORARY DEGREES****7.1 CONVOCATION:**

- (1) The Convocation for Award of Degrees, Diplomas, Certificates and other Distinction of the University shall normally be held annually.
- (2) 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.

7.2 WITHDRAWAL OF DEGREES:

The Academic Council shall have 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 ground, qualifications, eligibility criteria, or in violation of the norms and standards prescribed by the regulatory authorities from time to time, etc. after providing opportunity of being heard.

7.3 CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS:

- (1) The Proposal of conferring any Honorary Degree or Academic Distinction to some distinguished Personality shall be made in writing, along with the Bio-data of the proposed recipient, by the concerned Dean of Faculty to the Chairman of the Academic Council.
 - (a) On receipt of the proposal a special meeting of the Academic Council shall be called to consider the proposal.
 - (b) At such a 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 the approval.
 - (c) Every proposal for conferment of any Honorary Degree or Academic Distinction shall be made separately and considered in respect of a proposed recipient.
 - (d) No employee, trustee or officer holding any position in the sponsoring body is eligible for an honorary degree.

CHAPTER 8:**SCHOLARSHIP AND FELLOWSHIPS TO THE STUDENTS OF MARWADI UNIVERSITY****8.1 ADMINISTRATION OF ENDOWMENT FUND FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY:**

- (1) The Board of Management may accept donations for creation of endowment funds and for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of a recurring nature.
- (2) The Board of Management shall administer all the endowment funds.
- (3) The award shall be made out of the annual interest income accruing from the endowment fund. Any part of the income which is not so utilized shall be added to the endowment fund.
- (4) (a) The Board of Management shall prescribe the conditions of depositing the endowment fund in a nationalized Bank

(b) The value of endowment fund necessary for instituting an award shall be prescribed by the Board of Management.
- (5) No endowment fund 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 fund 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 the endowment, initial value, the purposes of the endowment, etc.
- (7) Approval of the names 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 9:**ADMISSION POLICY OF MARWADI UNIVERSITY****9.1 ADMISSIONS OF STUDENTS:**

- (1) Admission to various courses shall be governed as prescribed in the Ordinance 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 examinations/tests conducted by different State/National Professional Bodies.
- (3) The University may admit the 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 State/ Centre shall be taken into account.

9.2 NUMBER OF SEATS IN DIFFERENT COURSES / SUBJECTS:

- (1) 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 / relevant institution / faculty / school / department / centre and such other offices, authorities, bodies, committees or boards as the Board of Management considers appropriate to consult.

CHAPTER 10:**FEES****10.1 PROVISION REGARDING FEES TO BE CHARGED FROM THE STUDENTS:**

- (1) All the Courses in the University will run on self-finance mode. The following types of general or common fees may be charged from the students:

i	Prospectus & Registration Form
ii	Entrance Examination
iii	Admission Fee (wherever applicable)
iv	Tuition Fees
v	Examination Fee
vi	Library Fee
viii	Development / Amalgamated Fund
ix	Laboratory Fee
x	Caution Money (refundable), Library Deposit
xi	Hostel Fee
xii	Transportation (Bus) Fee
xiii	Uniform Fee
xiv	Convocation Fee
xv	Industrial / Academic Tour Fee
xvi	Summer Training Arrangement / Supervision Fee
xvii	Social Project Supervision Fee
xviii	Finishing School fee
xix	Yoga / Meditation Training Fee
xx	Physical Training & Sports Fee
xxi	Educational Tour Fee
xxii	Study Material Fee
xxiii	Stationery Fee
xxiv	Students' Welfare Fee
xxv	Cultural / Co-curricular Activities Fee
xxvi	Extra Classes Fee
xxvii	Duplicate Document(s) Fee
xxviii	Migration Fee
xxix	Verification Fee
xxx	Compliance Fee
xxxi	Re-evaluation Fee
xxxii	Name Change Fee
xxxiii	Medical / Group Insurance Fee
xxxiv	Personality Development Fee
xxxv	Soft Skills Training Fee
xxxvi	Alumni Fees
xxxvii	Collegiate Women Development Council (CWDC) Fees
xxxviii	Profile and Placement Fees
xxxix	Any other(s)

- (2) The University can adopt to minor changes in the fee structure. However, the major changes, if any, shall subject to the approval of the Governing Body/Academic Council.
- (3) 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.
- (4) 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.
- (5) The fees for the courses wherever required, shall be in conformity with those proposed by the concerning regulatory bodies.
- (6) The Fee structure of various courses and provision of exemption from tuition fee shall be decided by the Governing Body from time to time.
