

MANAV RACHNA INTERNATIONAL UNIVERSITY

(Deemed to be University under section 3 of the UGC Act 1956)



Policy No. MRIU-IQAC-PL-GS/2016-17

MRIU Governance Standards (Effective from the date of notification)

Notified vide MRIU/REGR/2017/125/1 dated: 19th April 2017

MANAV RACHNA INTERNATIONAL UNIVERSITY

Sector -46, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004

HARYANA



MANAV RACHNA INTERNATIONAL UNIVERSITY FARIDABAD

Deemed-to-be-University
Accredited by NAAC with A Grade in the First Cycle

MRIU Governance Standards

Number: MRIU-IQAC-PL-GS/2016-17

Committee Constituted for Preparation of draft on December 12, 2016

1. Dr. M. K. Soni (Ed & Dean, FET)
2. Mr. R. K. Arora (Registrar, MRIU)
3. Dr. Chavi Bhargava Sharma (Professor, MRIU)

M. K. Soni
R. K. Arora
Chavi

Reviewed by IQAC: March 4, 2017

Approved by: Vice- Chancellor, MRIU

Approval of BoM in its 22nd meeting held on April 13, 2017

INDEX

S.No	Description	Pages
1.	Short Title and Application	1
2.	Definitions	1
3.	Preamble	1
4.	Vision and Mission of the University	2
5.	Involvement of leadership in University Management	3
6.	Governance Strategy	3
7.	Grievance Redressal System	4
8.	Department Evaluation and Feedback System	4
9.	Faculty Empowerment and Staff Development	5
10.	Gender Sensitization	5
11.	Decision Making	6
Annexure A	Standard Operating Procedures for Governance Standards	7
1.	Involvement of leadership in University Management	7
2.	Governance Strategy	7
2.1	Board of Management	9
2.2	Academic Council	15
2.3	Planning and Monitoring Board	17
2.4	Finance Committee	18

2.5	Selection Committee	19
2.6	Internal Quality Assurance Cell	20
2.7	Board of Faculties and Board of Studies	22
2.8	Officers of the Institution (Deemed to be University)	25
2.9	Delegation of Powers	35
3.	Grievance Redressal System	36
4.	Departmental Evaluation and Feedback System	36
5.	Faculty Empowerment and Staff Development	36
6.	Gender Sensitization	36
7.	Financial Management	36
8.	Decision Making	36

MRIU GOVERNANCE STANDARDS

In pursuance of the provisions of Section 26 of the Bye Laws of Manav Rachna International University, the Board of Management of the Manav Rachna International University hereby makes the following Document relating to 'Governance Standards'.

1. SHORT TITLE AND APPLICATION

This document may be called Manav Rachna International University Document No. MRIU-IQAC-PL-GS/2016-17 and titled as 'MRIU Governance Standards'.

2. DEFINITIONS

Words and expressions used in this Document shall have the meanings assigned to them in the Memorandum of Association, Regulations and Byelaws of Manav Rachna International University, unless the context otherwise requires.

3. PREAMBLE

Governance Standards prescribe policies and practices of the University in the matter of planning human resources, recruitment, training, performance appraisal, financial management and the overall role of leadership in institution building. Effective leadership by setting values and participative decision-making process is key not only to achieve the vision, mission and goals of the organization to co-ordinate the academic and administrative planning and implementation reflects the institutions efforts in achieving its vision.

The leadership provides clear Vision and Mission to the institution. The functions of the institution and its academic and administrative units are governed by the principles of participation and transparency. Formulation of development objectives, directives and guidelines with specific plans for implementation by aligning the academic and administrative aspects improves the overall quality of the Institutional provisions. The process of planning human resources including recruitment, performance appraisal, professional development programmes, seeking appropriate feedback, analysis of responses ensures that they form the basis for planning.

For financial governance, there are established procedures and processes for planning and allocation of financial resources. The University will develop further strategies for mobilizing of resources and ensure transparency in financial management. The income and expenditure of the institution will be subjected to regular internal and external audit.

The governance of the University will be aligned to the Mission and Vision of the University.

4. VISION AND MISSION OF THE UNIVERSITY

Vision:

Manav Rachna International University is dedicated and committed to train and equip its students with the latest knowledge and skills in the chosen fields in the backdrop of Indian ethos and values to enable them to face any global challenge with a view to transforming them into insightful, honorable and responsible citizens of this great country and imbibe a work culture of theoretical and applied research leading to creation and dissemination of knowledge.

Mission:

To provide an environment in which teachers love to facilitate and students love to learn, consisting of infrastructure facilities at par with the best institutions in India and abroad. The aim is:

- a. To inculcate skills and impart knowledge to the ignited minds in the fields of science and technology and soft skills including leadership, team building and communication.
- b. To create human beings with golden heart who work and dedicate themselves for the advancement of humanity.
- c. To undertake research and development activities in collaboration with the world of work leading to creation of new knowledge in the fields of science, commerce, engineering and technology, management, health sciences and therapies, sports, multi-media, applied and performing arts.

5. INVOLVEMENT OF LEADERSHIP IN UNIVERSITY MANAGEMENT

The leadership will be continuously involved in improving the academic and administrative systems of the University. The management of the University will make efforts for continuously improving the areas of teaching, research and student support. The leadership will make institutional arrangements for regular touch with various stakeholders including parents, alumni and industry representatives through periodic meetings and events which involve their participation.

The University leadership will constantly strive for excellence in the various areas of academics and administration. At the central level, regular meetings of the IQAC will be held to launch quality initiatives. At the departmental/Faculty level, faculty members will be encouraged to take quality initiatives in classroom delivery, research work and developing students' support systems. Regular meetings of the HoDs and Deans will be held under the chairmanship of the Vice-Chancellor where detailed discussions will be held to bring excellence in the various parts of the University life.

The leadership will have the practice of consulting various stakeholders particularly the students and people from academia and industry to find changing industry trends and student expectations. Regular touch will be kept with academia both inside and outside the University to assess the changing education scenario so that changes in the organizational needs of the University are appropriately assessed.

6. GOVERNANCE STRATEGY

All leadership positions and positions in statutory and non-statutory bodies of the University will remain duly filled up. In University Governance, Participatory Management will be thoroughly emphasized. The University will take all possible steps to groom leadership at all levels. For knowledge management, the University leadership will foster a culture of discussion in all departments.

The University and its all-constituent academic units will have a perspective plan to further its Vision and Mission.

The University will have a formal Quality Policy. The University will develop and execute strategy for larger industry interaction through corporate meets, involvement of industry professionals in various academic bodies, pre-placement seminars, and live projects and consultancy work from industry. The University is already connected with various industry associations and plans to further expand and strengthen these relationships particularly with those operating at international levels. The University will develop plans to give global orientation to the various courses taught in different faculties. It will have plans to encourage student and faculty members for exchange programmes with reputed foreign educational institutions. Faculty members would be supported for participating in foreign seminars and conferences for their value addition. The University would develop systems to enhance interaction with multinational companies and arrange guest lecturers from industry experts working in such companies. There will be plans to attract more foreign students to the different courses of the University. The University will encourage and support international conferences on the campus and be part of more international events. It will ensure that the departments operate independently for academic excellence and will have full accountability.

7. GRIEVANCE REDRESSAL SYSTEM

All Academic and Administrative units of the University will develop effective systems for receiving complaints and handling grievances of all the stakeholders. The mechanisms will be fully and continuously operational. The system will be periodically analysed to maintain good and harmonious stakeholder relationships within the norms of regulatory bodies. All instances of complaints, grievances and their redressal will be properly documented by all the units of the University.

8. DEPARTMENTAL EVALUATION AND FEEDBACK SYSTEM

As an integral part of the Governance System, the University will develop and execute Audit System for the performance evaluation of all the academic, student support and administrative

units of the University. The audit will be based on specific criterion relevant to the department and the audit reports so obtained will be utilized to improve the performance of the constituent's units in future. The whole process will be duly documented. The different units of the University will follow the developed system of obtaining feedback from all stakeholders and the same would be utilized for the improvement of their performance. It will set-up a formal system for the identification of the needs of the different units so that the same are fulfilled on merit and the departments are enabled to show the expected standards of the performance.

9. FACULTY EMPOWERMENT AND STAFF DEVELOPMENT

The University will develop, execute and review faculty empowerment and staff development strategies as per already notified policy and procedures for faculty and staff welfare. The University will implement through its competent bodies like IQAC, faculty development and staff development programmes to build employee potential and raise academic productivity. The departments will set up platforms and mechanisms for peer group learning and organize seminars, conferences and expert lectures in the latest and the emerging areas to remain updated in the field of academics. Staff development programmes will be organized with the specific objectives to streamline procedures, improve efficiency and enhance student satisfaction.

The University will maintain academic ambience and environment and undertake such welfare measures as are needed to attract and retain quality faculty. To give right exposure to the students, faculty recruitment strategy will focus both on academically and professionally qualified faculty. The University will ensure that the minimum standards of qualification and experience are observed while recruiting faculty.

10. GENDER SENSITIZATION

Gender concerns will be duly built into the Governance System. The University will strive for due representation for Women in the different positions of the University. To create a harmonious and congenial environment gender sensitization programme will be organized for the different

stakeholders' groups of the University. The governance structure will take special care to maintain and uphold the dignity of women in the different spheres of the activity.

11. DECISION MAKING

The decision making in the different spheres of the University life will be policy-based and institutionalized. The meetings of all statutory and non-statutory bodies will be held regularly and in accordance with the provision of the University ordinances and regulatory bodies. All the meetings of the bodies will be duly documented.

For effective implementation, the Standard Operating Procedures as outlined in **Annexure A** shall be observed.

Standard Operating Procedures for Governance Standards

Governance standards prescribe policies and practices of the University in the matter of planning human resources, recruitment, training, performance appraisal, financial management and the overall role of leadership in institution building. The governance of the University will be aligned to the mission and vision of the University.

1. INVOLVEMENT OF LEADERSHIP IN UNIVERSITY MANAGEMENT

- The management of the University will make efforts for continuously improving the areas of teaching, research and student support.
- The leadership will make institutional arrangements for regular touch with various stakeholders including parents, alumni and industry arrangements through periodic meetings and events that involve their participation.
- At the central level quarterly meetings of the IQAC will be held to launch quality initiatives.
- At the departmental/ faculty level, faculty members will be encouraged to take quality initiatives in classroom delivery, research work and developing student's support system.
- Meetings of the HoD and Deans will be held under the chairmanship of the Vice-Chancellor where detailed discussion will be held to bring excellence in the various parts of the University life.

The University will develop and execute strategy for larger industry interaction. Quality improvement strategies for industry interaction will include:

- Expert lecture by industry professionals in each semester.
- Association of industry experts in IQAC, Board of Studies, Innovation and Incubation Centre and other bodies of the University.
- Industry visits at least once in a Semester.
- Participation of industry experts in seminars and conferences.
- Association of Industry experts in curriculum design and delivery.
- Student mentorship by industry managers will be arranged.

- Collaborative research and consultancy projects with industry.
- Academic collaborations with industry for internships, collaborative projects, short term courses, certification courses, industrial visits etc.

2. GOVERNANCE STRATEGY

Manav Rachna International University (Deemed to be University) Faridabad, shall adhere to the following criteria of governance system:

- Manav Rachna International University (Deemed to be University) Faridabad, under section 3 of UGC Act,1956 is owned by a not-for-profit Trust in the name & style of Manav Rachna International University (Deemed to be University) Faridabad, (Trust) registered under the Indian Trust Act 1882 (hereinafter referred to as the Sponsoring Trust).
- Among the authorities of the Manav Rachna International University (Deemed to be University) Faridabad, there shall be a Chancellor who shall be appointed by the Sponsoring Trust and shall be a distinguished public figure.
- The Sponsoring body of Manav Rachna International University (Deemed to be University) Faridabad, may also appoints a person as a Pro Chancellor, whose role would be limited to carrying out the tasks assigned to the Chancellor in these Regulations, when the latter is not available for carrying out the same.
- The highest governing body of the Manav Rachna International University (Deemed to be University) Faridabad, shall be a Board of Management to be headed by the Vice Chancellor. This body shall consist of a minimum of ten members and a maximum of fifteen members.
- The Board of Management of the Manav Rachna International University (Deemed to be University) Faridabad, shall be independent of the Sponsoring Trust and Managing Trust with full autonomy to perform its academic and administrative responsibilities. The number of representative(s)/nominee(s) of the Sponsoring Trust on the Board of Management shall be limited to a maximum of four.
- The Board of Management shall consist of eminent persons capable of contributing to and upholding university ideals and traditions.

2.1 BOARD OF MANAGEMENT

- The Board of Management of the Manav Rachna International University (Deemed to be University) Faridabad, shall be independent of the Sponsoring Trust and Managing Trust with full autonomy to perform its academic and administrative responsibilities. The number of representative(s)/nominee(s) of the Sponsoring Trust on the Board of Management shall be limited to a maximum of four.
- The Board of Management shall be constituted of eminent persons capable of contributing to and upholding University ideals and traditions.
- The composition of a Board of Management shall be as follows: -
 - i) Vice-Chancellor: Chairperson.
 - ii) Pro Vice-Chancellor.
 - iii) Deans of Faculties not exceeding two (by rotation based on seniority).
 - iv) Three eminent academics as nominated by the Chancellor, who shall have worked at the rank of professor and shall neither be from the Institution or the sponsoring body nor be their relatives.
 - v) In Manav Rachna International University (Deemed to be University) Faridabad, the UGC shall nominate a representative. The UGC will nominate its representative from a panel of names selected through a Search Committee.
 - vi) Two teachers (from Professors, Associate Professors) by rotation based on seniority.
 - vii) One teacher by rotation of the rank of Assistant Professor.
 - viii) Maximum of four nominees of the Sponsoring Trust.
 - ix) The Registrar, shall be the Secretary.

The terms of membership of the Board of Management shall be as follows:

- (i) All the members of the Board of Management other than the ex-officio members and the members of the teaching staff shall hold office for a term of three years and shall be eligible for reappointment.
- (ii) Members of teaching staff in the Board of Management shall hold office for a period of 2 years or till such time as they continue to be members of the teaching staff, whichever is earlier.

- **Powers of The Board of Management:**

The Board of Management shall be the principal organ of Management and principal executive body of the institution deemed to be University and shall have the following powers, namely:

- i) To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the institution deemed to be University and to allocate areas of study, teaching and research to them;
- ii) To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the Commission, and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee;
- iii) To appoint such Professors, Associate Professors, Assistant Professors and other Academic Staff as may be necessary on the recommendation of the Selection Committee;
- iv) To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the institution deemed to be University in consultation with the Academic Council;
- v) To provide for appointment of Visiting fellows and Visiting Professors;
- vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;
- vii) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the Institution deemed to be University;
- viii) To regulate and enforce discipline among the employees of the institution deemed to be University and to take appropriate disciplinary action, wherever necessary;
- ix) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the institution deemed to be University;
- x) To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence;

- xi) To approve the award of Degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;
- xii) To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;
- xiii) To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;
- xiv) To advise the Trust (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the institution deemed to be University;
- xv) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the institution deemed to be University, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);
- xvi) To transfer or accept transfers of any movable property on behalf of the institution deemed to be University; Provided that the Board of Management has no right to transfer or alter ownership in any manner whatsoever of any movable or immovable property of the institution deemed to be University without the approval of the sponsoring Trust.
- xvii) To execute in consultation with the Trust (if any) conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the institution deemed to be University or to be acquired for the purposes of the institution deemed to be University;
- xviii) To issue appeals for funds for carrying out the objectives of the institution deemed to be University and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.;
- xix) To raise and borrow in consultation with the Trust (if any) money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the institution deemed to be University, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds

of the institution deemed to be University, all expenses incidental to the raising of money and to repay and redeem the money borrowed;

xx) To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;

xxi) To maintain a fund to which shall be credited:

- All moneys provided by the Central or State/UT Government(s) /University Grants Commission;
- All fees and other charges received by the institution/deemed to be University;
- All money received by the institution deemed to be University as grants, gifts, donations, benefactions, bequest or transfers and
- All money received by the institution deemed to be University in any other manner or from any other source;

xxii) To open account or accounts of the institution deemed to be University with anyone or more scheduled banks and to lay down the procedure for operating the same;

xxiii) To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;

xxiv) To invest the funds of the institution deemed to be University or money entrusted to the institution deemed to be University in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;

xxv) To 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 by the Regulations/Bye-Laws;

xxvi) To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of institution deemed to be University and for that purpose to appoint such agent or agents as it may deem fit;

xxvii) To provide building or buildings, premises, furniture, fittings, equipment's, appliances and other facilities required for carrying on the work of the institution deemed to be University;

xxviii) To establish, maintain and manage residencies for faculty and staff and hostels for the students of the institution deemed to be University;

xxix) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the institution deemed to be University and to rescind such recognition;

xxx) To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit;

xxxii) To appoint in order to execute an instrument or transact any business of the institution deemed to be University, any person as attorney of the institution deemed to be University with such powers as it may deem fit;

xxxiii) To appoint Auditor(s) for the ensuing year;

xxxiv) To select an emblem and to have a common seal for the institution deemed to be University and to provide for the custody and use of such seal;

xxxv) To delegate all or any of its powers to any Committee or sub-Committee constituted by it or the Vice-Chancellor of the institution deemed to be University or any other person;

xxxvi) To conduct all administrative affairs of the institution deemed to be University not otherwise specifically provided for;

xxxvii) To take all necessary decisions for the smooth and efficient functioning of the institution deemed to be University.

- **Meeting of the Board of Management:**

(i) The Board of Management shall meet four times a year. Not less than 15 days' notice shall be given of a meeting of the Board of Management. Eight (8) members shall make the quorum for a Board of Management meeting.

(ii) Every meeting of the Board of Management shall be presided over by its Chairman and in his/her absence, by a member chosen by the members present, from amongst themselves.

(iii) Each member of the Board of Management, including its Chairman, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.

(iv) Any business which it may be necessary for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.

(v) A copy of the proceedings of each meeting shall be furnished to the Chancellor of the institution deemed to be University as soon as possible after the meeting.

- Termination of membership:

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a full-time appointment in the Institution deemed to be University or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, he/she shall cease to be a member of the Board of Management.

- Constitution of Standing committee and Ad-hoc committee by the Board of Management:

Subject to the provision of the Rules of the Manav Rachna International University (Deemed to be University) Faridabad, the Board of Management may, by a resolution, constitute such Standing Committee or Ad hoc Committee or Committees for such purposes and with such powers as the Board may think fit for discharging any function of the institution deemed to be University or for inquiring into, reporting and advising upon any matter of the Institution deemed to be University.

The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees, as it may consider suitable

- Delegation of Powers of the Board of Management:

The Board of Management may, by a resolution, delegate to the Vice Chancellor or any other officer of the institution deemed to be University of the Standing Committee or the Ad-hoc Committee such of its powers as it may deem fit subject to the condition that the action taken by the Vice Chancellor or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

2.2 ACADEMIC COUNCIL

The Academic Council shall be the principal academic body of the Manav Rachna International University (Deemed to be University) Faridabad, and subject to the provisions of the Rules, shall have the control over and be responsible for the maintenance of standards of teaching, research & training, approval of syllabus, co-ordination of research activities, examinations and tests within the institution/deemed to be University and shall exercise such powers and shall perform such other duties and functions as prescribed or conferred upon it by the Rules of the institutions.

Composition of the Academic Council: The Academic Council shall consist of the following persons, namely:

1. Vice Chancellor- Chairperson
2. Pro Vice-Chancellor (if any)
3. Dean(s) of Faculties
4. Heads of the Departments
5. All Professors other than the Heads of the Departments.
6. Two Associate Professors from the Departments other than the Heads of the Departments by rotation of seniority
7. Two Assistant Professors from the Departments by rotation of seniority
8. Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution deemed to be University who will not in the service of the Institution deemed to be University, nominated by the Vice-Chancellor
9. Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge
10. The Registrar, who shall be the Secretary of the Academic Council

Note: *The representation of different categories shall only through rotation and not through election. It shall also be ensured that no particular Faculty dominates the membership of the Council.*

Term of membership: The terms of members other than ex-officio members shall be of two years.

Powers and functions of the Academic Council:

The Academic Council shall have the following powers and duties, namely

- i. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/faculties and to take proper action thereon;
- ii. To exercise general supervision over the academic work of the institution deemed to be University and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- iii. To promote research within the institution deemed to be University, acquire reports on such researches from time to time;
- iv. To prescribe courses of study leading to degrees and diplomas of the institution deemed to be University;
- v. To make arrangements for the conduct of examinations in conformity with the Bye-Laws;
- vi. To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- vii. To maintain proper standards of the examinations;
- viii. To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institutions deemed to be University;
- ix. To suggest measures for departmental co-ordination;
- x. To make recommendations to the Board of Management on:
 - (a) Measures for improvement of standards of teaching research and training;
 - (b) Institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;
 - (c) To recommend to the Board of Management, the establishment or abolition of departments/centres; and
 - (d) To frame rules covering the academic functioning of the institution deemed to be University, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.

- xi. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
- xii. To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- xiii. To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving standards of instruction;
- xiv. To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- xv. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

Meeting of the Academic Council:

- i) The Academic Council shall meet as often as may be necessary but not less than three times during an academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council.
- ii) One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- iii) Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- iv) Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

2.3 PLANNING & MONITORING BOARD

- The Planning & Monitoring Board shall be the principal Planning Body of the Manav Rachna International University (Deemed to be University) Faridabad, and shall be responsible for the monitoring of the development programmes of the Institution deemed to be University.

- The Vice-Chancellor shall be the Chairman of the Planning & Monitoring Board. The Registrar is its Secretary. It may include seven internal members and three outside eminent experts, including one nominee of the UGC.
- The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules.
- The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the institutions deemed to be University.
- The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

2.4 FINANCE COMMITTEE

All the budget requirements shall be handled by the Finance committee of Manav Rachna International University (Deemed to be University) Faridabad.

Composition of the Finance Committee:

The composition of Finance Committee at MRIU shall be as follows:

1. Vice Chancellor – Chairperson.
2. Pro Vice-Chancellor.
3. A person nominated by the Trust.
4. Two nominees of the Board of Management, one of whom shall be a member of the Board.
5. UGC representative. The UGC will nominate its representative from a panel of names selected through a Search Committee. The Search Committee will be formed as per details & procedure as mentioned in Clause 5.0 of Annexure I of UGC (Institutions Deemed to be Universities) Regulations, 2016 for selecting the panel of names.
6. Finance Officer- Secretary.

Terms of Office of the Finance Committee:

All members of the Finance Committee other than ex-officio member shall hold office for a term of three years.

Powers and Functions of the Finance Committee:

- (i) To consider the annual accounts and financial estimates of the institution deemed to be University and submit them to the Board of the Management for approval;
- (ii) To consider and recommend the annual budget and revised estimates to the Board of Management;
- (iii) To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the institution deemed to be University.

Note: No expenditure other than that provided in the budget shall be incurred by the institution deemed to be University without the approval of the Finance Committee.

Meetings of the Finance Committee

The Finance Committee usually meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Five Members shall constitute the quorum for the meeting.

2.5 SELECTION COMMITTEE

Selection Committee shall be constituted for making recommendations to the Board of Management for appointment to the posts of Professors, Associate Professors, Assistant Professors and Lecturers and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

Every selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

Meetings of the Selection Committee

- (a) The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary.
- (b) Four members of the Selection Committee will always include at least two area experts.
- (c) If the Board of Management will be unable to accept the recommendations of the Selection Committee, it will record its reasons thereof and will require an appropriate review by a high-power committee.

Composition of the Selection Committee

The composition of the selection committee shall be as follows:

- Vice-Chancellor -Chairperson
- An academician nominated by the Chancellor
- Dean of Faculty
- Head of the Department
- Three experts in the concerned subject/field nominated by the Vice- Chancellor out of the panel of names approved by the relevant statutory body of the institute
- An academician representing SC/ST/OBC/ Minority /Women /Differently-abled categories, if any of candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category
- At least four members, including two outside subject experts, constitute the quorum.

2.6 INTERNAL QUALITY ASSURANCE CELL

University shall establish its Internal Quality Assurance Cell to drive quality processes as per norms of the National Assessment and Accreditation Council (an autonomous institution of the University Grants Commission) to take quality initiatives for improving academic and administrative performance of the institutions.

- Quarterly Meetings of IQAC shall be chaired by the respective Vice-Chancellor and the decisions shall be executed by the Director IQAC.

- Some of the major responsibilities of IQAC shall include development and application of quality parameters and organization of activities relating to enhancement of educational quality. The cell will evolve mechanisms for timely, efficient and progressive performance of the various academic and administrative units of the university. The cell will undertake periodic academic review of the various departments in which specific measures for quality will be suggested and implemented. The cell will play a key role in promoting quality culture in the University. The cell will conduct faculty and staff development programmes, workshops and expert lectures from time to time to generate quality awareness among faculty and students for enhancing quality of education and student support services.

Functions

- Development of Quality Culture in the institution;
- Development and application of quality benchmarks/parameters for various academic and administrative activities of the Institution;
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- Realistic assessment of quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of Society
- Optimization and integrations of modern methods of teaching and learning
- Enhancing the creditability of evaluation procedures
- Ensuring the adequacy, maintenance and proper allocation of support structure and services
- Sharing of research findings and networking with other institutions in India and abroad.
- Facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters of higher education;

- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Act as a nodal agency of the Institution for coordinating quality-related activities including adoption and dissemination of best practices;
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Composition of IQAC:

IQAC shall be constituted under the Chairmanship of the Vice-Chancellor with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders

The composition of the IQAC be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

2.7 BOARD OF FACULTIES AND BOARD OF STUDIES

The academic responsibilities and decision- making in each department shall be facilitated by the Board of Faculty and Board of Studies.

Composition: The Board of Studies of each Faculty/ Department shall consist of:

- Dean of faculty/Head of the Department - Chairperson
- All Professors of the Faculty/Department
- Two Associate Professors of the faculty/Department by rotation according to seniority
- Two Assistant Professors of the faculty/Department by rotation according to seniority
- Not more than 2 external persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned on case-to-case basis, with the approval of Vice Chancellor on the recommendations of Dean of Faculty concerned.

In case of unavailability of sufficient number of Professors/Associate Professors within the Department, Vice Chancellor on the recommendations of Dean of Faculty concerned can nominate members from other allied Departments. The powers and functions of the Board of Studies shall be prescribed by the Rules of the Institution deemed to be University.

Powers of Board of Faculty:

- a) General supervision over academic work
- b) Directions regarding evaluation, research and improvement of academic standard
- c) Promote research within the concerned departments
- d) Measures to improve standards of teaching, training and research
- e) Institution of fellowships, traveling fellowships, scholarships, medals, prizes etc.
- f) Establishment or abolition of departments/ centres
- g) Bye-laws covering academic functioning of the institute, discipline, residence, admissions, examinations, award of fellowships and studentships, free ships, concessions, attendance etc.
- h) Appointment of sub- committees to advise on specific matters as may be referred by the Academic Council.

Powers of Board of Studies:

- a) Coordination of teaching and research work in the assigned programmes
- b) Appointment of committees of courses for the department, to supervise work in various areas
- c) Recommendation regarding study scheme and syllabi
- d) Recommendation of names of paper setters, examiners and moderators, wherever required
- e) Consider schemes for advancement of standards of teaching and research
- f) Prepare and formulate schemes for faculty development
- g) Consider feedback reports on placement and employability of passed out students and suggest remedial measures
- h) Consider proposals for revenue generation, such as consultancy, resource sharing etc.

Duties of Board of Studies:

1. To recommend to the Board of Faculty, the study scheme, courses and syllabi of Studies in the various programmes assigned to the Department;
2. To recommend to the Board of Faculty, name of paper setters, examiners and moderators, wherever required;
3. To consider schemes for the advancement of the standards of teaching and research and to submit such proposals to the Board of Faculty concerned;
4. To consider schemes for interaction with industry and to submit such proposals to Board of Faculty concerned;
5. To prepare and formulate schemes for Faculty development and to submit such proposals to Board of Faculty concerned;
6. To consider feedback reports on the placement and employability of the passed-out students and to suggest remedial measures, wherever necessary, for consideration of the Board of Faculty concerned;
7. To consider proposals for revenue generation including professional consultancies, Resource sharing etc. and to submit such proposals to Board of Faculty concerned;
8. To perform all other functions which may be prescribed by the Ordinances / rules, and to consider all such matters as may be referred to it by the Board of Faculty, the Academic Council or the Vice-Chancellor;
9. To appoint committees of courses for the Department, wherever required and to supervise the work of such committees
10. To delegate to the Chairman, or to any other member of the Board or to a Committee, such or specific powers as may be decided upon by the Board from time to time.

Terms of Membership

All members of the BOS shall hold office for a term of two years. The term of members shall commence from such date as may be nominated. Any member can be considered for re-nomination.

Meetings:

- i. Notice for a meeting of the Board, shall ordinarily be issued at least 10 days before the day fixed for the meeting. However, an emergent meeting can be called at a shorter notice, with the prior approval of the Vice- Chancellor.
- ii. The quorum for the meeting of the Board shall be one third of its total members subject to minimum five members.
- iii. The Chairman, Board of Studies, shall hold at least two meetings in a semester.

2.8 OFFICERS OF THE INSTITUTION DEEMED TO BE UNIVERSITY:

The following shall be the officers of the Manav Rachna International University (Deemed to be University) Faridabad:

- a) Chancellor
- b) Vice-Chancellor
- d) Pro Vice-Chancellor
- e) Registrar
- f) Finance Officer
- g) Controller of Examinations
- h) Dean of Faculties
- i) Head of Department
- j) Such other officers as may be prescribed in the Rules of the institution deemed to be university.

a) CHANCELLOR:

Manav Rachna International University (Deemed to be University) Faridabad, shall have a Chancellor who shall, when present, preside over the convocations of the institutions deemed to be university but shall not be the Chief Executive Officer. The Chancellor, who will be appointed by the sponsoring Trust, shall hold office for a period of 5 years and shall be eligible for one more term.

Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the Institute Deemed to be university.

b) VICE-CHANCELLOR

The Vice-Chancellor shall be a whole-time salaried officer of Manav Rachna International University (Deemed to be University) Faridabad, and shall be appointed by the Visitor/Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.

Persons of the highest level of competence, integrity, morals and institutional commitment shall be appointed as Vice-Chancellors. The Vice-Chancellor to be appointed shall be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in reputed research and/or academic administrative organization.

The procedure/composition of Search-cum-Selection-Committee (SCSC) for selection of Vice-Chancellor shall be as under:

- I. In case, where the funding to the Institution Deemed to be University by the Government or by its Agencies is more than or equal to 50% of its expenditure (based on average of previous three year account) the composition of Search-cum-Selection-Committee shall be as under:
 - A nominee of Chancellor
 - A nominee of the Central Government; who shall be an eminent academic nominated by the Government in consultation with UGC
 - A nominee of Board of Management

- II. In case, where funding is less than 50% of its expenditure, the composition of Search-cum-Selection Committee shall be as under:

- A nominee of the Visitor/Chancellor, who shall be the Chairperson of the Committee
- A nominee of the Chairman, University Grants Commission
- A nominee of the Syndicate/Executive Council/Board of Management of the Institution Deemed to be University

(i) The Vice-Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.

(ii) In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her absence, the Senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

(iii) The Vice-Chancellor shall not be a member of the sponsoring or managing Trust and/or a close relative of the President or members of the sponsoring or managing Trust.

POWER OF VICE-CHANCELLOR:

- (i) The Vice-Chancellor shall be the Principal Executive Officer of the institution deemed to be university and shall exercise general supervision and control over the affairs of the institution deemed to be university and shall be mainly responsible for implementation of the decisions of all the authorities of the Institution deemed to be University.
- (ii) The Vice-Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.

- (iii) The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the institution deemed to be university.
- (iv) The Vice-Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the institution deemed to be university under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

Provided that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that if any person in the service of the institution deemed to be university is aggrieved by the action taken by the Vice-Chancellor under the said clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- (v) It shall be the duty of the Vice-Chancellor to ensure that Regulations and Rules of the institution deemed to be university are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
- (vi) All powers relating to the proper maintenance and discipline of the institution deemed to be university shall be vested in the Vice-Chancellor.
- (vii) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- (viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.

- (ix) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.

REMOVAL OF VICE-CHANCELLOR

If the Vice-Chancellor of the Manav Rachna International University (Deemed to be University) Faridabad, does not have the qualification as required under these Regulations and also UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time or not appointed as per the procedure stipulated in these Regulations or has committed any financial/administrative impropriety, the Vice-Chancellor can be removed on the recommendations of an Enquiry Committee constituted by the Chairman UGC, after due process. The Commission based on the report of enquiry committee will give direction to the Visitor/Chancellor to remove the Vice-Chancellor. However, in case of Government controlled Institutions, the Commission will send its advice regarding removal of Vice-Chancellor to respective Ministries in Government of India/State Government/UT Government.

c) PRO VICE-CHANCELLOR

- (i) The post of the Pro Vice-Chancellor may be created with the approval of the Board of Management and the Central Government.
- (ii) The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- (iii) The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor and at the pleasure of Vice-Chancellor.
- (iv) The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the institution deemed to be university.

d) REGISTRAR

- (i) The Registrar shall be a whole time salaried officer of the Manav Rachna International University (Deemed to be University) Faridabad, and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-
1. Vice Chancellor - Chairperson
 2. One nominee of the Chancellor
 3. One nominee of the Board of Management.
 4. One expert appointed by the Board of Management who is not an employee of the institution deemed to be university.
- (ii) The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the institution deemed to be university.
- (iii) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- (iv) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.
- (v) The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.
- (vi) The following shall be the duties of the Registrar: -

1. To be the custodian of the records and the funds and such other property of the institution deemed to be university as the Board of Management may commit to his/her charge;
2. To conduct the official correspondence on behalf of the authorities of the institution deemed to be university;
3. To issue notices convening meetings of the authorities of the institution deemed to be university and all Committees and sub-Committees appointed by any of these authorities;
4. To maintain the minutes of the meetings of all the authorities of the institution deemed to be university and of all the Committees and sub-Committees appointed by any of these authorities;
5. To make arrangements for and supervise the examinations conducted by the institution deemed to be university;
6. To represent the institution deemed to be university in suits or proceedings by or against the institution deemed to be university, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
7. To enter into agreement, sign documents and authenticate records on behalf of the institution deemed to be university;
8. To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the institution deemed to be university;
9. To perform such other duties as may be specified in the Rules or as may be assigned by the Board of management or the Vice-Chancellor from time to time.

e) FINANCE OFFICER:

- (i) The Finance Officer shall be a whole-time salaried officer of the Manav Rachna International University (Deemed to be University) Faridabad, and shall be appointed by the Board of Management.
- (ii) The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the institution deemed to be university.

- (iii) The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- (iv) He/she shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.
- (v) He/she shall be responsible for the management of funds and investments of institution deemed to be university, subject to the control of Board of Management.

f) CONTROLLER OF EXAMINATIONS:

- (i) The Controller of Examinations shall be appointed by the Board of Management.
- (ii) The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the institution deemed to be university.
- (iii) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.
- (iv) The Controller of Examinations shall be a permanent invitee to the Board of Management.

g) DEAN

The Departments dealing with allied subjects could be grouped into faculties. Each Faculty may be headed by a Dean. The key functionaries of the Faculty will be the Dean and the Head of the Department. However, a democratic, participatory approach to decision- making will be followed. Following shall be the particular areas of responsibility, highlighting the decentralization in working:

Responsibilities of the Dean

1. Shall work with the Vice-Chancellor and higher management in leading and managing the institution as a whole.

2. Shall develop and agree to a budget for the Faculty as part of the planning and resources allocation process and then managing within it.
3. Shall ensure that the Faculty meet targets agreed as part of the planning and resources allocation process.
4. Shall lead and deploy Faculty staffing as required in order to achieve maximum effectiveness.
5. Shall lead responsibility for ensuring a high-quality student experience for students.
6. Shall be responsible for safety and environmental management.
7. Shall forward recommendations to higher management for new appointments, appraisals, special leave etc.
8. Shall be a part of the internal communications network ensuring faculty and staff members shall be kept informed of and contribute to University and Faculty developments.
9. Shall represent department to the Vice-Chancellor and to the local community.
10. Shall be responsible for identifying service levels required from contracted services on the campus and monitoring of service delivery.

h) HEAD OF DEPARTMENT:

There shall be a Head of the Department for each of the Departments in the Manav Rachna International University (Deemed to be University) Faridabad, who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.

- The term of the Head of the Department shall normally be 3 years and he/she shall be eligible for reappointment for one more term, but not for two consecutive terms.
- The powers and functions of the Head of the Department shall be prescribed by Rules of the institution deemed to be university.

Responsibilities of the Head of Department

1. Shall be responsible and accountable for setting and advancing the academic strategy of the department in line with Faculty and University strategic plans and direction.
2. Shall contribute to the overall leadership and management of the Faculty.
3. Shall develop and sustain appropriate structures for management, consultation, decision making and communication with staff and students.
4. Shall promote and represent the University both internally and externally.
5. Shall ensure the best possible student experience through fair admission, teaching-learning and administrative processes.
6. Shall ensure the highest levels of quality, integrity and ethics in all research undertaken.
7. Shall create a dynamic and forward-looking research environment for both staff and students.
8. Shall create and exploit new opportunities for knowledge transfer activity in order to secure additional income streams and new areas of teaching and/or research.
9. Shall contribute to institute-wide initiatives in order to improve understanding and communication of this area
10. Shall ensure that University HR policies and procedures will get implemented.
11. Shall ensure that staff performance be managed appropriately and in a way that will be consistent with the expectations of the institution, and that fair workload allocation processes be in place.
12. Shall ensure all staff have access to the necessary support to enable them to contribute fully and develop their skills and experience.
13. Shall promote a culture of excellence, co-operation and respect both within and beyond the department.
14. Shall make effective use of all staffing resources and seek opportunities for collaboration and joint working with others beyond the department and beyond the Faculty.
15. Shall ensure students be included as appropriate in the various decision-making platforms within the department.
16. Shall ensure a safe and healthy environment for both staff and students, and full compliance with health and safety requirements.

17. Shall ensure all activities be carried out to the highest possible standards and put in place the necessary evaluation and monitoring procedures to ensure both compliance and improvement: such procedures will include teaching, research and management of all resources.
18. Shall comply with auditing, quality assurance and risk management procedures both internal and external.

Besides this there will be Faculty in-charges at the department level to take care of following various aspects of academics, co-curricular, extra-curricular activities with their well-defined roles and responsibilities:

- Programme Coordinator
- Course Coordinators
- Students' Mentors
- Training and Placement
- Time-Table and EMS (Academic module)
- Website
- Students Welfare
- Examination and Results
- Research and PhD programme

The academic responsibilities and decision- making in the department will be facilitated by the Board of Faculty and Board of Studies constituted as per UGC guidelines.

2.9 DELEGATION OF POWERS:

Subject to the provisions of these Regulations and Rules, any authority or officers of the Institution Deemed to be University with the approval of Board of Management, may delegate its power to any authority or officer or person under their respective control and subject to the conditions that the overall responsibility for exercising the powers so delegated shall continue to rest in the Authority or officer delegating such powers.

3. GRIEVANCE REDRESSAL SYSTEM

The system will be governed by the provisions of laid down Handbook of Ethical Policy and Code of conduct.

4. DEPARTMENTAL EVALUATION AND FEEDBACK SYSTEM

The system will be governed by the provisions of laid down Policy and Procedures for Feedback.

5. FACULTY EMPOWERMENT AND STAFF DEVELOPMENT

The system will be governed by the provisions of laid down Policy and Procedures for Faculty and Staff Welfare.

6. GENDER SENSITIZATION

This shall be governed by the provisions of University's Gender Equity Policy.

7. FINANCIAL MANAGEMENT

For smooth functioning of individual departments, financial powers shall be decentralized as and when notified by the office of Registrar. The income and expenditure of the institution are subject to regular internal/external audit.

Internal audit and external audits of University accounts shall be conducted as per the laid down standard operating procedures for the conduct of financial audits.

8. DECISION MAKING

- a. The meetings of all statutory and non-statutory bodies will be held in accordance with the provision of the University ordinances and regulatory bodies.
- b. All the meetings to be well documented.
- c. Proceedings shall be shared with all members and other concerned.