

STATUTE No. 01

SHORT TITLE, SCOPE AND COMMENCEMENT

- (1) The “Statutes” means the Statutes of The NorthCap University (Formerly ITM University).
- (2) These Statutes shall come into force with effect from the notification in the State Gazette.

STATUTE No. 02

DEFINITIONS

- (1) The definitions given in Section 2 of the Haryana Pvt. Universities Act 32 of 2006 shall remain the same and used in the Statutes of The NorthCap University (Formerly ITM University).
- (2) "sponsoring body" in relation to The NorthCap University (Formerly ITM University) means

Educate India Society (EIS), a society registered under the Societies Registration Act, 1860 (Central Act 21 of 1860).
- (3) "University" means The NorthCap University (Formerly ITM University) incorporated under the Haryana Private Universities Act 32 of 2006 and Haryana Private Universities (Third Amendment) Act 25 of 2009 dated 21st October 2009;

STATUTE No. 03

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 after approval of the Sponsoring Body subject to further change or amendment as deemed necessary from time to time. The University after obtaining the approval of the Sponsoring Body may also decide to make and use such as: as Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary and which are permissible by the State or the Central Government.

STATUTE No. 04

OBJECTIVES OF THE UNIVERSITY

- (1) The objectives of the University given in Section 3 of the Haryana Private Universities Act 32 of 2006 shall remain the same and used in the Statutes of The NorthCap University (Formerly ITM University).

STATUTE No. 05

APPOINTMENT, TERMS & CONDITIONS AND POWERS OF THE CHANCELLOR

- (1) The Chancellor (who must be a member of the Sponsoring Body) shall be appointed by the sponsoring body for a period of three years with prior approval of the Visitor. The Secretary of the Sponsoring Body shall forward the name, along with bio-data of the proposed Chancellor, to the Visitor for approval.
- (2) The Chancellor shall be the Head of the University and shall exercise powers as specified in Section 16 of the Act.
- (3) The Chancellor shall hold office for a period of three years and shall be eligible for reappointment with the approval of the Visitor following the procedure as laid down above under clause (1) of Stature 05.
- (4) Provided that the Chancellor shall, notwithstanding the expiry of the term, continue to hold his office maximum for a period of one year until either he is reappointed or his successor enters upon his office.
- (5) It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- (6) The Chancellor shall be entitled to receive an honorarium, expenses and allowances as may be decided by the Sponsoring Body from time to time.
- (7) The Chancellor shall exercise overall control over the affairs of the University.
- (8) The decision of the Chancellor shall be final and binding for/on the:
 - 1) appointment of Pro – Chancellor(s) and other officials, as required by Act/ Statutes/ Ordinance/ Rules, with the approval of the Sponsoring Body.
 - 2) appointment of any officer(s) of the University if in his opinion, appointment(s) are in the interest of the University or as recommended by the Governing Body.All appointment of the University once approved by the Chancellor shall be made in his name either by him or by any two members of the Sponsoring Body who are also members of the Governing Body.

- 3) recommendation/ suggestion of any officer(s) of the University.
 - 4) representations by persons, aggrieved by the decision of the University.
 - 5) constitution of Committee(s) to review the recommendations of any officer(s) of the University and/or to review the operation of the University from time to time.
- (9) No assets of the University and/or its funds of any nature whatever can be pledged in any manner to any body including Financial Institutions/ Banks etc. without the approval of the Sponsoring Body on the recommendation of the Chancellor.
- (10) In case of any dispute and/or difference of opinion between officers of the University, the decision of the Chancellor shall be final and binding on all concerned.
- (11) In a special meeting called for the purpose, the Sponsoring Body may consider a “No Confidence Motion” against the Chancellor and may recommend his removal to the visitor.
- (12) In the absence of the Chancellor or otherwise, he may at his discretion delegate all or some of his powers, to a subcommittee of members of Governing Body constituted by him.
- (13) The Chancellor by writing under his hand, addressed to the visitor, may resign his office.

STATUTE No. 06

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE VICE-CHANCELLOR

- (1) The Vice-Chancellor will be the principal academic and executive officer of the University.
- (2) The Vice-Chancellor shall be appointed by the Chancellor following the procedure as laid down in Section 17 (1) of the Act and shall hold office at the pleasure of Chancellor.
- (3) The Vice-Chancellor shall hold office for a term of three years according to the provisions laid in Section 17 of the Act or upto the age of sixty eight whichever is earlier.

Provided that, on the expiry of term, the Vice-Chancellor shall be eligible for reappointment for subsequent terms until he attains maximum prescribed age.

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

Provided further that, in case of an emergency like illness, long absence, resignation or due to any other reason the Chancellor shall assign the duties of the Vice-Chancellor to a Pro-Vice Chancellor/ Senior Professor/Registrar or any other competent authority of the University. However, this period of interim arrangement shall not exceed one year.

- (4) The Vice-Chancellor shall receive minimum pay and allowances as per UGC norms or higher as decided by the Chancellor from time to time.
- (5) The Vice Chancellor shall discharge the responsibilities and functions as per the Act/Statutes and as assigned by the Chancellor/ Governing Body from time to time in addition to the following duties:
 - (a). to advise the Governing Body on planning and development of the University, particularly in respect of the norms and standards

- of education, teaching and research in the University and ensure compliance of the same.
- (b). to apply for membership of other institutions like Association of Indian Universities. Commonwealth Universities, Association of International Universities, India International Centre etc.
 - (c). to coordinate with Deans/Chairpersons concerned for collaboration with any University / Research Institute / Centres of the country and abroad from time to time with prior approval of the Governing Body and in accordance with the government directives.
 - (d). to co-ordinate with the Deans concerned with regard to teaching and research in the University Teaching Departments / Schools of Studies / Maintained Institutes/etc. and introduction of new courses.
 - (e). to provide academic leadership and motivation for excellence.
- (6) The Vice-Chancellor shall be writing the confidential reports of the Deans/ HODs/ faculty members of the University teaching departments/schools/centres and those of the maintained institutions.
 - (7) To process disciplinary action, whenever needed, against the faculty, Technical/Admin. Staff of the University/maintained institutions as per rules and as per Statutes.
 - (8) To get all necessary approvals and to ensure statutory compliance with the academic norms and standards of the Government/ UGC/ NAAC or any other body pertaining to the courses of study offered or to be offered by the University within and outside the country.
 - (9) To ensure High Standards of education imparted at the University and to obtain accreditation/ approval/ high ranking/ etc.
 - (10) The Vice-Chancellor may by writing under his hand addressed to the Chancellor, resign his office.
 - (11) All actions shall be consistent with the Law of the Land, from time to time.
 - (12) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Vice – Chancellor is not in the interests of the University, the Chancellor may, by an order in

writing stating the reasons therein, require the Vice – Chancellor to relinquish his office from a date specified in the order.

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

STATUTE No. 07

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR

- (1) The Registrar will be an officer of the University as per the Act.
- (2) The appointment of the Registrar shall be made by the Chairman of the Sponsoring Body on the recommendation of the selection committee. The Registrar will hold the office at the pleasure of the Chancellor.
- (3) The qualifications of the Registrar shall be as per UGC norms and as approved by the Governing Body/Board of Management/ Vice Chancellor.
- (4) The Registrar shall be a full-time salaried officer of the University and shall discharge his duties under the overall superintendence and control of the Chancellor/the Governing Body/ Vice Chancellor.

- (5) Selection of Registrar:

The procedure for selection of the Registrar is as follows:

- (i) Applications will be invited for the post through advertisement in important newspapers with a wide circulation.
 - (ii) A summary of all the candidates who have applied for the post shall be prepared by a Committee consisting of three members of the Sponsoring Body and an expert nominated by the Chancellor.
 - (iii) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Chairman – Sponsoring Body for appointment.
 - (iv) If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.
- (6) When the Office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
 - (7) The Registrar shall receive pay and other allowances as per UGC norms/higher and approved by the Sponsoring Body from time to time.
 - (8) The age of retirement of the Registrar shall be sixty five years.
 - (9) A Registrar so designated shall :-
 - (i) be the custodian of the records, the common seal and other properties of the University;

- (ii) shall sign all contracts/ agreements on behalf of the University with prior approval of the Chancellor and authenticate all documents and records.
 - (iii) issue notices and convene meetings of the Governing Body, the Board of Management, the Academic Council and of the committees appointed by those authorities as per the rules;
 - (iv) keep the minutes of the meeting of the Governing Body, the Board of Management, the Academic Council and of the committees appointed by such authorities;
 - (v) conduct the official proceedings and correspondence of the Governing Body, the Board of Management, the Academic Council and of the committees appointed by those authorities;
 - (vi) supply to all concerned/members, a copy of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings later;
 - (vii) represent the University in suits or proceedings, by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose.
 - (viii) perform such other functions as may be specified in the Statutes, Ordinance or Regulations or as may be required from time to time by the Chancellor/Vice-Chancellor/Governing Body/ Board of Management.
- (10) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Registrar is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Registrar to relinquish his office from such date as may be specified in the order.

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

STATUTE No. 08

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

- (1) **The Chief Finance & Accounts Officer (CFAO) holds responsibility for the financial integrity of the University, serve as a financial controller with responsibility for budget execution and implementation and have responsibility for optional management of the University's financial and other resources. Although the routine functions of the CFAO are permanently abounded with budgets, finance accounting, contracts and related functions, the contract objective is to support and enhance the primary teaching, research and service mission of the University.**
- (2) **Chief Finance & Accounts Officer oversight and responsibility for all financial functions and oversees all revenues, costs, capital expenditure, investments and debt.**
- (3) **The Chief Finance & Accounts Officer is responsible for University budget execution and implementation.**
- (4) The Chief Finance & Account Officer shall be appointed by the Chancellor on the recommendations of the Selection Committee **comprising** three members of **the Sponsoring Body on the** Governing Body and an expert nominated by the **chairman of the Sponsoring Body**. The CFAO shall be a full-time salaried officer of the University as per the Act and shall work under the control of the Chancellor and hold office at the pleasure of the Chancellor.
- (5) The Chief Finance & Accounts Officer shall be paid a salary and allowances as per the UGC norms or higher as may be decided by the Chancellor.
- (6) The Chief Finance **and** Accounts Officer shall retire on attaining the age of sixty five years.
- (7) Selection of the Chief Finance & Accounts Officer:

The Chairman – Sponsoring Body will adopt the following procedure for selection of the Chief Finance & Accounts Officer:

- (i) Applications for the post will be invited through the process of advertisement in important newspapers of wide circulation.

- (ii) A summary of the candidates applying for the post shall be prepared by a Committee consisting of three members of the **Sponsoring Body on the Governing Body and one expert** nominated by the Chairman **of the Sponsoring Body**.
 - (iii) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Chairman – **Sponsoring Body** for approval.
 - (iv) If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.
- (8) The Chief Finance & Accounts Officer shall :
- (a) Exercise **overall** supervision **over the** accounts and funds of the University and advise on financial policies.
 - (b) Perform other such financial functions as may be assigned to him/**her** by the Chancellor and/or the Finance Committee.
- Provided that the Chief Finance **and Accounts** Officer shall not incur any expenditure or make any investment exceeding one lakh of rupees without the previous approval of the Chancellor and/or the Finance Committee.
- (9) Subject to the control and the approval of the Finance Committee, the Chief Finance **and Accounts** Officer shall –
- (a) Manage properties and investments of the University, including trust and immovable properties for fulfilling any of the objects of the University;
 - (b) Ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted;
 - (c) Be responsible for the **timely** preparation **and audit** of the annual accounts **of the** University and for **its** presentation to the Governing Body after they have been considered by the Finance Committee;
 - (d) Keep a constant watch on the cash, bank balance(s) and investments **in the name of the University**;
 - (e) Watch the progress of collection of revenue and advise on **improving** the methods of collection employed;
 - (f) Ensure that the registers of properties of the University are maintained properly and the stock-checking of equipment and other materials in

the offices of the University including Regional Centres, Study Centres and other institutions maintained by the University is conducted regularly;

- (g) Bring to the notice of the Chancellor any unauthorised expenditure or other financial irregularities and suggest appropriate action;
- (h) Call from any office of the University, including Regional Centres, Study Centres and other institutions maintained by the University, any information or reports that he may consider necessary for the performance of his/**her** functions.
- (10) He/**she** will ensure that adequate controls commensurate with the size of financial operations are in place.
- (11) He/**she** shall ensure all statutory and timely compliances **as per provisions of Haryana Private University Act/ Income Tax/ Service Tax/ Public Provident Fund and any other Statutory Body of Government of India from time to time.**
- (12) He/**she** shall be responsible for timely compliance of **internal and external** Audit requirements.
- (13) He/**she** shall be responsible for liaison with Financial Institutions/ Banks **on** financial matters.
- (14) Maintain all accounts & records as per regulating standards **prescribed from time to time.**
- (15) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that if the continuance of the Chief Finance & Accounts Officer is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Chief Finance & Accounts Officer to relinquish his/**her** office from such date as may be specified in the order.
- (16) **To keep himself/ herself updated on latest rules and regulations under the Finance/ Income Tax/ Service Tax Act or any other Statutory Body from time to time.**

Provided that before taking an action under this sub-section, the Chief Finance **and Accounts** Officer shall be given an opportunity of being heard.

STATUTE No. 09

CONSTITUTION, POWERS AND FUNCTIONS OF THE GOVERNING BODY

- (1) The Governing Body, constituted as per Section 22 of the Act shall consist of the following: -
- (a) the Chancellor;
 - (b) the Vice-Chancellor;
 - (c) the Secretary to Government, Haryana, Education Department, or in his absence, Director, Higher Education, Haryana;
 - (d) five persons nominated by the sponsoring body out of whom two shall be eminent educationists;
 - (e) one expert of management or technology from outside the University, nominated by the Chancellor; and
 - (f) one expert of finance, nominated by the Chancellor.
 - (g) Registrar will be the Member–Secretary of the Governing Body.

(Provided that the Secretary to Government, Haryana, Education Department or in his absence, Director, Higher Education shall be present in each meeting in which decisions on issues involving Government policies/ instructions are to be taken.)

- (2) The Governing Body shall be the supreme authority of the University. All the movable and immovable property of the University shall vest in the Governing Body. It shall have the following powers, namely: -
- (a) to provide general superintendence and directions and to control the functioning of the University by using all such powers as are provided by this Act, Statutes, Ordinances, Regulations or Rules;
 - (b) to review the decisions of other authorities of the University in case they are not in conformity with the provisions of this Act, Statutes, Ordinances, Regulations or Rules;
 - (c) to approve the budget and annual report of the University;
 - (d) to lay down the extensive policies to be followed by the University;
 - (e) to recommend to the sponsoring body for the dissolution of the University if a situation arises when there is no smooth functioning of the University in spite of best efforts; and

- (f) to acquire assets on Lease/outright purchase for the expansion of the University and its campus/s.
 - (g) such other powers as may be specified by the Statutes/ subsequent Statutes from time to time:
- (3) The Governing Body shall meet at least three times in a calendar year.
 - (4) The quorum for meetings of the Governing Body shall be four.
A minimum of 14 days notice shall be given for all meetings of the Governing Body. However, the notice for emergency meeting shall be minimum of five days.
The detailed rules and procedures for functioning of the Governing Body will be as per the rules of business as approved by the Governing Body.
 - (5) The Governing Body shall have the power of management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.
 - (6) In case of non-unanimity of any issue the decision will be approved by the simple majority of the present voting members. The Registrar would be non-voting member.
 - (7) The venue for all the meetings of the Governing Body will be The NorthCap University (Formerly ITM University) premises only.

STATUE No. 10

CONSTITUTION, POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT

- (1) The Board of Management shall be constituted as per Section 23 of the Act and consist of the following members, namely: -
 - (a) the Vice-Chancellor ;
 - (b) the Secretary to Government, Haryana, Education Department, or in his absence, Higher Education Commissioner, Haryana;
 - (c) two members of the Governing Body, nominated by the sponsoring body;
 - (d) three persons, who are not the members of the Governing Body, nominated by the sponsoring body;
 - (e) three persons from amongst the teachers, nominated by the sponsoring body; and
 - (f) two teachers, nominated by the Vice-Chancellor.
 - (g) the Registrar will be the Member – Secretary of the Board of Management.
- (2) The Vice-Chancellor shall be the Chairperson of the Board of Management.
- (3) The Board of Management is the academic and executive body and will work under the overall directions of the Governing Body. The Powers and Functions of the Board of Management shall be:
 - (a) To approve financial accounts together with audit report.
 - (b) To adopt and follow the approved Budget for Expenditure.
 - (c) To approve Ordinances of the University.
 - (d) To create teaching, supporting, administrative, and other necessary posts and to specify the manner of appointment thereto;
 - (e) To approve the appointment of such Professors, Associate Professors, Assistant Professors, other teachers and academic staff as may be necessary on the recommendations of the Selection Committees constituted for the purpose;
 - (f) To define the functions and conditions of service of Professors, Associate Professors, Assistant Professors and other teachers and other academic staff employed by the University;

- (g) To prescribe qualifications for teachers and other academic staff, but not less than the norms prescribed (if at all) by UGC and other statutory bodies;
- (h) To approve and specify the manner of appointment to temporary vacancies of any academic staff;
- (i) To make provision for the appointment of visiting Professors, Emeritus Professors, Fellows, Artists, Writers and other distinguished Professionals as required and determine the terms and conditions of such appointments;
- (j) To manage and regulate the finances, accounts, investments, property of the University and all other affairs of the University and to appoint such agents as may be considered fit, provided that no action under this clause shall be taken without consulting the Finance Committee;
- (k) To recommend to the Governing Body to invest any money belonging to the University, including any unapplied income, in such stocks, funds, shares or securities as it thinks fit or in the purchase of immovable property in India with the power of varying such investment from time to time, provided that no action under this clause shall be taken without consulting the Finance Committee;
- (l) To regulate enforcement of discipline amongst the employees in accordance with the Statutes and Ordinances;
- (m) To recommend transfer or acceptance of transfer of any immovable or movable property on behalf of the University to the Governing Body;
- (n) To fix the remuneration payable to course writers, counsellors, examiners and invigilators, and travelling and other allowances payable, after consulting the Finance Committee;
- (o) To recommend to the Governing Body to delegate any of its powers to the Vice-Chancellor, Pro-Vice-Chancellors, Registrars, the Chief Finance Officer or any other officer, employee or authority of the University, or to a committee appointed by it;

- (p) To entertain, adjudicate upon, or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved;
 - (q) To delegate any of its powers to the Pro – Chancellor(s), Vice – Chancellor, Pro–Vice–Chancellors, Registrars, the Chief Finance Officer or any other officer, employee or authority of the University, or to a committee appointed by it;
 - (r) To institute fellowships, scholarships, studentships etc.;
 - (s) To work towards achieving international quality standards in teaching and research, through partnership collaborations/ exchange programme with renowned international universities.
 - (t) To oversee and approve management of general fund as per Section 12 & 13 of the Act in consultation with the Finance Committee.
 - (u) To exercise such other powers and perform such other functions as may be conferred on it by the Act or the Statutes or as prescribed by the Chancellor/ Governing Body.
- (4) The Board of Management shall meet three times in a year.
- (5) The quorum for the meetings of the Board of Management shall be five:
- Provided that the Secretary to Government, Haryana, Education Department, or in his absence, Higher Education Commissioner, Haryana, shall be present in each meeting in which decisions on issues involving Government policies/instructions are to be taken.
- (6) In case of non-unanimity of any issue the decision will be approved by the simple majority of the present voting members. The Registrar would be non-voting member.
- (7) The venue for all the meetings of the Board of Management will be The NorthCap University (Formerly ITM University) premises only.

STATUTE No. 11

FORMATION, POWERS AND FUNCTIONS OF ACADEMIC COUNCIL

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

(1) The Academic Council will be constituted as per Section 24 of the Act and shall consist of the following members:

(a) Vice-Chancellor (Chairman)

(b) All the Deans/ Heads of the Departments/Schools.

(c) Five Professors of the University Teaching Departments/ Schools as nominated by the Governing Body/Chancellor/Vice Chancellor.

(d) Three Professors of the State/ Central Universities/ IITs nominated by the Chancellor.

(e) Three representatives from amongst the Scientists/ Educationalists/ Technologists/ Industrialists nominated by the Chancellor.

(f) The Registrar will be the Member Secretary.

(2) The term of the nominated members of the Academic Council will be three years.

(3) The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council and in his absence any other person nominated by the Chancellor shall preside over the meeting.

(4) The Registrar shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice Chancellor shall act as the Member Secretary.

(5) One-half of the members of the Academic Council including the Chairperson shall form the quorum at a meeting.

Ordinarily, seven days notice shall be given for all meetings of the Academic Council and agenda papers shall be issued at least five days before the date of the meeting. The notice for emergent meeting shall ordinarily be three days. Detailed functioning of Academic Council will be as per Rules of Business approved by the Academic Council.

(6) Subject to the provisions of Section 24 of the Act, the Academic Council shall have the following powers, and functions:

- (a) Governing Body/ Chancellor/ Vice Chancellor can co-opt members, persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.
- (b) To promote teaching, research and related activities in the University.
- (c) To make recommendations to the Governing Body on the proposals received from the different faculties of the University for the Conferment of honorary degrees or degrees or diploma or certificates any other such distinction or honour of the University.
- (d) To exercise general supervision and be responsible for the academic policies and programmes of the University and to give directions regarding methods of instruction, teaching and evaluation of research for improvements in academic standards.
- (e) To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or Board of Studies or the Board of Management or the Governing Body or Chancellor and to take appropriate action thereon.
- (f) To make proposals to the Chancellor for allocating the Departments/ Schools to the Faculties.
- (g) To make proposals to the Board of Management for the institution of fellowships, scholarships, studentships, exhibition, medals and prizes and to make and/or approve the rules for their award.
- (h) To recognize persons of eminence in their subject to be associated as research guides/ co-guides in the subjects or interdisciplinary subjects as prescribed in the ordinance and/or recommended by the Board of Doctoral Research of the subjects.
- (i) To formulate, modify or revise schemes for the organisation and assignment of the subject(s) to the Faculties/ Schools/ Departments and to report to the Governing Body as to the expediency of abolition, reconstitution or division of any Faculty/ School/ Department of the University.

- (j) To recognize the Certificates, Diplomas and Degrees of other Universities and Institutions and to approve their equivalence, as and when forwarded by the equivalence committee.
- (k) To make special arrangements, if any, for the teaching of women students by prescribing special courses of study for them.
- (l) To consider academic proposals submitted by the Faculties/ Departments/ Schools of the University.
- (m) To approve the syllabi of different courses/ subjects submitted by the Faculties/ Board of Studies of the Departments/ Schools and to arrange for the conduct of the examinations according to the Ordinances made for the purpose.
- (n) 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 awards/ prizes from time to time.
- (o) To approve the publication of syllabi of various courses of study along with the list of prescribed or recommended text books for subjects.
- (p) To appoint committee(s) for admission of students in different Faculties/ Departments/ Schools of the University as per Admission Policy.
- (q) To recommend to the Board of Management, the rates of remuneration and allowances related to the Examination work.
- (r) To approve the Academic Calendar.
- (s) To delegate such of its powers to the standing committee of Academic Council/ Deans/ Chairpersons, as it may deem fit.
- (t) To formulate policies for students' admissions, examinations and Ordinances prepared by the Vice-Chancellor of the University for approval of the Governing Body/ Board of Management.
- (u) To report or to make recommendations on any matter referred to it by the Chancellor or the Governing Body or Board of Management or the Vice Chancellor as the case may be.
- (v) To exercise such other powers and perform such other duties as may be prescribed from time to time or are in the interest of the aims of the University.

- (7) In case of non-unanimity of any issue the decision will be approved by the simple majority of the present voting members. The Registrar would be non-voting member.
- (8) The venue for all the meetings of the Academic Council will be The NorthCap University (Formerly ITM University) premises only.

STATUTE No. 12

POWERS AND FUNCTIONS OF THE FINANCE COMMITTEE

(1) The Finance Committee shall be constituted by the Chancellor and consist of the following persons, namely:

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| (i) | The Chancellor or his nominee | Chairman |
| (ii) | The Vice-Chancellor | Member |
| (iii) | Three members nominated by the Chancellor (From Sponsoring Body on the Governing Body) | Member |
| (iv) | Expert of Finance nominated by the Chairman – Sponsoring Body | Member |
| (v) | Chief Finance and Accounts Officer | Member Secretary |

(2) The tenure of the members of the finance committee, other than ex-officio members, shall be of three years.

(3) The finance committee shall meet atleast **two** times in each academic year. A notice for the meeting of the finance committee shall be given so as to reach the Committee members atleast seven days in advance of the meeting and the agenda for the meeting shall be sent to the members atleast seven days in advance of the meeting.

(4) Four members of the finance committee, including Chairman **or his nominee**, shall constitute the quorum at the meetings.

(5) Functions and Powers of the Finance Committee shall be:

- (a) 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.
- (b) To consider the annual accounts of the University and to put up to the Governing Body for its consideration and approval.
- (c) To make its recommendations to the **chancellor** to accept bequests and donations to the University on such terms as it may deem proper.
- (d) To recommend mechanisms and ways and means to augment the financial resources **of** the University.
- (e) To ensure that there are no defaults in statutory payment and payments to banks secured/unsecured **lenders**, loans & **their** interest.
- (f) To consider any other matter referred to it **from time to time**.
- (g) To advise the University on any matter affecting finances.

- (h) To **ensure** that the regulations relating to the maintenance of accounts of the University are followed.
 - (i) To prepare the annual budget and put it up to Governing Body for consideration.
 - (j) To select and appoint Auditors of the University and fix their remuneration.
 - (k) To review and evolve fee structure from time to time and make recommendations **in this regard** to the Board of Management for approval.
 - (l) To recommend to the Governing Body through Board of Management the making of capital expenditure/ long term and short term investments.
 - (m) To take all necessary action for establishing the general fund and manage it as per Section 12 & 13 of the Act with the prior approval of the Board of Management.
 - (n) To recommend to the Board of Management and Governing Body all steps to ensure continued availability of short term/long term funds and their application and optimum utilisation.
 - (o) To provide guidance/consultation to Board of Management on financial and other matters as required from time to time.
 - (p) Any other matter as may be delegated by the Chancellor/Governing Body from time to time.
- (6) In case of non-unanimity of any issue the decision will be approved by the simple majority of the present voting members. The Chief Finance & Accounts Officer would be non-voting member.
- (7) The venue for all the meetings of the Finance Committee will be The NorthCap University (Formerly ITM University) premises **at Gurgaon** only.

STATUTE No. 13

DISQUALIFICATION FOR MEMBERSHIP OF AN AUTHORITY OR BODY, VALIDITY OF PROCEEDINGS AND FILLING UP OF VACANCIES

The following shall apply to all the Authorities and Bodies of the University constituted as per the Act/ Statutes or admission of the University:

- (1) A person shall be disqualified for being a member of any of the authorities or bodies of the university, if he-
 - (a) is of unsound mind and stands so declared by a competent court;
 - (b) is an undischarged insolvent;
 - (c) has been convicted of any offence involving moral turpitude;
 - (d) is conducting or engaging himself in private coaching classes; or
 - (e) has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere.
- (2) No act or proceeding of any authority or body of the university shall be invalid merely by reason of any vacancy or defect in the constitution thereof.
- (3) Any vacancy which may occur in the membership of the authorities or bodies of the university due to death, resignation or removal of a member or due to change of capacity in which he was appointed or nominated, shall be filled up as early as possible by the person or the body who had appointed or nominated such a member:
Provided that the person appointed or nominated as a member of an authority or body of the university on an emergent vacancy, shall remain a member of such authority or body only for the unexpired tenure of the member, in whose place he is appointed or nominated.

STATUTE No. 14

OTHER OFFICERS OF THE UNIVERSITY

The following shall be the other Officers of the University as per the provisions in section 30 (1) (d) of the Act 32 of 2006.

1. PRO-CHANCELLOR(S)

(1) In accordance with the Section 20 of the Act, under the category of other officers, the Pro- Chancellor(s) shall be appointed by the Chancellor for a period of three years with the prior approval of the Sponsoring Body. The Chancellor(s) shall finalise the name of the Pro-Chancellor(s) and process the approval by the sponsoring body. After the approval of the Sponsoring Body, the Pro-Chancellor shall be appointed by the Chancellor.

(2) The Pro-Chancellor shall hold office for a period of three years or and shall be eligible for reappointment, with the approval of the Sponsoring Body following the procedure laid down above under clause (1) & (2) of this Statute.

Provided that the Pro-Chancellor shall, notwithstanding the expiry of the term, continue to hold his office until either he is reappointed or his successor enters upon his office within one year.

(3) In case of an emergency like illness, absence or death of the Chancellor, one of the Pro-Chancellor(s) after approval from Sponsoring Body shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However this period shall not exceed one year.

(4) The Pro-Chancellor shall work under the directions of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.

(5) The Pro-Chancellor(s) shall discharge any academic/administrative responsibility specifically assigned by the Chancellor/Sponsoring Body.

(6) The Pro-Chancellor shall be entitled to receive an honorarium, expenses and allowances as may be decided by the Chancellor/Sponsoring Body.

(7) The Pro-Chancellor shall hold office during the pleasure of Chancellor/Sponsoring Body.

(8) The Pro-Chancellor may by writing under his hand addressed to the Chancellor, resign his office.

2. Pro-Vice Chancellor

1. The Pro-Vice Chancellor shall be appointed by the Chancellor, on the recommendation of a committee constituted of the Vice-Chancellor and two members of the Governing Body of the University, for a term of three years.
2. The Pro-Vice-Chancellor shall be eligible for reappointment for subsequent terms by following the procedure laid down above in the clause (1).
3. In the absence of the Vice-Chancellor, the Pro-Vice Chancellor shall perform the duties of the Vice-Chancellor to dispose of only routine matters of the University; unless directed by the Chancellor.
4. The Pro-Vice-Chancellor shall be eligible to receive pay and other allowances as decided by the Chancellor/ Sponsoring Body from time to time.
5. The Pro-Vice Chancellor shall discharge the responsibilities and duties as assigned by the Chancellor/ Vice-Chancellor from time to time.
6. The Pro-Vice Chancellor may by writing under his/her hand addressed to the Chancellor, resign his office.

3. Dean Academic Affairs

1. The Dean Academic Affairs shall be appointed, by a Committee of Vice-Chancellor and two members of the Governing Body of the University, for a term of three years from amongst the Professors or some eminent professor from outside the system on terms as approved by the Board of Management.
2. The Dean Academic Affairs may be reappointed for another term following the same procedure as in clause (1).
3. The Dean Academic Affairs shall perform the duties and functions as assigned by the Chancellor/Vice-Chancellor or any other authority from time to time.
4. The Dean Academic Affairs shall be eligible to receive pay and allowances as decided by the Sponsoring Body / Chancellor / Vice-Chancellor.
5. The Dean Academic Affairs shall be responsible:
 - (a). to co-ordinate and supervise the procedure of admission of students made by the various University Teaching Departments through Chairpersons.
 - (b). to arrange the accommodation of all University classes including evening classes. Diploma Courses, etc.

- (c). to get the Academic Calendars prepared and approved.
- (d). to co-ordinate with the Deans in respect of inter-faculty matters.
- (e). to constitute the time table of the various faculties.
- (f). to make required system for in part of academic students of the University.
- (g) to carry out any other function and duties as assigned by the Chancellor/ Vice-chancellor from time to time.
- (h) to actively promote research/ consultancy/testing.

4. Dean of Students' Welfare

1. The Dean of Students' Welfare (DSW) shall be appointed by a committee of Vice-Chancellor and two members of the Governing Body for three years and shall be eligible for reappointment on terms approved by the Governing Body.

Provided that notwithstanding the fact that his term of three years has not expired the appointed committee may, on a report from the Vice-Chancellor, terminate the appointment of Dean of Students' Welfare if it is satisfied that further continuance of the Dean Students' Welfare will be detrimental to the cause for which he has been appointed or to the interest of the University.

2. Where the Dean of Students' Welfare is a fulltime salaried officer, he/ she shall;
 - (a). possess at least a Master's degree in some subject of Science or Technology along with Ph.D. degree and have about 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.
3. The Dean of the 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.
4. The Dean of Students' Welfare shall be entitled to leave, leave salary, allowances, provident fund, medical and other benefits as may be prescribed by Board of Management of the University for the Employees of the University.

5. i) Subject to the control of the Vice-Chancellor, the DSW shall
 - a) make arrangements to ensure suitable housing facilities for students;
 - b) arrange for employment of students in accordance with plans approved by the Vice-Chancellor;
 - c) communicate with the guardians of the students concerning the welfare of students;
 - d) obtain travel facilities for the students from competent authorities;
 - e) assist the students in obtaining Scholarships, Studentships, etc. by giving them information relating thereto;
 - f) organise events relating to extra-curricular /co-curricular activities.
 - g) perform such other duties as may be assigned to him from time to time by the Vice-Chancellor.
 - h) Arrange to get periodic feedback from students in various areas of University functioning and liase with Registrar/ Vice Chancellor for action, as necessary.
 - i) Constitute small and appropriate committees consisting of teachers and/or students to perform specific activities related to his charter of duties.
 - j) Redress grievances of students with the cooperation of other officials as per the statutes/ ordinances of the University.
 - k) Be overall in-charge of discipline.

5. Controller of Examinations

1. The Controller of Examinations will be an officer of the University and shall be appointed by the Board of Management on the recommendation of a duly constituted committee from amongst the Officers of the University and/or outside with suitable qualifications and experience as approved by the Governing Body.
2. When the office of the Controller of Examinations is either vacant by reasons of either illness or absence or any other is unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint from among the teachers / officers.

3. Controller of Examinations will formulate a policy and process documents for conduct of examinations at the University and get it approved from the Academic Council.
4. The Controller of Examination shall control the conduct of Examination and all other necessary arrangements and execute all processes connected with examination and declaration of results after approval from the competent authority.
5. The powers and duties of the Controller of Examinations shall be the as specified in the ordinances of the University or as assigned by the Vice Chancellor/ Registrar.
6. The Controller of Examination will report to the Vice-Chancellor/Registrar.

6. Controller of Records

- 1) The Controller of Records will be an officer of the University and shall be appointed by the Board of Management through a duly constituted committee nominated by the Board of Management from amongst the Officers of the University/or outside with suitable qualifications and experience as approved by the Governing Body.
- 2) When the office of the Controller of Records is either vacant by reasons of either illness or absence for any other cause, unable to perform the duties of the office, the duties of the office shall be performed by such person that the Vice-Chancellor may appoint from any one among the teachers/officers for the purpose.
- 3) The Controller of Records will report to the Registrar for assignment of duties/ responsibilities.
- 4) The Controller of Records shall control all records of the University relating to Academics, Admissions, Results, Degrees and make all other necessary arrangements and execute all processes connected with records after approval from the competent authority.
- 5) The powers and duties of the Controller of Records shall be as specified in the Ordinances of the University.
- 6) The Controller of Records will report to the Vice Chancellor/Registrar for assignment of duties and responsibilities.

7. Librarian

The Librarian shall be a full time salaried officer of the University and his appointment will be made following the procedure as laid down through clause (3) to (9) of Statute No. 18 for the teachers.

The qualification of the Librarian shall be as per UGC norms and as approved by the Board of Management from time to time.

The functions and responsibilities of the Librarian shall be as specified in the Ordinances/Regulations of the Universities from time to time. The pay scale will be as per UGC norms.

8. Deputy / Assistant Librarians

The Assistant Librarians shall be recruited following the procedure, qualifications and salary as per UGC norms and approved by the Governing Body / Academic / Council of the University. The appointment will be made in the same way as that of the Librarian.

The powers and responsibilities of the Librarian shall be as specified in the Ordinances/Regulations of the University from time to time.

He may officiate as Librarian in the absence of Librarian if appointed to do so by the Vice-Chancellor. He should report to the Librarian for his duties.

9. Deputy / Assistant Registrars

The Deputy/Assistant Registrars shall be the officers of the University appointed by following the procedure, terms, qualifications and salary as per UGC norms and as approved by the Governing Body from time to time.

The Deputy & Assistant Registrar will report to the Registrar for their assignments and duties.

10. Director Physical Education

The Director 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 Grant Commission and by the Governing Body / Academic Council from time to time.

He will take all actions necessary to promote/organise sports facilities and advise to the campus and work for all round development of students. He will report to the Vice Chancellor for his duties/assignments.

11. Sports Officers

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

They will assist the Director, Physical Education in the day-to-day work and report to him.

STATUTE No. 15

FACULTIES

1. The University shall include the following Faculties with various Departments associated with them:

I Faculty of Business Management

1. Management
2. Retail / Insurance / Logistics and Supply Chain Management
3. International Business, Rural Management
4. Portfolio Management

II. Faculty of Engineering

- | | |
|-----------------------------------|--|
| 1. Civil Engineering | 2. Mechanical Engineering |
| 3. Electrical Engineering | 4. Electronics and Communication Engg. |
| 5. Electrical & Electronics Engg. | 6. Information Technology |
| 7. Computer Science Engineering | 8. Functional English |
| 9. Architecture | 10. Biotechnology |
| 11. Biomedical Engineering | 12. Automobile Engineering |
| 13. Engineering Physics | 14. Software Engineering |
| 15. Biomedical Engineering | |

III. Faculty of Information Technology

- | | |
|---------------------------------|-----------------------------------|
| 1. Computer Applications | 2. Computer Science |
| 3. Information Technology | 4. Hardware & Networking |
| 5. Internet & Mobile Technology | 6. Animation Science & Technology |

IV. Faculty of Physical Science

1. Physics

3. Mathematics

- | | |
|-----------------------------|-------------------------------------|
| 5. Statistics | 2. Chemistry |
| 7. Electronics | 4. Geology |
| 9 Polymer Chemistry | 6. Criminology and Forensic Science |
| 11. Energy Studies | 8 Nanotechnology |
| 13. Computational Chemistry | 10. Industrial Chemistry |
| 15. Actuarial Science | 12. Computational Physics |
| | 14. Industrial Mathematics |

V. Faculty of Life Sciences

- | | |
|-------------------------|---------------------|
| 1. Biotechnology | 2. Microbiology |
| 3. Bioinformatics | 4. Botany |
| 5. Zoology | 6. Bio-Chemistry |
| 7. Bio-Science | 8. Genetics |
| 9. Limnology | 10. Medical Science |
| 11. Paramedical Science | 12. Animal Science |
| 13. Physiotherapy | |

For 'Faculty' read 'Schools'.

VI. Faculty of Environmental Sciences

1. Physics and Chemistry of Environmental Sciences.
2. Environmental Biotechnology
3. Environmental Management

VII. Faculty of Law

1. Law

VIII. Faculty of Social Sciences

1. Economics
2. Sociology
3. Social Works
4. Geography
5. Psychology
6. Home Science
7. Political Science and Public Administration
8. Defence Studies
9. Anthropology

IX. Faculty of Commerce

1. Commerce
2. Applied Economics and Business Management
3. Commerce including Accounting/Financial/Business/Insurance Mgt.)

X. Faculty of Education

1. Education
2. Applied Psychology
3. Physical Education
4. Yogic Science
5. Adult and Continuing Education

XI. Faculty of Pharmacy

1. Pharmaceutical Sciences, Pharma Management

XII. Faculty of Humanities

1. English and other European Languages
2. Hindi
3. Linguistics
4. Philosophy
5. History
6. Mass Communication
7. Library and Information Science
8. Fine Arts including Music, Dance and Painting

XIII. Faculty of Design

1. Fashion Design
2. Industrial Design
3. Engineering Design
4. Jewellery Design

XIV. Faculty of Technology Management

1. Technology Management
2. Industrial Safety & Occupational Management
3. Infrastructure Management
4. Disaster Mitigation and Management

Other Faculties as may be added from time to time after approval of appropriate Statute.

- (2) Each Faculty shall have such departments as may be assigned to it by the Academic Council from time to time.

STATUTE No. 16
CONSTITUTION, POWER AND FUNCTIONS OF SCHOOL
COMMITTEE

Each School shall have a School Committee, which shall consist of the following members namely:

- (a) The Director of the School who shall be the Chairman.
- (b) The Head of the Departments of Studies in the Faculty.
- (c) All Professors in the Faculty.
- (d) One Associate Professor and one Assistant Professor, by rotation according to seniority, from each Department/School in the Faculty.

The term of the members under point (d) shall be three years.

The following will be the power and functions of the School Committee:

1. To consider the syllabi prepared by the Board of Studies, and forward the same to the Academic Council for approval.
2. To co-opt eminent academicians / industrialists / scientists as members of the School Committee.
3. The School Committee shall have such powers and shall perform such duties as may be assigned to it by the Statutes and the Ordinances from time to time.
4. The School Committee 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 by the Academic Council.

Actions to be taken:

- a. Directors of all Schools of The NorthCap University are requested to constitute the School Committee as per Statute 16.**
- b. The copy of newly constituted School Committee should be communicated to all concerned.**

STATUTE No. 17

POWERS AND FUNCTIONS OF DIRECTOR OF SCHOOLS

There shall be a Director for each School. The Directors of the concerned Schools shall be appointed by the Chancellor on the recommendation of the Vice-Chancellor.

Provided that:

- (1) The Director shall be the Chairman of the School Committee and shall be responsible for the observance of the Statutes, the Ordinances and the Regulations relating to the School.
- (2) The Director shall be responsible for overall supervision and control of the organisation and the conduct of teaching and research work in the Departments / Schools.
- (3) The Director of the School shall exercise other such powers and perform other such functions and duties as may be assigned by the Governing Body / Chancellor / Vice-Chancellor.
- (4) In case a person from outside the University is appointed the procedure for appointment shall be the same as that for the appointment of a Professor; the emoluments will be as decided by the Board of Management. A person from the School being appointed as Director will receive an allowance as decided by the Board of Management.

Actions to be taken:

- a. **Director, School of Management will prepare a common draft about the powers and functions of Directors of Schools as per Statute 17, and send the same to the Pro-Vice Chancellor for discussion in the DOSs/HOSs Committee.**

STATUTE No. 18

APPOINTMENT OF TEACHERS OF THE UNIVERSITY

(1) For teaching positions in the University, namely the Professors, Associate Professors and Assistant Professors, the Vice-Chancellor may recommend to the Board of Management, the filling up of the vacancies available in different departments of the University from time to time.

(2) The Board of Management shall assess the recommendations of the Vice chancellor and approve filling up of teaching vacancies through an open advertisement and selection process from time to time. It may also decide to invite a person.

(3) Teaching positions as such Professors, Associate Professors, Assistant Professors shall be advertised in the daily newspapers of wide circulation. The qualifications must be in accordance with the regulations of UGC, AICTE and the State Government as amended from time to time.

(4) A Screening Committee consisting of three members, appointed by the Chancellor/Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications to that are be called for the interview. The committee may make a short list to be approved by the Vice Chancellor.

(5) Summary of all the screened applications shall be made available to the Selection Committee at the time of the interview.

(6) (a) Selection Committee for Assistant Professors & Associate Professors in The NorthCap University for regular teachers:-

- | | | |
|-----|---|----------|
| i | Vice Chancellor | Chairman |
| ii | Director of School (DOS) | Member |
| iii | Head of Dept. (HOD) of concerned Dept | Member |
| iv | Three eminent Subject Experts (not less than Professor level or equivalent) from a panel approved by Board of Management. (At least one Subject Expert should be from outside The NorthCap University.) | Members |
| v | A Member of the Governing Body, or its nominee, whose presence at the Selection Committee meeting shall be obligatory) | Member |

6 (b) Selection Committee for Professors in The NorthCap University for regular teachers:-

- | | | |
|-----|---|----------|
| i | Vice Chancellor | Chairman |
| ii | Three eminent Subject Experts (not less than Professor level or equivalent) from a panel approved by Board of Management. Out of the three, at least one Subject Expert should be from outside The NorthCap University. | Members |
| iii | Director of School (DOS) | Member |
| iv | Head of Dept. (HOD) of concerned Dept | Member |

- v A Member of the Governing Body or its nominee, whose Member presence at the Selection Committee meeting shall be obligatory.

(Four Members shall form the quorum.)

If there is no consensus, the decision of majority of members present will prevail.

(7) The selection will be made on the basis of the record and interview by the Selection Committee on a date intimated to candidates at least two weeks in advance. The committee can also consider candidates in absentia.

(8) The Selection Committee shall recommend to the Chancellor or a Committee of two Governing Body Members nominated by the Chancellor, the names arranged in order of merit, whom it considers suitable of faculty positions.

(9) After the approval of appointments by the Chancellor, the appointment letters will be issued by the Chancellor or Committee of two Governing Body members nominated by the Chancellor

(10) In case of any dispute with regard to selection of candidates or dissenting note by any member of the Selection Committee, the matter will be referred to the Chancellor, whose decision shall be final.

(11) In addition to the regular teachers, the Chancellor may appoint persons of eminence with outstanding academic and research achievements as Professors of Eminence, Professor Emeritus, Distinguished Professors, Adjunct Professors, Advisors/ Directors and Senior Professor in the University. The honorarium, perks, terms and conditions for these positions shall be decided by the Chancellor.

(12) In addition to regular teachers, the Director of School may decide to engage for a fixed period, part-time, contractual and/or assignment based persons, either through direct recruitment or out-sourcing. All such appointments and the terms and conditions (such as honorarium, TA/DA, conveyance charges etc) or such engagements will be decided by the Chancellor of the University from time to time.

(13) In order to attract good potential faculty at any time, the interviews can be held by an internal Committee chaired by the Vice – Chancellor for making offers provisionally as ‘ad hoc’ faculty, evolving a suitable methodology for it. The ratification of such appointments shall be done when the next Selection Committee meeting is held.

Actions to be taken:

- a. The existing practise of presentation by the candidate on a subject of his/her choice will continue. This will be arranged by the HOD concerned. The presentation will be attended by faculty members at the same or higher level than the post for which the candidate has applied. The feedback of the presentation will be communicated by the HOD to the selection committee.**
- b. For Professor Selection, an external subject expert is to be invited as a member in case there is no eminent available in the subject concerned.**

STATUTE No. 19

TERMS AND CONDITIONS OF THE EMPLOYEES

1. The Board of Management shall formulate policies, terms and conditions of appointment (and service) of faculty members and of other employees from time to time and with the approval of the Chancellor.
2. A Standing Committee may be constituted by the Governing Body comprising members of Governing Body, Vice Chancellor, Registrar, or as considered appropriate to formulate and review these policies and terms and conditions from time to time.
3. The Standing Committee will periodically review the terms and conditions to ensure attracting and retaining the best talent at The NorthCap University and submit its recommendations to the Governing Body for approval.
4. All appointments at the University will be made as per terms and conditions approved for the respective positions, with the approval of the Chancellor. The appointment letter for all these approved appointments will be issued by the Chancellor of Committee of two Governing Body members nominated by the Chancellor.

Actions to be taken:

- a. **The present practise may be circulated by Head-HR to all DOSs/HODs after due approval.**
- b. **A Standing Committee may be constituted as per clause 2 and 3 of Statute 19.**

STATUTE No. 20

**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 with the Chancellor/ Vice-Chancellor as the Chairman.
- (2) The Registrar shall act as the Member Secretary of these Standing committees.
- (3) Meeting of the Standing Committees shall be convened as and when required.
One-half of the members of the Standing Committee shall constitute the quorum.
- (4) Notice for the meeting of the Standing Committee along with the agenda will be served to all members at least three days in advance of the meeting. However, an emergent meeting of the Standing Committees can be called as and when required, with one hour notice.
- (5) All Authorities in clause (1) above can delegate any power vested in them to the standing committee with the approval of the Governing Body.
- (6) The Chancellor and the Vice-Chancellor can delegate some powers vested in them, such delegation will be as per the Statutes and shall be reported to the Governing Body.
- (7) The Officers, other than Chancellor and Vice-Chancellor, can delegate the powers vested in them with the approval of the Vice Chancellor.

Actions to be taken:

- a. **The constitution of standing committees of Board of Management and Academic Council is shown in the next page.**

STATUTE No. 21
BOARD AND COMMITTEES

The Governing Body, the Board of Management, the Academic Council, and the School Committees may constitute boards or committees consisting of the members of the authority making such boards and committees and other such 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 subsequent confirmation by the authority which appointed it.

Actions to be taken:

- a. **Incorporate “Department Board” as a new committee under Statute 21, having constitution as follows:**
 - i. **Head of the Department** **Chairman**
 - ii. **All faculty members** **Member**
(At the level of Assistant Professor or higher)
 - iii. **Member Secretary can be nominated by the Chairman from serial no. (ii)**
- b. **Incorporate “Committee of Directors of Schools & Heads of Departments (DOSs & HODs)” as a new committee under Statute 21. (Separate document in this regard has already been circulated and this may be treated as part of Statute 21).**
- c. **Incorporate “Internal Quality Assurance Cell (IQAC)” as a new committee under Statute. 21. (Separate document in this regard has already been circulated and this may be treated as part of Statute 21).**

STATUTE No. 22
EXAMINATION COMMITTEE

- (1) The Examination Committee shall be responsible for all aspects of the examinations of the University and shall consist of the following members:-

i	Vice Chancellor	Chairman
ii	Director of all Schools	Members
iii	One Senior Teacher each, from School of Engineering & Technology/ Management/ Law	Members
iv	Dean (Academics)	Member
v	Registrar & Dy. Dean (Academics)	Member
vi	Examination Centre Superintendent (nominated by the Vice Chancellor for a period of 2 years)	Member
vii	Controller of Examinations	Member Secretary

The quorum of the Board will be half the Members.

- (2) The Board of Studies of the department shall recommend to the Vice-Chancellor, the names of examination paper setters, moderators and examiners of different subjects. The Vice-Chancellor shall have the right to approve, add or delete names in the proposed list and send the final list to the Controller of Examinations for implementation.

Actions to be taken:

- a. **As per present practise, Pro-VC is acting as the Chairman of Examination Committee in place of Dean Academic Affairs as mentioned in Statute 18.**
- b. **Apart this, Registrar and Deputy Dean (Academics) are also members. Amendment in Statute 18 in this regard is recommended to Board of Management.**

STATUTE No. 23

BOARD OF STUDIES

- (1) There shall be a Board of Studies for each department comprising of:
- (a) The Director of concerned School – Chairman.
 - (b) The Head of the Department – Member.
 - (c) Two teachers of the concerned department.
 - (d) One senior teacher as member to be nominated and co-opted by the Board of Studies from outside the University from academia/ industries.
 - (e) The Vice-Chancellor may invite some outside experts on the recommendation of the Head / Chairman of the concerned Department.

The term of members under categories (c), (d) and (e) will be three years.

The Board of Studies may co-opt an outside expert member from outside the Universities.

- (2) The term of the co-opted members of the Board of Studies shall be three years.
- (3) The Vice-Chancellor can constitute the Board of Studies for the subjects to be started by the University.
- (4) Detailed syllabi of different courses of each department shall be prepared by the Board of Studies and be submitted to the Faculties' Committee for its consideration and forwarding the same to the Academic Council for approval and subsequent 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 once in a year.
- (7) The HOD of the department will act as Chairman, Board of Studies, in the absence of the Chairman of Board of Studies.

STATUTE No. 24

NUMBER OF SEATS IN DIFFERENT COURSES/ SUBJECTS AND PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS

- (1) The number of seats in different courses/subjects shall be as per the Act and norms specified by the Regulatory Bodies such as AICTE/ NCTE/ MCI/ BCI etc. and as approved by Academic Council/ Board of Management.

The fee structure of the University will be finalised as per Section 36 of the Act and its subsequent amendments as follows:

- (2) (a) The university may, from time to time, prepare fee structure and shall send it for information to the Government, at least 30 days before the commencement of the academic session.
- (b) The fee structure for the 25% of the students who are domicile of Haryana shall be based on merit-cum-means and be as follows: -
- (i) 5% out of the 25% shall be granted full fee exemption.
 - (ii) 10% out of the 25% shall be granted 50% fee concession.
 - (iii) The balance 10% of the 25% shall be granted 25% fee concession.
- (c) The university shall not charge any fee, by whatever name called, other than that prescribed as per clause (a) and (b) above.

STATUTE No. 25

CONVOCATION

- (1) The Convocation for the award of the Degrees, Diplomas, Certificates and other Distinctions of the University shall normally be held annually.
- (2) The Academic Council shall frame Regulations relating to the format of the Degree and Diploma, Documents, Certificates and Citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding convocation.
- (3) Special convocations may also be arranged with approval of the Chancellor to award Honorary degrees/ Academic distinctions to distinguished persons.

STATUTE No. 26

**CONFERMENT OF HONORARY DEGREES AND ACADEMIC
DISTINCTIONS**

- (1) Proposal of conferring an Honorary Degree or Academic Distinction to a distinguished personality shall be made in writing, alongwith the Bio-data of the proposed recipient, by a Faculty or any other official to the Chairman of the Academic Council.
 - (a) On receipt of the proposal, a special meeting of the Academic Council or its standing committee will be called to consider the proposal.
 - (b) The decision of the Academic Council will be referred to the Governing Body for recommending the approval of the Visitor.
 - (c) The conferment of honorary degree or distinction shall be subject to the prior approval of the Visitor.

STATUTE No. 27
STUDENTS CLASS COMMITTEES

- (1) The Students' Class Committee will function as a forum for feedback on the Students' issues and their welfare.
- (2) The Vice Chancellor shall appoint on the Student Class Committee, one representative from each section of a programme in all disciplines. He/ she will be the topper of the section and having 75% attendance. If the topper is a male student then one more representative in form of topper amongst female students, having 75% attendance will be included.
- (3) The Vice-Chancellor can also decide to involve other categories of students in the Students' Class Committee. Women should be given adequate representation in the Students Class Committee.
- (4) The Students Class Committee meetings will be held atleast once in a semester with the Dean (Academics Affairs), Director of concerned school and HOD; other may be invited as required.

Actions to be taken:

- a. **To be constituted for this year by Pro-VC.**
- b. **In the view of having unmanageable numbers in this committee in future, the discussion will be done on this aspect later after receiving suggestions from Deputy Dean (Academics) in this regard.**

STATUTE No. 28

CATEGORIES OF THE NON-TEACHING EMPLOYEES

- (1) The following types of non-teaching employees will be employed by the University
 - (a) Permanent/Probationary employee
 - (b) Contractual employee
 - (c) Casual employee
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years, which can be extended, if necessary.
- (3) Contractual employee means an employee who is appointed on contract for a specific period as decided by the Chancellor.
- (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 decided by the Board of Management as per regulations of the University from time to time.

STATUTE No. 29

ADMINISTRATION OF ENDOWMENT FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature; it can also establish the same on its own initiative.
- (2) The Finance Committee shall administer all the endowments under supervision of the Governing Body.
- (3) The award shall be made out of the annual income accruing from the endowments. Any part of the income which is not so utilised shall be added to the endowment.
- (4) (a) The Finance Committee shall prescribe the conditions of depositing the endowment in a nationalised Bank/ other Banks.
(b) The value of endowment necessary for instituting an award shall be prescribed by the Governing Body.
- (5) In case any endowment is accepted by the Board of Management, it shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment, etc.
- (6) Approval of awardees for fellowships, scholarships, medals and prizes as per the specific regulations(s) for specific endowment will be given by the Registrar.

STATUTE No. 30

ADMISSIONS OF STUDENTS

(1) Admission of the students will be made as per provisions of the Section 35 of the Haryana Private Universities Act 32 of 2006 as follows:-

(a) Admission in the university shall be made strictly on the basis of merit:

Provided that for the purpose of filling minority quota in the university established and administered by a minority community, the zone of consideration for determination of merit shall be limited only to the students belonging to that minority community.

(b) Merit for admission in the university may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the entrance test conducted at the state level either by an association of the universities conducting similar courses or by any agency of the State:

Provided that admission in professional and technical courses shall be made only through an entrance test.

(c) A minimum of 25% seats for admissions in the university shall be reserved for students of the State of Haryana, out of which 10% seats shall be reserved for students belonging to Scheduled Castes of the State of Haryana.

STATUTE No. 31

ANNUAL REPORT

- (1) The Annual Report of the University shall be prepared by the Board of Management/Finance Committee.
- (2) The Report shall be placed for approval to the Governing Body along with recommendation of Board of Management/Finance Committee.
- (3) A copy of the Annual Report shall be sent to the Visitor and to the State Government.

STATUTE No. 32

ACTION AGAINST TEACHERS

- (1) Where there is an allegation of misconduct against a teacher, the Chancellor/ Vice-Chancellor shall constitute a Fact Finding Committee and, if necessary, based on the finding of the Committee, may institute an Inquiry Committee for the purpose.
- (2) Based on the Fact Finding Committee/Inquiry Committee report, the Vice Chancellor may decide the course of action depending on the severity of the misconduct; the action will be reported to the Board of Management.
- (3) An appeal against any action taken by the Vice-Chancellor or Board of Management can be made to the Chancellor within 30 days from the date of receiving the communication of the action taken.
- (4) For termination of services prior approval by the Chancellor or empowered Committee nominated by him will be necessary.

STATUE No. 33

ACTION AGAINST NON-TEACHING EMPLOYEES

- (1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a Fact Finding Committee and, if necessary, based on the finding of the Committee, may institute an Inquiring Committee for the purpose.
- (2) Based on the Fact Finding Committee/Inquiry Committee report, the Registrar may decide the course of action. However, he should get prior approval of the Chancellor or nominated Committee before termination of services.
- (3) An appeal against any action taken by the Registrar can be made to the Chancellor within 30 days from the date of receiving the communication of the action taken.

STATUTE No. 34

ARBITRATION

Appointment of an Arbitrator:-

In case of any dispute between University and officers, teachers, employees and students, the same shall be adjudicate upon by the Committee constituted by the Board of Management in the regard. If still not resolved to the satisfaction of the parties the aggrieved party may invoke the arbitration clause and request the Chancellor in writing for appointment of an Arbitrator (to be appointed by the Chancellor) who shall appoint an Arbitrator within 30 days of the receipt of such request.

The provisions of the Arbitration and Conciliation Act, 1996 or any other statutory amendment made thereto would be applicable to the Arbitration proceedings.

(1) Definitions

In this Statute, unless the context otherwise requires,

- i) “Tribunal” means the Tribunal of Arbitration, and
- ii) “Party” means the employee of the University, as the case maybe, whose dispute is referred to the Tribunal of Arbitration.

(2) Equal treatment of parties:

The parties shall be treated with equality and each party shall be given a full opportunity to present his case.

Provided that if a Party so desires, he can present his case through a representative nominated by him with the approval of the Tribunal.

(3) Determination of rules of procedure:

- (i) The parties are free to agree on the procedure to be followed by the Tribunal in conducting its proceedings.
- (ii) Failing any agreement referred to in sub-clause (i) above, the Tribunal may conduct the proceedings in the manner it considers appropriate and such procedure shall be binding on the Parties.

- (iii) The power of the Tribunal under sub-clause (ii) includes the power to determine the admissibility, relevance, materiality and weight of any evidence.

(4) Place of arbitration:

The place of arbitration shall be at Gurgaon.

Provided that the Tribunal can meet at any other place where the University offices are located for purpose of consultation among its members, for hearing witnesses, Expert witnesses or the parties, or for inspection of documents. etc.

(5) Commencement of arbitral proceedings:

Unless otherwise agreed by the parties, the arbitral proceedings in respect of a particular dispute commence on the date on which a request for that dispute to be referred to arbitration is received by the respondent.

(6) Language:

- (i) The parties may agree upon the language or languages to be used in the proceedings of the Tribunal.
- (ii) In the absence of such an agreement, the proceedings shall be conducted either in English or in Hindi.
- (iii) The Tribunal may direct that any documentary evidence shall be accompanied by a translation into the language or languages agreed upon by the parties or determined by the Tribunal.

(7) Statements of claim and defence:

- (i) Within the period of time agreed upon by the parties or determined by the Tribunal the claimant shall state the facts supporting his claim. The points at issue and the relief or remedy sought, and the respondent shall state his defence in respect of these particulars unless the parties have otherwise agreed as to the required elements of those statements.
- (ii) The parties may submit with their statements all documents they consider to be relevant or may add a reference to the documents of other evidence they will submit.
- (iii) Unless otherwise agreed by the parties, either party may amend or supplement his claim or defence during the course of the proceedings

unless the Tribunal considers it inappropriate to allow the amendment or supplement having regard to the delay in making it.

(8) Hearings and written proceedings:

- (i) Unless otherwise agreed by the parties, the Tribunal shall decide whether to hold oral hearings for the presentation of evidence or for oral argument, or whether the proceedings shall be conducted on the basis of documents and other materials:

Provided that the Tribunal shall hold hearings, at an appropriate stage of the proceedings, on a request by a party, unless the parties have agreed that no oral hearing shall be held.

- (ii) The parties shall be given sufficient advance notice of any hearings and of any meeting of the Tribunal for the purpose of inspection of documents and other relevant material.
- (iii) All statements, documents or other information supplied to, or applications made to the Tribunal by one party shall be communicated to the other party, and any expert report or documents on which the Tribunal may rely in making its decision shall be communicated to the parties.

(9) Default of a party:

Unless otherwise agreed by the parties, where, without showing sufficient cause.

- (a) the Claimant fails to communicate his statement of claim in accordance with Sub-Clause (i) of Clause (6), the Tribunal shall terminate the proceedings;
- (b) the respondent fails to communicate his statement of defence in accordance with Sub-Clause (i) of Clause (6), the Tribunal shall continue the proceedings without treating the failure in itself as an admission of the allegations by the claimant;
- (c) a party fails to appear at an oral hearing or to produce documentary evidence. The Tribunal may continue the proceedings and make the award on the evidence before it.

STATUTE No. 35

RESIGNATION

Any resignation rendered by any employee shall be processed as per the terms & conditions of Service, and Regulations prescribed for the purpose from time to time.

STATUTE No. 36

SELF FINANCED

The University will be self financed and shall not be entitled to receive any regular grants or financial assistance from the Government or any Board/ Corporation owned and controlled by the government, for its functioning.

This will not however restrict the University from receiving financial support/ grants from the government/other Government agencies public and private industries/organisations as per regulations for activities instituted at its behest or for funding any special project undertaken as per directions of Board of Management, including new need based courses, consultancy, testing, extension work, in-service programmes etc.

STATUTE No. 37

**EXEMPTION FROM FEES AND AWARD OF SCHOLARSHIPS/
FELLOWSHIPS**

The Board of Management may formulate a regulation on the exemption of fees and award of scholarships/ fellowships; the basis will be merit or merit-cum-means subject to approval for availability of such fund from Finance Committee.

