

**11. APPOINTMENT  
POWERS &  
FUNCTIONS OF  
DEANS OF  
FACULTY / HEADS  
OF DEPARTMENT/  
CENTRE**

## **11. APPOINTMENT, POWERS AND FUNCTIONS OF DEANS OF FACULTY / HEADS OF THE DEPARTMENTS / CENTRES**

### **11.1. APPOINTMENT OF DEANS**

- 11.1.1.** The Dean of a Faculty shall be appointed for a term of three years in accordance with the procedures laid down under the MoA/Bye-laws of the University.
- 11.1.2.** The Dean shall be provided with a separate office room with secretarial assistance required to discharge statutory functions.

### **11.2. POWERS AND FUNCTIONS OF DEANS**

- 11.2.1.** Coordinate and generally supervise the teaching, research work and consultancy in the various departments attached to the faculty concerned through the Heads of the Departments and Centres;
- 11.2.2.** Maintain discipline in the class rooms and laboratories through the Heads of the Departments and Centres;
- 11.2.3.** Keep a record of the evaluation of sessional work and the attendance of students at lectures, tutorials, seminars or practical, wherever these are prescribed;
- 11.2.4.** Recommend leave application of the Heads of Departments/Centres to the officer concerned according to the leave rules framed for the purpose
- 11.2.5.** Perform such other academic duties as may be assigned to him/her by the Academic Council, the BoM or the Vice-Chancellor.

### **11.3. POWERS AND FUNCTIONS OF DIRECTOR, STUDENT AFFAIRS**

#### **11.3.1. Appointment**

- 11.3.1.1.** The University shall have a Director, Student Affairs
- 11.3.1.2.** The Director, Student Affairs shall be appointed from among the Professors of the University by the Board of Management on the recommendations of the Vice-Chancellor.
- 11.3.1.3.** The Director, Student Affairs shall be in the rank of Director of Faculties, excepting that a person appointed to this post shall not become an ex-officio member of the bodies of authorities.

#### **11.3.2. Powers and Functions**

The Director, Student Affairs shall have the following powers and functions:

**11.3.2.1.** Look after the general welfare of the students, provide appropriate environment for sound and fruitful relationship among the students for better intellectual and social life inside the class, in the campus and outside which contribute to their growth and development as matured and responsible human beings; coordinate with the other Deans of Faculties in all matters concerning the students in general and shall exercise such powers and perform such other duties as assigned to him/her by the competent authorities or Vice –Chancellor; monitor and maintain overall discipline of the students, arrange for the guidance and advice and also serve for the empowerment of students of the University in matters relating to the following:

**11.3.2.2.** Organization of student bodies in the University and their functioning;

- Counselling and guidance facilities.
- Promotion of students' participation in co-curricular and social activities;
- Financial aid (scholarships, fellowships, etc) to students;
- Student-Teacher and student-Administration relationship;
- Health and medical services for the students;
- Residential life of the students
- Arrangement of facilities for educational tours and excursions, other than those prescribed as part of the curriculum;
- Admission of foreign /NRI students;
- Special arrangements to be provided, if any, to women students;
- Student-information services; and
- Any other problems of the students in the University.
- Maintain essential particulars of each student from the date of his/her enrollment in the University.
- Communicate, if necessary, with the parents/guardians of the students in respect of any matter requiring assistance and cooperation of the parents/guardians.
- Be the Chairman of Disciplinary Committee and shall report to the Vice-Chancellor the cases of students who require special attention or whose conduct and activities are not in tune with the best interests of the University or who are not likely to profit by their continuance in the University.
- Coordinate with Heads of Departments/Centres for the conduct of morning prayers and community meet held every Friday evening.

- Be the Head for Health Centre, and Day Scholars.
- The Director (Student Affairs) is vested with powers to enforce the code of conduct among the students in general.
- Coordinate with the HoDs and all other concerned in respect to admission, stay and departure of international students.
- Exercise such powers and perform such duties in the pursuit of the above objectives as may be assigned to him/her from time to time by the Vice-Chancellor.

#### **11.4 APPOINTMENT OF HEAD OF THE DEPARTMENT/CENTRE**

- 11.4.1.** Each Department/Centre shall have a Head who shall be appointed by the Vice-Chancellor by observing the principle of rotation according to seniority for a period of three years.
- 11.4.2** However, if there is no Professor in a Department/Centre, an Associate Professor may be appointed as Head, and if there is more than one Associate Professor, the Head of the Department will be appointed by rotation according to seniority from amongst the Associate Professors for a period of three years.
- 11.4.3** Where the Head of the Department/Centre is unable to perform his/her duties owing to illness, absence or any other reason/cause, the next Professor/Associate Professor (as the case may be) shall officiate as Head.
- 11.4.4** When the Head of the Department/Centre relinquishes his/her office after completing the tenure of appointment, he or she shall handover charge of goods, materials, equipments, cash, etc to the next Head (successor).
- 11.4.5** While handing over the charge to the newly appointed Head, a statement giving all relevant details of the goods, equipments, materials, cash etc., in question shall be prepared and signed with date by both and each of them shall retain a copy of the signed statement and submit a copy to the Registrar also.

#### **11.5. POWERS AND FUNCTIONS OF THE HEAD OF THE DEPARTMENT /CENTRE**

The Head of the Department/Centre shall:

- 11.5.1.** Be the academic Head of the Department/Centre and shall convene and preside over the meetings of the Department/Centre and the Board of Studies;

- 11.5.2.** Maintain discipline in the classroom and laboratories through the faculty of the department;
- 11.5.3** Assign to the teachers in the department such duties as may be necessary for the proper functioning of the department;
- 11.5.4.** Be responsible for the coordination and supervision of teaching and research in the department;
- 11.5.5.** Recommend leave application of the teachers and other staff of the department to the officer concerned according to the bye-laws framed for the purpose;
- 11.5.6.** Be responsible for the records, equipments and furniture of the Department and the books of the departmental library;
- 11.5.7.** Operate the budget of the department; and
- 11.5.8.** Have such other powers and perform such other functions, as may be assigned by the Academic Council and Dean of the Faculty concerned or the Vice-Chancellor.

**11.6 POWERS AND FUNCTIONS OF THE VICE CHANCELLOR AND TERMS AND CONDITIONS OF SERVICE OF THE VICE- CHANCELLOR NOT COVERED UNDER MOA/RULES AND REGULATIONS.**

**11.6.1 Appointment of Vice-Chancellor**

- 11.6.2** The Vice-Chancellor of the University shall be appointed as per the procedures laid down hereunder:
- (a) The Vice-Chancellor, a full time salaried officer of the University shall be appointed by the Chancellor in accordance with the provisions as laid down under the Bye-laws of the University.
  - (b) The selection of the Vice-Chancellor shall be done by a three member Search-cum- Selection Committee.
  - (c) The vacant post of the Vice-Chancellor shall be notified by following the routine procedures.
  - (d) The members nominated to Search-cum-Selection Committee shall be persons of eminence in the sphere of higher education and shall not be connected in any manner with the University.
  - (e) The Search-cum-Selection Committee, while preparing the panel, for the post of Vice-Chancellor shall give proper weightage to academic excellence, exposure to the higher education system in the country and abroad and considerable experience in academic and administrative governance.

- (f) The persons considered by the Search-cum-Selection Committee to be included in the panel shall have a minimum of 10 years of experience as Professor in a university system or in an equivalent position in a reputed research and/or academic organizations or any other qualifications prescribed by the UGC/MHRD from time to time.
- (g) The panel consisting of three names with their details as required above shall be submitted to the Chancellor. Such names shall be listed in the order of merit.
- (h) The Chancellor shall appoint the Vice-Chancellor from the panel of the three names submitted by the Search-cum-Selection Committee.
- (i) The Vice-Chancellor to be appointed should be a person of higher level of competence, integrity, morals and institutional commitment besides being a distinguished academician.
- (j) The term of office of the Vice-Chancellor shall form part of the service period of the incumbent concerned making him/her eligible for all service related benefits in the future.
- (k) The Vice Chancellor shall hold office for a term of 5 years. He shall be eligible for second term provided that in no case he shall hold office beyond the age of 70 years.

## **11.7 POWERS AND FUNCTIONS OF THE VICE CHANCELLOR**

- 11.7.1** The Vice-Chancellor shall be the Principal Executive Officer of the University and shall exercise general supervision and control over the affairs of the university and shall be mainly responsible for implementation of the decisions of all the authorities of the University.
- 11.7.2** 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.
- 11.7.3** The Vice-Chancellor shall be entitled to be present, at and to address, any meeting or any authority or a body or committee of the University.
- 11.7.4** 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 subsequent meeting in which it may confirm, modify or reverse the action taken by the Vice-Chancellor.

- 11.7.5** It shall be the duty of the Vice-Chancellor to ensure that Regulations and Rules of the university are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
- 11.7.6** All powers relating to the proper maintenance and discipline of the university shall be vested in the Vice-Chancellor.
- 11.7.7** 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.
- 11.7.8** The Vice-Chancellor may at his/her discretion constitute such Committees as he/she may consider appropriate.
- 11.7.9** In case of senior most Dean or senior most Professor authorized to perform the duties of the Vice-Chancellor in his/her absence, the Dean or senior most Professor concerned shall exercise administrative and financial powers only and shall not exercise statutory powers.

## **11.8 PRO VICE-CHANCELLOR**

- 11.8.1** The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor and he will be responsible and accountable to the Vice-Chancellor of the University and has the following generic responsibilities:
- 11.8.2** The Pro Vice-Chancellor shall hold office for a period of 5 years.
- 11.8.3** The Pro Vice-Chancellor shall have the powers and duties prescribed as follows.
- a) to play a significant role in developing and delivering the University's strategy;
  - b) to lead the University in areas of responsibility delegated to them, including taking a visible corporate leadership role on issues assigned and agreed by the Vice-Chancellor;
  - c) to promote the University in teaching, research, innovation and engagement;
  - d) to promote the interests and values of the University internally and externally;
  - e) to play an active role in the recruitment and appointment of high caliber staff to the University;

- f) to encourage staff development and to meet the overall needs of the University in the context of its development;
- g) to encourage and develop interdisciplinary activities between Colleges and Schools;
- h) to take responsibility for chairing University committees and as necessary playing a part in ceremonial University activities including graduation ceremonies;
- i) to encourage and reward research, academic excellence and collegial participation throughout the University;
- j) to play an active role by assisting the Vice-Chancellor to achieve the goals of the University as defined in its Strategic Plan and contributing to University planning and to the formulation of policies and procedures;
- k) to respond to issues and incidents likely to impinge on the University's reputation and activities in a manner that manages and minimises risk to the University;
- l) to contribute to the development and testing of University risk and crisis management plans which will be utilised in crisis situations or when serious unexpected events occur;
- m) to promote the well-being of all staff and students, fostering a culture of respect in all aspects of operation and leading, supporting and being sensitive to the different needs of students irrespective of their location or mode of study;
- n) to promote the University as a place of international repute and encourage international collaboration and exchange.

## **11.9 EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE REGISTRAR**

**11.9.1** The Registrar shall be a whole time salaried officer of the University and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following: -

- (a) Vice Chancellor – Chairperson
- (b) One nominee of the Chancellor
- (c) One nominee of the Board of Management.
- (d) One expert appointed by the Board of Management who is not an employee of the University.

**11.9.2** The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by rules of the university.



- 11.9.3** When the office of the Registrar is vacant or when the Registrar is absent due to illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as directed or appointed by the Vice-Chancellor.
- 11.9.4** 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.
- 11.9.5** The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.

**11.10 THE FOLLOWING SHALL BE THE DUTIES OF THE REGISTRAR: -**

- 11.10.1** To be the custodian of the records and the funds and such other property of the University as the Board of Management may commit to his/her charge.
- 11.10.2** To conduct the official correspondence on behalf of the authorities of the University.
- 11.10.3** To issue notices convening meeting of the authorities of the University and all committees and sub-committees appointed by any of these authorities.
- 11.10.4** To maintain the minutes of the meetings of all the authorities of the university and of all the committee and sub-committees appointed by any of these authorities.
- 11.10.5** To make arrangements for and supervise the examinations conducted by the University.
- 11.10.6** To represent the University in suits or proceedings by or against the University, Sign power of attorney and perform pleadings or depute his/her representatives for this purpose.
- 11.10.7** To enter into agreement, sign documents and authenticate records on behalf of the University.
- 11.10.8** To make arrangements to safeguard and maintain the building, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the University.
- 11.10.9** 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.
- 11.10.10** In case the Registrar tenders his/her resignation from the office, he/she shall give three months notice of intention to resign from the post to the Board of Management through the Vice-Chancellor. However, the BoM shall have the

powers to waive off the notice period on valid grounds and to relieve the Registrar earlier than the minimum period of notice. The Registrar can also withdraw his resignation within the notified period of three months.

**11.10.11** The BoM shall discharge the Registrar from his/her services without notice or compensation in the event of misconduct or due to breach of trust after following a due process of enquiry.

**11.10.12** The Registrar shall obtain prior permission from the Vice-Chancellor in case of leave.

### **11.11 EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE FINANCE OFFICER**

**11.11.1.** The Finance Officer shall be a whole time salaried officer of the university and shall be appointed by the Board of Management.

**11.11.2.** The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by rules of the university.

**11.11.3.** 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.

**11.11.4** 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.

**11.11.5** He/she shall be responsible for the management of funds and investments of the University, subject to the control of the Board of Management.

**11.11.6** The BoM shall discharge the Finance Officer from his/her services without notice or compensation in the event of misconduct or due to breach of trust after following a due process of enquiry.

**11.11.7** The age of superannuation is 60 years for the post of Finance Officer.

**11.11.8** The Finance Officer shall work in coordination with the Registrar under the supervision of the Vice-Chancellor and is accountable to the Board of Management through the Vice Chancellor.

**11.11.9** The Finance Officer shall carry out such other functions as prescribed by the BoM / Finance Committee from time to time.

## **11.12. CONTROLLER OF EXAMINATIONS**

**11.12.1** The Controller of Examinations shall be appointed by the Board of Management.

**11.12.3** The Controller of Examinations shall be paid a monthly salary and allowances as prescribed by the UGC/MHRD, Government of India/University from time to time.

**11.12.4** 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.

**11.12.5** The Controller of Examinations shall be a permanent invitee to the Board of Management.

**11.12.6** In case the Controller of examinations tenders his/her resignation it shall be done by giving three month notice to the Board of Management through the Vice-Chancellor. However, the BoM shall have the powers to waive off the notice period on valid grounds and to relieve the Controller of Examinations earlier than the minimum period of notice.

**11.12.7** The BoM shall discharge the Controller of Examinations from his/her services without notice or compensation in the event of misconduct or due to breach of trust after following a due process of enquiry.

**11.12.8** The Controller of Examinations shall retire on attaining the age of Sixty (60) years, unless or otherwise the service is extended by an order, as approved by the BoM on valid grounds.

## **11.13. FORMULATING REGULATIONS OF THE UNIVERSITY**

**11.13.1.** Regulations of the University may be formulated or those in force amended, repealed or added at any point of time by the Board of Management; provided that:

**11.13.2** No Regulation shall be made affecting the conditions of residence, health, discipline, admission, enrolment of students, without consulting the Academic Council;

**11.13.3.** No regulations shall be made affecting the conditions, mode of appointments, duties of examiners, conduct of and standard of examinations or any course of study without consulting the Academic Council.

**11.13.4** The BoM shall not have powers to amend any draft proposed by the Academic Council under the provisions outlined above. But it may reject the proposal on

valid grounds which are to be recorded in writing or return the draft to the Academic Council for reconsideration, either in whole or in part, together with any amendments which the BoM may suggest.

#### **11.14. DELEGATION OF POWERS TO ANY AUTHORITY OF THE UNIVERSITY**

Subject to the provisions of MoA and Bye-laws, an officer or authority of the University may delegate his/her or its powers to any other officer or authority or person under his/her or its respective control, subject to the condition that the overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer of authority delegating such powers.

#### **11.15. CONSTITUTION OF ANY OTHER BODY AS AN AUTHORITY OF THE UNIVERSITY**

The constitution, powers and functions of other authorities shall be decided by the University from time to time under its MoA/Bye-laws with the due approval of the UGC.

#### **11.16. PROCEDURE FOR CONVENING OF MEETINGS**

##### **11.16.1 Procedure for Convening of Meeting of the Academic Council:**

**11.16.1.1.** The Vice-Chancellor shall fix date (s) for conducting the meeting.

**11.16.1.2** Notice of every meeting shall be sent by the Registrar as per the directions of the Vice-Chancellor to the members of the Academic Council at least 15 days before the meeting.

**11.16.1.3** Proposals / Subjects for inclusion in the agenda may be forwarded to the Registrar at least 14 days in advance of the date of the meeting.

**11.16.1.4** The agenda and notes shall be communicated to the members of the Council at least 7 days in advance of the date of the meeting.

**11.16.1.5** Supplementary agenda of the meeting shall be circulated as decided by the Chairman.

**11.16.1.6** The Vice-Chancellor may authorize the convening of an emergency special meeting of the Council at short notice to consider issues of special importance or urgency or on written requisition signed by at least 15 members of the Council to transact any urgent issues.

- 11.16.1.7** The Council shall meet as often as necessary, but not less than three times in an academic year.
- 11.16.1.8** Within seven (7) days after the meeting, the Secretary shall place the draft of the proceedings/minutes before the Chairman for confirmation to initiate implementation and shall circulate the same to all members of the Academic Council. Formal confirmation, however, will be done at the next regular meeting as the first item of the agenda. The second item on the agenda of all meetings shall be the action taken report.
- 11.16.1.9** A member, other than ex-officio, may resign from the membership by giving notice in writing to the Registrar and such a member shall cease to be member from the date of receipt of his/her resignation by the Registrar. The term of the members other than ex-officio members shall be two years.
- 11.16.1.10** Vacancies shall not invalidate the proceedings of the Academic Council and shall be filled as per provisions of the MoA/Bye-laws.
- 11.16.1.11** Where the members of the Academic Council are teachers of the University, it shall be expected of them to invariably attend the meetings. They may however, go on official tour or other official duties only after obtaining specific approval of the Vice-Chancellor.

**11.17. PROCEDURE FOR CONVENING OF MEETING OF THE BOARD OF MANAGEMENT (BoM):**

- 11.17.1** A notice of every meeting shall be sent to the members by the Registrar as per the directions of the Chairman at least 15 days before the meeting indicating the date, venue and time of the meeting.
- 11.17.2** However the Vice-Chancellor may authorize the convening of an emergency meeting of the BoM at short notice to consider issues of special importance or urgency.
- 11.17.3.** The Board shall meet as often as may be necessary but not less than 4 times in a year.
- 11.17.4** Items for the agenda as approved by the Vice-Chancellor together with the notes thereon may be sent to the members of the BOM at least 7 days prior to the date of meeting.

- 11.17.5** Notice of a motion to be included if any, in the agenda for the said meeting along with a detailed note thereon should reach the Chairman at least 14 days before the meeting.
- 11.17.6** Within seven (7) days from the date of the meeting, the Secretary shall place the draft of the proceedings/minutes before the Chairman for confirmation to initiate implementation and shall circulate the same to all members of the Board of Management. The members of the BOM shall inform the changes/modifications/conversions if any, within 10 days from the date of dispatch from the secretary. If no reply is received, it will be deemed to have been accepted. However, formal confirmation will be done at the next regular meeting as the first item of the agenda. The second item on the agenda of all meetings shall be the action taken report.
- 11.17.7** A member, other than ex-officio, may resign from the membership by giving notice in writing to the Registrar and such a member shall cease to be member from the date of receipt of his/her resignation by the Registrar.
- 11.17.8** Vacancies shall not invalidate the proceedings of the Board of Management and shall be filled as per provisions of the MoA/Bye-laws.
- 11.17.9** Any business which may be necessary for the Board of Management to perform may be carried out by circulation among the members.
- 11.17.10** A copy of the proceedings of each meeting shall be forwarded to the Chancellor as soon as possible.
- 11.17.11** Attendance by more than one half of the total members shall form the quorum for the meeting.
- 11.17.12** In the absence of the Vice Chancellor, the Pro Vice Chancellor shall preside over the meeting and if there is no Pro Vice Chancellor, a member chosen by the other members shall preside over the meeting.
- 11.17.13.** The power to interpret, amend, repeal or add to these bye-laws shall vest in the Board of Management.
- 11.18    **PROCEDURE FOR CONVENING OF MEETING OF THE PLANNING & MONITORING BOARD (PMB):****
- 11.18.1** A notice of the meeting shall be sent by the Registrar to the members of the Planning & Monitoring Board at least 15 days before the meeting.

- 11.18.2** The subjects to be considered for inclusion in the agenda of the planning & Monitoring Board meeting may be forwarded to the Registrar (Member Secretary) at least 14 days in advance of the date of the meeting.
- 11.18.3** The Vice-Chancellor in his capacity as the Chairman of the Board shall be the sole authority to determine whether a subject is in order and can be included in the agenda.
- 11.18.4** Items for the agenda along with notes shall be circulated to the members of the Planning and Monitoring Board at least 7 days in advance of the date of the meeting.
- 11.18.5** The Board shall meet once in a year and also as and when necessary
- 11.18.6** In addition, an emergency meeting of the Planning and Monitoring Board can be held.
- 11.18.7** The Board meeting at a short notice may be convened to consider issues of special importance or urgency or on written requisition signed by not less than five (5) members.
- 11.18.8** The Minutes of the meeting shall be placed before the Board of Management.

**11.19      PROCEDURE TO BE OBSERVED AT THE MEETING OF  
AUTHORITIES**

- 11.19.1      Procedure to be observed in the Meeting of the Academic Council:**
  - 11.19.1.1** The Vice-Chancellor shall preside over every meeting of the Academic Council.
  - 11.19.1.2** In the absence the Vice- Chancellor, the Council may nominate one of its members to the Chair.
  - 11.19.1.3** One third (1/3) of the members of the Academic Council shall form the *quorum*, provided that if at any time in determining the number fraction involved it will be raised to the next higher number.
  - 11.19.1.4** The right of including an item in the agenda or withdrawing it shall vest with the Vice-Chancellor/ Chairman. In case an agenda item submitted by a member is not admitted, he/she will be informed about the reasons thereof.
  - 11.19.1.5** At every meeting of the Academic Council the following shall be the order of business:

- Any motion for a change in the order of business as stated in the agenda papers.
- Formal confirmation of minutes of the previous meeting
- Action taken report
- Business brought forward by the Vice-Chancellor
- Business brought forward by the Faculties / Departments /Centres.
- Business brought forward by the Board (s) of Studies.
- Business brought forward by the Research Advisory Committee (RAC).
- Business brought forward by members of the Academic Council.

**11.19.1.6** An adjourned or continued meeting shall not require a quorum and shall restrict its deliberations to the agenda circulated earlier.

**11.19.1.7** Each member shall be required to observe decorum during the conduct of meetings and shall confine his /her discussion to the views relevant to the matter. He/she may, however, raise a point of order to be adjudicated upon by the Chairman in a manner deemed fit.

**11.19.1.8** The Chairman shall have the right, in case of misconduct on the part of a member, to admonish or reprimand or suspend him/her from attending a particular session/meeting.

**11.19.1.9** Ordinarily all decisions shall be by consensus. However, the Chairman may make a move/resolution to vote, if required.

**11.19.1.10** All members, except the Secretary who is not a member, shall have the right to vote. The Chairman will have a casting vote

**11.19.1.11** Ordinarily any matter decided by the Academic Council shall not be re-opened without prior permission of the Vice-Chancellor, for reasons to be recorded in writing.

**11.19.1.12** The ruling of the Chairman of the Academic Council in regard to all questions on procedure shall be final.

**11.20      PROCEDURE TO BE OBSERVED IN THE MEETING OF BOARD OF MANAGEMENT (BOM):**

**11.20.1** One half of members of the BoM shall form the *quorum*

**11.20.2** The right of admitting / withdrawing an item on the agenda shall be vested with the Vice-Chancellor/Chairperson.



- 11.20.3** An adjourned and continued meeting shall not require the quorum and shall restrict its deliberations to the agenda circulated earlier except with permission of the Chairman.
- 11.20.4** Each member shall be required to observe decorum during the conduct of meetings and shall confine his /her discussion to the views relevant to the matter. He/she may, however, raise a point of order to be adjudicated upon by the Chairman in a manner deemed fit.
- 11.20.5** The Chairman shall have the right, in case of misconduct on the part of a member, to admonish or reprimand or suspend him/her from attending a particular session/meeting.
- 11.20.6** Ordinarily any matter decided by the Board of Management shall not be re-opened except with prior permission of the Vice-Chancellor, for reasons to be recorded in writing.
- 11.20.7** Ordinarily all decisions shall be by consensus. However, the Chairman may make a move/resolution to vote if necessary.
- 11.20.8** All members, except the secretary who is not a member, shall have the right to vote. The Chairman will have a casting vote
- 11.20.9** Ordinarily any matter decided by the BoM/PMB earlier shall not be re-opened except with prior permission of the Vice-Chancellor, for reasons to be recorded in writing.
- 11.20.10** Where the members of the BoM are teachers of the University, it shall be expected of them to invariably attend the meetings. They may however, go on tour or other official duties only after obtaining specific approval of the Vice-Chancellor.
- 11.20.11** The ruling of the Chairman of the BoM in regard to all questions on procedure shall be final.

**11.21 PROCEDURE TO BE OBSERVED IN THE MEETING OF THE PLANNING AND MONITORING BOARD (PMB)**

- 11.21.1** The Vice-Chancellor shall preside over the meeting of the Planning and Monitoring Board.
- 11.21.2** In the absence the Vice-Chancellor, the Planning and Monitoring Board may nominate one of its members to Chair the meeting.

- 11.21.3** The supplementary agenda of the meeting shall be circulated as decided by the Chairman.
- 11.21.4** The Chairman of the Planning and Monitoring Board may, however, permit inclusion of any item for which due notice could not be given depending upon the merit of the item.
- 11.21.5** Fifty percent of members of the Planning and Monitoring Board shall form the quorum.
- 11.21.6** No resolution, proposal, amendment or any other business of which due notice has not been given shall be brought before the Board at any meeting without the permission of the Chairman except the following:
- To adjourn the debate;
  - To adjourn the meeting;
  - To dissolve the meeting;
  - To change the order of the business;
  - To refer any matter to any authority of the University;
  - To pass on to the next item of the business;
  - To appoint a committee; and
  - To propose that the question be put to vote.
- 11.21.7** If there is no quorum, the Chairman will adjourn the meeting to such other time and date as he/she may decide.
- 11.21.8** The Chairman may bring any business, which in his/her opinion is urgent, before any meeting of the PMB with a shorter notice or without placing it in the agenda.
- 11.21.9** At every meeting of the PMB the business to be entertained shall be drawn up in the following order:
- Confirmation of the minutes of the previous meeting or adjourned meeting.
  - Action taken report.
  - Consideration of the report(s) of the working of the University during the previous year together with a statement of the receipts, expenditure, the balance-sheet and the estimates for the next financial year.
- 11.21.10** Any action changing the order of business, provided that such actions shall not affect the order indicated herein above, hierarchy wise or merit wise business or moves in the order of hierarchy for which the notice has been given to the members.

**11.21.11** The ruling of the Chairman of the PMB in regard to all questions on procedure shall be final.

**11.22 CONSTITUTION OF THE ACADEMIC COUNCIL ITS FUNCTIONS AND POWERS:**

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

1. Vice Chancellor ..... Chairperson
2. Pro Vice Chancellor ... Member
3. Deans of Faculties... Member
4. Heads of Departments... Member
5. Ten Professors other than HOD based on intake seniority.
6. Two Professors from the Department other than the HoDs of the Departments by rotation of seniority. ... Member
7. Two Assistant Professors from the Department by rotation of seniority
8. Three persons from amongst educationists of repute or persons from any other field related to the activities of the University who are not in the service of the University, nominated by the Vice Chancellor. ... Member
9. Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge. ... Member
10. The Registrar..... Secretary.

**11.22.1.1** There shall be three ordinary meetings of the Academic Council in a year.

**11.22.1.2** The powers and functions of the Academic council shall be as specified in the UGC Regulation notified from time to time.

**11.22.1.3** The Vice-Chancellor may, at his/her discretion, call for or postpone the date fixed for, an ordinary meeting or special meeting of the Academic Council.

**11.22.1.4** The Registrar shall, under the direction of the Vice-Chancellor, give not less than fifteen days notice for the ordinary meeting.

**11.22.1.5** The Vice-Chancellor may, whenever he thinks fit and shall on the requisition of not less than 15 members of the Academic Council, call for a special meeting. Whenever requisition for a meeting comes from the members, the requisition must be in writing, signed by the requisitionists and must be forwarded to the Registrar with a copy of the resolutions to be moved along with the name of the proposer of each resolution.

- 11.22.1.6** One third of the members of the Academic Council shall form the quorum, provided that if at any time in determining the number fraction is involved, it will be raised to the next higher number.
- 11.22.1.7** Any member who wishes to move a resolution at the meeting shall forward a copy of the resolution to the Registrar so as to reach him/her in not less than four days before the date of the meeting. A member, who has forwarded such a resolution, wishes to withdraw it, may give a written notice, which shall reach the Registrar in not less than two days before the date fixed for the meeting.
- 11.22.1.8** The Registrar, under the direction of the Vice-Chancellor, shall have each resolution of which notice has been given and which has not been withdrawn, and places it in the agenda papers of the meeting.
- 11.22.1.9** Not less than fifteen days before the date of every meeting, the Registrar shall issue the agenda to every member specifying the day and the hour of the meeting and business to be brought before the meeting.
- 11.22.1.10** But the non-receipt of the agenda paper by any member shall not invalidate the proceedings of the meeting. However the Vice-Chancellor shall bring any business which, in his/her opinion, is urgent before any meeting with shorter notice or without placing the same on the agenda.
- 11.22.1.11** Any member wishing to move an amendment to a resolution on the agenda of any meeting shall forward a copy of the same to the Registrar so as to reach him in not less than two working days before the day of the meeting at which the resolution is to be moved.
- 11.22.1.12** The Registrar shall, on the receipt of amendments, given in accordance with the bye-laws, prepare an amended agenda paper showing all the resolutions and amendments under the direction of the Vice-Chancellor.
- 11.22.1.13** The Members of the Academic Council attending a meeting shall sign in a Register kept for the purpose before they take their places at the meeting.
- 11.22.1.14** The following members shall be the Special Invitees for the meeting of the Academic Council. They, however, shall not have any voting right on any of the issues/ the resolutions:
1. The Controller of Examinations
  2. The Director of Physical Education
  3. The Teaching Staff who are required by the Vice Chancellor

### **11.23 CONSTITUTION, POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT**

The highest governing body of the Institution Deemed to be University shall be a Board of Management to be headed by the Vice Chancellor, and consisting of not less than 10 and not more than 15 members.

**11.24** The Board of Management of the institution shall be independent of the sponsoring body with full autonomy to discharge its academic and administrative responsibilities.

**11.25** The composition of Board of Management shall be as under: -

- i) Vice- Chancellor.....Chairperson;
- ii) Pro Vice-Chancellor (wherever applicable),
- iii) Two Deans of Faculties of the Institution Deemed to be University, to be appointed by rotation based on inter-se seniority;
- iv) Three eminent academics, who shall have functioned at the rank of Professor, to be appointed by the Chancellor from among persons unconnected with the Institution Deemed to be University as well as the Sponsoring body;
- v) One representative of the Central Government or the State Government, as the case may be, where the Institution Deemed to be University is controlled and managed by such Government or is receiving grants directly or indirectly of a minimum of 50% of the average expenditure of three previous years, who shall be an eminent academic not below the rank of Professor - in respect of all other institutions Deemed to be universities, the UGC shall nominate a representative from a panel of names selected through a process approved by the Commission;
- vi) Two teachers of the Institution Deemed to be University, one each from among the cadres of Professors and Associate Professors, to be appointed by rotation based on inter-se seniority;
- vii) Nominees of the Sponsoring body, not exceeding Four in number;
- viii) The Registrar, who shall be the ex officio Secretary of the Board of Management.

## **11.26 TENURE OF THE MEMBERS OF THE BOARD OF MANAGEMENT**

- 11.26.1** All the members of the Board of Management, other than the ex-officio members and teachers, shall hold office for a term of three years from the date of first appointment and shall be eligible for reappointment.
- 11.26.2** Members of the Board of Management appointed from among teachers shall hold office for a period of two years or till such time as they cease to be teachers of the Institution Deemed to be University, whichever is earlier.
- 11.26.3 Powers and Limitations of the Board of Management:**
- 11.26.4** The Board of Management shall be the principal organ of management and the apex executive body of the Institution Deemed to be University, with powers to make rules of the Institution Deemed to be University.
- 11.26.5** The Board of Management shall be the final decision making body of the Institute in respect of every matter of the Institution Deemed to be University, including in the academic, administrative, personnel, financial, developmental matters.
- 11.26.6** The Board of Management shall not infringe upon the powers of the respective authorities provided under these Regulations; and where any authority has been given advisory /recommendatory powers, the Board of Management shall obtain advice /recommendations from such authority, before deciding on any matter before it.

## **11.27 MEETINGS OF THE BOARD OF MANAGEMENT**

- i. The Board of Management shall meet at least four times a year, with not less than 15 days' notice being given before every meeting of the Board of Management.
- ii. Attendance by more than one-half of the total number of members of Board of Management shall form the quorum for a meeting.
- iii. In the absence of the Vice-Chancellor, the Pro-Vice Chancellor shall preside over the meeting; and where there be no Pro Vice Chancellor in an Institution Deemed to be University, a member chosen by the other members present, shall preside over the meeting.
- iv. Every member of the Board of Management, including its Chairperson, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.

- v. Any business, which it may be necessary for the Board of Management to perform, may be carried out by circulation amongst its members.
- vi. 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.

#### **11.28 TERMINATION OF MEMBERSHIP**

If a member other than the Vice- Chancellor, and those representing the teachers, accepts a fulltime 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, such member shall cease to be a member of the Board of Management. 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/faculty or to a Committee of officers/faculties of the Institution Deemed to be University, such powers as it may deem fit, subject to the condition that the action taken by the Vice Chancellor or the officer/faculty, or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Board of Management.

#### **11.29 FINANCE COMMITTEE**

**A. The composition of Finance Committee shall be as under:**

- i. Vice Chancellor – Chairperson;
- ii. Pro Vice-Chancellor (wherever applicable);
- iii. One person nominated by the Society/Trust/Company;
- iv. Two nominees of the Board of Management, one of whom shall be a member of the Board;
- v. One representative of Central Government not below the rank of Joint Secretary or his representative to the Government of India, in case the institution is controlled and managed by Central Government or is receiving grants more than or equal to 50% of its expenditure (based on average of previous three year account) from the Central Government directly or through its Agencies; and in all other institutions Deemed to be universities, the Commission shall nominate a representative from a panel of names selected through a process approved by the Commission;

vi. One representative of the State Government, in case the Institution Deemed to be University is receiving grants from the State Government;

vii. Finance Officer- Secretary ex officio

**B. Tenure of members of the Finance Committee:**

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

**C. Powers and Functions of the Finance Committee:**

i. To consider the annual accounts and financial estimates of the Institution Deemed to be University and to submit them to the Board of the Management for its approval;

ii. To consider and recommend the annual budget and revised estimates to the Board of Management;

iii. To fix limits on the total recurring expenditure and the total non-recurring expenditure of each 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.

**D. Meetings of the Finance Committee:**

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

**11.30 CONSTITUTION, POWERS AND FUNCTIONS OF THE PLANNING & MONITORING BOARD (PMB)**

**11.30.1** The PMB shall have the following composition:

<b>S.No</b>	<b>Composition</b>	<b>Status</b>
1	The Vice-Chancellor	Chairman
2	Seven internal members	Members.
3	UGC nominee	Member.
4	Three eminent experts (Academicians) from outside as nominated by the Vice-Chancellor	Member
5	Registrar	Secretary.



- 11.30.1.1** The PMB shall meet at least once in a year on the date fixed by the Vice-Chancellor.
- 11.30.1.2** For every meeting of the PMB, 15 days' notice shall be given. 50% of the members shall constitute the quorum for the PMB meeting.
- 11.30.1.3** In case of difference of opinion among the members, the opinion of the majority shall prevail.
- 11.30.1.4** Each member of the PMB including the Chairperson at the meeting of PMB shall have one vote and if there is a tie, the Chairperson at the meeting shall in addition have and exercise a casting vote.
- 11.30.1.5** The internal members of the PMB shall not be entitled to any remuneration. But the University will pay external members the traveling and daily allowance in respect of the journey undertaken to attend the meetings of the University along with the prescribed sitting fee.
- 11.30.1.6** The Vice-Chancellor may convene a special meeting of the PMB upon a requisition in writing signed by not less than five (5) members of the PMB.
- 11.30.1.7** The PMB shall consider and approve the academic and development plans of the University.
- 11.30.1.8** The PMB shall review the standard of education, research and extension programmes of the University.
- 11.30.1.9** The PMB shall review the performance of the committees / centres /chairs of the University and recommend suggestions to carry out the successful functioning of the University.
- 11.30.1.10** The PMB shall advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the University.

**11.31 CONSTITUTION OF BOS:**

**11.31.1 THE BOARD OF STUDIES OF EACH FACULTY/DEPARTMENTS SHALL CONSIST OF:**

1. Dean of Faculty/HoD Chairperson
2. All Professors of the Faculty/Department Members
3. Two Asso. Prof. of the Faculty/Department by rotation of senior Members
4. Two Asst. Prof. of the Faculty/Department by rotation of senior Members

5. Not more than two persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned

6. Any one of the Asst. Prof. noted in Sl.No.4 above will be the Member Secretary

**11.31.2 POWERS AND FUNCTIONS OF THE BOARD OF STUDIES:**

**11.31.2.1** There shall be separate Board of Studies in such other branches of knowledge as the Academic Council recommends and the BoM approves matters relating to Under Graduate and Post Graduate Studies.

**11.31.2.2** If there is no Professor in a Department, the Vice-Chancellor shall nominate the Senior most faculty member of the Department as the Chairman.

**11.31.2.3** It shall be the duty of the Board of Studies to frame syllabus and scheme of examination.

**11.31.2.4** It shall be the duty of each Board of Studies to consider and report on any matter referred to it in accordance with the bye-laws of the University by the BoM or by the Academic Council or the Faculty or the Dean of the Faculty concerned with the subject with which it deals.

**11.31.2.5** Each Board shall have powers to recommend to the BOS persons suitable for appointment as examiners in the subject with which it deals, to recommend text books when necessary, to consult specialists who are not members of the Board to make recommendations in regard to courses of study and examinations in the subject with which it deals.

**11.31.2.6** The Board of Studies shall recommend a panel of subject experts only from the University Departments or National Research Labs and organizational agencies with complete details (addresses, phone numbers, e-mail ID, area of specialization, years of experience, etc.) for the purpose of recruitment/selection/promotion of faculty members.

**11.31.2.7** The Meetings of the Board of Studies shall be convened by the Secretary on the recommendations of the Chairperson of the Board at such time as may be necessary or on the written request of not less than one third of the members serving on the Board at a time. Seven days notice shall be given for each such meeting.

**11.31.2.8** Whenever the meeting of the Board of Studies is required to be convened in the absence of the Chairperson for the purpose of urgently dealing with any business under the purview of the Board of Studies, the Registrar will act as Convener and shall take the necessary action.

**11.31.2.9** Three members shall form a quorum for the Board of Studies.

**11.32 ESTABLISHMENT OF NEW COURSES/ PROGRAMMES, DEPARTMENT/ SCHOOL/ CENTRE, OFF-CAMPUS CENTRES/AND OFF SHORE CAMPUSES.**

The university shall operate new department /school/centre, off-campus centers/and off shore campuses as per the conditions laid down by the UGC.

**11.33 CREATION, COMPOSITION AND FUNCTIONS OF ANY COMMITTEES OR BODY, WHICH IS CONSIDERED NECESSARY FOR THE WORK OF THE UNIVERSITY**

The Vice Chancellor or an authority of the University may appoint as many standing or Special/Advisory Committees as it may deem fit, and may appoint persons to such Committees who are not members of such authority.

**11.34 PROCEDURE FOR PREPARATION AND SUBMISSION OF BUDGET ESTIMATES**

The budget specifies the objects for, and the limits up to which expenditure may be reasonably incurred during the course of a financial year. It is an instrument for formulation and implementation of policies designed to take the University nearer the goals envisioned in the Memorandum of Association. It is a medium for converting objectives into action plans and programmes. Besides, it is an instrument of financial control.

**11.35 FORM OF THE BUDGET:**

**11.35.1** The Budget Estimates (B.E.) should be prepared in the forms suggested by the Government of India / University Grants Commission, as the case may be. It is in the following parts: Part – I – Non-Plan -deals with receipts and expenditure and expenditure connected with normal functioning of the University including auxiliary services. Part – II – Plan - deals with receipts and expenditure on Developmental activities out of plan provisions.

**11.35.2** In case of Parts I & II, the form provides for preparation of ‘abstract’ and ‘summary’ of the Budget in addition to the detailed budget. The abstract gives readily the over-all picture of the particular part of the budget. The summary provides for Heads of Accounts for the preparation of Appropriation Accounts.

A consolidated general review of the entire budget is made available through “Budget at a glance.

- 11.35.3** To enable departments to have at a glance of the total provisions available to them from all sources and plan their activities, a statement could be prepared showing department wise provisions in all the parts of the budget duly consolidated in one place. The Budget Estimates will contain separate columns for Heads of Accounts including their sub-divisions, Actuals for the previous year, Budget Estimates for the current year, Actuals upto 31<sup>st</sup> August / 30<sup>th</sup> September as the case may be (depending upon when the B.E. is finalized), Revised Estimates for the current year and Budget Estimates for the ensuing year
- 11.35.4** A Budget Note or Explanatory Memorandum shall be added to explain the salient features of the items provided and the important variations between the Budget and the Revised Estimates of the current year and between the Revised Estimates of the current and the Budget Estimates of the ensuing year. It will consist of (i) review of the fiscal administration of the previous year; (ii) the financial position of the current year; and (iii) the budget estimates for the ensuing year. All striking increases in expenditure provisions should be suitably explained.
- 11.35.5** The explanatory Memorandum shall also indicate wherever feasible, actual physical achievement as compared to financial outlay. Likewise, physical achievement anticipated for the ensuing year should also be correlated with the proposed financial outlays.
- 11.35.6** The Head of Accounts in the Budget Estimates shall as far as possible correspond to the Head of Accounts exhibited in the ledgers, the Receipts and Payments account and Income and Expenditure account of the University.

### **11.36 BUDGET EXERCISE**

- 11.36.1** The Budget exercise commences with the issue of budget circular issued by the Registrar to all the Heads of the Departments requesting them to forward their revised estimate proposals for the current financial year and budget estimates for the ensuing year. In the budget circular, attention of Heads of Departments shall be drawn to
- 11.36.2** The need for the departments to review their activities to utilize optimally the available grants;

- 11.36.3** The requirements of the emerging research and extension activities within the department;
- 11.36.4** A critical examination of some of the older areas which may call for reduced outlays or inputs, if not total abolition;
- 11.36.5** New areas/activities contemplated during the ensuing year. Along with the preparation of Budget Estimates for the ensuing year, additional / reduction in funds required under different heads for the preparation of Revised Budget Estimates for the current year should be required to be furnished. In principle, the current year's budget should be so operated that the expenditure is restricted to the sanctioned budgetary provisions. However, if, in the exigencies of work, additional provisions are found necessary, the Revised Estimates are the only medium to get the supplementary provision. In preparing the revised estimates, the estimated receipts and expenditure for the whole of current year in the light of actual of receipts and expenditure upto the month of preparing of Revised Estimates should be taken into account along with the factors that are likely to affect receipts and expenditure in the remaining months. These estimates must be prepared with care so that they may as nearly as possible, approximate to the actuals when the year closes.

### **11.37 BUDGET CALENDAR**

Budget estimates for both plan and non -plan are usually required to be sent to UGC by the end of October or by such other date as may be prescribed, so as to enable them to determine the quantum of grants to be made available. To adhere to this time schedule and to ensure that adequate time is provided at different levels for careful preparation and consideration of the budget proposals, the following calendar shall be observed for the different stages. If the date of submission of budget proposals to the UGC is known sufficiently in advance, the dates in the Calendar may be suitably altered by working backwards and adhered to.

<b>Event</b>	<b>Due date</b>
Issue of Budget circular to Heads of Departments	Early July
Receipt of Budget proposals from departments	Early August
Preliminary discussions, if any, among Vice-Chancellor, Heads of Departments and Finance Officer	Late August

<b>Event</b>	<b>Due date</b>
Budget formulation by the Finance Officer including drawing up of Revised Estimates	Early September
Submission of Budget Proposals and Revised Budget estimates to the Finance Committee	Late September / Early October
Placement of Revised Estimates and Budget proposals as recommended by the Finance Committee, before the Board of Management	November / December
Submission of the Budget as finalized	Any time before
Non-plan and Plan grants before the Planning and Monitoring Board	March following

### **11.38 PREPARATION OF BUDGET ESTIMATES**

The Budget Estimates shall be prepared in accordance with the instructions given by the UGC from time to time. In general the following guidelines shall be kept in view:-

#### **11.38.1 ESTIMATES FOR RECEIPTS:**

Estimates for receipts shall be prepared on the basis of last year's actuals, current year's trends and next year's expectations. The receipts from all the sources available at the University should be kept in view and possibilities of enhancing existing rates and tapping new revenue sources should be explored.

#### **11.38.2 ESTIMATES FOR EXPENDITURE**

**11.38.2.1** The framing of Revised Estimates for the current year shall always precede the estimation for the ensuing year. The Revised Estimates should be framed with great care to include only those items which are likely to materialize for payment during the current year in the light of actuals so far recorded during the current year compared with actuals of corresponding period of last year and previous year, seasonal character or otherwise of the nature of expenditure, sanctions for expenditure already issued and any other relevant factor, decisions or development.

**11.38.2.2** The budget estimates for the ensuing year shall be prepared on the basis of what is expected to be paid during the ensuing year, including arrears of previous years, if any. Due attention to considerations of economy shall be

paid and the estimates shall not be allowed to be influenced by undue optimism. Proposals involving new expenditure shall be scrutinized with care and the order of preference for selection of cases for inclusion in the budget shall be as under –

- 11.38.2.3** Development and other expenditure for which grant from the University Grants Commission or Government of India is forthcoming and there will be no financial burden on the University.
- 11.38.2.4** Development and other expenditure which is productive and can be balanced by fees, etc. generated thereby;
- 11.38.2.5** Other development expenditure schemes of low priority which have already been held over at a convenient intermediate stage or have to reach such stage.
- 11.38.2.6** New items of expenditure to be met from Maintenance Grant shall be compiled separately for the approval of the Finance Committee.
- 11.38.2.7** All new major works or schemes or posts for which provision is proposed to be included in the Budget Estimates shall likewise be placed before the Building Committee / Finance Committee.
- 11.38.2.8** The Proposals for creation of new posts shall be accompanied by details of existing strength of the relevant section or unit and circumstances justifying the creation of new posts. The proposal shall among others set out inter-alia: The present cost either of the sections affected or of the total establishment as the case may warrant to be necessary.
- 11.38.2.9** Details of the pay of the post or posts and number of posts which are proposed to be added or modified.
- 11.38.2.10** An estimate, as accurate as possible of the extra cost involved.
- 11.38.2.11** The Formulation of budget proposals shall not be taken as an occasion for making proposals for changes in pay scales and allowances. Such proposals shall more properly be examined separately as and when occasion arises for careful consideration by the University authorities and only on their final acceptance should provision in the budget be proposed.
- 11.38.2.12** The estimates shall be prepared on the basis of what is expected to be actually received or paid under proper sanction during the current and ensuing years including arrears of previous years and not only for payment but also for liability falling within the respective years. The receipts and charges should be provided for on gross, and not on net basis.

- 11.38.2.13** It is incorrect budgeting to omit or postpone charges that are inevitable and it is worse to provide receipts and expenditure that are not expected to materialize.
- 11.38.2.14** The estimates of income and expenditure shall be based on a comparison of the past three years' actuals with such modifications as may be necessary due to the operation of various relevant factors.
- 11.38.2.15** No lump sum provision shall be made except under definite orders.
- 11.38.2.16** No amount shall be shown as a grant from the Government unless intimation of the probability of such a grant being sanctioned has been received.
- 11.38.2.17** Fixed charges are not to be taken as fixed for all time. These must be carefully reviewed, especially expenditure on supplies, services and contingencies. The fixed establishments should also be brought under critical review to see whether the same activities cannot be carried out with any reduction in the establishment in the light of progressive modernization of working, etc.
- 11.38.2.18** The Budget Estimates under detailed heads shall be rounded off to the nearest hundred rupees.
- 11.38.2.19** The Budget Estimates shall be framed with utmost foresight. An exhortation to show foresight is not an invitation to provide additional items of expenditure without justification. While provision should be made for all items of expenditure that can be foreseen, it is essential that the provision proposed should be absolute minimum necessary.
- 11.38.2.20** The Accuracy of Budget Estimates: It is important that estimates of the annual receipts and expenditure of the University shall be framed as accurately as possible and submitted to the authorities concerned on the dates fixed. Due care and diligence shall be taken to ensure that a correct account of the estimated receipts and expenditure are mentioned in the budget.

### **11.39 SCRUTINY OF ESTIMATES**

The Budget proposals (R.E. & B.E.) prepared by the Finance Section shall be scrutinized by the Finance Officer very carefully to ensure that:-

- 11.39.1** The actuals of previous year Budget figures for the current year and the progressive expenditure upto the latest month available in the current year are correct;
- 11.39.2** Provisions for staff are correctly estimated;



**11.39.3** No sanctioned items of expenditure have been omitted to be provided for; and

**11.39.4** No provision has been included for unsanctioned items.

**11.39.5** The Budget proposals as drafted shall be discussed with the Heads of the Departments, Deans and the Vice-Chancellor before firming up.

## **11.40 APPROVAL OF BUDGET**

### **11.40.1 PRESENTATION TO THE FINANCE COMMITTEE**

The Finance Committee shall consider the budget and shall fix limits for total recurring and non-recurring expenditure for the year, based on the income and expenditure of the University. No expenditure shall be incurred by the University in excess of the limits so fixed.

### **11.40.2 PRESENTATION TO THE BOARD OF MANAGEMENT:**

On receipt of information about final sanction of Plan and Non Plan grants from the University Grants Commission, the budget shall be readjusted, if necessary. New items which are approved and included in the budget shall be highlighted by giving brief notes. The Board of Management shall consider the Estimates and Explanatory Memorandum together with the recommendations of the Finance Committee and approve the proposals within the limits set by the Finance Committee.

### **11.40.3 COMMUNICATION AND DISTRIBUTION OF BUDGET PROVISIONS**

After the budget has been finally passed, the Registrar shall communicate to all the Heads of Departments the budget provision relating to them to enable them to regulate and control their expenditure.

### **11.40.4 BUDGETARY CONTROL**

**11.40.4.1** At each point at which any expenditure from the budget provision is planned or incurred, an element or budgetary control begins to operate. As part of this control mechanism, it is necessary to see that: -

**11.40.4.2** There is a need for expenditure and the quantum of proposed expenditure is commensurate with the need;

**11.40.4.3** Such expenditure is incurred by following the approved expenditure procedures and adopting such norms as have been laid down;

**11.40.4.4** The approval of the authority or person empowered to sanction the expenditure is obtained.

**11.40.4.5** The transaction is brought into the relevant books of accounts immediately, because keeping a constant watch over the progress of expenditure is an important step towards financial and budgetary control. Each Head of the Department to whom the budget is allocated is required to maintain a budget control Register, setting apart one page for each Head of Account with which he is concerned, to record the progress of expenditure from time to time, periodically taking care to see that the figures of expenditure as per this Register align with the figures in the Finance Section. It must be clearly understood that the Heads of Departments or other authorities administering the grant are alone ultimately responsible for the control of expenditure against the grant. The Registrar shall conduct quarterly reviews of the expenditure and receipts and bring the results to the notice of the Vice-Chancellor for such measures are necessary to conform to the budget.

#### **11.40.5 CASH BUDGET / CASH FLOW ANALYSIS**

Preparation of a cash budget forms an important adjunct of the annual budgetary exercise. The cash budget which is prepared for each month for the ensuing financial year shall be with reference to the preceding 3 or 4 years' experience about the flow of receipts and expenditure. The objective is to secure that there is cash balance at hand to the extent needed at all points of time during the projected period to meet the likely commitments and demands. The attempt should be to regulate the cash flow under the optimum cash balance concept according to which, while there should be cash available to the extent needed, it should not be very much in excess of the requirements. This calls for a review of the entire operation of the existing budget in great detail, at all operating and decision making points. This is yet another instrument of budgetary control available.

#### **11.40.6 SURRENDER OF SAVINGS**

- (a) A department may find during the course of the year that the expenditure under some heads is likely to be less than the provisions in the budget. The savings may be due to
- (b) Postponement of expenditure, real savings due to economy or due to original over-estimation or other administrative reasons. Such savings should not be used to meet "new items of expenditure" without appropriate sanction. All anticipated

savings should be surrendered immediately without waiting until the close of the year unless they are required to meet excesses under some units which are definitely foreseen at the time. No savings should be held in reserve for possible future expenses.

- (c) Rush of expenditure towards the closing months of the financial year should be avoided.

#### **11.40.7 RE-APPROPRIATION**

- (a) In the case of Maintenance Grant, the re-appropriation can be made as follows subject to restrictions placed by the Board of Management;
- (b) Re-appropriation of funds from one unit to another may be sanctioned by the Vice-Chancellor at any time before the close of the financial year.
- (c) The units from which funds are re-appropriated should not show an excess of expenditure at the end of the year due to premature or injudicious withdrawal of funds from those units. No re-appropriation may be made to:
  - (d) Meet the expenditure which is likely to involve further outlay in future years.
  - (e) Meet additional recurring expenditure from non-recurring expenditure provisions;
  - (f) Utilize the savings or meet the excesses, in respect of provision of pay and allowances for sanctioned posts;
  - (g) Meet any item of expenditure from the provision made for any specific 'new' item of expenditure.
  - (h) Meet expenditure which is not provided or contemplated in the Budget Estimates or sanctioned by the Board of Management.

#### **11.40.8 BUDGET PROVISION IS NO AUTHORITY FOR SPENDING**

Provision of funds in the budget by itself is not adequate to expend the money. Again the mere fact that a certain expenditure or class of expenditure has been provided for in the budget or that there is certain amount available based on anticipated or actual savings under any of the Head of account is no authority for incurring the expenditure. The expenditure should also be sanctioned by the competent authorities.

#### **11.40.9 UNSPENT BALANCE LAPSES**

The unspent balance of the budget allotment at the close of the financial year shall automatically be lapsed except to the external funded activities.