

Sponsored By Vanita Vishram, Surat

VANITA VISHRAM WOMEN'S UNIVERSITY

Established under the Gujarat Private Universities (Amendment) Act, 2021
(Gujarat Act No. 15 of 2021)

STATUTES OF VANITA VISHRAM WOMEN'S UNIVERSITY



**VANITA VISHRAM
WOMEN'S UNIVERSITY**
— SURAT —

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CONTENTS

Statute	Number	Particular	Page Nos.
CHAPTER 1			
SHORT TITLE, EXTENT AND COMMENCEMENT			
Statute	1	Short title and commencement	5
CHAPTER 2			
DEFINITIONS			
Statute	2	Definitions	6
Statute	3	Seal of the University	6
CHAPTER – 3			
OBJECTIVES OF VANITA VISHRAM WOMEN’S UNIVERSITY			
Statute	4	Objectives of Vanita Vishram Women’s University	7
CHAPTER – 4			
POWERS & FUNCTIONS OF VANITA VISHRAM WOMEN’S UNIVERSITY			
Statute	5	Powers and Functions of the Vanita Vishram Women’s University	10
CHAPTER – 5			
OFFICERS OF VANITA VISHRAM WOMEN’S UNIVERSITY			
Statute	6	Officers of the Vanita Vishram Women’s University	15
Statute	7	Provost	17
Statute	8	Registrar	19
Statute	9	The Chief Finance and Accounts Officer	21
Statute	10	Deans	22
Statute	11	Controller of Examination	23
Statute	12	Other officers	24
Statute	13	Director of Research	24
Statute	14	Director of Extensions	26
Statute	15	Director of Student’s Welfare	27
Statute	16	Director of Information and Communication Technology	29
Statute	17	Director of Physical Education	29

CHAPTER – 6			
AUTHORITIES OF VANITA VISHRAM WOMEN’S UNIVERSITY			
Statute	18	Governing Body	31
Statute	19	Board of Management	33
Statute	20	Academic Council	34
Statute	21	Finance Committee	37
Statute	22	Internal Quality Assurance Cell (IQAC)	38
Statute	23	Disqualification of members	40
Statute	24	Committees	41
CHAPTER – 7			
SCHOOLS OF VANITA VISHRAM WOMEN’S UNIVERSITY			
Statute	25-26	Faculties and Schools of Vanita Vishram Women’s University	42
CHAPTER – 8			
THE BOARD OF STUDIES			
Statute	27-28	Board of Studies	50
CHAPTER – 9			
ADMISSION POLICY			
Statute	29	Admission Policy	55
Statute	30	Granting terms	57
Statute	31	Term or Terms kept by migrating students	58
Statute	32	Admission in more than one course simultaneously	58
Statute	33	Fees Structure	58
CHAPTER – 10			
CONFERMENT OF CERTIFICATES, DIPLOMAS, DEGREES, HONORARY DEGREES AND ACADEMIC DISTINCTIONS			
Statute	34	Conferment of Certificates, Diplomas, Degrees, Honorary Degrees and Academic Distinctions	60
Statute	35-36	List of Degrees offered by the University	61
CHAPTER – 11			
CONVOCATION			
Statute	37-46	Convocation	66
CHAPTER – 12			
THE PROCEDURE FOR ARBITRATION			
Statute	47	Procedure of Arbitration	70

CHAPTER – 13
APPOINTMENT OF TEACHERS

Statute	48-51	Appointment of Teaching posts	71
Statute	52	Appointment of Non-Teaching posts	72
Statute	53	Terms, Conditions and Service of the employees	73

CHAPTER – 14
FUNDS OF VANITA VISHRAM WOMEN'S UNIVERSITY

Statute	54-57	Funds of Vanita Vishram Women's University	75
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CHAPTER – 15
MISCELLANEOUS PROVISIONS

Statute	58	Fellowships, Scholarships, Free-ships, Medals, Prizes etc.	78
Statute	59	Accreditation of the University	78
Statute	60	Winding Up of the University	78
Statute	61	Dissolution of the University	79
Statute	62	Power of State Government to Make Rules	79
Statute	63	Completion of the Courses of Students	79
Statute	64	Removal of difficulties at the Commencement	80
Statute	65	Transitory Provisions	80
Statute	66-69	Indemnity	81

CHAPTER – 1
SHORT TITLE, EXTENT AND COMMENCEMENT

**u/s 1 of
the Act**

Statute 1

- (1)** These statutes may be called the “Statutes” of Vanita Vishram Women’s University (VVWU), Surat-Gujarat, India.
- (2)** These Statutes are applicable to Vanita Vishram Women’s University, Gujarat and any matter relating to and/or incidental thereto.
- (3)** They shall come into force on such date as the State Government may, by notification in the *Official Gazette*, publish.
- (4)** The registered office of Vanita Vishram Women’s University, Gujarat shall be in Vanita Vishram Campus, Surat.
- (5)** The Statutes are in accordance with the provisions of the Gujarat Private Universities Act, 2009 and the Gujarat Private Universities (Amendment) Act, 2021 (Gujarat Act No. 15 of 2021)
- (6)** In case of any changes in the provisions of the Act or the Rules made there under or the Statutes, the provisions of the Act or the Rules made there under shall prevail.

Nothing in these Statutes shall be deemed to bar the University from amending the Statutes subsequently, in accordance with the provision of Section 27 of the Act and the amended Statutes, if any, shall be applicable with immediate or prospective effect from the date as prescribed in the respective notification.

These Statutes have been framed under section 26 of the Gujarat Private Universities Act, 2009 (Gujarat Act No. 8 of 2009) and the Gujarat Private Universities (Amendment) Act, 2021 (Gujarat Act No. 15 of 2021) and was approved by the Board of Management of the University in its meeting dated 16th October, 2022 vide agenda Item and Resolution No. 04 and was approved by the Governing Body of the University in its meeting 16th October, 2022 vide agenda Item and Resolution No. 05.

CHAPTER – 2

Definitions

u/s 2 of
the Act

Statute 2

Definitions – In this statute, unless the context otherwise requires:

- (1) “Act” means the Gujarat Private Universities (Amendment) Act, 2021 (Gujarat Act No. 15 of 2021).
- (2) “Ad-hoc Committee” means a committee constituted under the Section 25 of the Act, on Ad-hoc basis.
- (3) “Board of Management” means the Board of Management of the University;
- (4) “Board of Finance and Accounts” means the Finance Committee of the University constituted as per the provision of Section 19 of the Act;
- (5) “Board of Governance” means the Governing Body of the University constituted as per the provisions of Section 20 of the Act;
- (6) “Committee” means all committees constituted as per the provision of Sections 25 of the Act;
- (7) “University” means Vanita Vishram Women’s University, established and incorporated by the Gujarat Private Universities (Amendment) Act, 2021 (Gujarat Act No. 15 of 2021).

Statute 3

Seal of the University

u/s 3(vi)
of the
Act

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

CHAPTER – 3
OBJECTIVES OF VANITA VISHRAM WOMEN’S UNIVERSITY

**u/s 4 of the
Act**

Statute 4

Objectives

The objectives of the University shall be to create, organize, preserve and disseminate knowledge in the fields of science, technology, humanities, social sciences, education, management, commerce, healthcare and any other field for the advancement of mankind in particular and other objects of the University shall be as follows, namely:

- (1)** To provide for instruction, teaching and training in the University in the field of higher education and make provisions for research, advancement and dissemination of knowledge;
- (2)** To establish, maintain, and manage institutions, and centres of excellence; to create, organize, preserve and disseminate knowledge in the fields of sciences, technology, humanities, social sciences, education, management commerce, health care and any other field and to provide research, higher education, professional education, distance learning and e-Learning facilities of a high order, as per their current status or as they may develop in future;
- (3)** To develop infrastructure for research, higher education, professional education, teaching, training extension and outreach, including continuing education, distance learning and e-Learning; to create capabilities for upgrading infrastructure to global standards;
- (4)** To offer the academic programmes of the University through distance education, online education, correspondence and any other mode matching with the environmental developments such as technology need, after obtaining appropriate approvals from the regulatory bodies;
- (5)** To set up off-campus centres, study centres and examination centres within the State, subject to the permission of the regulatory bodies under any law made by the Parliament and any regulations, rules, etc. made by the regulating bodies;

- (6)** To create higher levels of intellectual abilities;
- (7)** To establish state-of-the-art facilities for education and training;
- (8)** To carry out teaching and research and offer continuing education programmes;
- (9)** To create centres of excellence for research and development, for knowledge- sharing and its application;
- (10)** To provide consultancy to the industry and public organizations;
- (11)** To establish main campus or infrastructure in the State of Gujarat necessary for the furtherance of its objects;
- (12)** To establish examination centres;
- (13)** To confer degrees, diplomas, grant certificates and other academic distinctions on the basis of examination or any other method of evaluation subject to the guidelines of the UGC;
- (14)** To develop training facilities in the field of higher education;
- (15)** To provide for national and global participation in the field of higher education;
- (16)** To develop educational programmes for certificates, diplomas, degrees and postgraduate courses, doctorate degrees and post-doctoral programmes; to maintain higher standard of education; to collaborate with national and global institutions; to offer programmes and to create capabilities for upgrading programmes to the global standards subject to the guidelines of the UGC;
- (17)** To ensure that the standard of the degrees, diplomas, certificates and other academic distinctions are not lower than those laid down by AICTE, NCTE, UGC, INC, GNC and any other similar agency established by the Central Government for regulating the standard education;
- (18)** To establish close linkage with the industry, business firms, educational institutions and other sections of the society; to make teaching, research, training, documentation, publication, use of various media and outreach activities at the University relevant to the needs of the University and society, at national and international level;
- (19)** To pursue any other objectives as may be approved by the State Government:
Provided that notwithstanding anything contained in these Statutes and save as provided in any Central Act, the University

shall be eligible to undertake the functions of disseminating of knowledge.

(20) To provide instructions, teaching, training and qualifications in skill development, vocational and educational training.

CHAPTER – 4
POWERS & FUNCTIONS OF VANITA VISHRAM WOMEN’S UNIVERSITY

**u/s 5 of
the Act**

Statute 5

- (1)** The University shall exercise the following powers and performs the following functions, namely:
- (2)** To administer and manage the University; establish, administer and manage its constituent Schools/Institutes/Colleges/Centres for research, educating, training, extension and outreach including continuing education, distance learning and e-learning at its campus within the State of Gujarat;
- (3)** To provide for research, higher education, professional education, teaching, training, extension and outreach including continuing education, distance learning and e-learning in the fields of science, technology, humanities, social sciences, education, management, commerce, law, pharmacy, health care and any other fields;
- (4)** To conduct innovative experiments in educational technologies, teaching and learning methods; to collaborate with national and international institutions and to offer joint programmes with such institutes to constantly improve the delivery of education and to achieve international standards of education;
- (5)** To prescribe courses, curricula and methodologies including electronic and distance learning and provide for flexibility in the delivery of education;
- (6)** To hold examinations and confer degrees, diplomas or grant certificates and other academic distinctions or titles on persons subject to such condition as the University may determine and to withdraw or cancel any such degrees, diplomas or certificates and other academic distinctions or titles in the manner prescribed by the Regulations;
- (7)** To confer honorary degrees or other distinctions in the manner prescribed by the Statutes;
- (8)** To establish schools, centres, institutes and conduct programmes and courses of study as are in the opinion of the University, necessary for the furtherance of its objects;
- (9)** To declare as a constituent Schools/Institutes/Colleges/Centres

imparting education as in the opinion of the University, necessary for the furtherance of its objects or to establish a new constituent Schools/Institutes/Colleges/Centres for the purpose;

- (10)** To provide for printing, publication and reproduction of research, educational material and other works and to organize Exhibitions, Conferences, Workshops, Faculty Development Programmes and Seminars;
- (11)** To establish knowledge resource centre;
- (12)** To sponsor and undertake research and educational programmes in the fields of science, technology, humanities, social sciences, education, management, commerce, law, pharmacy, health care and any other allied areas; To collaborate or associate with any educational institution with like or similar objects;
- (13)** To establish campuses including virtual campus for the purpose of achieving the objectives of the University;
- (14)** To undertake research and to obtain registration in respect of such research in the nature of patents, design rights and such or similar rights with the competent authorities.
- (15)** To maintain linkages and collaborate with educational or other institutions in any part of the world having objectives wholly or partially similar to those of the University, through exchange of students, researchers, faculty and staff and generally in such manner as may be conducive to their common objects;
- (16)** To render services of research, training, consultancy and such other services as required for the purposes of the University;
- (17)** To develop and maintain relationships with faculty researchers, administrators and domain experts in science, technology, humanities, social sciences, education, management, law, commerce, pharmacy, health care and allied area for achieving the objects of the University;
- (18)** To regulate the expenditure and to manage the finances and to maintain the accounts of the University;
- (19)** To receive funds, movable and immovable properties, equipment software and other resources from business, industry, other sections of society, national and international organizations or any other source by transfers or as gifts, donations, benefactions or bequests for the purposes and objects of the University;

- (20)** To establish, maintain and manage halls, hostels for students and quarters for the residence of faculty and staff;
- (21)** To construct, manage and maintain centres, complexes, auditorium, buildings, stadium for the advancement of sports, cultural co-curricular and extra-curricular activities;
- (22)** To supervise and control the residence and regulate the discipline of students, faculty and staff of the University and to make arrangements for promoting their health, general welfare, social and cultural activities;
- (23)** To fix, demand and receive or recover fees and such other charges as may be prescribed by the Statutes;
- (24)** To institute and award fellowships, scholarships, prizes, medals and other awards;
- (25)** To purchase or to take on lease or accept as gifts, bequests, legacies or otherwise any land or building or works which may be necessary or convenient for the purpose of the University and on such terms and conditions as it may think fit and proper and to construct or alter and maintain any such buildings or works;
- (26)** To sell, exchange, lease or otherwise dispose-off all or any portion of the properties of the University, movable or immovable, on such terms as it may think fit and consistent with the interest, activities and objects of the University;
- (27)** To draw and accept, to make and endorse, to discount and negotiate promissory notes, bills-of exchange, cheques and other negotiable instruments;
- (28)** To raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities founded or based upon all or any of the properties and assets of the University or without any securities and upon such terms and conditions as it may think fit and to pay-out of the funds of the University, all expenses incidental to the raising of money, and to repay and redeem any money borrowed;
- (29)** To invest the funds of the University in or upon such securities and transpose any investment from time to time in such manner as it may deem fit in the interest of the University;
- (30)** To execute conveyances regarding transfers, mortgages, leases, licenses, agreements, and other conveyances in respect of property,

movable or immovable including Government securities belonging to the University or to be acquired for the purpose of the University; However, power laid down in 27, 28, 29, 30, 31 shall have to be exercise with prior permission of the Sponsoring Body.

- (31)** To admit students for the courses offered by the University in the manner prescribed by the Ordinances;
- (32)** To create academic, technical, administrative, ministerial and other posts prescribing qualifications by the Ordinances and to make appointments thereto;
- (33)** To regulate and enforce discipline among the students, employees of the University and to provide for such disciplinary measures as may be prescribed by the Regulations;
- (34)** To institute professorships, associate professorships, assistant professorships, readerships, lectureships, and any other teaching, academic or research posts and to prescribe by the Statutes, the qualifications for the persons to be appointed on such posts;
- (35)** To appoint qualified persons as professors, associate professors, assistant professors, readers, lecturers or as teachers and researchers or other officers of the University;
- (36)** To co-operate with other Universities, and acquire membership of bodies, authorities, or associations, which may have been formed for the advancement of learning, science or research, or for the dissemination of knowledge or for the physical and moral welfare of students, in such manner and for such purpose as the University may determine by Statutes;
 - (a)** To delegate all or any of its powers (except the power to make regulations) to any officer or authority of the University, and;
 - (b)** To do all such acts and things as the University may consider necessarily conducive or incidental to the attainment or enlargement of all or any of the objects of the University.
 - (c)** No person shall be excluded from any office of the University or from membership of any of its authorities or from admission to any degree, diploma or other academic distinction or course of study on the ground of sex, race, creed, class, caste, place of birth, religious belief or political or other opinion. **u/s 12(1) of the Act**
- (38)** It shall not be lawful for the University to impose on any person any test whatsoever relating to sex, race, creed, caste, class, place of **u/s 12(2) of the Act**

birth, religious belief or political or other opinion in order to entitle him/her to be admitted as a student or to hold any office or post in the University or to qualify for any degree, diploma or other academic distinction or to enjoy or exercise any privileges of the University or any benefaction thereof.

CHAPTER – 5
OFFICERS OF VANITA VISHRAM WOMEN’S UNIVERSITY

**u/s 13 of
the Act**

Statute 6

(1) The following shall be the Officers of the University, namely:

- (a)** The President
- (b)** The Provost
- (c)** The Registrar
- (d)** The Chief Finance and Accounts Officer

(2) Other Officers

**u/s 13 E of
the Act**

- (a)** Deans of Faculties
- (b)** The Controller of Examinations
- (c)** The Director of Research
- (d)** The Director of Extension
- (e)** The Director of Students’ Welfare
- (f)** The Director of Information and Communication and Technology
- (g)** The Director of Physical Education and Sports
- (h)** Such other officers as may be declared by the Governing Body shall be the Officers of the University

(3) Appointment, Powers and Functions of the President

**u/s 14
of the Act**

- (a)** The President shall be appointed by Vanita Vishram, Surat, the sponsoring body in consultation with the State Government.
- (b)** The President shall be the Head of the University.
- (c)** The President shall preside at the meetings of the Governing Body and at the convocation of the University for conferring degrees, diplomas or other academic distinctions and in his/her absence, by any other member of the Governing Body nominated by him/her.

(4) The President shall have the following powers:

- (a)** To call for any information or record;
- (b)** To appoint the Provost;
- (c)** In absence of the provost the president shall nominate one of the any dean of the university to carry out the duties of the provost. But the President shall initiate the appointment of Provost as early as possible.
- (d)** To remove the Provost in accordance with the provisions of sub-section (6) of section 15 Gujarat Private Universities Act 8 of 2009. The President may on representation made or otherwise and after making such inquiry as may be necessary and is of the opinion that the continuance of the Provost in office is not in the interest of the University, by an order in writing stating the reasons therein, direct the Provost to relinquish his/her office from the date specified in the order.
Provided that before taking an action under this sub-section, the Provost shall be given an opportunity of being heard.
- (e)** Such other powers as may be prescribed by the Statutes; and he/she is empowered to take the decisions from time to time in the interest of the University for the matters not included so far in the statutes;
- (f)** Every proposal for the conferment of an Honorary Degree as recommended by the Committee appointed for the purpose shall be subject to confirmation by the President.
- (g)** The President shall have the power to convene or cause to be convened meeting of Governing Body and any other authorities of the University, including emergent meeting as per the exigencies.
- (h)** The President may, defer any decision of any of the authorities of the University or of the Provost; he/she shall be empowered to take such other action as he may deem fit in the interest of the University.
- (i)** The President shall exercise and take decisions on all matters vested in Governing Body however he/she will report such action taken in the next Governing Body for confirmation.

Statute 7

Appointment, Procedure, Powers, Duties and Functions of the Provost

- (1) The Provost shall be appointed by the President of the Governing Body of the University. The Provost shall be a full-time salaried officer of the University and shall be appointed by the Governing Body out of the panel of three persons recommended by the Search Committee consisting of the following members, and shall, hold office for a term of three years:

u/s 15
of the Act

Composition of Search Committee

- (a) An eminent professional to be nominated by the Board of Management.
- (b) An eminent educationist to be nominated by the Board of Management.
- (c) One member of the Board of Management to be nominated by the President.
- (d) The meeting of the search committee will be conducted confidentially and it will be assisted by the Registrar of the University. However, the Registrar will not be entitled to sit or participate in the proceedings of the meeting of the search committee.

Provided that, after expiry of the term of three years, a person shall be eligible for reappointment for another term of three years: Provided further that a Provost shall continue to hold the office even after expiry of her/his term till the new Provost takes charge of the office, but in any case this period shall not exceed one year: Provided also that the President may appoint first Provost for a period of one year or until the regular Provost is appointed under this section whichever is earlier.

(2) Duties, Power and Functions of Provost

- (a) The Provost shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of University.

(b) Where in the opinion of the Provost, it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this statute, she/he may take such action as he/she deems necessary and shall at the earliest opportunity thereafter report her/his action to such officer or authority as would have in the ordinary course dealt with the matter.

Provided that if in the opinion of the Concerned officer or authority such action should not have been taken by the Provost then such case shall be referred to the President, whose decision thereon shall be final.

(c) Provided further that where any such action taken by the Provost affects any person in the Service of the University, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him/her, an appeal to the Board of Management and it may confirm or modify or reverse the action taken by the Provost.

(d) Where, in the opinion of the Provost decision of any authority of the University is not within the powers conferred by this Statutes or is likely to be prejudicial to the interest of the University, he/she shall request the concerned authority to revise his/her decision within fifteen days from the date of his/her decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the President and his/her decision thereon shall be final.

(e) The Provost shall have all the powers necessary for the proper maintenance of discipline in the University and he/she may delegate any such powers to such officer or officers as he/she may deem fit.

(f) With the approval of the President, the Provost shall make appointments of the Directors, Deans, Professors, Associate Professors, Assistant Professors, Librarian and other academic and administrative staff of the University, as may be necessary, on the recommendations of the selection committee constituted for the purpose by the President.

(g) The Provost shall act as a vital link with the approval authorities as

UGC, AICTE etc. or any other National and International agencies and other regulatory authorities of Universities, as the case may be.

- (h)** The Provost shall be responsible for the proper maintenance and discipline of the University and shall be accountable to the President and authorities of the University.
- (i)** The Provost shall exercise such other powers as may be specified in the subsequent Statutes and these powers shall be amend, alter, modify as and when required by the Governing Body.
- (j)** The President may, on representation made or otherwise and after making such inquiry as may be necessary and is of the opinion that the continuance of the Provost in office is not in the interest of the University, by an order in writing stating the reasons therein, direct the Provost to relinquish his/her office from the date specified in the order.

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

Statute 8

Appointment, Powers, Duties and Functions of the Registrar

**u/s 16
of the Act**

(1) Selection Committee

The Selection Committee for the post of the Registrar in the University shall consist of the following members:

- (a)** Chairperson of the sponsoring body
 - (b)** The Provost
 - (c)** Two members of the Board of Management nominated by the President
 - (d)** Three experts to be nominated by the Provost out of the panel of names approved by the Board of Management.
 - (e)** At least four members out of whom two subject experts shall constitute the quorum.
 - (f)** The Registrar shall be appointed by the Chairperson of the Sponsoring Body.
- (2)** The qualifications and experience for the purpose of selection of the Registrar shall be as laid down by the University Grants Commission and approved by the State Government.

- (3)** The Registrar shall work under the direction and control of the Provost and shall be accountable to the President/Provost and other authorities of the University.
- (4)** The Registrar shall formulate a time schedule for various administrative activities for the annual or semester format including receiving of applications for admissions to the University and to keep a permanent record of all the students enrolled and information connected therewith.
- (5)** All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (6)** The Registrar shall be the Member-Secretary of the Governing Body, the Board of Management and Academic Council but he/she shall not have a right to vote.
- (7)** The Registrar shall provide to the President copies of the agenda of meeting of the various authorities as soon as they are issued and the minutes of such meeting ordinarily within a month of the holding of the meeting.
- (8)** The Registrar shall be responsible for the general discipline of the officers of the University office and shall have disciplinary control over the employees in the administrative offices of the University.
- (9)** The Registrar organize Conference, Workshop, Symposium, training and orientation of non-teaching employee in the university and affiliated Schools/Institutes/Colleges/Centres.
- (10)** The Registrar shall place a report of development activities of the university before the Board of Management every six months;
- (11)** The Registrar shall prepare and update the Handbook of the Statutes, Ordinances and Regulations approved by the authorities, bodies or committees from time to time, and make them available to all the respective members of the authorities and officers of the University.
- (12)** The Registrar shall exercise such powers and perform such other duties as may be assigned to him/her by the President/Provost time to time and specified in the subsequent Statutes and these powers shall be amended, alter, modify as and when required by the Governing Body.
- (13)** The Registrar shall convene all the meeting of schools with approval of Provost. The advance notice for the same along with

the agenda also to be send to all members in advance.

Statute 9

Appointment, Powers, Duties and Functions of the Chief Finance & Accounts Officer

**u/s 17
of the Act**

- (1)** The appointment of the Chief Finance and Accounts Officer shall be made by the President.
- (2)** The Finance and Accounts Officer shall be appointed by the Governing Body. The Selection Committee will consist of
 - (a)** The President
 - (b)** The Provost
 - (c)** The Registrar
 - (d)** Two members from the governing body
 - (e)** Two expert members to be nominated out of them one by the chairperson and other by the Provost.
 - (f)** At least four members out of whom two subject experts shall constitute the quorum.
- (3)** The Chief Finance and Accounts Officer shall be a person who is a Chartered Accountant or a Cost Accountant, with professional experience of not less than five years.
- (4)** The Chief Finance and Accounts Officer shall be responsible for the preparation of Annual Budget and the Statement of Accounts which shall be deliberated upon by the Finance Committee.
- (5)** The Chief Finance and Accounts Officer shall be responsible to maintain and administer the account under various heads of payment like Endowment Fund, General Fund and Development Fund. The same will be presented before the appropriate bodies of the University for Approval.
- (6)** To prepare and issue agenda and maintain minutes of the meeting of the Finance Committee, and conduct the correspondence on behalf of the said committee. He/She shall act as the Member Secretary of the Finance Committee and with the right to vote and shall be responsible for maintaining the record of the minutes of the Finance Committee and other sub-committees of his/her department.
- (7)** To exercise such other financial powers as may be authorized by the competent authority subject to the exceptions, if any, subject to the

approval of the Governing Body.

Statute 10

The Deans of the Faculty of the University

Appointment, Powers, Duties and Functions of the Deans

- (1)** A Dean Shall be nominated by the Provost for each Faculty. He/She shall be a teacher of a concerned subject of that Faculty. The office of the dean is over in case of he/she ceases to be the teacher of the University.
- (2)** The Dean shall assist Provost in managing the academic activities of the respective Faculty and other activities as entrusted to him/her by the Provost.
- (3)** The Dean of a Faculty shall hold office for a term of not more than three years. However, the Provost shall have powers to extend or shorten the term of a Dean.
- (4)** The Dean shall be the principal executive authority of the faculty and shall exercise the following powers and perform following functions:
- (5)** The Dean shall be the chairperson of the faculty concerned and shall preside over the meetings of the faculty;
- (6)** The Dean may attend the meeting of any Board of Studies
- (7)** The Dean shall supervise and co-ordinate the work of the different Boards under the faculty;
- (8)** The Dean shall plan and organize Seminars, Refresher Courses, Faculty Development Programmes (FDP) and Workshops etc. pertaining to the subjects under the faculty;
- (9)** The Dean shall inspect and guide the concerned School/Institute/College/Centre of the Faculty.
- (10)** The Dean shall be responsible for the due observance of the statutes, the ordinances, and the regulations relating to the faculty;
- (11)** The Dean shall exercise such other powers and perform such other functions as may be prescribed by the relevant statutes.

Appointment, Powers, Duties and Functions of the Controller of Examinations

(1) Selection Committee

The Selection Committee for the post of Controller of Examinations in the University shall consist of the following members:

- (a)** Chairperson of the sponsoring body
 - (b)** The Provost
 - (c)** The President-Nominee
 - (d)** One member of Board of Management nominated by the President
 - (e)** Three experts to be nominated by the Provost out of the panel of names approved by the Board of Management.
 - (f)** The Registrar – Member Secretary
- (2)** At least four members out of whom two subject experts shall constitute the quorum.

(3) Duties and Functions

- (a)** Scheduling and Conduction of the University Examinations.
- (b)** Organize setting/moderation of papers.
- (c)** Rectification of Evaluation process in the Academic Council.
- (d)** Management and Evaluation of Answer sheets.
- (e)** Selection of Examiner as recommended by the Heads of the Schools/Institutes/Colleges/Centres and their ratification in the Academic Council.
- (f)** Declaration of the result.
- (g)** Review of Summary & Analysis of University Result in the Academic Council.
- (h)** Approval of Award of the Degree for passing out students in the Academic Council.

Other officers

The University may appoint such other officers as may be necessary for its functioning.

Appointment, Powers, Duties and Functions of the other officers

The manner of appointment of other officers of the University and their powers and functions shall be such as may be specified in the Statutes or decided by the President from time to time.

(1) Selection Committee

- (a)** Provost – Chairperson
- (b)** The President-Nominee
- (c)** An academician not below the rank of Professor to be nominated by the Governing Body.
- (d)** Four expert members nominated by the Provost out of the panel of names approved by the Board of Management.
- (e)** The Registrar – Member Secretary

Notwithstanding anything contained in the Act and Statutes and other rules made there under the President on the recommendation of the Provost may invite a person of High Academic Distinction and professional attainments to accept an assignment as an Officer on Special Duties on such terms and conditions as may be mutually agreed upon and offer him/her to join the university as such.

Statute 13**The Powers, Duties and Functions of the Director of Research**

The powers, duties and functions of the Director of Research shall be as under:

- (1)** To be responsible for the due observance of the Regulations.
- (2)** To be responsible for the conduct of Post Graduate teaching as well as research activities and preparing the academic postgraduate programmes as regard to the academic calendar, courses offered and curricula of the students as per the existing policies of the University and for that purpose shall pass such orders as may be

necessary in consultation with Deans of Faculties and concurrence of the Provost.

- (3)** To be responsible for initiation, organization, co-ordination and conduct of research programmes inclusive of post-graduate research in the University, in consultation with the Deans, other Officers of the University and the Heads of the Department concerned.
- (4)** To exercise broad administrative control over funds allotted for research, research staff and all properties, facilities, physical verification of properties and materials assigned by the University for the pursuit of research programmes.
- (5)** To prepare the budget estimates for all activities connected with research, research institutions, programmes, publications etc., in consultation with the Deans, Heads of Department and Research Scientists.
- (6)** To act as a liaison officer for research activities of the University under the guidance of the Provost for dealing with all aid-granting agencies, University Grants Commission and other Central and State Governments or private, national, international, autonomous institutions or trusts or Co-operative institutions and any other co-operating institutions and agencies.
- (7)** To formulate research policies and programmes of the University in consultation with the concerned Faculties, Academic Council and after obtaining the approval of the Provost, present the same to the Governing Body for its perusal.
- (8)** To ensure timely publication of research bulletins, circulars, articles in Scientific Journals and popular magazines, as well as to issue press releases summarizing practical research findings on important issues.
- (9)** To prepare the development plans of research of the University in consultation with the concerned officers of the University under the guidance of the Provost.
- (10)** To supervise and ensure efficient working of the Research Institutions of the University.
- (11)** To sign Memorandum of Understanding in connection with the Research Projects to be undertaken in the University as approved by the Governing Body.

- (12) To be responsible for annual physical verification of stocks and stores of Research Institutions / Schemes under his/her control.
- (14) To make arrangements with approval of the Provost for holding Conferences, Symposia, Seminars, workshops and such other meetings or lectures as may be deemed essential and / or desirable.
- (15) To prepare annual programmes of research and place such programmes before the Governing Body for its approval.
- (16) To exercise such other powers and perform such other duties as may be required in order to follow the objectives of the University or as per the directions of the State Government, as may be conferred or imposed on him/her by the Provost from time to time.

Statute 14

The Powers, Duties and functions of the Director of Extension

The powers, duties and functions of the Director of Extension shall be as under:

- (1) To be responsible for initiation, organization, coordination and conduct of extension programmes in consultation with Deans, other Directors and the Heads of the Department of concerned subject with concurrence of the Provost.
- (2) To exercise broad administrative control over extension staff, funds allotted for extension; all properties, facilities and materials assigned by the University for the pursuit of extension programmes.
- (3) To supervise and exercise control over the extension activities of all categories of academic staff members.
- (4) To be responsible for ensuring close co-operation and co-ordination of the extension activities of the University among its constituent Schools/Institutes/Colleges/Centres, on one hand and among the concerned Departments of the State Government and Institutions on the other hand.
- (5) To formulate budget estimates for extension programmes and activities for all the concerned departments of the University in consultation with the Deans and the Heads of Departments.
- (6) To guide and supervise the working of the Information and Publicity Section dealing with publicity, publications, audio-visual

aids, radio and electronic media etc., for the successful implementation of the extension programmes and other activities.

- (7) To organize extension units at each of the Schools/ Institutes/Colleges/Centres as well as University departments for undertaking and conducting extension programmes and shall supervise their working.
- (8) To initiate and organize, in consultation with concerned officers of the State Government, Director of Research, Deans and Heads of other institutions; seminars, training classes, camps etc., for benefits of the society.
- (9) To act as a liaising officer for extension activities of the University under the guidance of the provost for dealing with all aid-granting agencies, such as the University Grants Commission, Central and State Governments and autonomous institutions or trusts or Co-operative institutions and agencies.
- (10) To initiate, plan and organize extension training programmes for professional extension workers including those serving under the Schools/Institutes/Colleges/Centres, other recognized institutions, trusts or co-operative institutions and agencies.
- (11) To issue certificate under his/her signature of various extension training programmes conducted by the University.
- (12) To sign Memorandum of Understanding in connection with the Extension Projects to be undertaken in the University as approved by the Governing Body.
- (13) To be responsible for annual verification of stocks and stores of the schemes/centres under his/her control.
- (14) To exercise such other powers and perform such other duties as may be required in order to further the objectives of the University or as per the directions of the State Government, as may be conferred or imposed on him/her by the Statutes, Regulations or by the provost from time to time.

Statute 15

The Powers, Duties and Functions of the Director of Students' Welfare

The powers, duties and functions of the Director of Students' Welfare shall be as under; -

- (1)** To make arrangements and supervise of the housing and messing of students, in close coordination with the concerned Heads of the Units;
- (2)** To arrange programmes of students' counselling.
- (3)** To arrange for the placement and employment of students.
- (4)** To organize and maintain contact with the Alumni Association of the University.
- (5)** To establish liaison between students and teachers in consultation with Deans, Directors, Heads of Departments, etc.
- (6)** To ensure health and hygiene of the students and arrange medicinal and health services and other welfare activities of the University.
- (7)** To arrange for trainings to the students to improve their overall personality and communication skills for various competitive examinations.
- (8)** To maintain discipline, law and order of the students in the Schools/Institutes/Colleges/Centres through the respective Director/ Deans / Heads of Departments for the discharge of the duty.
- (9)** To make arrangements for award of Gold Medals and Prizes etc., to the students in consultation with the Registrar of the University at the time of convocation.
- (10)** To arrange educational tours and finalize the tour programmes of the students as per the existing policies of the University in consultation with the respective Deans/Principals/Heads of Departments.
- (11)** To organize co-operative consumers' societies, canteens and cooperative societies for the welfare of students and the University employees in consultation with concerned officers.
- (12)** To exercise such other powers and perform such other duties as may be required in order to further the objectives of the University or as per the directions of the State Government or UGC or as may be conferred by Regulations or by the Provost from time to time.

Statute 16

The Powers, Duties and Functions of Director of Information and Communication Technology

The powers, duties and functions of the Director of Information and Communication Technology shall be as under:

- (1) To create and coordinate activities related to Information Technology in all Schools/Institutes/Colleges/Centres of the University.
- (2) To plan and make arrangements for training for the University staff and students leading to Computer literacy/advance computer training.
- (3) To plan, arrange, install and maintain Internet and Network facilities.
- (4) To arrange for dissemination of various information useful to general public, on the web as per the terms and conditions laid down by the Governing Body and for this purpose.
- (5) To be responsible for regularly updating the University website
- (6) To act as a Liaison officer with UGC/Central Government / State Government for the activities related to Information Technology such as NAD, SWAYAM, MOOCs, etc.
- (7) To arrange for the online admission process and manage the web and mail server of the University.
- (8) To be responsible to manage the ERP system of the University through concerned office.
- (9) To be responsible to place the important events, circulars, news, speeches of dignitaries on the website of the University.
- (10) He/She shall exercise such other powers and perform such other duties as may be prescribed or required from time to time or which may be assigned to him by the Provost.

Statute 17

The Powers, Duties and Functions of the Director of Physical Education and Sports

The powers, duties and functions of the Director of Physical Education and Sports shall be as under:

- (1)** To initiate, plan and organize sports activities among the students.
- (2)** To maintain Play-grounds / Sports facilities of faculties/Schools through Physical Instructors in coordination with the Deans;
- (3)** To select the teams for sports activities to be organized at state, national and international level.
- (4)** To make necessary arrangement for celebration of national festivals.
- (5)** To exercise such other powers and perform such other duties as may be required in order to follow the objectives of the University or as may be conferred or imposed on him/her by the Regulations or by the Provost from time to time.

CHAPTER – 6
AUTHORITIES OF VANITA VISHRAM WOMEN’S UNIVERSITY

Statute 18

The following shall be the authorities of the University namely:

- (a)** The Governing Body
- (b)** The Board of Management
- (c)** The Academic Council
- (d)** The Faculties
- (e)** The Board of Studies
- (f)** The Finance Committee
- (g)** Internal Quality Assessment Cell
- (h)** Board of Planning and Development

**u/s 19
of the Act**

(1) The Governing Body

**u/s 20
of the Act**

The Governing Body shall be consisted of

- (a)** The President;
- (b)** The Provost;
- (c)** Four persons to be nominated by the Sponsoring Body, out of whom, two shall be eminent Educationists;
- (d)** Two Deans or Directors of the Constituent Schools or Faculties of the University, by rotation, to be nominated by the Provost;
- (e)** One expert of Management or Information Technology from outside the University to be nominated by the Governing Body;
- (f)** Three experts representing other disciplines such as Finance, Legal and Social Sector to be nominated by the Governing Body;
- (g)** One eminent Industrialist to be nominated by the Governing Body; and
- (h)** Secretary to the Government of Gujarat, Higher and Technical Education or his/her representative not below the rank of Deputy Secretary to Government or the Deputy Commissioner-ex-officio;
- (i)** From time to time the President may include invited members as deemed necessary.

(3) The terms of members of Governing Body

- (a)** The President shall be the Chairperson of the Governing Body.
- (b)** Save as otherwise provided in this section, the term of nominated members of Body shall be three years form the date of nomination
- (c)** An ex-officio member shall continue so long as he/she holds the office by virtue of which he/she is such a member.
- (d)** As nearly as one-third of the nominated members, except the ex-officio member, shall retire by rotation each year. In the first two instances, the Chairperson may decide the procedure to identify the members who will retire.
- (e)** A member may be re-nominated for the next term.
- (f)** A nominated member may be replaced by the nominating body/authority or officer in consultation with Sponsoring Body at any time.
- (g)** A member may resign his/her office by writing under this hand, addressed to the Chairperson, but he/she shall continue in office until his/her resignation has been accepted by the Chairperson.
- (h)** 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.

(4) Powers of the Governing Body

- (a)** to provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by this Act or the Statutes, Ordinances, Regulations or Rules made there under.
- (b)** to review the decisions of other authorities of the University in case they are not in conformity with the provisions of Act or the Statutes, Ordinances, Regulations or Rules made there under.
- (c)** The Governing Body shall take all such measures and to do all such acts, as may be necessary or desirable to achieve the objects of the University.
- (d)** to approve the budget and annual report of the University.
- (e)** to lay down the extensive policies to be followed by the University.

- (f) to recommend to the sponsoring body about the voluntary liquidation of the University and
- (g) such other powers as may be prescribed in the subsequent Statutes.

(5) Meeting of the Governing Body

- (a) The Governing Body shall meet at least three times in a calendar year.
- (b) Minimum four members shall form a quorum for a meeting of the Governing Body.
- (c) All decisions at the meeting shall be taken by a majority vote of the members present. The chairperson at the meeting shall have a second or casting vote in the case of a tie.
- (d) The registrar shall convene the meeting of the Governing Body under direction of the Chairperson of the Governing Body with agenda of work to be carried out in the meeting, at least 14 days prior to the date of the meeting. However, an emergency meeting may be convened with minimum 48 hours' notice.
- (e) If the meeting is adjourned for want of quorum the same shall be convened on the date fixed by the chairperson to execute the same work as laid down in the agenda. This adjourned meeting need not require any quorum but no additional work can be taken up in this meeting.

Statute 19

**u/s 21
of the Act**

(1) The Board of Management

The Board of Management shall be consisted of

- (a) The President;
- (b) The Provost;
- (c) Two members of Governing Body to be nominated by the sponsoring body;
- (d) Two persons, who are not the members of the Governing Body, to be nominated by the Sponsoring Body, from amongst the members of Academic Council;
- (e) Three persons from amongst the members of the different Faculties of the University to be nominated by the Sponsoring

Body; and

- (f) One member of a Faculty of the University other than the three Faculties, from which Sponsoring Body made the nominations, to be nominated by the President.

(2) The terms of members of Board of Management

- (a) The President shall be the Chairperson of the Board of Management;
- (b) Provided that President may at his/her discretion nominate any other member of the Governing Body to be the Chairperson of the Board of Management;
- (c) A nominated member may be replaced by the nominating body/authority or officer in consultation with Sponsoring Body at any time.
- (d) The registrar shall convene the meeting of the Board of Management under direction of the Chairperson of the Board of Management the with agenda of work to be carried out in the meeting, at least 14 days prior to the date of the meeting. However, an emergency meeting may be convened with minimum 24 hour's notice.
- (e) The Board of Management shall meet once every two months;
- (f) Minimum four members shall form a quorum for a meeting of the Board of Management;
- (g) To exercise such other powers and perform such other functions as may be conferred by the Governing Body.
- (h) From time to time the President may include invited members as deemed necessary.

Statute 20

**u/s 22
of the Act**

Academic Council:

The Academic Council shall be the Principal Academic Body of the University

- (1) The Academic Council shall be consisted of
 - (a) The Provost – Chairperson of the Academic Council
 - (b) The Deans of the Faculties of University;
 - (c) Four members of different Faculties, who are not Deans, to be

nominated in rotation by the Provost;

- (d)** Registrar, Secretary of the Academic Council
- (e)** Two Persons of academic eminence nominated by the Governing Body;
- (f)** The Controller of Examinations, Finance Officer and other officer or any External Dignitary may be invited to a meeting of the Academic Council as and when considered necessary.

(2) Powers, Duties and Functions of the Academic Council

- (a)** To exercise general provisions or the academic policies of the University, and to give directions regarding methods of instruction, co-operative teaching among academic units, evaluation of research or improvements in academics standards.
- (b)** To bring about interdisciplinary, interfaculty co-ordination to establish or appoint committees for taking up projects.
- (c)** To consider methods of general academic interests either on its own initiative or on a reference by the President, the Provost or Board of Management and to take appropriate action thereon.
- (d)** To frame regulations in consonance with the Act, Statutes and Ordinances regarding the academic functioning of the University, discipline, residence, admissions award of fellowships and studentships, fee concessions, attendance, internal assessment, award and distinctions etc.
- (e)** To provide scheme of examinations, syllabi and courses of study for various examinations and approve names of Examiners/ Paper-setters on the recommendations of the respective Schools.
- (f)** To exercise such powers and performs and performs such other duties as may be conferred or imposed on the Academic Council by the Act, Statues or the Ordinances.
- (g)** To advise the Governing Body on all academic matters including matters relating to examination conducted by the University.
- (h)** To advise the Governing Body in regard to the qualifications required to be possessed by persons imparting instructions in particular subjects for various degrees and diplomas of the University.
- (i)** To perform all such duties in relation to academic matters and to

do all such acts as may be necessary for carrying out the provisions of Act, the Statutes and the Ordinances properly.

- (j)** The meeting of the Academic Council shall be called by the Registrar under the directions of the Provost.
- (k)** The Council shall have at least one meeting in each term i.e., two meetings in an Academic year.
- (l)** The minutes of the meeting shall be reported to the Chairperson Governing Body within five working days of the meeting, after these are approved by the Provost and
- (m)** The quorum of the meetings of the Academic Council shall be one third of its total members. All decisions at the meeting shall be taken by majority vote of the members present. The Chairperson at the meeting shall have a second or a casting vote in the case of a tie.
- (n)** All the decisions of the Academic Council as regards conduction of examinations, design of courses of studies and syllabi insofar as they are not provided by the Statutes and the Ordinances shall be final.
- (o)** The registrar shall convene the meeting of the Academic Council under direction of the Chairperson of the Academic Council with agenda of work to be carried out in the meeting, at least 7 days prior to the date of the meeting. However, an emergency meeting may be convened with minimum 24 hours' notice.
- (p)** If the meeting is adjourned for want of quorum the same shall be convened on the date fixed by the chairperson to execute the same work as laid down in the agenda. This adjourned meeting need not require any quorum but not additional work can be taken up in this meeting.
- (q)** The Provost shall fix the quorum for the meeting. If it is adjourned for want of quorum, the same shall be called again to provost consequent functions and same agenda.
- (r)** Rules of quorum would not apply if urgent meeting is called.

(1) Members of the Finance Committee

- (a)** The Provost (Chairperson)
- (b)** One member to be nominated by the President from amongst the Members of the Governing Body;
- (c)** One member to be nominated by the President from amongst the Members of the Board of Management;
- (d)** One External expert in the field of Finance (preferably a CA) to be nominated by the Governing Body;
- (e)** One Internal expert in the field of Finance (preferably a CA) to be nominated by the Governing Body;
- (f)** The Chief Finance and Accounts Officer shall be the Member Secretary of the Finance Committee;
- (g)** Provost may co-opt, if considered necessary, any other person as a member in the Committee;
- (h)** Every member of the committee shall be for a term of three years from the date on which he/she becomes a member of the committee.
- (i)** One third members of the finance committee shall form the quorum for the meeting.
- (j)** All decision at the meeting shall be taken by a majority vote of the members present. The Chairperson shall have casting vote in case of tie.

(2) Duties, Powers and Functions

- (a)** The finance committee shall ordinarily meet twice in a year.
- (b)** The finance committee shall guide the finance officer on matters relating to the administration of property and funds of the University.
- (c)** The finance committee shall guide to fix the limits for the total recurring and non- recurring expenditure for the year, based on income and resources for the University, and no expenditure shall be incurred by the University in excess of the limits so fixed.
- (d)** The annual accounts and the financial estimates of the University prepared by the chief finance and accounts officer

shall be laid before the finance committee for consideration and comments and thereafter submitted, with or without amendments to the Government Body within the overall ceiling fixed by the committee.

- (e)** The committee shall scrutinize all financial proposal forwarded by the various Authorities and recommend to the Board of Management for approval.
- (f)** The committee shall scrutinize the annual accounts and balance sheet and shall forward to the Governing Body with its recommendations.
- (g)** The committee shall get the accounts audited by an experienced and qualified firm of Chartered Accountant of repute individual at least once in a year but the interval of audit should not exceed more than fifteen months.

Statute 22

The Internal Quality Assurance Cell

(1) Constitution of the Internal Quality Assurance Cell

The Internal Quality Assurance Cell shall include:

- (a)** The Provost – Chairperson
 - (b)** Three to eight Faculties to be nominated by the Provost
 - (c)** One Senior administrative officer nominated by the Provost
 - (d)** One member each from local society, Students and Alumnus nominated by the Provost
 - (e)** One member each from Employers/Industrialists/Stakeholders nominated by the Provost
 - (f)** One of the senior teachers as the coordinator of the IQAC nominated by the Provost
 - (g)** The Director of IQAC- Member Secretary
- (i)** The term of office of the members of the Internal Quality Assurance Cell other than the ex-officio members shall be two years.
 - (ii)** Provided that the member, shall cease to hold his/her office as such member if he/she ceases to hold the office by virtue of which he was nominated.
 - (iii)** A nominated member may resign from his/her office in writing

addressed to the Provost and the resignation shall take effect from the date it is accepted by the Provost.

- (iv)** The Director/Coordinator shall be senior faculty member to be nominated by the Provost.
- (v)** The Director/Coordinator shall be senior faculty member and this position may be held as an additional charge.

(2) Duties & Functions of the Internal Quality Assurance Cell

The Internal Quality Assurance Cell shall perform the following duties and functions: -

- (a)** Development and application of quality benchmarks /parameters for the various academic and administrative activities of the University;
- (b)** Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- (c)** Arrangement for feedback from students, parents and other stakeholders on quality related institutional processes;
- (d)** Dissemination of information on the various quality parameters of higher education;
- (e)** Organization of inter and intra University workshops, seminars on quality related themes and promotion of quality circles;
- (f)** Documentation of the various programmes/activities of the University, leading to quality improvement;
- (g)** Acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices;
- (h)** Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- (i)** Development of Quality Culture in University;
- (j)** Preparation of the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, NIRF, GSIRF) in prescribed format;
- (k)** Follow up action for necessary quality enhancement measures.

- (l) Submissions of AQAR follow up reports and other related documents to NAAC/ UGC/ KCG/ State Government;
- (m) Creation of exclusive window on University website;
- (n) Maintaining the agenda, minutes and Action Taken Reports with official signatures electronically in a retrievable format.

(3) Meetings of the Internal Quality Assurance Cell

- (a) The meetings of the Internal Quality Assurance Cell shall be arranged through the Director. The date and place shall be decided by the Provost.
- (b) The meeting of the Internal Quality Assurance Cell shall be held at least once in every semester.
- (c) The Provost may convene a special meeting of the Internal Quality Assurance Cell at short notice to consider issues of special importance or urgency.

Notice:

A written notice calling the meeting of the Internal Quality Assurance Cell shall be of not less than ten days invariably before the date of the meeting. However, an urgent meeting may be called if and when necessary, by the approval of the Provost by giving a notice of 24 hours.

Agenda:

- (i) The Director shall frame the agenda of a meeting of the Internal Quality Assurance Cell with the prior approval of the Provost.
- (ii) The agenda of the meeting other than special meeting shall be sent to all members of the Internal Quality Assurance Cell along with the copies of the relevant papers wherever necessary at least five days before the date of such meeting.
- (iii) The Chairperson of the Internal Quality Assurance Cell shall be competent to decide the order in which the item on the agenda may be taken up and his/her decision in this regard shall be final.

Statute 23

Disqualifications – A person shall be disqualified for being a member of any of the authorities or bodies of the University, if:

- (1) He/She is of unsound mind and stands so declared by a competent court;
- (2) He/She is an undercharged insolvent;

- (3) He/She has been convicted of any offence involving moral turpitude;
- (4) He/She is conducting or engaging himself/herself in private coaching with or without pecuniary gain; or
- (5) He/She has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere.
- (6) The President can remove any nominated member by him/her in any authorities if he/she is doing any act detrimental to object/interest of the university but before taking any action he shall have to consult the Chairperson of Sponsoring Body.
- (7) Provided that before taking an action under the sub-section he/she given opportunity being heard.

Statute 24

Committees

- (1) The authorities of the University may constitute such committees with such terms of reference as may be necessary for specific tasks to be performed by such committees. The constitution of such committees, powers to be exercised and duties to be performed shall be such as may be prescribed by the Statutes or decided by the Governing Body in the interest of the University from time to time.

CHAPTER – 7

FACULTIES AND SCHOOLS OF VANITA VISHRAM WOMEN'S UNIVERSITY

Statute 25

Faculties of the University

u/s 11, 19 &
30
of the Act

(1) The University shall Include the following Faculties and such other Faculties. These Faculties may be amalgamated, re-structured or abolished as per the requirement and may also establish new Faculties with the recommendation of Academic Council and duly approved by the Board of Management and the Governing Body.

(2) Each Faculty shall consist of:

- (a) The Dean of the Faculty
- (b) The Directors of Schools in which the programmes of that Faculty are being offered.
- (c) The Heads of Departments in which programmes of that Faculty are being offered.
- (d) Chairperson of each of the Board of Studies for the subjects with which the faculty is concerned.
- (e) One member each, other than the Chairperson, to be nominated by the Provost from each of such Board of Studies with which the faculty is concerned.

Note: A Head of School/Institute/College/Centre, whose subject is included in more than one Faculties and is eligible for the assignment of a Faculty from more than one Faculties, the Provost shall assign him/her, one of such Faculties after considering his/ her order of preference for the assignment of a Faculty.

Sr. No.	Name of the Faculty
1	Faculty of Humanities and Social Sciences
2	Faculty of Commerce and Management Studies
3	Faculty of Science
4	Faculty of Vocational Studies
5	Faculty of Rural Studies

6	Faculty of Law
7	Faculty of Education
8	Faculty of Health Services
9	Faculty of Homeopathy
10	Faculty of Medicine
11	Faculty of Technology and Engineering
12	Faculty of Computer Science and Information Technology

(3) Powers, Duties and Functions of the Faculties:

- (a)** The faculty shall have the general control and power of regulation of, and be responsible for, the maintenance of standards of teaching and examinations of the University for the subjects assigned to the faculty.
- (b)** Without prejudice to the generality of the foregoing provision and subject to such conditions as may be prescribed by or under the provisions of this Act, the Faculty shall exercise the following powers and perform the following duties, namely:
- (c)** To make Regulations in consultation with the Boards of Studies concerned laying down courses of study;
- (d)** To make Regulations regarding the programmes, courses of study in the programmes, number of seats in the programmes;
- (e)** To make Regulations for the standards of passing the relevant examinations in the faculty and for awarding classes at the examinations;
- (f)** To make proposals for promoting research within the University;
- (g)** To make proposals for allocating subjects to the faculty;
- (h)** To make proposals for the establishment of departments, institutes of research and specialized studies, libraries, laboratories and museums;
- (i)** To make proposals for the institution of professorships, readerships, lectureships and any other posts of teachers required by the University and for prescribing the duties and fixing the emoluments of such posts;
- (j)** To make proposals for the institution of fellowships, travelling fellowships, scholarships, exhibitions, medals and prizes and to make Regulations for their award;

- (k) To make Regulations for the maximum work-load of teachers, the minimum teaching and laboratory work for every subject and any other prescribed work to be done by students for any subject;
 - (l) To make Regulations prescribing equivalence of examinations;
 - (m) To make Regulations prescribing the manner for granting exemption from approved courses of studies in the University for qualifying for degrees, diplomas and other distinctions;
 - (n) To exercise such other powers and perform, such other duties as may be conferred or imposed on it by this Act, Statutes, Ordinances and Regulations; and
 - (o) Generally, to advise the University on all academic matters pertaining to the concerned courses of studies.
- (4) The subjects comprised in each of the faculties shall be as follows:

1. Faculty of Humanities and Social Sciences

- a. Gujarati
- b. Hindi
- c. English
- d. Sanskrit
- e. History
- f. Archaeology
- g. Philosophy
- h. Political Science
- i. Economics
- j. Sociology
- k. Psychology
- l. Indian Culture-Ancient, Medieval and Modern
- m. Home Science
- n. Food and Nutrition
- o. Dietetics
- p. Geography and Regional Development
- q. Library and Information Science
- r. Fine Arts
- s. Anthropology
- t. Journalism & Mass Communication
- u. Rural Studies
- v. Social Work
- w. Performing Arts

- x. Gandhian Studies
- y. English Language Teaching (ELT)
- z. Comparative Literature & Foreign Languages
- aa. Mass Communication and Journalism

2. Faculty of Commerce and Management Studies

- a. Economics
- b. English
- c. Business Administration
- d. Statistics
- e. Commerce
- f. Mercantile Law/Business Law
- g. Accountancy
- h. Banking
- i. Transport
- j. Mathematics
- k. Co-operation
- l. Labour Welfare
- m. Business Management
- n. Computer Science Application
- o. Insurance
- p. Investment
- q. Security Analysis & Portfolio Management
- r. International Management
- s. Marketing Management
- t. Financial Management
- u. Production Management
- v. Secretarial Practice
- w. Entrepreneurship
- x. Diploma in Banking
- y. Diploma in Cooperative management
- z. Diploma in Tax Management
- aa. Tourism, Hospitality and Hotel Management
- bb. Indigenous Management
- cc. Forest Management
- dd. Disaster Management
- ee. Digital Marketing
- ff. Human Resource Management

- gg.** Auditing
- hh.** Environmental Studies
- ii.** Taxation and Law of taxation
- jj.** Strategic Management
- kk.** Business & Corporate Laws

3. Faculty of Science

- a.** Physics
- b.** Electronics
- c.** Fire Safety
- d.** Chemistry
- e.** Botany
- f.** Zoology
- g.** Microbiology
- h.** Biochemistry
- i.** Biotechnology
- j.** Bioinformatics
- k.** Industrial Chemistry
- l.** Forensic Science
- m.** Geology and Mining
- n.** Mathematics
- o.** Statistics
- p.** Computer Science
- q.** Wildlife Sciences
- r.** Earth Science
- s.** Space Science
- t.** Nano Technology
- u.** Environmental Science
- v.** Home Science
- w.** Fire Technology
- x.** Pharmacy

4. Faculty of Vocational Studies

- a.** Fashion Designing
- b.** Fashion Technology
- c.** Textiles
- d.** Tourism, Hospitality and Hotel Management
- e.** Early Childhood Care and Education

5. Faculty of Rural Studies

- a. Agriculture and Rural Economy
- b. Rural Social Structure
- c. Issues of Rural India
- d. Principles of Cooperation
- e. Rural Economy

6. Faculty of Law

- a. Jurisprudence
- b. International Law (Private & Public)
- c. Constitutional Law
- d. Law of Crimes
- e. Law of Obligations
- f. Procedural Laws- CP Code- CRPC- Law of evidence
Drafting and pleading
- g. Law of Property and Personal Laws
- h. Taxation Laws
- i. Legal English
- j. Human Rights Laws
- k. Company Law
- l. Environmental Law
- m. Labour Welfare Law
- n. Personal Law
- o. Intellectual Property Right

7. Faculty of Education

- a. Education
- b. Physical Education and Yoga
- c. Special Education
- d. Integrated Education
- e. Guidance and Counselling

8. Faculty of Health Sciences

- a. Nursing
- b. Optometry
- c. Anesthesia Technician
- d. Dental Assistant
- e. Medical Laboratory Technician
- f. Ayurveda Panchkarma

9. Faculty of Homeopathy

- a. Organon of Medicine
- b. Materia Medica
- c. Repertory
- d. Obs and Gynae
- e. Physiology and Anatomy
- f. Pharmacy

10. Faculty of Medicine

- a. Anatomy
- b. Physiology
- c. Bio-Chemistry
- d. Pathology
- e. Microbiology & Immunology
- f. Pharmacology & Pharmacotherapeutics
- g. Community Medicine
- h. Forensic Medicine
- i. Medicine
- j. Surgery
- k. Obstetrics and Gynecology
- l. Anesthesiology
- m. Ophthalmology
- n. Pediatrics
- o. Radiology
- p. Orthopedics
- q. Otorhinolaryngology
- r. Dermatology & Venereology
- s. Dentistry
- t. Tuberculosis & Chest Diseases
- u. Psychiatry
- v. Cardiology
- w. Cardiothoracic Surgery
- x. Genito-Urinary Surgery
- y. Infectious Diseases
- z. Neurology
- aa. Neuro-Surgery
- bb. Pediatric Surgery
- cc. E.N.T.

- dd. Dental Material Science
- ee. Skin Venereology Dermatology
- ff. Radio-therapy
- gg. Plastic Surgery
- hh. Physiotherapy
- ii. Nursing

10. Faculty of Engineering and Technology

- a. Civil Engineering
- b. Mechanical Engineering
- c. Electrical Engineering
- d. Applied Mechanics
- e. Telecommunication Engineering
- f. Rural Technology
- g. Dairy Technology

11. Faculty of Computer Science and Information Technology

- a. Computer Science
- b. Computer Application
- c. Information Technology
- d. Information & Communication Technology
- e. Bio-Informatics

Statute-26

Schools of the University

For the administrative convenience, the Board of management of the university may form, from time to time, various Schools of University by including the constituent departments/centers in such Schools. The Board of Management may also appoint Director of such Schools.

CHAPTER – 8
THE BOARD OF STUDIES

Statute 27

- (1)** There shall be a Board of Studies for every Subject or group of subjects as may be prescribed by the Statutes or Ordinances.
- (2)** The Chairperson and members of the Board of Studies shall be nominated by the Provost.
- (3)** Subject to the provisions of sub-section each Board of Studies shall consist of
 - (a)** Dean of Faculty concerned (Chairperson)
 - (b)** One Head of the Department of concerned subject/subjects being taught in the concerned constituent Schools/Institutes/Colleges/Centres of the University.
 - (c)** Not more than the two teachers of the concerned Department/Departments in which the concerned Subject/subjects is /are being taught as the special subject/subjects at degree level.
 - (d)** Not more than three experts in the concerned subject/subjects nominated by the provost from the list of names recommended by the Board of studies.
 - (e)** Not more than two industrial experts in the concerned subject/subjects nominated by the provost from the list of names recommended by the Board of studies.
 - (f)** Each Board of Studies shall not consist more than nine members. Where the number of members is less than seven, the Provost shall nominate such number of members as may be necessary to make up the deficiency.
- (4)** The membership to the Board of Studies shall be assigned by seniority in the subject/subjects by rotation, for a term of three years. However, such membership may be extended or shortened by the Provost.
- (5)** The power and duties of the Board of Studies shall be as follows, namely:
 - (a)** To recommend courses of studies in the concerned subject/subjects;

- (b) To recommend and prescribed, where necessary, books for study in the concerned subject/subjects;
- (c) To recommend programmes for extension services and research in the concerned subject/subjects;
- (d) To recommend organization of Seminars, Conferences, Refresher Courses, Faculty Development Programmes (FDPs) and Workshops, etc., to the Dean of the Faculty concerned;
- (e) To recommend programmes for experiments and research in the courses of studies prescribed in the subject including skill-based education with Choice Based Credit system:
- (f) To recommend schemes for preparation and translation of books in the subject/subjects and suggest bibliography of books for study;
- (g) To frame and propose regulation pertaining to the courses of studies and examination in the subject/subjects;
- (h) To review periodically the current terminology in the subject/subjects;
- (i) To exercise such other powers and perform such other duties as may be prescribed by the statutes.
- (j) The quorum for the meetings shall be at least four members. If any meeting is adjourned for want of quorum, the same shall be convened again by Registrar to take decision on the same item on agenda.

Statute 28

The following Board of Studies may be constituted under the Provision of Statute 27

- (1) Gujarati
- (2) Hindi
- (3) English
- (4) History
- (5) Psychology
- (6) Mass Communication and Journalism
- (7) Economics
- (8) Business Administration
- (9) Commerce including Banking
- (10) Accountancy including Costing and Taxation

- (11)** Secretarial Practice
- (12)** Physics
- (13)** Chemistry
- (14)** Biology
- (15)** Microbiology
- (16)** Biochemistry
- (17)** Biotechnology
- (18)** Bioinformatics
- (19)** Industrial Chemistry
- (20)** Forensic Science
- (21)** Mathematics
- (22)** Statistics
- (23)** Earth Science
- (24)** Space Science
- (25)** Nano Technology
- (26)** Environmental Science
- (27)** Home Science
- (28)** Fashion Designing
- (29)** Fashion Technology
- (30)** Textiles
- (31)** Tourism, Hospitality and Hotel Management
- (32)** Childhood Care
- (33)** Agriculture and Rural Economy
- (34)** Rural Social Structure
- (35)** Issues of Rural India
- (36)** Principles of Cooperation
- (37)** Rural Economy
- (38)** Jurisprudence
- (39)** International Law (Private & Public)
- (40)** Constitutional Law
- (41)** Law of Crimes
- (42)** Law of Obligations
- (43)** Procedural Laws- CP Code- CRPC- Law of evidence Drafting and pleading
- (44)** Law of Property and Personal Laws
- (45)** Taxation Laws
- (46)** Legal English

- (47)** Human Rights Laws
- (48)** Company Law
- (49)** Environmental Law
- (50)** Labour Welfare Law
- (51)** Personal Law
- (52)** Education
- (53)** Physical Education and Yoga
- (54)** Special Education
- (55)** Integrated Education
- (56)** Guidance and Counselling
- (57)** Optometry
- (58)** Anaesthesia Technician
- (59)** Dental Assistant
- (60)** Medical Laboratory Technician
- (61)** Ayurveda Panchkarma
- (62)** Organon of Medicine
- (63)** Materia Medica
- (64)** Repertory
- (65)** Obs and Gynae
- (66)** Physiology and Anatomy
- (67)** Pharmacy
- (68)** Anatomy
- (69)** Physiology
- (70)** Bio-Chemistry
- (71)** Pathology
- (72)** Microbiology & Immunology
- (73)** Pharmacology & Pharmaco Therapeutics
- (74)** Community Medicine
- (75)** Forensic Medicine
- (76)** Medicine
- (77)** Surgery
- (78)** Obstetrics and Gynecology
- (79)** Anesthesiology
- (80)** Ophthalmology
- (81)** Paediatrics
- (82)** Radiology
- (83)** Orthopaedics

- (84) Otorino Laryngology
- (85) Dermatology & Venereology
- (86) Dentistry
- (87) Tuberculosis & Chest Diseases
- (88) Psychiatry
- (89) Cardiology
- (90) Cardiothoracic Surgery
- (91) Genito-Urinary Surgery
- (92) Infectious Diseases
- (93) Neurology
- (94) Neuro-Surgery
- (95) Paediatric Surgery
- (96) E.N.T.
- (97) Dental Material Science
- (98) Skin Venereology Dermatology
- (99) Radio-therapy
- (100) Plastic Surgery
- (101) Physiotherapy
- (102) Nursing
- (103) Civil Engineering
- (104) Mechanical Engineering
- (105) Electrical Engineering
- (106) Applied Mechanics
- (107) Telecommunication Engineering
- (108) Rural Technology
- (109) Dairy Technology
- (110) Computer Science
- (111) Information Technology
- (112) Information & Communication Technology
- (113) Bio-Informatics

NOTE:

When a Board of Studies is not existing or is not constituted, as and when required the Provost may appoint an Ad-hoc Board of Studies for such a subject or group of subjects.

CHAPTER – 9
ADMISSION POLICY

Statute 29

**u/s 32 of the
Act**

(1) Eligibility for admission to the University

- (a) A candidate who has passed the Higher Secondary Examination conducted by the Gujarat Secondary & Higher Secondary Education Board, Gandhinagar, or an examination recognized as equivalent thereto shall be considered eligible for admission to the First Year of the Degree Programmes under the various faculties. However, the concerned Faculty may put appropriate restrictions by raising this minimum eligibility criterion for the programme/programmes being offered in that faculty.
- (b) The concerned Faculty shall make regulations for the admission policy for the programmes being offered by the Faculty.

(2) Provisional admission to the examination

A student who fails to produce the Certificate of having passed the relevant examination, before the end of the respective academic year of her admission, she may be provisionally admitted to the examination at her own risk with a clear understanding that her result of the respective examination shall be withheld till she produces the required Passing Certificate.

(3) Admission of students from other Universities

- (a) A student migrating from the jurisdiction of another University or a Statutory Examining Body and seeking admission to this University shall apply to the Registrar of this University for a Certificate of Eligibility and shall, at the same time pay fee as laid down for the same from time to time. Such fee shall not be refunded after an Eligibility Certificate is Issued to the applicant. However, a student to whom an Eligibility Certificate is already issued will not be required to pay a fresh fee if she desires a change over from one programme to another for admission to which she is otherwise eligible.
- (b) No student from the jurisdiction of another University or a Statutory Examining Body shall be admitted to any School/Institute/College/Centre of the University, except on

production of a Certificate of Eligibility in the prescribed form signed by the Registrar or an Officer of this University authorized by him/her.

(4) FORM OF CERTIFICATE OF ELIGIBILITY

Admission to the constituent faculties/schools is under the control of the registrar and granting of an Eligibility Certificate by the University does not necessarily confer any right on the candidates for admission to a particular School/Institute/College/Centre. The certificate fee will not be refunded in the event of the student failing to obtain admission to a School/Institute/College/Centre maintain in constituent to this University.

This _____ is _____ to _____ certify _____ that Miss/Mrs. _____ has passed the _____ Examination from the _____ University/Board in the year _____ 20__ She is eligible for admission to _____ Class in _____ School/Institute/College/Centre (constituent of this University).

Date - - 20__

For Registrar

A candidate applying for Eligibility Certificate shall be required to submit along with the application in the prescribed form, and original certificates with self-attested copies of the same.

(5) Migration Certificate:

Certificate from the Registrar of the University or the Secretary from of the Public Body from which the applicant has passed the Examination which she is studying in the constituent School/Institute/College/Centre permitting her to pursue her studies in the Vanita Vishram Women's University, (Original Certificate shall not be returned)

N.B.:

(1) Students passing the S.S.C./ H.S.C. Examinations from the Gujarat Secondary Education Board / Gujarat Secondary and Higher Secondary Education Board are not required to produce Migration Certificate.

(2) Original Certificate shall not be returned to the student.

(6) Certificate of Marks:

In each subject at the H. S. C Examination passed by the applicant (to be submitted by such applicants only as are seeking admission to this University just after passing a High School or School leaving or Higher Secondary Education Examination conducted by a Body other than a university)

(7) Provisional Eligibility Certificate

The Registrar may issue a provisional Eligibility Certificate if he/she is satisfied that the applicant is prima facie eligible for admission to this University, at the applicant's own risk and solely on the condition that the applicant shall obtain the Final Eligibility Certificate before the close of the Academic term in which she is admitted provisionally or before the time limit extended, if any.

Provided that if the student fails to obtain the Final Eligibility Certificate before the commencement of the Examination, she may be admitted to the examination with a clear understanding that her result of the respective University examination shall be withheld till she obtains the Final Eligibility Certificate.

(a) Notwithstanding anything contained in above, the term or terms if any, kept by the student and her result of the Examination will be treated as cancelled, if she fails to obtain the Final Eligibility Certificate within three months or as decided by the Governing Body after the date of the declaration of the result.

(b) If the University is satisfied that the delay on the part of the student in applying for the Eligibility Certificate was not due to any fault of her by own, it may while granting the Eligibility Certificate direct that it shall have retrospective effect from this date on which she applied for admission, so that the days on which she has registered her attendance before the issue of the Certificate can be taken into account for the purpose of ordinance.

Statute 30

(1) Granting of Terms

(a) Terms can be granted only to the duly admitted students who shall attend for a prescribed number of days or periods at one or more of the faculties/schools recognized by the University.

- (b) The minimum attendance required for granting a term or a semester of a student shall be 75% of the total number of days or which classes have run in a given term/ semester in all the faculties/schools.
- (c) However, in case if late admission either on account or revision of examination results or being on the waiting list of admission, the attendance for the First Term shall be counted from the date on which the late admission is given.
- (d) A student whose attendance is falling short by 50% of minimum required attendance in the semester of the academic year. The Provost may consider the same upon submitting genuine reasons for shortfall in her attendance.

Statute 31

(1) Term or Terms kept by migrating students

The term or terms kept by any student migrating from any statutory Universities shall be recognized permanently for the purposes of keeping terms for appearing at any examination of this University provided that she keeps at least one term immediately preceding the examination in this University.

Statute 32

Admission in more than one course simultaneously

- (1) Students shall allow to pursue more than one Degree/Diploma/certificate courses as per the rules framed by Academic Council. But it should be subjected to the policy framed by State Government/Regulatory body concern.
- (2) The rules relating to the admission in more than one Degree/Diploma/certificate courses shall have to be framed by Academic Council.

Statute 33

Fee Structure

- (1) The fees, including examination fees and other fees for the various programmes running by the university shall be fixed by the Fees Regulatory Committee (FRC) approved by Board of

**u/s 32 of the
Act**

Management from time to time.

- (2)** The Provost in consultation with Board of Management may fix other fees, laid down by FRC.
- (3)** The Faculties shall make regulations for exemption from the payment of tuition fees and awarding scholarships and fellowships to the students of the respective Faculties.

Statute 34

Conferment of Certificates, Diplomas, Degrees, Honorary Degrees and Academic Distinctions

- (1) Eligibility for Degree or Diploma:** Every person who passes a degree, certificate, diploma or a post graduate diploma examination of the University shall be eligible, on payment of a prescribed fee, for receiving respective Degree or Diploma in person or in absentia at option.
- (2) Examinations:** The University shall confer upon degrees, certificates, diploma or a post graduate diplomas to the persons who have pursued approved courses of study at the University or a Constituent faculties/schools, or a recognized institution or an approved institution after the enactment of the Vanita Vishram Women's University Act, 2021 (Gujarat Act No. 15 of 2021) unless exempted there from, in the manner prescribed by the Statutes, Ordinances, Regulations or Rules and have passed the examinations or tests prescribed by the University.
- (3) Authority to confer the Degrees:** The President or in her absence Provost shall on the recommendation of the Academic Council confer upon the persons who have fulfilled the requirements of the Act, Statutes, Ordinances, Regulations and Rules for the time being in force, degrees in UG / PG / Doctorate and Post Graduate Diploma either in person at a convocation or in absentia.
- (4) Conferment of Degrees and Diplomas:** At the Convocation, the Dean of the respective Faculty nominated by the Provost in this behalf, shall present to the President, the persons who have sought admission and have been recommended for conferment of the respective degrees and diplomas.

Statute 35

(1) On successful completion of a programme, the students will be eligible for the award for the respective Degree/Diploma/Certificate of the respective Faculty of the university. The university may also award an Honorary Degree in accordance with relevant statutes.

(2) Degrees to be awarded

(a) Honorary Degree

(b) Doctorate Degree

(c) Post Graduate Degree

(d) Bachelor Degree

Faculty of Arts		
1	B.A.	Bachelor of Arts
2	B. A. (Honours)	Bachelor of Arts (Honours)
3	M.A.	Master of Arts
4	M.F.A.	Master of Fine Arts
5	M.J.M.C.	Master of Journalism & Mass Communication
6	M.L.W.	Master of Labour Welfare
7	M.L.I.Sc.	Master of Library and Information Science
8	M.P.A.	Master of Performing Arts
9	M.R.S.	Master of Rural Studies
10	M.S.W.	Master of Social Work
11	P.G. Diploma	Post Graduate Diploma
12	Ph.D.	Doctor of Philosophy
Faculty of Education		
1	B.Ed.	Bachelor of Education
2	B.Ed. (Integrated)	Bachelor of Education (Integrated)
3	B.P.Ed.	Bachelor of Physical Education
4	M.Ed.	Master of Education
5	M.P.Ed.	Master of Physical Education
6	P.G. Diploma	Post Graduate Diploma
7	Ph.D.	Doctor of Philosophy
Faculty of Science		
1	B.Sc.	Bachelor of Science
2	B.Sc. (Honours)	Bachelor of Science (Honours)

3	M.Sc.	Master of Science
5	P.G. Diploma	Post Graduate Diploma
6	Ph.D.	Doctor of Philosophy
Faculty of Computer Science and Information Technology		
1	B.C.A.	Bachelor in Computer Application
2	B.C.A. (Honours)	Bachelor in Computer Application (Honours)
3	B.Sc. (I.T.)	Bachelor of Science in Information Technology
4	M.C.A.	Master in Computer Application
5	M.Sc. (I.T.) (Integrated)	Master of Science in Information Technology (Integrated)
6	P.G. Diploma	Post Graduate Diploma
7	Ph.D.	Doctor of Philosophy
Faculty of Law		
1	L.L.B.	Bachelor of Laws
2	L.L.B. (Integrated)	Bachelor of Laws (Integrated)
3	L.L.M.	Master of Laws
4	P.G. Diploma	Post Graduate Diploma
5	Ph.D.	Doctor of Philosophy
Faculty of Commerce and Management		
1	B.Com.	Bachelor of Commerce
2	B.Com. (Honours)	Bachelor of Commerce (Honours)
3	B.B.A.	Bachelor of Business Administration
4	B.B.A. (Honours)	Bachelor of Business Administration (Honours)
5	M.Com.	Master of Commerce
6	M.B.A.	Master of Business Administration
7	M.B.M.	Master of Business Management
8	M.B.A. (Integrated)	Master of Business Administration (Integrated)
9	P.G. Diploma	Post Graduate Diploma
10	Ph.D.	Doctor of Philosophy
Faculty of Vocational Studies		
1	B.Voc.	Bachelor of Vocation
2	B.Voc. (Honours)	Bachelor of Vocation (Honours)
3	B.H.T.M.	Bachelor of Hospitality, Tourism and Hotel

		Management
4	M.Voc.	Master of Vocation
5	P.G. Diploma	Post Graduate Diploma
6	Ph.D.	Doctor of Philosophy
Faculty of Health Services		
1	B.Sc. (Nursing)	Bachelor of Science (Nursing)
2	M.Sc. (Nursing)	Master of Science (Nursing)
4	P.G. Diploma	Post Graduate Diploma
5	Ph.D.	Doctor of Philosophy
Faculty of Engineering and Technology		
1	B.E.	Bachelor of Engineering
2	B.Tech.	Bachelor of Technology
3	M.E.	Master of Engineering
4	M.Tech.	Master of Technology
5	Diploma	Diploma
6	P.G. Diploma	Post Graduate Diploma
7	Ph.D.	Doctor of Philosophy
Faculty of Medicine		
1	M.B.B.S.	Bachelor of Medicine & Bachelor of Surgery
2	B.P.T.	Bachelor of Physiotherapy
3	B.Sc. (Medical)	Bachelor of Science (Medical)
4	M.S.	Master of Surgery
5	M.D.	Doctor of Medicine
6	M.P.T.	Master of Physiotherapy
7	(M.Sc.) (Med.)	Master of Science (Medical)
8	Diploma	Diploma
9	P.G. Diploma	Post Graduate Diploma
10	Ph.D.	Doctor of Philosophy
Faculty of Homeopathic		
1	B.H.M.S.	Bachelor of Homeopathic Medicine and Surgery
2	M.D. (Homeo)	Doctor of Medicine (Homeo)
3	Diploma	Diploma
4	P.G. Diploma	Post Graduate Diploma
5	Ph.D.	Doctor of Philosophy
Faculty of Rural Studies		
1	B.R.S.	Bachelor of Rural Studies

2	M.R.S.	Master of Rural Studies
3	Diploma	Diploma
4	P.G. Diploma	Post Graduate Diploma
5	Ph.D.	Doctor of Philosophy

- (3) The faculties may institute medals and prizes and may award the Honorary degree of **Doctor of Letters (D.Litt.), Doctor of Laws (L.L.D.) or Doctor of Science (D.Sc.)**
- (4) On the recommendation of the Academic Council and the Board of Management, to grant any special academic distinctions, including honorary degrees.
- (a) Honorary degrees may be conferred in the following areas:
- (i) D.Litt. – Arts, Humanities and Social Sciences or Service to Society;
 - (ii) L.L.D. – Law, Public Service and Public Policy;
 - (iii) D.Sc. – Science, Engineering and related areas.
- (5) There shall be following criteria against which nominations can be considered. Nominations can be made citing one or more of the following:
- (a) Academic and scholarly distinction;
 - (b) Service to subject areas offered by the University;
 - (c) Work in areas of special concern to the University according to its strategic direction;
 - (d) Exceptional contribution to the well-being of society;
 - (e) Public service;
 - (f) Service to the University.
- (6) The work of nominees for the award of the Honorary Doctor of the University would normally be expected to have gained them national, regional and/or international standing and impact.
- (7) The candidate should have a distinguished list of publications and/or long-standing service contribution to the society.

Note: The lists of Diplomas and Certificates to be awarded corresponding to various Programmes shall be provided by the respective Faculties in the Regulations duly approved by the University.

Statute 36

- (1)** No employee, trustee or officer holding any position or associated with the Sponsoring Body/University is eligible for an honorary degree.
- (2)** Proposal of conferring an Honorary Degree or Academic Distinction to a distinguished personality shall be made in writing, along with the Bio-data of the proposed recipient, by a Faculty or any other official to the Chairperson of the Academic Council.
- (3)** On receipt of the proposal, a special meeting of the Academic Council or its standing committee will be called to consider the proposal.

The decision of the Academic Council will be referred to the Governing Body for recommending the approval of the President of the University.

CHAPTER – 11
CONVOCATION

Statute 37

u/s 26 1 (g)
of the Act

Convocation

- (1)** A Convocation for conferring Degrees, Research Degrees, Honorary Degrees and awarding Diplomas shall be held ordinarily once in a year on such graduation day. However, the Provost may decide to hold a special Convocation with concurrence of the Governing Body, if recommended by the Academic Council.
- (2)** The Provost shall decide the date and place for Convocation.
- (3)** The Convocation shall consist of Governing Body, Board of Management and Academic Council.
- (4)** The University shall invite the Hon'ble President of the University and make the suitable arrangement.
- (5)** The President shall preside over the Convocation of the University. In the absence of the President, the Provost shall preside over the Convocation.
- (6) Notification:** After deciding the date, place for Convocation, the Registrar shall, with the concurrence of the Provost, publish a notification in leading newspapers & on University website not less than ten weeks prior to prescribed date of Convocation.
- (7) Programme of the procedure:** The Registrar shall, with the copy of the notification for Convocation, issue a programme of the procedure to be observed thereat to each member of the Convocation.
- (8) Application and list of the Candidates:** To obtain the Degree/Diploma, a candidate must submit her application to the Officer concerned on or before the date prescribed for the purpose for admission to the Convocation along with the fees prescribed by the board of management. Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree/Diploma in absentia by the

President and their Degrees/Diploma shall be issued by the Controller of Examination on application and payment of the prescribed fees, after Convocation.

Statute 38

Fees for award of Degree and Diploma

Every person who has fulfilled the requirement of the Act, Statutes, Ordinances, Regulations and Rules shall be eligible, on payment of fees and incidental charges prescribed by the University from time to time to be admitted to receive the respective Degree/Diploma in person or in absentia at her option.

Statute 39

Honorary Degree

Honorary Degrees shall be conferred as provided in section 43 of the Act at Convocation/ Special Convocation and may be taken in person. However, in special circumstances, the President may confer the Honorary Degree in absentia. The presentation of the persons at the Convocation on whom the Honorary Degrees are to be conferred shall be decided by the Provost.

Statute 40

(1) Academic Costumes

The Academic Costume shall be decided by the Board of Management from time to time.

(2) Procession

The procession leading to convocation place will consist of President, Chief Guest, Guest of Honour, Provost, Registrar, Deans of the faculty, Controller of Examination and graduates of the University who are to be awarded degrees shall be wearing academic costumes.

Statute 41

(1) Convocation Procedure: The Registrar shall request the President or in his/her absence the Provost, to declare the Convocation open. The Provost will deliver a welcome speech.

- (2) Awarding Degrees:** For the award of degree at the Convocation, candidates shall be formally presented to the President/Provost as the case may be for admission to their respective degrees. The Deans of respective faculty will present the candidates for admission to the respective degrees and diplomas.
- (3) Supplications to be read by the Deans:** The Deans of the concerned faculty for the purpose of presentation of the candidates for their admission to their respective degrees shall be in the following form. The candidates when presented will rise in their seats.
- “President/Provost, I present to you some of the aforesaid candidates who have been examined and found qualified for those degree or diploma, and I pray that they be admitted to the respective degree or diploma and on behalf of those who have been permitted to receive their degree or diploma in absentia, I pray that they also be admitted there too.”
- (4)** The President / Provost will admit the candidates to the degree in the following words: “By virtue of the powers vested in me as the President / Provost of the Vanita Vishram Women’s University, I admit all those candidates who are present and those who have been permitted to receive their degree in absentia, to the respective degree and diploma and I ask them that ever in your life and conversation you show yourselves worthy of the same”. The candidates will then take their respective seats.
- (5)** Degree/Diploma/certificates shall be supplied to the candidates in a manner to be prescribed by the Provost, after the Convocation is over.
- (6) Award of Medals/Prizes:** The Registrar will present the candidates for receiving Gold Medals that will be given to them by the President/Provost.
- (7)** The Registrar will present the candidates for receiving Prizes that will be given to them by the President/ Provost.
- (8) Convocation Address by the Chief Guest:** The Convocation address will be delivered by the Chief Guest.
- (9) Presidential Speech:** Presidential Speech will be delivered by

President or in absence by the Provost.

(10) Vote of thanks: The Registrar/the Controller of Examination shall propose vote of thanks.

(11) Closing of Convocation: At the end, the Registrar shall request the President / Provost, to declare the Convocation closed.

Statute 42

Certificates, Degrees and Diplomas shall be conferred by the University only on the successful completion of the academic requirements for a given programme.

Statute 43

Convocation for conferring its degrees, diplomas, and other academic distinctions may be held by the University once in a year on such a date and at such a time as the Board of Management may decide.

Statute 44

A special Convocation to award Honorary Degrees/Academic distinctions to distinguished persons may be held by the University with the prior approval of the President.

Statute 45

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.

Statute 46

Where the University does not find it convenient to hold the convocation in accordance with the Statutes, the degrees, diplomas and other academic distinctions may be handed over personally or dispatched to the candidates concerned by the registered post.

CHAPTER – 12

THE PROCEDURE FOR ARBITRATION

(u/s 26 1 (f))
of the Act

Statute 47

- (1) Any dispute arising between the University and an Employee of the University and the same not being decided for a period of more than one year, shall, on the request of either party be referred to an Arbitral Tribunal for decision, which shall consist of the following:

 - (a) a chairperson to be nominated by the President;
 - (b) one person to be nominated by the Board of Management preferably from a retired judge or senior advocate and
 - (c) one person nominated by the employee concerned.
- (2) The University shall furnish any record, report or other information called for by the Arbitral Tribunal to discharge its function in an efficient manner.
- (3) The decision of the Arbitral Tribunal shall be final and no suit shall lie in any civil court in respect of the matter decided by it.
- (4) Any student or candidate for an examination whose name has been removed from the rolls of the University by the orders or resolution of the Provost, Discipline committee or examination committee, as the case may be, and who has been debarred from appearing at the examination of the university for more than one year, may, within ten days of the date of receipt of such orders or copy of such resolution by him/her, appeal to the President and the President may confirm, modify or reverse the decision of the Provost or the committee, as the case may be and any dispute arising out of any disciplinary action taken by the University against a student shall, at the request of such student, be referred to the Arbitral Tribunal in the manner.
- (5) Every employee or student of the University or any academic unit shall, notwithstanding anything contained in the Act, have a right to appeal within such time as may be specified by the regulation, to the President against the decision of any authority, as the case may be, and thereupon the President may confirm, modify or reverse the decision appealed against.

Statute 48

- (1)** Each Faculty shall make regulations for the creation and abolition of posts for the subjects being taught in the respective Faculty.
- (2) Appointments of Teaching/Academic Positions** (u/s 26 1 (d) and (e))
 - (a)** Regular Teaching Positions (Professors, Associate Professors, Assistant Professors or any such similar nomenclatures shall be advertised in the daily newspapers of wide circulation, clearly mentioning the essential qualifications and pay scale for each advertised post as per the norms prescribed by the University Grants Commission (UGC) or any other concerned Regulatory Body and approved by the Governing Body.
 - (b)** Selection committee for such appointments shall be constituted as per the UGC/Other regulatory body norms in this regard.
 - (c)** The Selection Committee shall recommend to the Governing Body/Board of Management the names, arranged in order of merit, if any, of the persons whom it considers suitable for the faculty positions.
 - (d)** No person shall be appointed as a teacher of the University for the regular post except on the recommendation of the selection committee constituted for the purpose. However, temporary appointments can be made on contract basis without the selection committee.

Statute 49

- (1) Selection Committee:** The Selection Committee for various teaching positions shall consist of the following members:
 - (a)** Provost;
 - (b)** President's Nominee;
 - (c)** Dean of the Concerned Faculty
 - (d)** Director of the Concerned Institution/School/Centre
 - (e)** Head of Department of concerned subject being taught in the Concerned Institution/ School/Department/Centre.

- (f) Two External Subject Experts nominated by the President out of a panel of experts recommended by the Provost, provided that the President may, if she/he considers necessary, add more names to the panel of experts drawn by the Provost;
- (g) Registrar shall act as the Secretary of the Selection Committees;
- (h) Four members including two experts shall form the quorum;

Statute 50

- (1) Appointment to regular Teaching/Academic Post shall be made through open advertisement as per the qualifications prescribed by the concerned regulating councils.
- (2) Notwithstanding anything contained in the Act and Statues and other rules made there under the President on the recommendation of the Provost may invite a person of High Academic Distinction and professional attainments to accept an assignment as Professor Emeritus or Director/Head of a School of the University or Visiting Professor or Scholar of Eminence or Guest Faculty and the like on such terms and conditions as may be mutually agreed upon and offer him/her to join the university as such.

Statute 51

- (1) Provost may appoint Teaching Assistant/Visiting Faculty as per the requirement in the concern subject.

Statute 52

(1) Appointment of other Administrative and Non-Teaching Posts

Appointment to other Administrative and Non-teaching posts shall be made as per the UGC/other regulatory body norms, wherever it is expressly applicable and shall be made by the Provost on the recommendations of the Selection Committee which shall consist of the following:

- (a) Provost (or his/her nominee not below the rank of Professor);
- (b) President's Nominee;

**u/s 7(q)
of the Act**

- (c) One Member of the Board of Management nominated by the Provost;
 - (d) One Expert Nominated by the President out of the Panel of Experts recommended by the Provost;
 - (e) Registrar (Member Secretary);
 - (f) Three members shall form the quorum;
- (2) Appointment to the regular administrative posts shall be made through Selection Committee through open advertisement as per the qualifications prescribed by the State Government and/or Council concern. However, temporary appointments can be made on contract basis without following the procedure of Selection Committee.

Statute 53

Terms and Conditions of Service of the Employees

**u/s 7(q)
of the Act**

- (1) All the employees of the University including teachers and other academic staff of the University shall in the absence of any agreement to the contrary, be governed by the terms and conditions of service and code of conduct as may be specified by the University from time to time.
- (2) All regular employees will be appointed on probation of two years extendable for another year during which period, their service can be terminated with one month's notice from either side without assigning any reason. After confirmation, the notice for the termination will be of three months. In the case of appointments on temporary or contract basis, their service will be determined as per the terms of their appointment.
- (3) Where there is an allegation of misconduct or dereliction of duty against an employee, the Provost may, if he/she thinks fit, by an order in writing, place the employee under suspension and shall report to the Board of management, the circumstances under which the order was made.
Provided that the Board of management may, if it is of the opinion that the circumstances of the case do not warrant the suspension of the employee, revoke that order.

(4) Notwithstanding anything contained in terms of his/her appointment or contract of service, the Provost with the approval of the President shall be entitled to remove an employee if he/she has committed following misconduct:

(a) Gross negligence of the duty

(b) Incompetency

(c) Moral turpitude

Provided that no employee shall be removed under above clause until he/she has been given a reasonable opportunity to show cause against the action proposed to be taken against him/her.

Statute 54

Endowment Fund

- (1)** Vanita Vishram Trust, the Sponsoring Body of the University shall establish an Endowment Fund for the University with an amount specified in the Letter of Intent.
- (2)** The Endowment Fund shall be used as security deposit to ensure that the University complies with the provisions of this Statutes and functions as per the provisions of these Statutes and the Ordinances. The State Government shall have the powers to forfeit, a part or whole of the Endowment Fund in case the University or the sponsoring body contravenes the provisions of these Statutes, made there under.
- (3)** The University may utilize the income from Endowment Fund for the development of infrastructure of the University and not to meet the recurring expenditure of the University.
- (4)** The amount of Endowment Fund shall be invested in such instruments as the Government may prescribe and keep invested until the dissolution of the University.
- (5)** In case of investment in long term security, the certificates of the securities shall be kept in the safe custody of the Government and in case of deposit in the interest- bearing Personal Deposit account in the Government Treasury, deposit shall be made with the condition that the amount shall not be withdrawn without the permission of the Government.

Statute 55

General Fund – The University shall establish a fund, which shall be called the General Fund, to which the following shall be credited, namely:

- (1)** Fees and other charges received by the University;
- (2)** Any contributions made by the sponsoring body;
- (3)** Any income received from consultancy and other work

- undertaken by the University in pursuance of its objectives;
- (4) Trusts, bequests, donations, endowments and any other grants;
 - (5) All other sums received by the University.

Statute 56

Application of General Fund – The General Fund shall be utilized for the following objects, namely:

**u/s 38
of the Act**

- (1) For the repayment of debts including interest charges thereto incurred by the University for the purposes of this Statutes, the Ordinances, the Regulations, and the Rules made there under with the prior approval of the Governing Body;
- (2) To upkeep the assets of the University;
- (3) For the payment of the fee for audit of the funds created under Secs. 25 and 26;
- (4) To meet with the expenses of any suit or proceedings by or against the University;
- (5) For the payment of salaries, allowances, provident fund contributions, gratuity and other benefits to officers, employees and members of the teaching and research staff;
- (6) For the payment of travelling and other allowances of the members of the Governing Body, the Board of Management, the Academic Council, other authorities and the members of any committee appointed by any of the authority or the Chairperson of the sponsoring body or the Provost;
- (7) For the payment of fellowships, free-ships, scholarships, assistant-ships and other awards to the students belonging to economically weaker sections of the society or research associates, trainees or, as the case may be, to any student otherwise eligible for such awards under the Statutes;
- (8) For the payment of any expenses incurred by the University in carrying out the provisions of these Statutes;
- (9) For the payment of cost of capital, not exceeding the prime lending rate from time to time of any Nationalized Bank of India, incurred by the Sponsoring Body for setting up the University and the investments made thereof;
- (10) For the payment of charges and expenditure relating to the consultancy work undertaken by the University in pursuance of

the provisions of these Statutes made there under;

(11) For the payment of any other expenses including service fee payable to any organization charged with the responsibility of providing any specific service, including the managerial services to the University, on behalf of the sponsoring body, as approved by the Governing Body/Board of Management to be an expense for the purposes of the University:

Provided that no expenditure shall be incurred by the University in excess of the limits for total recurring expenditure and total non- recurring expenditure for the year, as may be fixed by the Governing Body/Board of Management, without prior approval of the Governing Body/Board of Management.

(12) The Board of Governance shall approve the amount to be utilized for necessary day to day expenditure of the university as recommended by the Provost and Heads of the Department every year.

Statute 57

Accounts, Audit and Annual Report

**u/s 39 & 40
of the Act**

(1) Annual Report – The Annual Report of the University shall be prepared by the University which shall include among other matters, the steps taken by the University towards the fulfilment of its objects and shall be submitted to the State Government.

(2) Annual Accounts and Audit – **(1)** The annual accounts including balance sheet of the University shall be prepared by the University and the annual accounts shall be audited at least once in every year by the auditors appointed by the University for this purpose. **(2)** A copy of the annual accounts together with the audit report shall be submitted to the State Government. **(3)** The annual a/c with budget of the next year is to be approved by the board of governance at the end of every financial year.

(3) A copy of the annual accounts together with the audit report shall be submitted to the State Government.

CHAPTER – 15
MISCELLANEOUS PROVISIONS

Statute 58

Fellowships, Scholarships, Free-ships, Medals, Prizes etc.

- (1) Subject to the availability of funds, the Academic Council shall initiate action in consultation with the appropriate faculty of each academic unit and recommend free-ships, fellowships, scholarships, medals, prizes etc. The Academic Council shall recommend these awards to the Board of Management.
- (2) The Board of Management shall have full powers to make rules and regulations for the purposes of award, suspension, or cancellation of the free-ship, fellowships, scholarships, medals, prizes etc. approved by it.

u/s
5(xxiv)
of the Act

Statute 59

Accreditation of the University – The University shall obtain accreditation from the NAAC within five years of its establishment and such other regulating bodies of Government of India which are connected with the courses taken up by the University and inform the State Government about the grade provided to the University. The University shall get such accreditation renewed from time to time.

u/s 34
of the Act

Statute 60

Winding Up of the University

- (1) If Vanita Vishram, the Sponsoring Body proposes to dissolve itself according to the provisions of law governing its constitution or incorporation, it shall give at least six months prior notice to the State Government.
- (2) The State Government shall, on receipt of such notice make such arrangements as may be necessary, for the administration of the University from the date of dissolution of the sponsoring body till the completion of syllabus by the last batches of students admitted to the University and may also cause the functioning of the University to continue by appointing an administrator in place of the sponsoring

u/s 41
of the Act

body, who shall be entrusted with the powers, duties and functions of the Sponsoring Body as prescribed under this Statutes or decided by the Governing Body in the interest of the University.

Statute 61

Dissolution of the University

In case of dissolution of the university, the sponsoring body of the university shall have to follow the requirements laid down under Section 42 of the Act.

**u/s 42
of the Act**

Statute 62

Power of State Government to Make Rules

**u/s 44
of the Act**

- (1)** The State Government may, by notification in the *Official Gazette*, make rules for carrying out the purposes of these Statutes.
- (2)** In particular and without prejudice to the generality of the foregoing powers, such rules may provide for all or any of the following matters, namely:
 - (a)** The manner of making proposal to establish University and the fees payable;
 - (b)** Other particulars of the Project Report;
 - (c)** Other matters of the Statute;
 - (d)** Arrangements for the administration of the University on the dissolution of the Sponsoring Body under sub-section (2) of section 31.
 - (e)** All rules made under this section shall be laid for not less than thirty days before the State Legislature as soon as may be after they are made and shall be subject to rescission by the State Legislature or to such modification as the State Legislature may make during the session in which they are so laid or the session immediately following.

Statute 63

Completion of the Courses of Students

**u/s 45
of the Act**

Notwithstanding anything contained in this statutes, any students of the constituent Schools/Institutes/Colleges/Centres of the University specified in the Schedule and affiliated to the University who immediately before the

commencement of this Statutes was studying or was eligible for any examination of that University shall be permitted to complete her course in preparation therefore, and the University shall provide for the instruction, teaching, training and examination of such students, in accordance with the courses of studies of the respective University in such manner and for such period as may be prescribed.

Statute 64

Removal of Difficulties at the Commencement

**u/s 46 of
the Act**

(1) If any difficulty arises with respect to the establishment of the University or in connection with the first meeting of any authority of the University or otherwise in first giving effect to the provisions of these statutes, the President of the University may, at any time, before all the authorities of the University have been constituted, by order, make any appointment or do anything consistent, so far as may be, with the provisions of these statutes, which appear to him/her necessary or expedient for the purpose of removing the difficulty and every such order shall have effect as if such appointment or action had been made or taken in the manner provided in these statutes.

Provided that before making any such order, the President may ascertain and consider the opinion of the Provost and of such appropriate authority of the University as may have been constituted.

Statute 65

Transitory provisions – Notwithstanding anything contained in these Statutes:

- (1)** The President or the Provost, with the prior approval of the President and subject to availability of funds, may discharge all or any of the functions of the University for the purpose of carrying out the provisions of these Statutes and for that purpose may exercise any power or perform any duties which by these Statutes are to be exercised or performed by any authority of the University until such authority comes into existence as provided by these Statutes;
- (2)** The Board of Management as such immediately before the commencement of these Statutes shall continue to so function until the Board of management is constituted for the University under these Statutes, but on the constitution of the Board under these Statutes, the

Members of the Board holding office before such constitution shall cease to hold office;

- (3)** The Academic Council of the University functioning as such immediately before the commencement of these Statutes shall continue to so function until the Academic Council is constituted for the University under these Statutes, but on the constitutions of the Academic Council under these Statutes, the members of the Academic Council holding office before such constitutions shall cease to hold office;
- (4)** The Finance Committee of the University functioning as such immediately before the commencement of these Statutes shall continue to so function until the Finance Committee is constituted for the University under these Statutes, but on the constitutions of the Finance Committee under these Statutes, the members of the Finance Committee holding office before such constitutions shall cease to hold office;
- (5)** Until the first Regulations of the University are made under these statutes, the existing rules and regulations of Vanita Vishram, the Sponsoring Body, as approved by the Board as in force immediately before the commencement of these statutes, shall continue to apply to the University, in so far as they are not inconsistent with the provisions of these Statutes.

Statute 66

Indemnity

- (1)** No Act or proceeding of any authority or other body of the university shall be invalidating merely by reason of any wrongful nomination made by the members of the anybody.
- (2)** The Board of Management is empowered to make other rules and regulations for the efficient working of the university and the interest of the students by making rules and regulations not covered by the statutes but it should not be inconsistent with any provision of act, ordinance or statutes.

Statute 67

No act or proceeding of any authority or other body of the university shall be invalidate merely by the reason of any vacancy in its membership.

Statute 68

All acts and orders in good faith done and passed by the university or any of its authorities, bodies or officers shall be final and no suit shall be instituted against or damage claimed from the University or its authorities, bodies or officers for anything purporting to be done in pursuance of this Act and the Statutes, Ordinances, Regulations and Rules thereunder.

Statute 69

If any dispute arises as to be interpretation of any provisions of this Statute or ordinance, the decision of the President/ Provost shall be final.