

Annexure - 5


Registrar 14/02/24
Mangalayatan University
Beswan, Aligarh

THE MANGALAYATAN UNIVERSITY UTTAR PRADESH

Established & Incorporated under the
Mangalayan University Uttar Pradesh Act 2006 (U.P. Act No.32 of 2006) as substituted by the
Private Universities Act, 2019 (UP. Act No 12 of 2019)

1. SHORT TITLE AND COMMENCEMENT

These Statutes may be called Mangalayan University, Uttar Pradesh - Statutes2021.

2. DEFINITIONS

In these Statutes, unless the context otherwise requires:

- (a) 'Act' means the Mangalayan University Uttar Pradesh Act 2006 (U.P. Act No.32 of 2006) as substituted by the Private Universities Act, 2019 (UP. Act No 12 of 2019);
- (b) 'Controller of Examination', means the person who has been put in charge to conduct the examination(s) and to declare the results of the University;
- (c) HOI – Means head of Institute/School/Centre/Department;

3. OBJECTS

In addition to object of the University as provided under the Act, the University shall have following objects and powers:

- (a) To run various Academic Programmes including Open and Distance Learning (ODL), Online mode and e-Learning mode etc.
- (b) To establish, develop and maintain Academic Departments/Centres/Schools, Centres of Excellence and different Directorates;
- (c) To develop and maintain relationship with leading Academic and other Institutions in India and Abroad for education, Training, Research and Distance Learning Programmes;
- (d) To make twinning arrangements and exchange programmes with leading educational institution in other countries for collaborative education programmes;
- (e) To recognize the academic outcome and/or qualification/distinction by any academic institution and to confer degree, diploma, Certificate and other distinction on the basis thereof;
- (f) To provide and accept equivalency and credit in relation to any academic programme and qualification of any other Institution/University;
- (g) To confer Degrees, Diplomas and other Academic Distinctions on the basis of examination, evaluation or any other method of testing as approved by the Academic Council.
- (h) To develop linkages with the industry, Institutions and other organizations.

- (i) To conduct path breaking research, innovative experiments in new methods and educational technology in the field of higher education in order to achieve international standards of education, training and research.
- (j) To admit students laterally into a programme/course through credit transfer if they fulfill the Academic Requirement as prescribed in the Ordinances/Regulations, on the recommendation of the Academic Council and on the approval of University Authorities/ Vice Chancellor.
- (k) To Integrate/takeover Institution/Schools/Colleges/Centres of the Sponsoring Body as Constituent units of the University for the purpose of Academic Programmes and award of Degrees, Diplomas and Certificates to students on fulfillment of the prescribed Academic requirement.
- (l) To establish Constituent Unit/Campuses/Center, Off Campuses, Offshore Campuses, Virtual Campuses/ Centers etc. subject to the applicable laws for the purpose of achieving the objectives of the University.

4. AUTHORITIES OF THE UNIVERSITY

A. The Sponsoring Body

In exercise of power conferred under the Act, the sponsoring Body of the University is declared to be an Authority of the University. In addition to powers and functions of the Sponsoring Body, conferred under the Act, the Sponsoring Body shall have following powers and functions:-

- (i) The Sponsoring Body shall have power to mortgage the land or other assets of the University to any bank or other financial institutions for purposes of availing loan as per the provisions of the Act.
- (ii) The Sponsoring Body of the University shall have power to determine the limits and extent of the administrative & financial powers of any officer, authority, teacher, or employee of the university from time to time.
- (iii) The Sponsoring Body shall have powers to take decision in all such matters which have not been specifically conferred on any Officer or Authority of the University

B. The Governing Body

- a) The Governing Body shall consist of following members:
 - (i) The Chancellor – Chairperson
 - (ii) The ProChancellor
 - (iii) The ViceChancellor
 - (iv) Two members to be nominated by the Sponsoring Body.
 - (v) One eminent educationist to be nominated by the Sponsoring Body.
 - (vi) Two members from industry/corporate to be nominated by the Sponsoring Body.
 - (vii) One legal expert to be nominated by the Sponsoring Body.
 - (viii) One financial expert to be nominated by the Sponsoring Body.
 - (ix) Registrar as ex-officio Secretary who shall have right to speak at the meeting but not the right to vote.
 - (x) The Sponsoring body shall have the power to nominate up to 12 additional persons as members to the governing body.

Provided that the number of members of the Governing body shall not be less than 17 and more than 24.

- b) Quorum of the meeting of the Governing Body shall not be less than fifty percent (50%) of members.
- c) The term of nominated members shall be three years or till they hold their office.
- d) The term of office of ex-officio members shall continue so long as they hold the office by virtue of which they are members.
- e) The Sponsoring Body shall have power to remove any member of the Governing Body for reasons to be recorded in writing.
- f) The other terms and conditions of nomination of the members to the Governing Body including their remuneration, if any, shall be determined by the Sponsoring Body from time to time and its decision thereon shall be final. The sponsoring body shall have the right to review and modify nominations made by it.
- g) Meetings of the Governing Body shall be convened by the Chairperson either on his own initiative or on a requisition signed by not less than six members of the Governing Body
- h) Decisions on all issues considered in the meetings of the Governing Body shall be taken by majority votes of the members present and voting including the Chairperson. If the votes be equally divided, the Chairperson shall have a second or casting vote.
- i) The Chancellor, if present, shall preside at the meetings of the Governing Body. In his absence, the Chancellor may nominate Pro Chancellor or a member of the Governing Body or the members present shall elect one from amongst themselves to preside over the meeting.
- j) A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting; provided that the Chairperson may call a special meeting of the Governing Body at short notice to consider any urgent matter.
- k) The notice may be delivered either by hand or e-mail or sent by registered post at the address of each member as recorded in the office and if so sent, the same shall be deemed to have been duly delivered within the time when the same ought to have been delivered in the ordinary course.
- l) Agenda shall be circulated by the Registrar to the members at least one week before the meeting except in case of emergent meeting.
- m) Notices of motions for inclusion of any item on the agenda must reach the Registrar at least fifteen days before the meeting. The Chairperson may, however, permit inclusion of any item for which due notice has not been received.
- n) The ruling of the Chairperson in regard to all the questions of procedure shall be final.
- o) The minutes of the proceedings of the Governing Body shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all members of the Governing Body. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed and signed by the Chairperson, the same shall be recorded in a book of minutes which shall be kept open for inspection during office hours by the members of the Governing Body.

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- p) If a member of the Governing Body fails to attend three consecutive meetings without due notice, he shall cease to be a member of the Governing Body unless the Chairperson desires otherwise.
- q) The Governing Body may, in accordance with the provisions of clause (d) to sub-section (3) of section 24 of the Act, create such other posts of officers, teachers and employees of the University to perform such functions as it deems necessary.
- r) The Governing Board shall meet once in year annually special meeting of the governing board be held three time in an academic year.
- s) The Governing Body shall exercise all powers and functions of the University as provided under the Act.
- t) In addition to the powers and functions prescribed under the Act, the Governing Body shall perform such other powers and functions as may be prescribed in the Ordinances and as may be assigned to it by the Sponsoring Body.

C. The Executive Council

- (a) **In terms of provisions contained in Section 25 (6) of the Act, the composition of Executive Council shall be as follows:**

- (i) Vice Chancellor – Chairperson
- (ii) Three Members nominated by the Governing Body.
- (iii) Two eminent Educationalists nominated by the Chancellor.
- (iv) One officer of State Government not below the rank of Jt. Secretary to the Government of Uttar Pradesh.
- (v) One Professor and one Associate Professor of the University in order of Seniority on rotation basis for a period of one year by Vice Chancellor.
- (vi) One Associate Professor of the University in order of Seniority on rotation basis for a period of one year by Vice Chancellor.
- (vii) One Educationalist not below the rank of Associate Professor from a Panel of three names to be approved by State Government, for which the University shall submit a list of three names of Eminent Educationalists
- (viii) Finance Officer* - Member
- (ix) Registrar - Member Secretary

**Finance Officer shall have right to speak and to take part in proceedings but shall not be entitled to Vote.*

- (b) Quorum of the meeting of the Executive Council Meeting shall not be less than fifty percent (50%) of members.
- (c) Decisions at any meeting of the Executive Council shall be taken by majority of the members present at such meetings.
- (d) In case of tie in any proposal, the proposal having support of the Vice Chancellor shall prevail.
- (e) The Executive Council shall meet as often may be necessary but not less than twice during an Academic Year.

- (f) Meetings of the Executive Council shall be convened by the Vice-Chancellor suo-moto or on a requisition signed by not less than four members of the Executive Council.
- (g) A written notice of every meeting shall be sent by the Registrar to every member of the Executive Council at least two weeks before the date of the meeting. The notice shall state the place, date and time of the meeting; provided that the Chairperson may call a special meeting of the Executive Council at short notice to consider urgent/ special matters.
- (h) The notice may be delivered either by email or by hand or sent by registered post at the address of each member as recorded in the office and if so sent, the same shall be deemed to have been duly delivered within the time when it ought to have been delivered in the ordinary course.
- (i) Agenda shall be circulated by the Registrar to the members at least one week before the meeting. Requests for inclusion of any item on the agenda must reach the Registrar at least two weeks before the meeting. The Chairperson may, however, permit inclusion of any item for which due notice has not been received.
- (j) The ruling of the Chairperson in regard to all questions of procedure shall be final.
- (k) The minutes of the proceedings of the meetings of the Executive Council shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all members of the Executive Council. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Executive Council. After the minutes are confirmed and signed by the Chairperson, the same shall be recorded in a book of minutes which shall be kept open for inspection during the office hours by the members of the Executive Council.
- (l) The minutes of the Executive Council shall be placed before- the Governing Body for information.
- (m) If a member of the Executive Council fails to attend three consecutive meetings without due notice, he shall cease to be a member of the Executive Council, unless the Chairperson desires otherwise.
- (n) The Executive Council may delegate such of its powers to the Chancellor, Pro-Chancellor and Vice-Chancellor or Pro Vice-Chancellor, as it may deem appropriate. However, the decisions taken under delegated powers shall be reported to the Executive Council in its next meeting.
- (o) The Executive Council shall perform other powers and functions as may be delegated to it by Authorities and or as may be prescribed in the Ordinances and Regulations of the University.

D. The Academic Council

- (i) The Academic Council shall consist of the following members:-
 - (i) The ViceChancellor-Ex-Officio Chairperson
 - (ii) The Pro-ViceChancellors-Ex-Officio
 - (iii) All Deans -Ex-Officio
 - (iv) Upto Eight Directors/Head of Institutions/Schools/Colleges/ Departments by rotations by Vice Chancellor.


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- (v) Upto Six Heads of Departments- Members by rotation in order of Seniority by Vice Chancellor
 - (vi) Four Professors, Two Associate Professors and two Assistant Professors —Members by rotation in order of seniority by Vice Chancellor
 - (vii) Five distinguished academicians from outside the University to be nominated as members by the Vice Chancellor
 - (viii) Two distinguished industry experts to be nominated by Vice Chancellor
 - (ix) Two nominees of the chancellor from among science, education, Technology, Medical and management practioners and social sector leaders.
 - (x) Two nominees of the Sponsoring Body from among science, education, Technology, Medical and management practioners and social sector leaders.
 - (xi) Two distinguished academicians as Special Invitee nominated by Vice Chancellor
 - (xii) The Registrar - Secretary (Ex-Officio)
- (ii) The term of office of the ex-officio members shall continue so long as they hold the office by virtue of which they are members. All members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years.
- (iii) Quorum of the meeting of the Academic Council Meeting shall not be less than fifty percent (50%) of the members.
- (iv) The procedure for the meetings of the Academic Council shall be as follows:
- (i) The Academic Council shall meet as often as may be necessary but not less than two times during an academic year. Meetings of the Academic Council shall be convened by the Chairperson either suomoto or on a requisition signed by not less than 20% members of the Academic Council.
 - (ii) A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting; Provided that the Chairperson may call a special meeting of the Academic Council at short notice to consider urgent matters.
 - (iii) Agenda shall be circulated by the Registrar to the members at least one week before the meeting.
 - (iv) All questions considered at the meetings of the Academic Council shall be decided by a majority of the votes of the members present and voting including the Chairperson. If the votes be equally divided, the Chairperson shall have a second or casting vote.
- (v) In emergent cases, the Chairperson of the Academic Council may exercise the powers of the Academic Council. In case, the Chairperson exercises any of the powers of the Academic Council, the members shall be informed through email, *ex-post facto*, and such decision of the Chairperson shall be placed at the next meeting of the Academic Council for its ratification.

- (vi) The minutes of the proceedings of the meetings of the Academic Council shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all members of the Academic Council. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Academic Council. After the minutes are confirmed and signed by the Chairperson, they shall be recorded in a book of minutes which shall be kept open for inspection during the office hours by the members of the Academic Council.
- (vii) The recommendations of the Academic Council shall be placed before the Executive Council for its approval.
- (viii) In addition to powers conferred under the Act, the Academic Council shall have the following powers and functions:-
 - (i) to consider the proposals submitted by the Faculty Forums of the University;
 - (ii) to recommend to the Executive Council the recognition and acceptance of Degree(s)/Diploma(s)/Certificate(s) of other Universities & Institutions and to determine their equivalence.
 - (iii) The Academic Council shall perform other powers and functions as may be delegated to it by Authorities and or as may be prescribed in the Ordinances and Regulations of the University.

E. The Finance Committee

- (a) The Finance Committee shall consist of the following Members:-
 - (i) The nominee of the Sponsoring Body - Chairperson
 - (ii) The Vice-Chancellor-Ex-Officio member.
 - (iii) One Member nominated by the Governing Body.
 - (iv) One Member nominated by the Executive Council.
 - (v) The Pro-Vice-Chancellor-Ex-Officio
 - (vi) One Financial Expert nominated by the Sponsoring Body
 - (vii) The Registrar Ex-Officio Member
 - (viii) The Finance Officer-Ex-Officio Secretary.
 - (ix) Any special invitees whom the Finance Committee deems fit.
- (b) The term of office of ex-officio members shall continue so long they hold the office by virtue of which they are members. The term of office of a nominated member shall be three years.
- (c) Quorum of the meeting of the Finance Committee Meeting shall not be less than fifty percent (50%) of the members.
- (d) In the event of absence of the Chairperson, Vice Chancellor with prior consent of the Chancellor shall preside over the meeting of the Finance Committee.
- (e) The procedure of the meetings of the Finance Committee shall be as follows:

- (i) The Finance Committee shall meet as often as may be necessary but not less than two times during an academic year. Meetings of the Finance Committee shall be convened by the Chairperson either on his own initiative or on a requisition signed by not less than three members of the Finance Committee.
 - (ii) A written notice of every meeting shall be sent by the Finance Officer to every member two weeks before the date of the meeting; Provided that the Chairperson may call a special meeting of the Finance Committee at short notice to consider urgent matters.
 - (iii) Agenda shall be circulated by the Finance Officer to the members one week before the meeting.
 - (iv) All questions considered at the meetings of the Finance Committee shall be decided by a majority of the votes of the members present and voting including the Chairperson. If the votes be equally divided, the Chairperson shall have a second or casting vote.
 - (v) In emergent cases, the Chairperson of the Finance Committee may exercise the powers of the Finance Committee. In case, the Chairperson exercises any of the powers of the Finance Committee, the members shall be informed through email, *ex-post facto*, and such decision shall be placed at the next meeting of the Finance Committee for its ratification.
- (f) In addition to the powers and functions provided in the Act, the Finance Committee shall have the following powers and functions:
- (i) The Annual Accounts and Financial Estimates of the University prepared by the Finance Officer shall be placed before the Finance Committee for consideration and comments/recommendations of the Finance Committee shall be submitted to the Executive Council for the approval.
 - (ii) The Finance Committee shall fix limits for total recurring and non-recurring expenditure for the financial year, based on the income, resources and annual plan of the University and expenditure shall not be incurred by the University in excess of the limits, so fixed.
 - (iii) No expenditure other than that provided for in the budget shall be incurred by the University without the approval of Finance Committee.
 - (iv) The Finance Committee will be responsible for safeguarding and monitoring University's Financial stability and financial internal controls, controls over external reporting, the internal and external audit processes, the regulatory compliances and risk management processes.
 - (v) To examine and recommend the activities based annual budget of the Institution/ University including compliance of requirements of Regulatory & Accreditation Body.
 - (vi) To give its views on any financial matter solicited from it by any officer or authority of the University.

Provided that every recommendation of the Finance Committee shall be placed before the Executive Council for its decision.

- (vii) The Finance Committee shall perform other powers and functions as may be delegated to it by Authorities and/or as may be prescribed in the Ordinances and Regulations of the University.

F. The Planning Board

- (a) The Planning Board shall consist of the following Members:-
- (i) The nominee of the Sponsoring Body - Chairperson
 - (ii) Vice Chancellor - ex officio
 - (iii) Pro Vice Chancellor- ex officio
 - (iv) Three Deans of faculty/domains, by rotation by Vice Chancellor
 - (v) Three Heads of Departments/Institutions/Schools, by rotation
 - (vi) One Architect/Engineer nominee of the Chancellor
 - (vii) Such other persons from whom planning board needs any assistance from.
 - (viii) The Finance Officer -Ex-Officio
 - (ix) The Registrar -Ex-Officio- Secretary
- (b) (i) The term of office of an ex-officio member shall continue so long as he holds the office by virtue of which he is a member.
- (ii) The term of office of nominated members shall be three Years.
- (c) The Planning Board shall meet as and when necessary, but not less than twice a year.
- (d) Quorum of the meeting of the Planning Board shall not be less than not be less than fifty percent (50%) of members.
- (e) The Planning Board shall perform powers and functions -
- (i) Planning Board shall be responsible for overall perspective planning and development of University in consonance of its objects;
 - (ii) The planning Board shall be responsible for determination of area of excellence of University and to identify thrust areas for research;
 - (iii) To examine, rationalize and coordinate the proposals of developments received from various faculties and departments to be submitted to the Academic Council and Executive Councils for their consideration and approval;
 - (iv) A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting; Provided that the Chairperson may call a special meeting of the Planning Board at short notice to consider urgent matters.
 - (v) Agenda shall be circulated by the Registrar to the members at least one week before the meeting.
 - (vi) The Planning Board shall monitor the implementation of the approved plan of the University;
 - (vii) The Planning Board may recommend the Executive Council, from time to time, to ensure that the 'necessary infrastructure, academic and research support systems are available to the University as per the norms of the Regulatory Bodies;

- (viii) Provided that the Planning Board shall provide the annual plan together with the estimate of the expenditure likely to be incurred for such infrastructure or the Academic Support systems along with its advice tendered to the Executive Council.
- (f) The Planning Board shall perform such other powers and functions as may be delegated to it by Authorities and or as may be prescribed in the Ordinances and Regulations of the University.

G. Board of Faculties

- a) The Board of Faculty shall consist of the following for each faculty
 - i) The Dean of the concerned Faculty - Chairperson
 - ii) All Heads of the Institutions/Departments
 - iii) Up to Five Professor by rotation
 - iv) Up to Four Associate Professor by rotation
 - v) Up to Two Assistant Professor by rotation
 - vi) Up to seven external members nominated by Vice Chancellor
 - vii) Professor nominated by Dean as Coordinator
- b) The recommendation of Board of Studies (BoS) shall be examined by the Board of Faculties (BoF) and recommended to Academic Council for its approval
- c) In addition to the powers and functions of the Board as prescribed under the Act, the Board of Faculties shall perform such other powers and functions as may be specified in the Ordinances / Regulation.
- d) Quorum of the meeting of the Board of Faculties shall not be less than seventy five percent (75%) of members.

H. Board of Studies

BOARD OF STUDIES OF DEPARTMENTS/INSTITUTIONS/SCHOOL/ CENTRE OF THE UNIVERSITY:

- (a) Each Department/Institution/School/Centre of the University, shall have a Board of Studies which shall consist of:-
 - (i) Head of the Institution/Constituent Unit-Ex-officio Chairperson
 - (ii) Up to nine Professors & Associate Professors by rotation
 - (iii) Up to three Asst. Professors by rotation
 - (iv) Nominee of the Vice Chancellor
 - (v) Special Invitee as subject expert nominated by Vice Chancellor
 - (vi) Representative from other Campuses of the University
 - (vii) Up to five members as Industry Experts on the recommendation of the HoI
 - (viii) Professor/Associate Professor nominated by HoI as Coordinator
- (b) For each Department, Institution and Centre of the University, Board of Studies shall be constituted which shall be proposed by the concerned Head for the approval of the Vice Chancellor.

- (c) The tenure of the members of the Boards of Studies, other than the ex-officio members, shall be two years.
- (d) The Board of Studies shall consider matters of general and academic interest to the department and of its function
- (e) The Board of Studies shall be responsible for structuring the academic programmes align with requirement of Industry/Profession
- (f) The Board of Studies shall perform such other power and functions as prescribed in the Ordinances and regulations and other functions as may be assigned to it by the Authorities and also the faculty.
- (g) Quorum of the meeting of the Board of Studies shall not be less than seventy five percent (75%) of members.

I. Admission Committee

- (a) The Admission Committee shall consist of the following:
 - (i) Nominee of the Sponsoring Body - Chairperson
 - (ii) One Pro Vice Chancellor
 - (iii) Up to three Deans/HoI
 - (iv) Director Admissions
 - (v) One Officer nominated by Sponsoring Body
 - (vi) Registrar - Member Secretary
- (b) The Admission Committee shall be responsible for devising the process and all other aspects of Admission in accordance with Calendar of the University.
- (c) The procedure of functioning of Admission Committee shall be as provided in the regulations of the University.
- (d) A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting; Provided that the Chairperson may call a special meeting of the Admission Committee at short notice to consider urgent matters.
- (e) Agenda shall be circulated by the Registrar to the members at least one week before the meeting.
- (f) The power and other functions of the Admission Committee shall be specified in the Ordinances/ Regulations.
- (g) Quorum of the meeting of the Admission Committee shall not be less than fifty percent (50%) of members.

J. Examination Committee

- (a) The Examination Committee shall consist of the following:
 - (i) Nominee of the Vice Chancellor from amongst Pro Vice Chancellor/ Dean - Chairperson
 - (ii) Up to Eight Deans of Faculties/Heads/ Teachers of Departments/ Constituent Units nominated by the Vice Chancellor
 - (iii) Controller of Examinations - Member Secretary