



# JSS SCIENCE AND TECHNOLOGY UNIVERSITY

(Established under JSS Science and Technology University Act No. 43 of 2013)



Proposed academic block

## STATUTES

(Framed under Section 35 of JSS Science and Technology University Act No. 43 of 2013)

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(Established under JSS Science and Technology University Act No. 43 of 2013)

## **STATUTES**

Framed Under Section 35 of JSS Science and Technology University Act No. 43 of 2013



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**STATUTES GOVERNING THE GENERAL PROVISIONS  
OF JSS SCIENCE AND TECHNOLOGY UNIVERSITY**



# **STATUTES GOVERNING THE GENERAL PROVISIONS OF JSS SCIENCE AND TECHNOLOGY UNIVERSITY**

## **1. Title and Commencement**

- 1.1 These statutes shall be called as the statutes governing general provisions of JSS Science and Technology University 2016.
- 1.2 These statutes shall come into force from the date of assent of the Chancellor.

## **2. Definitions:**

- 2.1 In these Statutes the following terms shall have the meanings given below:
  - i. “Act” means the JSS Science & Technology University Act 2013
  - ii. “AICTE” means the All India Council for Technical Education, Government of India, established under Section-3 of the All India Council for Technical Education Act, 1987 (No. 52 of 1987) passed by the Houses of Parliament.
  - iii. “UGC” means University Grants Commission, Government of India, established under Section-4 of the University Grants Commission Act, 1956 (Central Act 3 of 1956).
  - iv. "Academic year" means the period of 12 consecutive months normally commencing in the month of August each year or as decided by the Board of Governors;
  - v. “Academic faculty” means any person or person imparting instructions or supervising research activities in the University and includes the Faculty members comprising Professors, Associate Professors, Assistant Professors and such Officers, Other officers and other posts of the University as may be treated at par with Academic staff by the Board of Management from time to time;
  - vi. “Academic unit” means a Faculty, Department, Directorate & an Academic Centre, Agency or a Cell of the University designated as such by the Board of Management;
  - vii. “Administrative unit” means a Department or other grouping of units and designated as such by the Board of Management;
  - viii. "Acting Officer or Officer-in-charge" means a person duly



appointed or elected to act in the place of an office holder for the time being;

- ix. "Appointed Member" means a member appointed by the Government of Karnataka or the University Grants Commission or AICTE or any other body prescribed under law to serve on the Board of Governors or a member appointed by the Chancellor, Vice Chancellor or Chairperson of any other body or authority to serve as a member on such body or authority;
- x. "Authorities" means the authorities appointed under **Section 22** of the Act;
- xi. "Centre", "Agency" or "Cell" is a facility or entity that provides leadership, best practices, research, support or training in a focus area or speciality;
- xii. "Dean" means the Dean of a Faculty appointed as per these Statutes;
- xiii. "Department" in relation to-
  - (a) an academic department means a department established as provided under these statutes;
  - (b) any other department means an administrative unit or group of units determined by the Board of Management or the Vice Chancellor to constitute an administrative department;
- xiv. "Directorate" means an academic or administrative unit or a unit that is a combination of academic and administrative units dedicated to a specific field of expertise or activity and established as provided under these statutes;
- xv. "Employee" means any person appointed by the University or other person or authority so authorised by the University;
- xvi. "Ex-Officio Member" means a person who is a member of an Authority or any other body of the University by virtue of his/her office in the University;
- xvii. "Faculty" means a faculty established as provided under these statutes;
- xviii. "Financial Year" means the period commencing on 1st April each year and concluding at the end of 31st March the following year;

- xix. “Graduate” means a person who has been conferred any degree by the University;
- xx. “Hostel” means a unit of residence for the students of the University maintained or recognised by the University in accordance with the provisions of these Statutes;
- xxi. “Members” of the University means the members of any authority or body or committee of the University, the employees, the graduates, present and past students of the University and any persons upon whom the University has conferred an honorary appointment;
- xxii. "Nominated Member" means a member nominated by the Sponsoring Body or by the Chancellor, on behalf of the Sponsoring Body, to serve on any authority or body of the University;
- xxiii. “Non-academic staff” means the Non-Academic employees of the University (other than Academic staff) and shall include the Officers and Other Officers listed in these statutes, all technical, office and administrative support staff members and such other posts that are designated, as such, by the Board of Management from time to time;
- xxiv. "Regulation" means the regulations, rules and procedures made pursuant to the Statutes from time to time;
- xxv. “Regulatory Body or Bodies” means any one of, or collectively, the University Grants Commission, All India Council for Technical Education, or such other similar Regulatory body;
- xxvi. "Research and Innovation Council" means the Research and Innovation Council constituted under **Section 26** of the Act ;
- xxvii. "Resolution" means a decision made by any of the bodies or authorities in accordance with the procedural requirements of that body;
- xxviii. “Scholar” means a person registered and maintaining a valid registration at the University in a course leading up to the award of a doctorate degree;
- xxix. "Semester" means a period of time determined by the relevant authority or the Academic Council;
- xxx. “Staff” means any person employed by the University;

- xxxi. “Student” means a person, including a Scholar, who has registered, at any time, and continues to maintain a valid registration with the University in a part-time or full-time course leading up to the award of a degree, diploma or other award or carrying on research in the University;
- xxxii. “Union Government” means the Government of India;
- 2.2 Unless expressly intended or provided otherwise, words and expressions used in these Statutes shall carry the same meaning as in the Act.
- 2.3 The Statutes of this chapter shall apply in the interpretation of all statutes and regulations.
- 2.4 In any statute or regulation a reference to an office holder is to be read as including a reference to an Acting Officer. An acting officer is to be regarded as a member of any body of which the office-holder is a member by virtue of the office and shall exercise the same powers as the office-holder may exercise.
- 2.5 In the event of any Statute being inconsistent with the provisions of the Act the provisions of the Act shall prevail and that Statute, to the extent of the inconsistency, shall be void. Provided however that in the event of any doubt in the interpretation of any provision(s) in the Statutes the decision of the Board of Management of the University shall be final and binding.
- 2.6 In the event of any Regulation being inconsistent with the provisions of the Act or any Statute the provisions of the Statute or the Act, as the case may be, shall prevail and that Regulation shall, to the extent of the inconsistency, be void. Provided however that in the event of any doubt in the interpretation of any provision(s) in the Regulations the decision of the Board of Management of the University shall be final and binding.
- 2.7 In matters of urgency the Vice Chancellor shall, in consultation with the Chancellor, have the power to make Statutes or Regulations as may be necessary or expedient for the proper administration of the affairs of the University. Provided, however, that if the Vice Chancellor makes a decision or acts under this paragraph in respect of an urgent matter, the Vice Chancellor must have the Statute or Regulation ratified by the Board of Governors or other body of the University as soon as practicable.

**3. Publication of Notifications:**

3.1 Notifications issued by the University shall be published on its official website and copies of the Notifications shall be placed in the University's **Register of Notifications**.

3.2 Notifications shall be deemed to take effect immediately after they are placed in the Register of Notifications. **Provided** also that the placing of the Notification, in the Register of Notifications, shall be deemed to be publication of the said Notification.

**4. Registered Office:**

The registered office of the **JSS Science & Technology University** shall be

JSS Science and Technology University  
JSS Technical Institutions Campus  
Mysuru - 570 006.



**STATUTES GOVERNING  
POWERS AND RESPONSIBILITIES OF OFFICERS  
OF JSS SCIENCE AND TECHNOLOGY UNIVERSITY**



# **STATUTES GOVERNING POWERS AND RESPONSIBILITIES OF OFFICERS OF JSS SCIENCE AND TECHNOLOGY UNIVERSITY**

## **1. Title and Commencement**

1.1 These statutes shall be called as the statutes governing Powers and responsibilities of Officers of JSS Science and Technology University 2016.

1.2 These statutes shall come into force from the date of assent of the Chancellor.

## **2. Officers of the University:**

The officers of the University are those defined in **Section 12** of JSS Science and Technology University Act.

### **2.1 The Vice Chancellor:**

#### **2.1.1 Appointment Terms and conditions:**

- a. The Vice-Chancellor shall be appointed by the Chancellor as per Section-16(1) of the Act whose terms and conditions of appointment shall be those contained in the contract of appointment.
- b. The selection of the Vice-Chancellor shall be as per provisions of 16 (1)-(3) of the Act.
- c. He shall be the Principal Executive and Academic Officer of the University and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of the authorities of the University
- d. Notwithstanding anything contained in any other provisions of the Act and these Statutes, the FIRST Vice-Chancellor shall be appointed by the Chancellor, as prescribed under Section-46(i) of the Act.
- e. The emoluments and allowances of the Vice-Chancellor shall be as per the guidelines issued by the UGC from time to time.

#### **2.1.2 Powers and Responsibilities:**

The Vice Chancellor has the following powers and responsibilities in addition to the powers conferred under section 16 (4)-(5) of the Act.



- a. To Coordinate between the University, Government (State and Central), University Grants Commission, All India Council for Technical Education and such other Governmental Statutory Bodies;
- b. Responsible for Goal setting, management, administration and development of the University;
- c. To position and represent the University regionally, nationally and internationally;
- d. To establish collaborations with Universities, Institutions, Industries and such others at National and International level;
- e. Responsible for planning and maintaining the academic standards of the University;
- f. To constitute statutory bodies of the University as per the provisions of the JSS Science and Technology University Act and to Conduct Meetings of the Statutory Bodies of the University;
- g. To appoint Statutory Officers in concurrence with the Chancellor's direction, decision of the Board of Governors and provisions in the JSS Science and Technology University Act;
- h. To initiate implementation of all possible provisions in the JSS Science and Technology University Act;
- i. To coordinate academic and administrative activities of the University programs with the support of the officers of the University;
- j. To initiate the implementation of the decisions of various Statutory Bodies of the University, directions of the Chancellor, Government, UGC, AICTE and other Statutory Bodies of the Government;
- k. Report systematically to the Chancellor and the Board of Governors on progress being made by the University towards achievement of any strategic and long-term plans approved by them from time to time;
- l. Ensure that the University has a system of control for identifying and managing the risks that are material to the achievement of the University's objects, values, strategy and plans;

- m. Recommend the appointments of Pro Vice Chancellors, Registrar, Deans and other senior University Officers to the Chancellor;
- n. Resolve conflicts, if any, that may arise in the day to day management of the University affairs;
- o. To take all necessary steps for maintaining discipline among the employees and the students of the University;
- p. Subject to the Act and the Statutes the Vice chancellor may exercise any of the powers of the Board of Governors which are necessary for or incidental to the proper administration of the University including:
  - i) In respect of minor or routine matters the power to give any direction or take any action the Vice Chancellor considers necessary; and
  - ii) In respect of an urgent matter requiring immediate decision or action by the Board of Governors or other body of the University, the power to make any decision or take any action on behalf of the Board of Governors or other body which the Vice Chancellor considers necessary in the circumstances. The Vice Chancellor must inform the Board of Governors or other body of the University of the matter as soon as practicable.
  - iii) In matters of urgency the Vice Chancellor may make any regulation which the Board of Management could make and which could not otherwise have been made by the Vice Chancellor and the Vice Chancellor must report the making of the regulation in the next meeting of the Board of Management and have it ratified.
  - iv) The Vice Chancellor may correct a clerical mistake or an error arising from any accidental slip or omission which demonstrably has occurred in the drafting of any regulation at any time. The Vice Chancellor must report any such corrections to the Board of Management as soon as practicable.
  - v) To act, where appropriate, as chair/secretary/member of the Board of Governors, Board of Management, Academic Council, Research and Innovation Council, Finance Committee, and any other such Committee(s) as may be created under the Act.

### **2.1.3 Acting Vice Chancellor:**

- a) If the office of the Vice Chancellor becomes vacant for any reason or he is unable to perform the responsibilities of the office by reason of ill health or other absence from the University and:
- b) If the vacancy is temporary in nature, the Vice Chancellor may delegate some of his powers appropriately, in his temporary absence, to the Pro Vice Chancellor; or Senior most dean
  - i. If the vacancy is permanent in nature, the Chancellor shall decide on the matter.

***Provided*** that an Acting Vice Chancellor shall exercise the powers and assume the responsibilities of the Vice Chancellor for the term of the relevant appointment.

## **2.2 The Pro Vice Chancellor:**

### **2.2.1 Appointment Terms and conditions:**

- a) In exercise of the powers conferred by Section- 17 of the Act, the Vice-Chancellor may appoint not exceeding THREE Pro Vice-Chancellors with the written approval of the Chancellor to assist the Vice-Chancellor in all matters pertaining to the functioning of the University whose terms and conditions shall be those contained in his or her contract of appointment.
- b) Notwithstanding anything contained in any other provisions of the Act and these Statutes, the FIRST Pro Vice-Chancellor shall be appointed by the Chancellor, as prescribed under Section-46(i) of the Act.
- c) The term of appointment of the Pro- Vice Chancellor shall be Three years which may be renewable for further terms.
- d) The emoluments and allowances of the Vice-Chancellor shall be as per the guidelines issued by the UGC from time to time.

### **2.2.2 Powers and Functions**

The Pro Vice Chancellor has the following powers and functions in addition to the powers conferred under section 17 of the Act

- a) The Pro Vice Chancellors shall assist the Vice Chancellor in all matters pertaining to the functions of the Vice

Chancellor and in respect of such matters as may be specified by the Vice-Chancellor from time to time.

- b) Shall also exercise such powers and perform such functions as may be delegated to him by the Vice-Chancellor;
- c) In the absence of the Vice-Chancellor the Pro Vice-Chancellor shall execute the responsibilities and powers of the Vice-Chancellor.
- d) The actions taken by the Pro Vice Chancellors in furtherance of their functions shall be subject to the approval of the Vice Chancellor and in the absence of the Vice Chancellor shall be subject to the approval of the Chancellor.
- e) The Powers and responsibilities of the Pro Vice Chancellor shall Include
  - i. Development of corporate planning across the university
  - ii. Setting academic and corporate goals and objectives for departments
  - iii. Furthering the university's interests by networking with academic and business organizations across the world
  - iv. Progressing the academic interests of the university
  - v. Policy-making
  - vi. Overseeing learning, teaching, and the student experience across the university
  - vii. Representing the university in external and internal committees

## **2.3 The Deans of Faculties:**

### **2.3.1 Appointment Terms and conditions**

- a) The Dean of Faculty shall be appointed by the Vice-Chancellor, with the written approval of the Chancellor, as per Section-18 of the Act whose terms and conditions shall be those contained in the contract of appointment.
- b) Deans shall be chosen from amongst the Professors of the University based on their background, proven track record, and leadership qualities.

- c) The term of appointment of Dean of faculties shall be for a period of THREE years which may be renewable for further terms.
- d) There shall be
  - i. Dean Faculty of Engineering
  - ii. Dean Faculty of Science
  - iii. Dean Faculty of Management
  - iv. Dean Faculty of Humanities
  - v. Such other Deans, as may be required from time to time, namely: Dean, Planning and Development; Dean, Students' Welfare; and others.

#### 2.3.2 Powers and responsibilities:

2.3.3 Each Faculty within the University shall be headed by a Dean.

2.3.4 The tenure of the Dean of the Faculty shall be **three years** and may be extendable with the prior approval of the Board of Governors.

2.3.5 The terms and conditions of employment of the Deans shall be those contained in his or her contract of employment.

2.3.6 The Deans of the Faculties, in conjunction with the Vice Chancellor, are responsible for the administration and academic affairs of the University's faculties.

#### 2.3.7 Powers and Responsibilities:

In addition to any other powers and responsibilities conferred or imposed on a Dean by the Vice Chancellor the Dean:

- a) is responsible for the conduct and maintenance of standards of teaching and research in the Faculty;
- b) shall provide effective leadership and guidance in the policy making, curriculum planning and in the implementation of the Faculty and University policies within the faculty;
- c) oversees the academic educational, research and administrative business of the faculty and its departments;
- d) is responsible for the overall performance and discipline of the Faculty;
- e) is responsible for the creation, restructuring or closing down of departments within the faculty;

- f) is responsible for the creation, revision or closing down of a course offered by the Faculty;
- g) is responsible for curriculum delivery, project work, group work, assessment and announcing of grades;
- h) is responsible for the creation, administration, upkeep and maintenance of the required laboratories, teaching, research and library facilities;
- i) is responsible for appointing and maintaining the required number of teaching and research staff and other technical and administrative support staff for the faculty;
- j) is responsible for developing the budget and accountable for the finances of the faculty;
- k) is responsible for ensuring effective consultation within the faculty and for representing the interests and positions of the faculty at meetings of committees within the University and of the Academic Council and at other times as required by the Vice Chancellor;
- l) should work in cooperation with other Deans in pursuing collaborative and cross-faculty research and other activities;
- m) must inform the Board of Management or other bodies of faculty resolutions whenever appropriate;
- n) must inform faculty members of any resolution of the Board of Governors, the Board of Management or of the Academic Council affecting the faculty and provide other information as may be necessary for the faculty staff to perform their functions effectively; and

## **2.4 The Dean Research:**

### **2.4.1 Appointment Terms and conditions**

- a) The Dean Research shall be appointed by the Vice-Chancellor, with the written approval of the Chancellor, as per Section-26 of the Act whose terms and conditions shall be those contained in the contract of appointment.
- b) Dean Research shall be chosen from amongst the Professors of the University based on their background, proven track record, and research capabilities.
- c) The term of appointment of Dean Research shall be for a period of THREE years which may be renewable for further terms.

#### **2.4.2 Powers and Responsibilities:**

- a) The Dean of Research shall assist the Vice-Chancellor in all matters related to research as well as innovation and take up such other responsibilities as may be assigned by the Vice-Chancellor from time to time.

### **2.5 The Registrar:**

#### **2.5.1 Appointment Terms and conditions**

- a) The Registrar shall be appointed by the Chancellor as per Section-19 of the Act.

The terms and conditions for the appointment of Registrar shall be as follows

- b) He should have experience as Professor of at least 5 years or held an equivalent post.
- c) He should be conversant with administration and academic arrangements in higher education.
- d) The Registrar shall be the Principal Administrative Officer of the University.
- e) Notwithstanding anything contained in any other provisions of the Act and these Statutes, the FIRST Registrar shall be appointed by the Chancellor, as prescribed under Section-46(ii) of the Act.
- f) The emoluments and allowances of the Registrar shall be as per the guidelines issued by the UGC from time to time.

#### **2.5.2 Powers, and responsibilities:**

In addition to the functions and powers delegated in the Act the Registrar is responsible;

- a) To authenticate records on behalf of the University;
- b) To be the custodian of all records and official documents of the University and responsible for maintaining the University's common seal.
- c) To execute the decisions of the Board of Governors, Board of Management, the Academic Council, and other Authorities of the University
- d) To publish the Calendar of Events, Notifications, Legislation and official records of the University as required

by any statute, regulation or resolution of the Board of Governors;

- e) The Registrar shall be bound to place before the Chancellor, the Vice-Chancellor or any other authority, all such information and documents as demanded.
- f) To be Secretary to the Board of Governors (Non-voting Member), and the Board of Management and to perform any other duties imposed by any statute, regulation or resolution of the Board of Governors.
- g) For Preparing advertisements for admission to all the academic and research programmes;
- h) To exercise all such powers as required for maintaining discipline among the employees of the University
- i) To sue or be sued on behalf of the University. The Registrar or his nominee in writing shall represent the University in legal proceedings, sign pleadings and other documents and accept processes on behalf of the University in such legal proceedings.
- j) To exercise all such powers that are required to maintain legal proceedings on behalf of the University and to protect the interest of the University
- k) For administering the matters relating to the purchases of furniture, equipment, stationaries, consumables and such other articles as may be required for the smooth functioning of the University.
- l) For Supervising smooth functioning of the Hostels, Guest Houses, Health Centre, Canteen, Library, Sports and such other facilities.
- i) To exercise such other functions as assigned by Board of Governors / Board of Management/ Chancellor / Pro-Chancellor / Vice-Chancellor of the University.

## **2.6 The Finance Officer:**

### **2.6.1 Appointment Terms and conditions**

- a) The Finance Officer shall be appointed by the Vice-Chancellor, with the written approval of the Chancellor, as per Section-20 of the Act whose terms and conditions shall be those contained in the contract of appointment.



- b) Notwithstanding anything contained in any other provisions of the Act and these Statutes, the FIRST Vice-Chancellor shall be appointed by the Chancellor, as prescribed under Section-46(ii) of the Act.
- a) The term of appointment of the Finance Officer shall be THREE years which may be renewable for further terms.

#### **2.6.2 Powers and responsibilities:**

The Finance Officer shall have the following powers and responsibilities:

- a) The Finance Officer, in conjunction with the Vice Chancellor, is responsible for the administration of the financial affairs of the University.
- b) To exercise general supervision over the funds of the University and provide advice on financial policy;
- c) To be responsible for the preparation of budget, maintenance of accounts and shall be responsible for following the rules, regulations and good management practices in prudent financial management of the university.;
- d) To monitor the funds situation on a regular basis.
- e) To perform such other financial functions as are assigned to him by the Board of Management, the Finance Committee or the Vice Chancellor or as may be prescribed in the Statutes.

### **2.7 Controller of Examination**

#### **2.7.1 Appointment Terms and conditions**

- a) The Vice Chancellor, in consultation with the Chancellor, may appoint Controller of Examinations as per section 12 (viii) of the Act.
- b) The term of appointment of the Controller of Examinations shall be THREE years which may be renewable for further terms.

#### **2.7.2 Powers and responsibilities:**

- a) He shall be in charge of the conduct of all examinations and the matters incidental in smooth conduct of

examinations and responsible for all the activities of the examination wing of the University.

- b) He shall perform such other duties as may be assigned by the Vice-Chancellor/ Registrar on carrying out the Provisions of the Rules of the University, Statutes and Regulations related to examinations.
- c) He shall be the custodian of and accountable for University Degree Certificates printed and issued, Statement of Marks printed and issued, Question Papers printed and distributed and Answers Scripts printed and distributed.
- d) He shall prepare the schedule of the conduct of various examinations well in advance during the academic year, in consultation with various Authorities / Committees concerned.
- e) He shall act as a Chief Coordinator for the various divisions in the Examination Section and strictly adhere to the schedule in conduct of examinations.
- f) He shall initiate actions against the concerned who fail to execute the examination on schedule.
- g) He shall issue appointment orders as per the panels, subject wise prepared by the Board of Appointment of Examiners.
- h) He shall appoint other officials for the smooth conduct of the examinations (Internal/External). Members of the squad etc., as per the norms laid down for the same.
- i) He shall prepare well in advance for all the requirements and take steps for smooth conduct of examinations such as printing of question papers and answer scripts and other required stationary materials with the approval of the authorities concerned.
- j) He shall report to the authorities/committees concerned all the malpractice cases, misbehavior/misconduct at the time of the examination, at the earliest possible.
- k) He shall assist to the Committees appointed for determining the punishment (Grievance Redressal Committee) to the candidates or all those involved in the conduct of the examinations. He shall communicate the final decisions of the GRC/ Disciplinary Committee /

Special Committee of the University to the appropriate authorities concerned.

- l) He shall report to the Authorities concerned regarding the conduct of examination/valuation/declaring of the results from time to time.
- m) He shall exercise all the Powers and Functions in consultation with the Vice-Chancellor.
- n) In case of an emergency which, in his opinion, necessitates immediate action, he shall take suitable action, which he deems fit, in anticipation of the approval of the Vice-Chancellor or authorities concerned, and report the matter immediately to the Vice-Chancellor for his approval.
- o) He shall prepare the schedule for the conduct of Convocations in consultation with the Vice-Chancellor.
- p) He shall make all the required arrangements for the smooth and proper conduct of Convocations.

## **2.8 The Deputy Registrar**

### **2.8.1 Appointment Terms and conditions**

- a) The Vice Chancellor, in consultation with the Chancellor, may appoint Deputy Registrar as per section 12 (viii) of the Act.
- b) He should have experience as Professor of at least 3 years or held an equivalent post.
- c) He should be conversant with administration and academic arrangements in higher education.
- d) The term of appointment of the Deputy Registrar shall be THREE years which may be renewable for further terms.

### **2.8.2 Powers and responsibilities:**

- a) The Deputy Registrar shall assist the Registrar in all matters of academic and administration and take up such other responsibilities as may be assigned by the Vice-Chancellor/Registrar from time to time.

## **2.9 The Deputy Controller of Examinations**

### **2.9.1 Appointment Terms and conditions**

- a) The Vice Chancellor, in consultation with the Chancellor, may appoint Deputy Controller of Examinations as per section 12 (viii) of the Act.
- b) He should have experience as Associate Professor of at least 3 years or held an equivalent post.
- c) He should be conversant with administration and examination arrangements in higher education.
- d) The term of appointment of the Deputy Controller of Examinations shall be THREE years which may be renewable for further terms.

### **2.9.2 Powers and responsibilities:**

- a) The Deputy Controller of Examinations shall assist the Controller of Examinations in all matters of administration and Examinations and take up such other responsibilities as may be assigned by the Vice-Chancellor/Controller of Examinations from time to time.

b)

**STATUTES GOVERNING MEETING PROCEDURES  
OF JSS SCIENCE AND TECHNOLOGY UNIVERSITY**



# STATUTES GOVERNING MEETING PROCEDURES OF JSS SCIENCE AND TECHNOLOGY UNIVERSITY

## 1. Title and Commencement

- 1.1 These statutes shall be called the statutes governing Meeting Procedures of JSS Science and Technology University Statutes 2016.
- 1.2 These statutes shall come into force from the date of assent of the Chancellor.

## 2. Quorum at meetings:

Unless otherwise provided in the Act or in any Statute or Regulation, no matter may be decided at any meeting of a body or authority unless at least THREE members or ONE THIRD of the total membership of the body or authority, whichever is greater, are present.

## 3. Procedure at meetings:

Except where the Act or any Statute or Regulation provides to the contrary a meeting of any Body, Committee or Authority of the University must be conducted in accordance with the following provisions:

- 3.1 **Notice:** The Secretary of any 'body' or authority of the University under the direction of the Chancellor/Vice Chancellor shall send to the members a notice of the meeting at least seven days before the day of the meeting including the preliminary agenda specifying the place, the date and the hour of the meeting. In the event of non-receipt of the notice by a member, the proceedings of the meeting to which the notice relates shall not thereby be invalidated.
- 3.2 Notwithstanding the above the members of any 'body' or authority may, by unanimous consent, waive the minimum notice required under this Statute for any meeting of that body or authority. ***Provided*** that the proceedings of such meeting shall be valid.
- 3.3 **Notice of Propositions by members:** Notice by board members on subjects to be included in the agenda shall be sent so as to reach the Secretary of the body not later than five clear days before the meetings.

Subjects sent by the members will be included in the agenda. It shall however, be open to the Vice Chancellor to disallow any subject being included if he/she considers that it does not properly fall within the purview of the body/authority or that it contravenes the provisions of the Act, the Statutes of the Regulations of that it is not expedient to discuss such subject either in public interest of in the interest of the sponsoring body of the University.



- 3.4 **Notice of Amendments:** Amendments, if any, relating to subjects mentioned in the agenda shall be sent to the Secretary of the Body within three days after the receipt of the agenda. The Secretary should obtain prior approval of the Vice Chancellor before including such amendments, in the supplementary agenda.
- 3.5 **Supplementary Agenda:** A supplementary list of amendments and other urgent subjects arising after the issue of the first agenda shall be supplied to each member before meeting.
- 3.6 **Voting:** Every question shall be decided by a majority of the votes of the members present at the meeting. In case the votes are equal, the Chairperson shall have a casting vote in addition to his vote as a member.
- 3.7 **Adjournment:** If there is no quorum at the expiration of fifteen minutes after the time fixed for a meeting, the meeting shall be adjourned to such a date as the Chairman may fix. No quorum shall be necessary for such an adjourned meeting.
- 3.8 If a meeting is adjourned/cancelled under the preceding sub-section, the business scheduled for discussion at the cancelled meeting shall take priority at the next scheduled meeting of the body.
- 3.9 If the chairperson of a body is absent or vacates the chair, a meeting must be chaired by the vice-chairperson or, if there is no vice-chairperson, by a person elected by a majority of votes of the members present.
- 3.10 A resolution at any meeting shall not be rendered invalid merely by reason of the existence of any vacancy or defect in the constitution of the body.
- 3.11 **Notes of Dissent:** Any member who dissents from a decision of the body/ authority and expresses a desire to give a note of dissent may do so before the close of the meeting. Such a note shall always be brief and be confined to the main point of issue. Personal references of any kind or attributing motives shall invariably be avoided. The dissenting note given by a member shall be circulated along with the proceedings of the meeting.
- 3.12 **Resolution by Circulation:** The Chairperson of the body/authority may, at his discretion, obtain the opinion of the members by circulation. A note of questions decided by circulation shall be recorded in the minutes book.

#### **4. Minutes of Meeting:**

- 4.1 The Secretary shall keep the minutes of the meetings of the body of the University, and send a copy of minutes of every such meeting as early as possible to every member.
- 4.2 The Secretary shall keep a copy of the minutes of the previous meeting of the body of the University and it must be made available to members of the body before commencement of a meeting or must be read aloud after commencement of the meeting.
- 4.3 A motion to amend the minutes of a previous meeting may be made by any member and is to be determined by a majority of votes of the members present.
- 4.4 Subject to any amendments proposed and approved under the preceding sub-section, the minutes of a previous meeting are to be regarded as a true and accurate record of that meeting and must be signed by the chairperson.
- 4.5 Minutes of meetings of the Board of Governors, the Board of Management, the Academic Council, the Board of Studies, the Research and Innovation Council, the Finance Committee, the Faculties and such other authorities as the Board of Management may determine are to be retained by the person appointed as Secretary of such authorities and are to be regarded as official records of the University.

#### **5. Emergency Meetings:**

- 5.1 The Chairperson of any authority of the University may call an emergency meeting to discuss any matter that requires immediate attention by that authority.
- 5.2 The provisions regarding Notice under this Statute shall stand waived for all emergency meetings.  
Emergency meetings may be held by any of the following methods:
  - a) The members of the authority holding an emergency meeting may:
    - i. gather together at a physical location;
    - ii. use Email communications to conduct the emergency meeting;
    - OR**
    - iii. meet by Web based/video conference.
  - b) Once a quorum is present the emergency action can be approved by a majority of the members present.
  - c) Where a decision is taken at an emergency meeting using Email or telephone-video conference the decision of the meeting must be recorded in the minutes of the next open meeting of the authority.

## **6. Approved methods of communication:**

The following methods of communication are approved for the purposes of participating in a meeting or a part of a meeting:

- 1) By Telephone call;
- 2) By Web based means of communication (including Skype or equivalent);
- 3) By Video conference
- 4) By such other means of communication that may be approved from time to time.

## **7. Joint Meetings of two or more Authorities or Bodies:**

7.1 Joint meetings of two or more authorities or bodies may be held whenever required or so directed by the Vice Chancellor or any of the Authorities listed in Section 22 of the Act for dealing with any question affecting these authorities or bodies.

7.2 When a joint meeting of two or more authorities or bodies is held the Vice Chancellor shall appoint the Chairman and Secretary failing which the members present shall elect a Chairman and a Secretary for the meeting.

### **7.3 Minutes of Joint Meetings:**

- a) The Secretary of the Joint Meeting shall be responsible to prepare the minutes of the meeting and send a copy of the minutes of every such meeting as early as possible to every member.
- b) Every resolution passed by the Joint Meeting should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- c) Within **Seven** days after the date of the meeting the Secretary of the Joint Meeting shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the authority that convened the joint meeting and to all the Members of the participating bodies or authorities.

## **8. Record Keeping:**

The Secretary of the Meeting shall maintain all the minutes and other relevant documents related to the proceedings at the meeting, and make these available to any authorized officer/authority for inspection.

**STATUTES GOVERNING CONSTITUTION, POWERS AND  
FUNCTIONS OF BOARD OF GOVERNORS OF JSS SCIENCE  
AND TECHNOLOGY UNIVERSITY**



# **STATUTES GOVERNING CONSTITUTION, POWERS AND FUNCTIONS OF BOARD OF GOVERNORS OF JSS SCIENCE AND TECHNOLOGY UNIVERSITY**

## **1. Title and Commencement**

- 1.1 These statutes shall be called as the statutes governing Constitution, Powers and Functions of Board of Governors (BoG) of JSS Science and Technology University 2016.
- 1.2 These Statutes shall come into force from the date of its first publication as approved by the Board of Governors.

## **2. The Board of Governors**

- 2.1 In accordance with Section 23 of the Act the Board of Governors is the principal governing and policy-making Body of the University and consists of members as specified there under.

### **2.2 Tenure**

- 2.2.1 Except in case of Ex Officio Members and nominated members of Government and UGC, the tenure of all the nominated members shall be for a period of three years. The nominated members shall hold the office during the pleasure of the nominating authority.
- 2.2.2 The nominated member is eligible for reappointment for another term.
- 2.2.3 A temporary vacancy arising in Board of Governors from among the nominated members shall be filled by the nominating authority and the tenure of such member shall be residua of the term for which the person whose place he fills would have been a member
- 2.2.4 No casual vacancy may be filled up if such vacancy occurs within six months before the date of expiry of the term of the members of the authority of the University.

## **3. Powers and Functions of the Board of Governors:**

- 3.1 The Board of Governors is the principal governing and policy making body of the University.
- 3.2 Without derogating from the generality of the provisions of the Act the powers of the Board of Governors shall be:
  - (a) to ensure that the University is managed legally, Judiciously, ethically and consciously;

- (b) to appoint the Statutory Auditors of the University;
- (c) to lay down policies to be pursued by the University;
- (d) to review decisions of the other Authorities of the University that are not in conformity with the provisions of this Act, or the Statutes or the Rules;
- (e) to approve the Budget and Annual Report of the University;
- (f) to make new or additional Statutes or amend or repeal the existing Statutes and Rules ;
- (g) to take decision about voluntary winding up of the University ;
- (h) to approve proposals for submission to the Government;
- (i) to nominate three members to Fee Regulation Committee; and
- (j) to take such decisions and steps as are found desirable for effectively carrying out the objects of the University.

**3.3** The Board of Governors may delegate any of its powers, authorities, duties and functions to the Board of Management or the Vice Chancellor as it deems fit.

**3.4** The Board of Governors may, by resolution, constitute and appoint any committee or committees comprising such members and on such terms and conditions and delegate to it all or any of its powers, authorities, duties and functions other than this power of delegation and the power to make University Statutes in accordance with **Section 33** of the Act.

The powers delegated under this clause are revocable by a resolution of the Board of Governors at any time.

## **4. Functioning of Board of Governors:**

### **4.1 Ordinary Meetings:**

The Board of Governors shall meet at least 3 times in each financial year on dates that specified by the Board of Governors from time to time.

#### 4.2 **Special Meetings:**

The Chancellor or Vice Chancellor may call a special meeting of the Board of Governors whenever either of them considers such a meeting to be necessary.

#### 4.3 Notice and Agenda for Meetings of Board of Governors or any of its Committees:

- a) Not less than **fifteen days'** notice, in writing, of the date of each meeting of the Board of Governors must be given to each member.
- b) Not less than **ten days'** notice, in writing, of the business to be considered at each meeting of the Board of Governors must be given to each member.
- c) Any Important agenda matter can be included in the Agenda and taken up for discussion and decided in the meeting of the Board of Governors if prior written approval is obtained from the Chancellor / Chairperson.

#### 4.4 **Chairman/Chairperson:**

- a) All meetings of the Board of Governors shall always be chaired by the Chancellor.
- b) In his absence the Chancellor may nominate any other member of the Board of Governors to Chair a meeting of the Board of Governors. If the Chancellor does not nominate any person to Chair such a meeting the members present in the meeting of the Board of Governors shall elect a Chairperson, for that meeting only, from among themselves by a simple majority.

#### 4.5 **How matters are decided:**

- a) All matters which come before any meeting of the Board of Governors must be decided by a simple majority of the members present.
- b) The Board of Governors may, by University statute, provide that certain resolutions will have effect only if passed by a specified majority of members or of members present and voting.
- c) In case of equality of votes the Chairman shall have and exercise a second or casting vote.

#### 4.6 **Resolutions by circulation:**

- a) If a majority of the members of the Board of Governors sign a



document circulated by, or on behalf of, the Chancellor containing a statement that those members are in favour of a resolution set out in the document the resolution, so signed, shall be taken to have been passed at a meeting of the Board of Governors. For the purposes of this clause two or more separate documents containing a statement in identical terms, each of which is signed by one or more members, is to be taken to constitute one document.

- b) A resolution passed by circulation shall be taken to have been passed on the day on which the last member to sign, signs the document. This matter shall be brought before the next meeting of the BoG

#### 4.7 **Remuneration, Meeting Fees & Expenses:**

##### a) **Sitting Fees:**

Members will be entitled to a Sitting Fee, for each meeting attended, in an amount approved by a resolution of the Board of Governors.

##### b) **Travel & Other Expenses:**

Members will be entitled to reimbursement of reasonable travel and related expenses incurred to attend meetings in accordance with the guidelines and in such amount as may, from time to time, be approved by the Board of Governors.

### 5. **Quorum:**

- 5.1 The quorum for meetings of the Board of Governors shall be **at least three members** attending and voting at such meeting.

- a) Provided that the presence of either the Chancellor or one nominee of the Sponsoring Body and in the absence of the Chancellor or one nominee of the Sponsoring Body, the Vice Chancellor, shall always be necessary to form the quorum of any meeting of the Board of Governors.
- b) Provided further that such quorum shall not be required for a convocation of the University or a meeting of the Board of Governors held for the purpose of conferring degrees, diplomas, titles or other distinctions.

**STATUTES GOVERNING CONSTITUTION, POWERS AND  
FUNCTIONS OF BOARD OF MANAGEMENT  
OF JSS SCIENCE AND TECHNOLOGY UNIVERSITY**



# **STATUTES GOVERNING CONSTITUTION, POWERS AND FUNCTIONS OF BOARD OF MANAGEMENT OF JSS SCIENCE AND TECHNOLOGY UNIVERSITY**

## **1. Title and Commencement**

1.1 These statutes shall be called the statutes governing Constitution, Powers & Functions of Board of Management (BoM) of JSS Science and Technology University Statutes 2016.

1.2 These statutes shall come into force from the date of assent of the Chancellor.

## **2. The Board of Management**

2.1 In accordance with Section 24 of the Act, the Board of Management is the principal governing and policy-making Body of the University and consists of members as specified there under.

### **2.2 Tenure**

2.2.1 The tenure of all the nominated members shall be for a period of three years except the Ex Officio Members and Appointed/Nominated members of Government and UGC. The nominated members shall hold the office during the pleasure of the nominating authority.

2.2.2 The nominated member is eligible for reappointment for another term.

2.2.3 A temporary vacancy arising in Board of Governors from amongst the nominated members shall be filled by the nominating authority and the tenure of such member shall be residua of the term for which the person whose place he fills would have been a member

2.2.4 No casual vacancy may be filled up if such vacancy occurs within six months before the date of expiry of the term of the members of the authority of the University.

## **3. Powers and Functions of the Board of Management:**

3.1 The Board of Management is the Principal Executive Body of the University.

3.2 The Board of Management shall have all the powers necessary to carry

out the functions of being the Principal, Executive Body of the University.

- 3.3** The Board of Management shall, with the approval of the Board of Governors, manage and administer the revenues and property of the University and conduct all the administrative affairs of the University not otherwise provided for.
- 3.4** The Board of Management may, by resolution, constitute and appoint any committee or committees comprising such members and on such terms and conditions and delegate to it such powers and functions as it thinks fit.
- 3.5** The Board of Management shall have the following powers:
- a. To propose the first statutes to the Board of Governors for its approval.
  - b. To approve the Regulations and to amend or re-appeal the same.
  - c. To lay down policies to be pursued by the University.
  - d. To exercise all such provisions and powers as lead down under section 7 & 8 of the Act.
  - e. To approve degrees, diplomas and other distinctions awarded by the University.
  - f. On the recommendation of the Academic Council to institute, combine or discontinue Faculties, Departments, Directorates or other academic units of the University.
  - g. To approve the delegation of authorities and expenditure authorisation limits of the Vice Chancellor and other senior officers of the University and to approve expenditure that exceeds those levels;
  - h. To open accounts with banks, financial and other such institutions and to approve the delegation of authority to the officers of the University and the terms and conditions for operating such accounts;
  - i. To manage and regulate the finances, accounts, investments, property, business and other administrative affairs of the University and for that purpose to appoint such agents as it may think fit.
  - j. To provide the University with its requirements of buildings, premises, furniture and other equipment and apparatus.

- k. To enter into and carry out and cancel contracts on behalf of the University and for that purpose to appoint such persons as it may think fit.
- l. To determine the method of appointment, conditions of appointment and service and remuneration of all staff of the University, academic or otherwise, and of all other persons employed or engaged by the University.
- m. To hear, adjudicate upon and, if it thinks fit, to redress any grievances of the officers of the University, the academic and other staff, the graduates and students of the University.
- n. To exercise supervision and control over the residence and discipline of students.
- o. To determine all University fees
- p. To accept, reject or refer back any recommendation made by the Academic Council or the Research and Innovation Council.

***Provided*** that no such recommendation may be rejected unless the Academic Council or the Research & Innovation Council, as the case may be, is informed of the reasons for such rejection and is given an opportunity to comment thereon to the Board of Management.

- q. To call for such reports and minutes of meetings from the Academic Council, the Research & Innovation Council, the Finance Committee and any of its committees to review the work of the University.
- r. To exercise such other powers and perform such other duties as may be prescribed by this Act, the Statutes, the Regulations and rules of the University.

However, the action taken on the above, wherever required, the ratification of the Board of Governors may be obtained.

## **4. Functioning of Board of Management:**

### **4.1 Ordinary Meetings:**

The Board of Management shall meet at least **Four** times in each financial year on dates that the Board of Management determines from time to time.

#### **4.2 Special Meetings:**

The Chairperson may call a special meeting of the Board of Management whenever he considers such a meeting to be necessary.

#### **4.3 Notice and Agenda for Meetings of Board of Management or any of its Committees:**

- a. Not less than seven days' notice, in writing, of the date of each meeting of the Board of Management must be given to each member.
- b. Not less than three days' notice, in writing, of the business to be considered at each meeting of the Board of Management must be given to each member.
- c. No agenda matter shall either be included in the Agenda for or taken up for discussion and decided in the meeting of the Board of Management or any of its Committees without obtaining the prior written approval of the Chancellor / chairperson.

#### **4.4 Chairman/Chairperson:**

- a) All meetings of the Board of Management shall always be chaired by the Vice Chancellor.
- b) In the absence of the Vice Chancellor a meeting of the Board of Management shall be chaired by a nominee of the Sponsoring Body

#### **4.5 How matters are decided:**

- a) All matters which come before any meeting of the Board of Management must be decided by a simple majority of the members present.
- b) In case of equality of votes the Chairman shall have and exercise a second or casting vote.
- c) This matter shall be brought before the next meeting of the BoM

#### **4.6 Resolutions by circulation:**

- a) If a majority of the members of the Board of Management sign a document circulated by, or on behalf of, the Chairperson containing a statement that those members are in favour of a resolution set out in the document the resolution, so signed, shall be taken to have been passed at a meeting of the Board of Management. For the purposes of this clause, two or more

separate documents containing a statement in identical terms, each of which is signed by one or more members, is to be taken to constitute one document.

- b) A resolution passed by circulation shall be taken to have been passed on the day on which the last member to sign signs the document.

#### 4.7 **Remuneration, Meeting Fees & Expenses:**

- a) **Sitting Fees, Travel and Other Expenses:**

Members are entitled for sitting fee, travel and related expenses. Such amount of fee etc., may be as approved by a resolution of the Board of Governors.

### **5. Quorum:**

5.2 The quorum for meetings of the **Board of Management** shall be at least **three** members attending and voting at such meeting.

- a) **Provided**, however, that the presence of either the Vice Chancellor or one nominee of the Sponsoring Body shall always be necessary to form the quorum of any meeting of the Board of Management.





**STATUTES GOVERNING CONSTITUTION, POWERS  
AND FUNCTIONS OF ACADEMIC COUNCIL  
OF JSS SCIENCE AND TECHNOLOGY UNIVERSITY**

# **STATUTES GOVERNING CONSTITUTION, POWERS AND FUNCTIONS OF ACADEMIC COUNCIL OF JSS SCIENCE AND TECHNOLOGY UNIVERSITY**

## **1. Title and Commencement**

- 1.1 These statutes shall be called the statutes governing Constitution, Powers and Functions of Academic Council (AC) of JSS Science and Technology University Statutes 2016.
- 1.2 These statutes shall come into force from the date of assent of the Chancellor.

## **2. Constitution and Tenure of Academic Council**

- 2..1 In accordance with **Section 25** of the Act, the Academic Council is the principal Academic Body of the University.
- 2..2 The Academic shall be constituted by the Board of Governors (BoG) in consultation with the Board of Management.
- 2..3 The Academic Council consists of the following members
  - a) The Vice Chancellor – Ex Officio Chairperson
  - b) Pro Vice Chancellor(s) – Ex Officio Member
  - c) Registrar – Ex Officio Member Secretary
  - d) Controller of Examinations
  - e) Deans of faculty (One representing each Faculty)
  - f) The Dean Research
  - g) Four Heads of the Departments of the University nominated by the Vice Chancellor on rotation in order of seniority
  - h) Four External members - Academicians and Industrial experts nominated by the Vice Chancellor in consultation with the Chancellor
  - i) Four Professor of the University nominated by the Vice Chancellor on rotation in order of seniority (One representing Each Faculty)
  - j) Four Associate Professor of the University nominated by the Vice

Chancellor on rotation in order of seniority (One representing Each Faculty)

k) Four Assistant Professor of the University nominated by the Vice Chancellor on rotation in order of seniority of whom one shall be a woman (One representing Each Faculty)

l) One Alumnus nominated by the Vice Chancellor

2..4 Except the Ex Officio Members all the members shall hold the office for a period of 3 years from the date of appointment. The member is eligible for re-appointment for another term. They hold the office during the pleasure of the nominating authority.

2..5 Temporary vacancy arising in Academic Council from among the members shall be filled by the nominating authority and the tenure of such member shall be residua of the term for which the person whose place he/she fills.

2..6 No casual vacancy may be filled up if such vacancy occurs within six months before the date of expiry of the term of the members of the authority of the University.

### **3. Powers and Functions of Academic Council**

3.1 The Academic Council shall have all the powers necessary to carry out the functions of being the principal academic Body of the University.

3.2 The Academic Council may, by resolution, constitute and appoint any Committees with such membership and on such terms and conditions and with such powers and duties as it thinks fit. The powers delegated under this clause are revocable by a resolution of the Academic Council at any time.

#### **The Academic Council is responsible for:**

3.3 the regulation, supervision and development of all academic activities of the University, including the maintenance of high standards in teaching and research;

3.4 matters relating to the creation and establishment of new academic units including Faculties, departments and centres;

3.5 matters related to academic programmes, courses and subjects including regular, full-time, part-time, user-oriented programmes, certificate and other courses designed for industry;

3.6 developing and making arrangements for the implementation of new teaching, learning and assessment methodologies;

- 3.7 approve new programmes, courses, modules, subjects and any other certificate courses(Note: No academic programme of the University will have validity if it is offered without the prior approval of the Academic Council);
- 3.8 development and maintenance of the Academic Regulations and other policies and rules governing academic matters;
- 3.9 providing the requirements for the award of degrees, diplomas and other awards;
- 3.10 approving the terms of and awarding prizes, scholarships and other forms of recognition governing academic matters;
- 3.11 instituting the mechanisms for facilitating and managing all communications and sharing of teaching and other resources as between the Faculties, Centres, the Research & Innovation council and other Academic and Administrative Units of the University;
- 3.12 Subject to the Act, the Statutes and the Regulations, the Academic Council shall, in addition to all other powers vested in it, have the following powers namely:
  - 3.12.1 to report on any matter referred to or delegated to it by the Board of Governors or the Board of Management;
  - 3.12.2 to recommend to the Board of Management to institute, combine or discontinue Faculties, Departments or other academic units of the University;
  - 3.12.3 to recommend to the Board of Management to institute Degrees, Diplomas, Certificates and other academic awards and Honorary Degrees;
  - 3.12.4 to make recommendations to the Board of Management in regard to the conditions for admission of students to the various courses of studies in the University;
  - 3.12.5 to appoint Committees for formulation and regulation of admission of students to the University;
  - 3.12.6 to make arrangements for the conduct of examinations including the appointment of Committees, for this purpose;
  - 3.12.7 to approve panel of examiners, moderators, and such other personnel for different examinations of the University
  - 3.12.8 to review the results of the various University examinations or to appoint Committees or officers to do so and to make recommendations for the conferment or grant of degrees,

diplomas, honours degrees and diplomas, other titles and marks of honour to all persons who have pursued a scheme of study approved by the Academic Council and shall have passed the examinations of the University or otherwise satisfied the examiners;

- 3.12.9 to make recommendations for the conferment of Honorary degrees to the Board of Management;
- 3.12.10 to make proposals for the institution of fellowships, scholarships, studentships, medals and prizes and to make other awards and determine the conditions to be attached to such awards;
- 3.12.11 to determine the time, mode and conditions of competitions for Scholarships, Fellowships and other prizes and to award prizes, scholarships and fellowships of the University;
- 3.12.12 to publish lists of prescribed or recommended text-books and to publish syllabuses of the prescribed courses of study;
- 3.12.13 to establish Joint Committees of the Academic Council and student representatives and to prescribe the method of appointment of such representatives and the functions of such committees;
- 3.12.14 to prepare such forms and registers as are, from time to time, prescribed by the Regulations;
- 3.12.15 to exercise such other powers and perform such other duties and to do all such acts as may be conferred or imposed on it by the Act, the Statutes and the Regulations.

**3.13 Delegation of powers:**

- 3.13.1 Subject to this section, the Academic Council may, by resolution, delegate any of its powers and duties, including the hearing of appeals, to any member of the Academic Council or to any committee or committees comprising such members, on such terms and conditions and with such powers as it deems fit.
- 3.13.2 The Academic Council shall not delegate:
  - i. the power to make University regulations;
  - ii. the duty to provide such information and/or reports as may be required by the Board of Governors; or
  - iii. the power of delegation conferred upon it by this section.

## **4. Functioning of Academic Council**

4.1 Members of the Academic Council shall meet:

- i. Once every six months
- ii. when the Academic Council considers a meeting is necessary for the conduct of its business; or
- iii. when convened at the discretion of the Chairperson of the Academic Council; or
- iv. when desired by the Chancellor, the Vice Chancellor or requested by FIVE members of the Academic Council.

## **5. Quorum:**

5.1 The Quorum for all the meetings of the Academic Council including the Chairperson shall be 2/3<sup>rd</sup> (Two third) members on the roll attending and voting at such meetings.

## **6. Committee of the Academic Council:**

6.1 The Academic Council may appoint a Sub-Committee

6.2 The Sub-Committee shall advise the Academic Council in the matters including the following:

- i. The grant of exemptions in accordance with regulations, if any;
- ii. The qualifications for the admissions to the university courses in accordance with regulations, if any; and

The Vice Chancellor shall nominate a person as the Chairperson of this Sub-Committee.

**STATUTES GOVERNING CONSTITUTION, POWERS  
AND FUNCTIONS OF RESEARCH AND  
INNOVATION COUNCIL OF  
JSS SCIENCE AND TECHNOLOGY UNIVERSITY**





**STATUTES GOVERNING CONSTITUTION, POWERS AND  
FUNCTIONS OF RESEARCH AND INNOVATION COUNCIL  
OF JSS SCIENCE AND TECHNOLOGY UNIVERSITY**

**1. Title and Commencement**

- 1.1 These statutes shall be called the statutes governing Constitution, Powers and Functions of Research and Innovation Council (RIC) of JSS Science and Technology University Statutes 2016.
- 1.2 These statutes shall come into force from the date of assent of the Chancellor.

**2. Constitution and Tenure of Research and Innovation Council**

- 2..1 In accordance with Section 22 (iv) and 26 of the Act the Research and Innovation Council is the principal Research and Innovation Committee of the University.
- 2..2 The Research and Innovation Council shall be constituted by the Board of Management (BoM).
- 2..3 The Research and Innovation Council shall be constituted for a period of Three years
- 2..4 The tenure of all the nominated members shall be for a period of three years, except in case of Ex Officio Members. The nominated members shall hold the office during the pleasure of the nominating authority.
- 2..5 The nominated member is eligible for reappointment for another term.
- 2..6 A temporary vacancy arising in Research and Innovation Council from among the nominated members shall be filled by the nominating authority and the tenure of such member shall be residua of the term for which the person whose place he fills would have been a member
- 2..7 No casual vacancy may be filled up if such vacancy occurs within six months before the date of expiry of the term of the members of the authority of the University.
- 2..8 The Research and Innovation Council shall comprise the following members;
  - a) The Vice Chancellor
  - b) The Pro Vice Chancellor
  - c) Dean of Research
  - d) Head of Dept. of Innovation
  - e) Deans of faculty (One representing each faculty)
  - f) Six External Members (being Academicians, Research and Industry experts to be nominated by the Vice Chancellor in consultation with the Chancellor)

- g) Six members including Professors/Associate Professors/Asst. Professors of the University (who have exhibited notable research accomplishment)
- 2..9 The Vice Chancellor shall be the Chairperson and Dean of Research shall be the Secretary of the Research & Innovation Council:

### **3. Powers and Functions of Research & Innovation Council**

- 3.1 The Research and Innovation Council shall have all powers necessary to organize and promote research and its dissemination in the University.
- 3.2 The Research and Innovation Council shall have the following functions:
- a) to promote research within the University and to prepare reports from time to time on such research;
  - b) to approve all research activities, research programmes leading to the award of doctoral/degrees and all research collaborations with other universities and institutions in India and abroad;
  - c) to consult with the Board of Management before deciding upon a matter, that may have a direct impact on the administration and management of the University;
  - d) to consult with the Academic Council on all such matters that may have a direct impact on academic matters before deciding upon the same.

**Note:**

For the purposes of clauses (c) and (d) above it shall be the duty of the Secretary of the Research & Innovation Council to facilitate the process of consultation under these clauses.

- 3.3 The Research & Innovation Council may, by resolution, constitute and appoint any Committees with such membership and on such terms and conditions and with such powers and duties as it thinks fit. The powers delegated under this clause are revocable by a resolution of the Research & Innovation Council at any time.

### **4. Functioning of the Research & Innovation Council**

- 4.1 Members of the Research & Innovation Council shall meet:
- i) once every Six months
  - ii) when the Research & Innovation Council considers a meeting is necessary for the conduct of its business; or

- iii) when convened at the discretion of the Chairperson of the Research & Innovation Council; or
- iv) when desired by the Chancellor, the Vice Chancellor or requested by FIVE members of the Research & Innovation Council.

## **5. Quorum**

The Quorum for a meeting of Research & Innovation Council shall be five members



**STATUTES GOVERNING CONSTITUTION, POWERS  
AND FUNCTIONS OF FINANCE COMMITTEE OF  
JSS SCIENCE AND TECHNOLOGY UNIVERSITY**



# STATUTES GOVERNING CONSTITUTION, POWERS AND FUNCTIONS OF FINANCE COMMITTEE OF JSS SCIENCE AND TECHNOLOGY UNIVERSITY

## 1. Title and Commencement

- 1.1 These statutes shall be called the statutes governing Constitution, Powers and Functions of Finance Committee (FC) of JSS Science and Technology University Statutes 2016.
- 1.2 These statutes shall come into force from the date of assent of the Chancellor.

## 2. Constitution and Tenure of Finance Committee

- 2..1 In accordance with **Section 27** of the Act the Finance Committee is the principal Financial Body of the University.
- 2..2 The Finance Committee shall be constituted for a period of Three years
- 2..3 The tenure for all the nominated members shall be for a period of three years except in case of Ex-Officio Members. The nominated members shall hold the office during the pleasure of the nominating authority.
- 2..4 The nominated member is eligible for reappointment for another term.
- 2..5 A temporary vacancy arising in Finance Committee from among the nominated members shall be filled by the nominating authority and the tenure of such member shall be residua of the term for which the person whose place he fills would have been a member
- 2..6 No casual vacancy may be filled up if such vacancy occurs within six months before the date of expiry of the term of the members of the authority of the University.
- 2..7 The Finance Committee shall consist of **7 Members** comprising of the following:
  - a) The Chancellor or his nominee
  - b) The Vice Chancellor
  - c) Registrar
  - d) Registrar Evaluation
  - e) Finance Officer
  - f) Two Members nominated by the Sponsoring Body
- 2..8 The Chancellor or his nominee shall be the Chairperson and the Finance Officer shall be the Secretary of the Finance Committee.



### **3. Powers and functions of the Finance Committee**

- 3.1 The Finance Committee shall have all powers necessary to carry out the functions of being the principal financial decision-making body of the University.
- 3.2 The Finance Committee shall work under the overall supervision of the Board of Management.
- 3.3 The Finance Committee shall be responsible for the following:
  - a) preparation of the financial policies, supervision and management of the finances of the University;
  - b) advising the Chancellor, Vice Chancellor, the Board of Management and the Board of Governors on matters relating to finances and financial reporting obligations of the University;
  - c) preparation of the annual budget proposed for the University;
  - d) preparation and finalization of the annual financial statements in accordance with the policies approved by the Board of Governors, the law and applicable accounting standards and practices as are in force from time to time;
  - e) arrange for the annual audit of the University's income and expenditure in accordance with the appropriate regulatory guidelines;
  - f) with the approval of the Board of Management to borrow money at interest by way of mortgage, overdraft or otherwise from an approved financial institutions and for this purpose enter into and perform financial arrangements with such lending institutions;
  - g) invest any money of the University in any manner of investment authorised by the Board of Management
- 3.4 The Finance Committee may, by resolution, constitute and appoint any Sub-Committee or Sub-Committees with such membership on such terms and conditions and with such powers and duties as it thinks fit. The powers delegated under this clause are revocable by a resolution of the Finance Committee at any time.

### **4. Functioning of the Finance Committee**

- 4.1 Members of the Finance Committee shall meet:
  - i) once every three months

- ii) when the Finance Committee considers a meeting is necessary for the conduct of its business; or
- iii) when convened at the discretion of the Chairperson of the Finance Committee; or
- iv) when desired by the Vice Chancellor.

## **5. Quorum**

The Quorum for Finance Committee meeting shall be three members



**STATUTES GOVERNING CONSTITUTION, POWERS,  
FUNCTIONS AND TENURE OF BOARD OF STUDIES  
OF JSS SCIENCE AND TECHNOLOGY UNIVERSITY**



# **STATUTES GOVERNING CONSTITUTION, POWERS, FUNCTIONS AND TENURE OF BOARD OF STUDIES OF JSS SCIENCE AND TECHNOLOGY UNIVERSITY**

The University is constituted in accordance with the terms of JSS Science and Technology University, Karnataka Act 43 of 2013. The Authorities of the University Governance are made there under.

## **1. Title and Commencement**

- 1.3 These statutes shall be called as the statutes governing Constitution, Powers & Functions and Tenure of Board of Studies (BoS) of JSS Science and Technology University Statutes 2016.
- 1.4 These statutes shall come into force from the date of assent of the Chancellor.

## **2. Constitution and Tenure of Board of Studies**

- 2.1 In accordance with **Section 32, Chapter V** of the Act there shall be Board of Studies for each subject or group of subjects in Engineering, Technology, Management, Science and Humanities Disciplines.
- 2.2 The Board of Studies (BoS) shall be constituted by the Board of Governors (BoG) in consultation with the Academic Council.
- 2.3 The BoG can constitute separate or combined BoS of UG and PG in any of the subjects or group of subjects in consultation with the BoM and the Academic Council wherever necessary
- 2.4 The Board of Studies shall consist of the following members.
  - a) Head of the Concerned Department as Chairperson
  - b) All Professors of the concerned Department
  - c) Two Senior Associate Professors of the concerned Department by rotation
  - d) One Senior Assistant Professor of the concerned Department by rotation.
  - e) One External Subject Expert from any reputed Academic/Research Institutions/other Universities nominated by Academic Council
  - f) One External subject expert from any reputed Academic/Research Institutions/other Universities, to be nominated by the Vice Chancellor upon recommendation by the Dean of respective faculty
  - g) Two external members from concerned industry/ Government departments/Public sector undertakings/allied area relating to placement, to be nominated by the Academic Council upon recommendation by the Dean of respective faculty
  - h) One postgraduate meritorious alumnus, to be nominated by the Head of the Department

- i) The Chairperson, Board of Studies, may with the approval of the Vice Chancellor, Co-opt Members:
  - i. One external subject Expert from reputed Academic / Research Institutions / other Universities / Industry / Government departments / public sector undertakings, whenever special courses of studies are to be formulated
  - ii. Two Other members of faculty of the concerned Department
- 2.5 The Board of Studies shall be constituted for a **period of three years.**
- 2.6 A member appointed in his capacity as a faculty shall cease to be a member of BoS from the date he ceases to be a faculty in the University.
- 2.7 The Board of Governors may also abolish any of the Board of Studies on the recommendations of the BoM

### **3. Powers and Functions of Board of Studies**

- 3.1 To Prepare/recommend detailed course of studies, curriculum, Scheme of curriculum and prescription of text and reference books for the respective subjects keeping in view the objectives of the College, interest of the stakeholders and State/National requirements for the consideration and approval of the Academic Council and to advise on all matters relating thereto referred to it by the Academic Council or Board of Governors or Vice Chancellor or the Dean of Concerned Faculty.
- 3.2 Suggest methodologies for innovative teaching and evaluation techniques.
- 3.3 Suggest panel of names of experts to the Academic Council for appointment of examiners for university examinations
- 3.4 To Prepare panel of experts and specialists for various academic works of the University as and when needed.
- 3.5 To Advise/recommend the equivalence of other University Degrees.
- 3.6 Coordinate research, teaching, extension and other academic activities in the Departments
- 3.7 To suggest to the University Authorities on such matters as may be referred to it from time to time.

### **4. Functioning of Board of Studies**

- 4.1 The Registrar under the directions of the Vice Chancellor shall fix the place, date and time for the meeting of the BoS and the Board shall meet on the appointed day and time.
- 4.2 The Chairman shall issue the agenda at least ten days before the meeting

- 4.3 The Chairman shall preside over the meetings of the BoS and in his absence the next senior most member shall preside over the meeting with the approval of the Vice Chancellor
- 4.4 Every resolution of the BoS shall be recorded at the meeting and read out by the Chairman at the meeting itself and signed by the members present. The Chairman shall send a copy of the minutes to the concerned Dean and The Registrar within a week of the date of conduction of the meeting.
- 4.5 Whenever a need is felt by the competent authority, the Vice Chancellor shall call for a joint meeting of two or more BoS and he shall preside over such meetings. In the absence of Vice Chancellor the Pro Vice Chancellor or Registrar or the Dean shall preside over the meeting with written directions from the Vice Chancellor.
- 4.6 The Chairman, Board of Studies in urgent cases shall obtain the opinion of the BoS by circulation of any proposal among the members of the Board. The opinion so obtained shall be communicated to the University and the action taken by the University shall be re-communicated to the members and the concerned Dean for information.

## **5. Quorum**

- The Quorum for a meeting of any Board of Studies shall be five members





## **JSS SCIENCE AND TECHNOLOGY UNIVERSITY**

**(Established under Section 35 of JSS Science and Technology University Act No. 43 of 2013)**

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