

Career Point University, Kota, Rajasthan
Established under the
Career Point University Kota, Rajasthan Act No. 13 of 2012

STATUTES

(Under Sub Section 1 of Section 29 of the Act)
Government of Rajasthan
Education (Gr.-4) Department

Dated-----

**STATUTES
OF
THE CAREER POINT UNIVERSITY KOTA, RAJASTHAN, 2012**

CHAPTER – 1

PRELIMINARY

1. Short title and Commencement:

1.1.1 These Statutes may be called Statutes of the Career Point University, Kota, 2012.

1.1.2 They shall come into force from the date of their publication in the Official Gazette by the State Government.

2. Definitions:

1.2.1 In these Statutes, unless the context otherwise requires-

1.2.1.1 “**Academic Units**” means institutes, schools, colleges, Departments, Research Centers etc. established and maintained by the University

1.2.1.2 “Act” means the Career Point University, Kota Act, (Act No. 13 of 2012);

1.2.1.3 “Authorities of the University” means authorities specified in section 21 of the Act and includes authorities declared by these Statutes; and

1.2.1.4 “Employee” means all the employees whether teaching or non-teaching of the University.

1.2.1.5 “Schedule” means schedule appended to these Statutes.

1.2.1.6 “Section” means a section of the Act

1.2.2 All words and expressions used herein but not defined in the statutes shall have the same meanings as are assigned to them in the Act.

CHAPTER – 2

CONSTITUTION, POWERS AND FUNCTIONS OF THE AUTHORITIES

Part I: Board of Management

Powers and functions of Board of Management:

In addition to the powers and functions specified in sec. 22 of the Act. The board of management shall have the following powers and functions namely:

2.1.1 Tenure of nominated members: The tenure of membership of members in each category referred to in clauses (c), (d), (e) and (g) of sub-section (1) of section 22 of the Act shall be for three years from the date of nomination. However, the persons so nominated shall be eligible for re-nomination for further terms.

2.1.2 The quorum for meetings of the Board of Management shall be five. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The chairperson shall have the power to reconvene the meeting to transact business mentioned in the original agenda. Neither quorum nor a notice shall be necessary in the case of such a reconvened meeting.

2.1.3 Whenever the Chairperson is not able to attend the meeting of the Board of Management for any reason, the Chairperson shall nominate a member of the Board to preside such meeting.

2.1.4 Registrar shall be the Member Secretary of the Board of Management without the right to vote.

2.1.5 Board of Management may co-opt any outside person(s) to attend its meetings as the special invitee(s) but such persons shall not have the right to vote.

2.1.2 Powers and Functions: In addition to the powers and functions specified in section 22 of the Act, the Board of Management shall have the following powers and functions, namely

- (i.) To hold, control, and administer the property, assets and funds of the University;
- (ii.) To accept, on behalf of the University, donations, bequests, or gift of movable or immovable property;

- (iii.) To manage and invest money belonging to the University;
- (iv.) To borrow money for the purpose of the University with the approval of the Sponsoring Body;
- (v.) To enter into, comply with, vary, enforce, or cancel contracts;
- (vi.) To take/authorize whatever measures necessary to protect and defend the interests of the University in any legal or other proceedings
- (vii.) To authorize opening, operation and closure of accounts with banks and other financial institutions and signing of any financial documents and contracts on behalf of the University;
- (viii.) To determine the form of Common seal of the University and make provision for safe custody and use thereof;
- (ix.) To ratify and submit fee structure for various programs of study or for other academic activities for approval of the committee constituted for the purpose as specified under section 33 of the Act, from time to time, and make regulations thereof;
- (x.) To ensure standards of excellence in teaching, examinations and research and take all necessary measures thereof
- (xi.) To create new departments/courses and abolition or restructuring of the existing departments/courses
- (xii.) To determine the various categories of the teachers, officers and other staff of the University as well as their terms and conditions of service;
- (xiii.) To create, abolish teaching posts, their re-allocation, re-location or re-designation;
- (xiv.) To appoint such professors, associate professors, assistant professors and other teaching positions on the recommendations of the committees constituted for the purpose and to provide for filling temporary vacancies therein.

Provided that no appointment shall be made without the prior approval of the chairperson.

- (xv.) To appoint Emeritus Professors, Professors of eminence, and such other distinguished categories of Professors, Senior Fellows, Special Fellows,

Adjunct Professors, Visiting Professors, and Visiting Instructors and lay down criteria and terms and conditions of service;

- (xvi.) To create and make an appointment to administrative and other non teaching posts;
- (xvii.) To regulate and enforce discipline among members of the teaching, administrative and other staff of the University
- (xviii.) To institute honorary degree/s, fellowship/s , scholarship/s , studentship/s , medal/s , prize/s and other such instruments on the recommendation of the academic council and/or Chairperson;
- (xix.) To constitute one or more standing/special committees consisting of one or more members of the Board of management, or persons from inside/outside the University, and to mandate such bodies to perform functions in respect of matters within the powers and functions of the Board;
- (xx.) To establish norms relating to consultancy undertaken by University or its faculty/staff/scholars in any field;
- (xxi.) To establish and administer centers of the University or programs of study of the University, both inside and outside the State of Rajasthan, & abroad subject to relevant laws;
- (xxii.) To establish and/or administer distance education, online programs in the State of Rajasthan and other parts of India and abroad;
- (xxiii.) To establish and/or administer Research Center of the university in the state of Rajasthan and other parts of India and abroad
- (xxiv.) To enter in collaboration agreement with other Universities, Institutes, Autonomous Bodies, companies including Foreign Universities, and/ or educational institutions including those of the sponsoring body to augment the activities of the University, including programs of exchange of students and teachers, sharing and transfer of credits, and holding of joint workshops and programs of joint research, facilitation of access to each other's facilities and to institute double /triple/jointly-organized academic degrees or diploma or certificate program under such agreements; and
- (xxv.) To take all measures necessary and convenient to enable the University to exercise its power and perform its functions, pursuant to section 5 of the

Act, and in furtherance of the objects of the University as embodied in the preamble to the Act, as the Board may deem appropriate.

2.1.3 Meetings of the Board of Management shall be as follows: -

- (i.) Every meeting of the Board of Management shall be held on such date and at such time and place as may be fixed by the President with the consent of the Chairperson.
- (ii.) Notice of an ordinary meeting of the Board of Management shall be dispatched to all members of the Board at least twenty one days before the meeting. The Agenda of the meeting shall be dispatched at least ten days in advance of the meeting.
- (iii.) In case of an emergency, a special meeting of the Board of Management may be called by the President at a short notice with the approval of the Chairperson.
- (iv.) The Quorum for meetings of the Board of Management shall be five.

2.1.4. **Transaction of Business** –In arriving at a decision, if voting becomes necessary; it shall be done in a manner to be decided by the Chairperson. In case of a tie, the Chairperson shall have a second casting vote.

PART II - ACADEMIC COUNCIL

2.2. Composition of the Academic Council: The Academic Council shall consist of the following persons, namely:-

- (i.) The President, as its Chairperson;
- (ii.) The Pro President;
- (iii.) Dean of each Faculty
- (iv.) Two faculty member nominated by the president;
- (v.) Such number of eminent, academicians, subject experts from outside or within university nominated by the chairperson;
- (v.) Registrar as ex officio member and member secretary without a right to vote.

All nominated members shall hold their membership for a period of two years.

2.3. Meetings:

- (i.) One-fourth of the voting members of the Academic Council shall constitute the quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such a reconvened meeting.
- (ii.) The Academic Council shall meet at least two times in a calendar year.
- (iii.) The Academic Council may adopt its own rules of procedure for scheduling and conduct of its meetings.

2.4 Committees:

- (i.) The Academic Council may constitute one or more standing or Special Committees to assist it in performance of its functions.
- (ii.) The Academic Council may, on the recommendation of President, constitute an inter-sectional Standing Committee for Academic Affairs, comprising the President, the Pro-President and a nominee of the

Chairperson and the said Committee shall assist the President on all matters with the scope of powers and function of the Academic Council.

- (iii.) All decisions/actions taken by the President on the basis of recommendation of the Standing Committee for Academic Affairs shall be placed before the next meeting of the Academic Council for its ratification.

2.5 Powers and functions of the Academic Council: The Academic Council shall be the principal academic body of the University and shall co-ordinate and exercise general supervision over the academic policies of the University. In addition to the powers and functions prescribed in section 23 of the Act, the functions and powers of the Academic Council shall be as follows;

- (i.) To report to the Board of Management on any matter referred to it;
- (ii.) To take measures for general regulation and control of academic programs of the University
- (iii.) To frame Regulations for admissions in the University Departments and Centers, covering eligibility requirements for admission to Courses of Study at entry points and selectively for horizontal entry, procedures for selection for admission and any other matter related to admissions.
- (iv.) To take measures to ensure excellence in standards of teaching, examination and research;
- (v.) To make recommendation to the Board of Management for the establishment/expansion of and/or alteration to various Schools, Departments, Centers, Institutes of higher learning, specialized Laboratories, Libraries and Museums, howsoever designated;
- (vi.) To formulate, revise, or redefine the academic field of study or subjects, allocated to a School, a Centre, a Department, or any unit of an academic program;
- (vii.) To approve the syllabus of programme of studies as recommended by Board of Studies, periodic review of the syllabi, teaching materials, and methods of teaching and assessment of performance of student, and library resources;
- (viii.) To bring about inter-faculty and inter-school co-ordination to appoint committees or Boards, for taking up projects on an inter-faculty basis
- (ix.) To recommend the Board of Management the draft Ordinance or Regulations for various academic programs of the University specifying the eligibility and

- other conditions of admission of students to various programs of study, duration of such programs, norms for the conduct of such programs, including instructional methods, evaluation of students, declaration of results, and award of Degrees, Diplomas and Certificates;
- (x.) To recommend the Board of Management the procedure for conferment of all degrees including Honorary Degrees, and to consider proposals for conferment of such degrees;
 - (xi.) To recognize and to determine equivalence of credits, certificates, diplomas, degree, prior learning experience, mark-sheets obtained from other Universities , educational institutions, autonomous bodies and industries of India and abroad
 - (xii.) To collaborate with other Universities, Institutions, autonomous bodies, Industries and Research Center in India and abroad;
 - (xiii.) To make arrangements for conducting the examination, including their venues and schedules; and to maintain proper standard of examination;
 - (xiv.) To recommend the Chairman, through the President, the list of examiners for each program of study, and where appropriate, a list of external examiners;
 - (xv.) To consider and take decisions on the recommendations of the Board of Research studies constituted under Statute;
 - (xvi.) To make recommendation to the Board of Management, through the Chairperson, on creation, abolition of teaching posts, their re-allocation, re-location or re-designation;
 - (xvii.) To make proposal to the Board of Management for institution of fellowships, scholarships, free ships and other exemption, medals, prize and other awards;
 - (xviii.) To promote publications by the teaching members, scholars and others including publication of Journals and other publications by and in the name of the University;
 - (xix.) To submit an annual report of its activities to the Chairperson to be placed before Board of Management; and
 - (xx.) To take all such measures as are necessary and convenient for the fulfillment of the objects, powers and functions of the University in respect of its academic activities.

Part III: Finance Committee

2.6 Finance committee: There shall be a Finance committee, comprising such number of members as the Chairperson may nominate from time to time, including the following, namely:-

- (i.) Chairperson (Chairman);
- (ii.) President;
- (iii.) Pro-President;
- (iv.) Registrar;
- (v.) Two Deans of the Faculties to be nominated by the chairperson;
- (vi.) Three Persons nominated by the Chairperson ; and
- (vii.) Chief Finance and Accounts Officer as Ex-officio Secretary.

2.6.1 One-third of the total members of the Finance Committee shall constitute a quorum. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same venue. Neither a quorum nor a notice shall be necessary in the case of such reconvened meeting.

2.6.2 All nominated members of the Finance Committee shall hold office for a period of three years.

2.6.3 The chief finance and account officer shall issue notice for the meeting of the Finance Committee under the direction of the chairperson.

2.6.4 The Chairperson shall preside over the meeting of the Finance Committee and in his absence; the nominee of the Chairperson shall preside over the meeting.

2.6.5 The Finance Committee shall meet as required to examine the accounts Budget and to scrutinize proposals for expenditure.

2.6 Powers and functions of the Finance Committee:

2.6.1 The annual accounts and the financial estimates of the University prepared by the Chief Finance and Accounts Officers shall be laid before

the Finance Committee for consideration and thereafter be submitted to the Board of Management for approval.

2.6.2 The Finance Committee shall recommend the Budgetary expenditure both recurring and non-recurring for the next financial year.

2.6.3 No expenditure other than that provided for in the budget shall be incurred by the University without the approval of the Finance Committee.

Part VI: General

2.7 Acting Chairman for Meetings:

Where no provision is made for a Chairman to preside over a meeting of an authority of the University or any committee of such authority or when the Chairman so provided for is absent, the members present shall elect one from among themselves to preside at such meeting.

2.8 Absence from the meetings of the authorities of the University:

Any member not attending three consecutive meetings of any authority of the University, without leave of absence, shall cease to be member of that authority. Such vacancy shall be filled up as early as possible.

CHAPTER – 3

APPOINTMENTS, TERMS AND CONDITIONS OF SERVICE, POWERS AND FUNCTIONS OF OFFICERS AND OTHER FUNCTIONARIES OF THE UNIVERSITY

3.1 THE CHAIRPERSON:

3.1.1 **Appointment:** The Chairperson of the University shall be appointed in accordance with the provisions of section 12 of the Act;

The Chairperson shall perform her/his duties in an honorary capacity. However, she/he may be paid such honorarium not less than the salary of the President and all other terms and conditions of service of her/his appointment shall be as applicable to the President;

3.1.2 Power and Functions of Chairperson:-

- (I.) The Chairperson shall be the Head of the University;
- (II.) The Chairperson shall have
 - (a) All such powers and functions as may vested in her/him by virtue of her/him being the Head of the University;
 - (b) Such other powers and functions as may be assigned to her/him by the Board of Management from time to time;
 - (c) In addition to the above and the powers as defined in the Act, the Chairperson shall have powers to enter into collaboration agreements with other universities including foreign universities, and/or educational institutions, industrial organization and research center to augment the activities of the University, including programmes of exchange of students and teachers, sharing of credits, and holding of joint workshops and programmes of joint research, facilitation of access to each other's facilities and to institute joint organised academic degrees under such agreements as per the standards recognized by the regulatory bodies in India;
- (iii.) When exigency arises, and the Chairperson is of the opinion that it is not possible or convenient, under the circumstances to convene

a meeting of the Board of Management at short notice, she/he may take any appropriate decision or action as she/he may deem fit and necessary in the best interests of the University;

- (iv.) In pursuance of any decision or actions specified in clause (3) above, or for purposes of immediate thereof, the Chairperson shall have complete authority and power to issue any order or instruction to all or any of the Authorities, officers, teachers, other academic staff, other employees, ministerial staff, and/or students and they shall be bound to comply with such order or instruction forthwith. The Chairperson may, at any time, amend or revoke any order or instructions issued by her/him;

3.1.2.1 The Chairperson shall, as soon as practical, convene an emergency meeting of the Board of Management on the situations under clause (3) above and Chairperson shall report all actions or decisions taken in pursuant to clause (3) and (4) above to the Board of Management for ratification;

The Chairperson shall provide information to the Board of Management as per its requirement.

3.1.2.2 Upon ratification by the Board of Management, any or all the actions or decisions taken by the Chairperson in exercise of the powers conferred under sub clauses (3) and (4) shall not be invalid for want of consultation / approval / ratification of any Authorities of the University.

3.1.2.3 The Chairperson shall have the power to allow establishing study centers, counseling and guidance centers of the University in or outside the State of Rajasthan and country subject to applicable laws.

3.1.2.4 The Chairperson shall appoint the President, Pro-President and Registrar and any other officer/authority in the University which she/he deems proper as per provisions of the Act, Statutes and regulations.

3.1.2.5 If the Chairperson is satisfied, on an enquiry made or caused to be made on a representation made to

her/him or otherwise, that the continuance of the President/ Pro-President/ Registrar/ Chief Finance Officer/ Dean/ Proctor/ Provost/ Director/Controller of Examinations or any other designated officer in her/his office is prejudicial to the interest of the University or the situation so warrants, she/he may, by an order in writing and stating the reasons therein for doing so, ask the President/ Pro-President/ Registrar/ Chief Finance Officer/ Dean/ Proctor/ Provost/ Director/Controller of Examinations/ or any other designated officer to relinquish his office from such date as may be specified in the order; Provided that before taking an action under this sub-clause, such officer shall be given an opportunity of being heard.

- 3.1.2.6 The Chairperson shall have the power to approve all appointments of officers, faculty members and other employees of the University and this power can be delegated to the President/ Registrar / Dean of Faculty/ Head of School or any other Officer of the University;
- 3.1.2.7 The Chairperson or any other Officer of the University to whom powers of appointment have been delegated in view of the above para, shall have the power to terminate/remove any officer/teacher/employee of University on the ground of misconduct, inefficiency, financial irregularity or any other reason as may be considered not in the interest of the university subjected to approval of Chairperson;
- 3.1.2.8 The Chairperson, in the interest of the University, may nominate/ appoint any distinguished person on any Committee/Authority; And
- 3.1.2.9 The Chairperson may take any such action in the interest of University which he deems fit to achieve the objectives and proper functioning of the University.

3.4 THE PRESIDENT:

3.4.1 Appointment:

- (i.) The President shall be appointed in accordance with section 13 of the Act.
- (ii.) Only a distinguished scholar or a person with substantial experience in academic administration shall be appointed as President.
- (iii.) Whenever the office of the President falls vacant for any reason other than the expiry of the first term of appointment of incumbent, the Board of Management may, in the interests of the University, assign the responsibilities of the President to the Pro-President and in the absence of such an incumbent, to a Professor of the University who will assume the office as soon as post becomes vacant.

3.4.2 Power and Functions of the President:

- (i.) The President shall be the Ex-officio Chairman of the Academic Council. He may be present at and address any meeting of any Authority or Body of the University, but he shall not be entitled to vote unless he is a member of such authority or body.
- (ii.) It shall be the duty of the President to see that the Act, Statutes, Ordinances and Regulations are duly observed, and she shall have all powers necessary to ensure such observance.
- (iii.) The President shall have such powers and functions as may be assigned to him by the Chairperson;
- (iv.) The President shall establish norms relating to consultancy under taken by or within the University in any field of expertise subjected to approval of Board of Management;
- (vi.) The President may take any such action in the interest of University which he deems fit with the consent of the Chairperson;
- (vii.) The President shall have the overall supervision and control of all activities in the University, and shall exercise power and perform functions on all matters incidental thereto. These powers and functions shall, in appropriate cases, include the following, namely.

- (a) To investigate any incident involving the members of the University, including students;
 - (b) To institute/authorize inquiries into incidents, situations or affairs of the University
 - (c) To call for information from any officer, teacher, members of administrative staff, or student of the University
 - (d) To give directions to any student, teacher, officer, or any other employee of the University;
 - (e) To establish and review from time to time the disciplinary jurisdiction and control of the Office of the President, all students and all employees of the University and the procedure for exercise of disciplinary powers by designated officers, and to take all measures necessary in this connection, including designation and empowerment of one or more functionaries, in consultation with the Chairperson;
 - (f) To develop plans and schemes aimed at ensuring excellence in the standard of academic activities of the various academic bodies in the University;
 - (g) To recommend the Chairperson all matters relating to holding of any annual and special convocation, or special meeting in honor of any distinguished individual or for commemoration of any event;
 - (h) To take approval from the Chairperson on any appointment made by him.
 - (i) To make proposals to the Board of Management in respect of the University activities, and powers and functions of all bodies, officers, teachers and other employees of the University; and
 - (j) To take all measures necessary and convenient to give effect to the foregoing powers and functions, in consultation with the Chairperson.
- (ix.) On administrative matters, and on matters of academic affairs that require consultation with or decision by the Board of Management, the President shall act accordingly under intimation to the Chairperson.

- (x.) The President may seek the assistance of the Pro-President in exercise of her/his powers and in performance of her/his functions.

3.5 THE PRO-PRESIDENT:

3.5.1 Appointment:

- (i.) The Pro-President shall be appointed in accordance with section 14 of the Act;
- (ii.) The Chairperson, in consultation with the President, shall consider a panel of Professors from within or outside the University, and select one of them for appointment as Pro-President;

3.5.2 Power & Functions of Pro-President:

In addition of the powers and functions specified in section 14 of the Act, the Pro-President shall have following powers and functions, namely:-

- (i.) The Pro-President shall assist the President in exercise of her/his powers and performance of her/his functions;
- (ii.) In the absence of the President or when she/he is unable, for any reason, to exercise the powers and perform the functions of the President, the Chairperson may authorize and empower the Pro-President to exercise the power and perform the functions of the President, until such time as she/he may deem appropriate; And
- (iii.) In the absence of the President, the Pro-President shall preside over meetings of University authorities of whose Chairman is the President.

3.6 Dean of Faculty/School:

3.6.1 Appointment:

- (i.) The Dean of faculty for each faculty shall be appointed by the President with the approval of Chairperson, in accordance with the provision of section 17 of the Act on such terms and conditions of service as per the regulations of the University;
- (ii.) When the office of the Dean is vacant either due to his resignation or by reason of illness, absence for any other cause, the functions of the office of Dean shall be performed by a faculty member from amongst faculties of the university, as the President may decide in consultation with Chairperson for the purpose;

3.6.2 Power & Functions

- (i.) The Dean shall be the head of the Faculty/School and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty/School;
- (ii.) The Dean of the Faculty/School shall take suitable steps to have the meeting of the Faculty/School convened in consultation with President and shall preside over the same;
- (iii.) The Dean shall supervise and coordinate teaching and research in the Faculty/School through the Heads of Schools and academic units, and take steps to promote inter-disciplinary teaching and research wherever necessary.
- (iv.) The Dean shall coordinate the functioning of various Schools and Academic units under his charge, and assist the President in implementing the policies and directions of the Chairperson, the Board of Management and the Academic Council.
- (v.) The Dean shall have the right to be present and speak in any meeting of the Board of Studies or Committee of the Faculty/School, as the case may be, but shall not have the right to vote unless he is a member of that Board/Committee.
- (vi.) The Dean of Faculty/School shall have the authority to exercise all such disciplinary powers over the students in the School as may be necessary for the proper conduct of the Faculty/School. The Dean may also frame such supplementary rules, as he deems necessary

to maintain discipline in the Faculty/School with the prior approval of President;

- (vii.) The Dean shall be In-Charge of all extra-curricular activities of the Faculty/School;
- (viii.) The Dean in consultation with the President may delegate some of his powers to any officer working under him for the sake of administrative control and convenience;
- (ix.) The Dean shall be overall In-charge of all academic and administrative matters pertaining to Schools in the Faculty/School and also shall implement all non-academic development plans approved for the Faculty/School and take all necessary actions/decisions with the permission of President;
- (x.) The Dean shall perform such other functions as may be assigned to him by the Chairperson/President and exercise such other powers as may be prescribed by the Regulations, from time to time;

3.7. PROCTOR

3.7.1 Appointment

- (i.) The Proctor shall be appointed by the President in consultation with Chairperson, in accordance with the provisions of section 16 of the Act;
- (ii.) The President may, in consultation with the Chairperson, select and appoint a faculty member of the University to function as Proctor;
- (iii.) The Proctor shall hold office for a term of two years or as specified in his appointment order and shall be eligible for reappointment.
- (iv.) The President is empowered to remove the proctor from his post on the substantial grounds of discipline, performance or moral character.

3.7.2 Power & Functions:

- (i.) The Proctor shall be responsible for the maintenance of discipline among the students and shall, in consultation with the President, establish appropriate norms and procedures thereof.
- (ii.) The President may, from time to time, authorize the Proctor with any special responsibilities, as she/he may deem appropriate. The Proctor may hold special or general inquiries into any situation involving the conduct of any student of the University causing or likely to cause breach of peace and order in the University campus; and
- (iii.) Without prejudice to sub-section (2) of section 16 of the Act, the President may prescribe additional powers and functions to the office of Proctor.

3.8 Provost:

3.8.1 Appointment

- (i.) The Provost shall be appointed by the President in consultation with the Chairperson, in accordance with the provision of section 15 of the Act;
- (ii.) The President may, in consultation with the chairperson, select and appoint a teacher or senior employee of the University to function as Provost;
- (iii.) The Chairperson may fix, if required, an appropriate honorarium to be paid to the Provost and other facilities necessary for performance of his functions.
- (iv.) The Provost shall hold office for a term of two years or as specified in his appointment order and shall be eligible for reappointment.
- (v.) The President is empowered to remove the provost from his post on the substantial grounds of discipline, performance or moral character.

3.8.2 Power & Functions

- (i.) The Provost shall ensure discipline in the University and shall, in consultation with the President, establish appropriate norms and procedures thereof.
- (ii.) President, from time to time, authorize the Provost with any special responsibilities, as she / he may deem appropriate. The Provost may hold special or general inquiries into any situation involving the conduct of any employee or student of the University causing or likely to cause breach of peace and order in the University campus;
- (iii.) The President shall, in consultation with the Chairperson, make provision for the necessary administrative support for the office of the Provost;
- (iv.) Without prejudice to sub-section (2) of section 15 of the Act, the President may prescribe additional powers and function to the office of the Provost.

3.9 THE REGISTRAR

3.9.1 Appointment and Removal:

- (i.) The Registrar shall be appointed by the Chairperson on the recommendations of the selection committee in accordance with section 18 of the Act.
- (ii.) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the functions of his office, the functions of the office shall be performed by such person as appointed by the Chairperson for the purpose.
- (iii.) The Chairperson, on his own or on the recommendations of President, can ask the Registrar to relinquish his office or terminate his services. If the Chairperson satisfied, on an enquiry made or caused to be made on a representation made to him or otherwise, that the continuance of the Registrar in his office is prejudicial to the interest of the University or the situation so warrants, he may, by an order in writing and stating the reasons therein for doing so, ask the Registrar to relinquish his office from such date as may be specified in the order.

3.9.2 Powers and Functions:

In addition to the powers and functions specified in Section 18 of the Act, the Registrar has following powers and functions:-

- (i.) The Registrar shall hold the custody of the records, the common seal and such other property of the University, subject to the directions of the Board of Management and the Chairperson.
- (ii.) The Registrar shall arrange for secretarial and other administrative assistance to all University bodies established under the Act and these Statutes. She/he shall prepare draft minutes of meeting of these bodies and submit them to the Chairperson / President for approval, and thereafter circulate them among the members of the respective bodies.
- (iii.) Registrar keeps the minutes of all the meetings of the Board of Management, Academic Council and other bodies of University.
- (iv.) Registrar shall conduct official correspondence on behalf of the Board of Management and Academic Council;

- (v.) The Registrar shall assist in coordination of activities of various Faculties/ Schools / Departments / Centers / Institutes.
- (vi.) The Registrar shall assist the Chairperson and President whenever her/his assistance is required by them.
- (vii.) The registrar shall perform such other functions as may be required, from time to time, by the Board of Management, Chairperson or the President;
- (viii.) The Registrar shall sign/execute contracts and other legal documents on behalf of the University, subject to the directions of the Chairperson.
- (ix.) Upon the direction or with the prior approval of the Chairperson, the Registrar may, initiate any legal proceeding on behalf of the University or take all necessary action to protect the interests of the University in any legal proceedings instituted against the University. In furtherance of these functions:-
 - (a) Subject to sub-clause (c) of this clause, the Registrar shall represent the University in all proceedings instituted on behalf of or against University;
 - (b) The Registrar may, upon the direction and with the prior approval of the Chairperson, appoint an Advocate or legal consultant, sign Vakalatnamas and other agreements on behalf of the University;
 - (c) The Registrar, upon the direction and with prior approval of the Chairperson, sign, verify and file all necessary papers before concerned Court/Tribunal/Authority/Arbitrator etc., co-ordinate with Advocates or other legal consultants, and when necessary represent and/or appear before any Court, Tribunal, Arbitrator, Government Authorities on behalf of the University to give evidence on oath or otherwise and do all acts, deeds, things as may be necessary as per the legal advice to prosecute or defend the matter to protect the interest of the University and report the same to the Chairperson and President;
 - (d) The Registrar, upon the direction and with prior approval of the Chairperson, appoint/authorize any officers who may be given

special charge of all or any matters referred to under this clause and/or who may her/himself be authorized to perform under sub-clause (C); and

- (e) The Registrar or any officer so authorized by her/him, during absence of the Registrar, under sub-clause (d) shall perform all such actions as may be directed by the Chairperson for the proceedings instituted by or against the University.
- (f) The registrar shall perform such other functions as may from time to time be assigned to him by the president and the chairperson, as the case may be.

3.10 CHIEF FINANCE AND ACCOUNTS OFFICER

3.10.1 Appointment:

- (i.) The Chief Finance and Accounts Officer shall be appointed by the President on the recommendations of the Selection Committee constituted for the purpose headed by President on such terms and conditions of service as per the regulations of the University.
- (ii.) When the office of the Chief Finance and Account Officer is vacant or when the Chief Finance and Account Officer is, by reason of illness, absence for any other cause, unable to perform the functions of his office, the functions of the office shall be performed by such person as appointed by the President in consultation with Chairperson for the purpose.

3.10.2 Power and Functions:

- (i.) The Chief Finance and Accounts Officer shall be Member Secretary of the Finance Committee.
- (ii.) The Chief Finance and Accounts Officer shall
 - a. exercise general supervision over the funds of the University and shall advise it as regards to its financial policy;
 - b. be responsible for the proper maintenance of the accounts of the University; and

- c. perform such other financial functions as may be assigned to him by the Chairperson/President provided that the Chief Finance and Accounts Officer shall not incur any expenditure or make any investment unless authorized by the Board of Management;
- (iii.) Subject to the control of the Chairperson, the Chief Finance and Accounts Officer shall:
- (a) supervise and control in the keeping of accounts and account records of the University and its associate bodies (if any),
 - (b) hold and manage the property and investments including endowed property;
 - (c) institute a system of periodic internal audit;
 - (d) be responsible to prepare annual accounts and the budget of the University for the next financial year to present the to the Board of Management through the Chairperson and also for ensuring that financial sanctions are obtained in time;
 - (e) ensure that the limits fixed by the Finance Committee and approved by Board of Management for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are budgeted;
 - (f) prepare and submit to the Chairperson quarterly, half-yearly and annual cash-flow projections and status of accounts for these periods;
 - (g) set up, in consultation with the Chairperson, a viable inventory mechanism for the property, and other physical assets of the University;
 - (h) keep a constant vigilance on the state of the cash and bank balance, on the state of investment and financial activities;
 - (i) watch the progress of the collection of revenue and advise on the methods of collection employed in relation thereto;
 - (j) keep all money belonging to the University in Bank approved by Chairperson;

- (k) ensure that the registers of properties, land, buildings, furniture and equipment are maintained up-to-date and that the stock checking of equipment and other consumable materials is conducted at regular interval, or as may be required from time to time;
- (l) call for explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary action against the persons responsible;
- (m) call for any information or returns from any Academic and non-academic unit under the University that he may consider necessary for the performance of his functions; and
- (n) to prepare and issue agenda and maintain minutes of the meetings of the Finance Committee, and conduct the correspondence on behalf of the said committee.

3.11 CONTROLLER OF EXAMINATIONS

3.10.1 Appointment

- (i.) The Controller of Examination shall be whole time salaried officer and be appointed by the Chairperson, on the recommendations of a Selection Committee headed by the President.
- (ii.) When the office of the Controller of Examinations is vacant or when he is by reason of illness, absence for any other cause, unable to perform the functions of his office, the function of the office shall be performed by such person as the President, in consultation with the Chairperson, may appoint for the purpose.
- (iii.) The terms and condition of service of the Controller of Examination shall be such as may be specified in the regulations of the University.

3.10.2 Powers and Functions of Controller of Examinations

- (i.) The Controller of Examinations shall work under the direct control of President and with his approval exercise the following powers and functions, namely:-

- (a) To oversee all arrangements concerning holding of examinations in the University;
 - (b) To appoint examiners from the panel prepared by the Board of Studies and approved by the Academic Council.
 - (c) To get the question papers set by the examiners or paper setters by ensuring that the question papers are in accordance with the approved scheme of examinations and as per the prescribed syllabi for a particular course/paper; She/he shall maintain confidentiality of the entire process of paper setting at all stages.
 - (d) To arrange moderation of question-papers and evaluation of answer-scripts, where necessary;
 - (e) To arrange for printing and safe-keeping of the question papers;
 - (g) To regulate and conduct the examinations;
 - (g) To ensure expeditious evaluation of answer scripts;
 - (h) To prepare and publish the results;
 - (i) To ensure secrecy, safety and security of all documents relating to the examinations, including the question-paper and the answer-scripts;
 - (j) To report to the President on the conduct of examination and publication of results as frequently as necessary; and
 - (k) To do all things necessary and convenient for the efficient functioning of the office of the Controller of Examinations.
 - (l) Call from any office or School or Academic Unit under the University any information or returns that he may consider necessary for the performance of his functions and to discharge his responsibilities;
- (ii.) The Controller of Examination shall take all measures necessary to ensure impartial, safe and secure conduct of the entire examination

process from preparation of question-papers to the declaration of results.

- (iii.) Subject to these Statutes, the Academic Council shall, with the prior approval of the Board of Management, make appropriate regulations to establish an independent regulatory mechanism for the conduct of all University examinations under the control of the Controller of Examinations, and award of degrees, diplomas, and certificates.

- (iv.) Conduct all university examination and make preparatory arrangements for examination setting up of examination rooms and centers appointment of supervisory invigilation and other staff ensuring smooth, efficient, fair and transparent conduct of examination, the printing and supply of answer books and receive back of unused answer books from the rooms/centers.

CHAPTER – 4

OTHER COMMITTEES

4.1 Other Committees:

4.1.1 The Board of Management and Academic Council may independent of each other constitute such committees for specific task as per the provisions of section 28 of the act such committees shall consist of members from the body making such appointment and such body may further nominate other person as think fit.

4.1.2 Each committee so appointed will deal only with the subject assigned to it and its recommendations on or about such subject may be considered subject to confirmation of the appointing body.

CHAPTER – 5

APPOINTMENT AND SERVICE CONDITIONS OF OFFICERS, TEACHERS AND EMPLOYEES OF THE UNIVERSITY

- 5.1 The manner of appointments and removal of teaching posts:
 - 5.1.1 The teachers of the university shall be appointed by the President on the recommendation of selection committee with the approval of Chairperson.
 - 5.1.2 The selection committee under clause 5.1.1 shall consist of the President who shall be Chairman thereof, and a person nominated by the Chairperson and two internal or external subject experts and Registrar as member secretary.
- 5.2 The manner of appointments of non-teaching posts:
 - 5.2.1 All candidates to non-teaching posts shall be appointed by the Chairperson on the recommendation of selection committee headed by the President, two nominated members of Board of Management and Registrar as member secretary.
- 5.3 **Removal of the teaching and non-teaching posts:**
 - 5.3.1 Any employee of the university can be removed from his/her post in accordance with the service conditions provided and as per the service rules of the university
- 5.4 All officers, teachers and employees of the University shall be appointment as per regulations of the University, issued from time to time and the appointments shall as far as possible be made on a regular basis against substantive post. However, the Board of Management may, on an urgent basis, authorize the President to make appointments of the officers, teachers and other employees on short term contract basis, when deemed necessary and urgent.

CHAPTER – 6

GRIEVANCE REDRESSAL AND RESOLUTION OF DISPUTES

6.1 Grievance Redressal and Disputes Settlement Mechanisms for Students:

- 6.1.1 The President may, in consultation with the Chairperson, appoint a senior teacher as the Dean of Students Welfare to oversee the welfare of the students. The President may, likewise, appoint another teacher to assist the Dean in performance of his functions. The Dean of Students Welfare shall have the overall charge of all extra-mural activities of the students. He shall be assisted by Proctor and other such staff as may be deemed appropriate by the Chairperson.
- 6.1.2 Grievance or complaints, if any, from students shall be heard by the Dean of students Welfare and he may make appropriate recommendations to the President.
- 6.1.3 The Board of Management shall establish grievance redressal mechanisms for dealing with grievances or complaints, if any, from teachers, senior officers, and other employees of the University. For this purpose, there shall be a Grievance Cell directly under the President.
- 6.1.4 In respect of any in-house proceeding on grievance, complaints or disputes, no outside individual or agency shall be entitled to have access.

6.2 Arbitration process:

- 6.2.1 An employee or student in dispute arising out of disciplinary action taken against him by the university may make a request in writing to the Registrar within a period of thirty days from the date of arising of dispute for referring such dispute to a Tribunal of Arbitration.
- 6.2.2 An independent senior Advocate shall be appointed by the University for the purpose of Arbitration. Either party to the dispute shall be entitled to give notice to the other party to refer the dispute for arbitration. The arbitrator shall comply with the principles of natural justice in performance of her/his duties. The award of the arbitrator shall be final and binding on both the parties.

CHAPTER – 7

FEE STRUCTURE, FREESHIPS, SCHOLARSHIPS, FELLOWSHIPS, STIPENDS, LOANS AND REVISION OF FEES

7.1 Fee Structures, Free Ships, Scholarships, and Loans:

- 7.1.1 The schedule of fee chargeable from the students for various courses of studies on various heads shall be proposed by fee committee comprising of Chairperson as a Chairman and President, Pro President, Dean, Registrar and Chief finance officer as a member secretary. The committee may also prescribe refundable caution money for different purposes, in order to ensure use of University property by the students with due diligence and care, access to the library/laboratory, or auditing of programs, or other academic purposes, such as participation in seminars/workshops/conferences organized by the University. The committee shall give its recommendation to the Board of Management.
- 7.1.2 The Board of Management will send the recommendations with or without amendment to the committee constituted under section 33 of the Act, and likewise submit it for review once in every three years.
- 7.1.2 The Board of Management may, on the recommendation of the President, establish schemes of full or partial freeship or scholarships to deserving students.
- 7.1.3. The Board of Management may, on the recommendation of the President, establish schemes for award of fellowships and stipends to deserving and visiting scholars.
- 7.1.4 The Board of Management may, on the recommendation of the President, establish schemes for grant of loans for educational purposes to deserving students.
- 7.1.5 The Board of Management may, on the recommendation of the President, establish schemes for award of publication grants to enable Ph.D. students to publish their Ph.D. thesis, to enable University teachers to publish their Research work.
- 7.1.6 In performance of the above functions, the Board of Management may through the President, seek from the Academic Council its views thereon from time to time, as the Board may deem appropriate.

CHAPTER-8
ACCOUNTING POLICY AND FINANCIAL PROCEDURE

8.1 Accounting Policy and Financial Procedure:

8.1.4 The Board of Management shall make Regulations to lay down the accounting policy and the financial procedure of the University, and establish appropriate system of audit.

8.1.5 The Chief Finance and Accounts Officer shall ensure implementation of the above accounting policy and financial procedure, and assist the Chairperson in developing an appropriate system of internal and external audit.

CHAPTER- 9

ADMISSION POLICY

9.1 Admissions:

- 10.1.1 Admissions in the University shall be made strictly on the basis of merit, and eligibility criteria defined by the academic council and duly approved by the Board of Management.
- 9.1.1 Merit for admission in the University may be determined either in the qualifying examination and achievements in co- curricular and extra-curricular activities. However, admission in professional and technical courses shall be made through merit in entrance test conducted at the State / National level either by Central / State Government or by an association of the University conducting similar courses or by the University.
- 9.1.2 Number of seats in each school would be such decided by the Board of Management of the University.
- 9.1.3 The University will adhere to the criteria of reservation as per the policy of the state Government.
- 9.1.4 If it is found at any stage that qualifying examination of any student is not from a recognized Board/Agency or he/she has given false information, such admission shall be cancelled.
- 9.1.5 Any person/student who has acquired a certain amount of credits or certificate or diploma from any National or International university or Institute or Autonomous body can apply to University for admission in lateral entry in relevant program, However University will check the equivalence of his/her earned credits or certificate or diploma and offer him/her admission at appropriate level.

CHAPTER- 10
CONVOCAATION

10.1 Convocation:

10.1.1 A convocation for conferring the degrees, diplomas and other academic distinctions may be held by the university not more than once in a year or such date as academic council may decide and Chairperson approves.

10.1.2 The special convocation may be held by the university with the prior approval of Chairperson.

10.1.3 Where the university does not find it convenient to hold the convocation in accordance with the statutes the degrees, diplomas and other academic distinctions may be dispatched to the candidate concerned by registered post.

10.2 Honorary Degrees:

10.2.1 Any proposal for the conferment of an Honorary Degrees or distinctions shall be made by the academic council to the Board of Management and shall require the approval of the Chairperson before confirmation.

10.3 Withdrawal of Degree:

10.3.1 The academic council may by special resolution passed by the majority of not less than two third of the members present and voting withdraw any degree or academic distinction conferred on or any certificate or diploma granted to any person by the university.

CHAPTER – 11
RESPONSIBILITY TO IMPLEMENT STATUTES

11.1 Responsibility of Chairperson and the Board of Management to implement Statutes:

- 11.1.1 The Chairperson and the Board of Management shall have the responsibility to implement the provisions of the Act, these Statutes and Ordinances.
- 11.1.2 The Chairperson and the Board of Management may take all such measures and decisions and appropriate directions to implement the Act, these Statutes, Ordinances and Regulations made thereunder, as they may deem fit in the best interests of the University.
- 11.1.3 The Chairperson and the Board of Management may issue directions, general or specific, to any other Authority established under the Act or these Statutes for removal of any difficulties in interpretation or application of these Statutes, or Ordinance or Regulations made hereunder.
- 11.1.4 The Board of Management shall, in conformity with the provisions of the Act, take immediate steps to make Ordinances or Regulations to regulate matters provided hereunder and for the conduct of work of the University bodies.

By order of the Board of Management
Career Point University, Kota, Rajasthan

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Registrar
By order of the Governor

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Principal Secretary,
Higher Education