

SANT BABA BHAG SINGH UNIVERSITY

FIRST STATUTES

1. These statutes may be called Sant Baba Bhag Singh University First statutes.
2. Definitions:- In these and in all the Statutes, Ordinances and Regulations made under the Act, unless the context otherwise requires:
 - i. "Academic Council" means the Academic Council of the University;
 - ii. "Academia-Industry Interface Council" means the Academic Industry Interface Council of the University
 - iii. "Authorities" means the authorities of the University;
 - iv. "Chancellor" means the Chancellor of the University;
 - v. "Finance Committee" means the Finance Committee of the University;
 - vii. "Faculty" means the faculty of the University;
 - viii. "The Chief Finance and Account Officer" means the Chief Finance and Account Officer of the University;
 - ix. "Funds" mean Funds of the University;
 - x. "Governing Body" means the Governing Body of the University;
 - xi. "Government" means the Government of the state of Punjab;
 - xii. "Institution" means any institution or institute or college or school or centre or department (by whatever name it may be called), run or recognized by or affiliated to the University, in and outside the state;
 - xiii. "Member" means a member of the authorities;
 - xiv. "Notification" means a notification published in the Official Gazette;
 - xv. "Prescribed" means prescribed by statutes, Ordinances and Regulations;
 - xvi. "President" means the President of Sant Baba Bhag Singh Memorial Charitable Society;
 - xx. "Registrar" means the Registrar of the University;
 - xxi. "State" means the State of Punjab;
 - xxii. "Statutes", "Ordinance" and Regulations" means respectively, the Statutes, Ordinance and Regulations of the University made by it under this Act;
 - xxiii. "Student" means a person enrolled for a course of study in any Department, Institute, School or Centre of the University;

xxiv. "Teacher" includes Professor, Associate Professor, Assistant Professor; and any such other person imparting instructions on full time or part time basis in the University or institution;

xxv. "Society" means the Sant Baba Bhag Singh Memorial Charitable Society;

xxvi. "Sponsoring Body" means Sant Baba Bhag Singh Memorial Charitable Society;

xxvii. "University" means Sant Baba Bhag Singh University as incorporated under this Act;

The Visitor	<p>(1). The Governor of Punjab shall be the Visitor of the University.</p> <p>(2). The Visitor shall preside over the convocation of the University for conferring degrees and diplomas.</p> <p>(3). The Visitor shall have the right to call for any information relating to the affairs of the University.</p> <p>(4) The Visitor, in consultation with Chancellor, may cause inspection, scrutiny, investigation, surveyor inquiry or any other such like thing to be made by such person, as he may direct in respect of administrative, academic or executive matters of the University.</p> <p>(5) The Visitor shall, in every case, give notice to the University of his intention to cause the inspection, scrutiny, investigation, survey or inquiry or any other such like thing to be made and the University shall appoint a representative, who shall be present at such inspection, scrutiny, investigation, survey or inquiry or any other such like thing, as the case may be.</p> <p>(6). The Visitor may inform the Vice-Chancellor about the results of such inspection, scrutiny, investigation, survey or inquiry and Vice-Chancellor shall communicate to the Governing body, the views of the visitors along with such advice, as the Visitor may have tendered and action to be taken on such advice.</p> <p>(7). The Vice-Chancellor shall inform the Visitor about the action taken or proposed to be taken by the University with respect to the inspection, scrutiny, investigation, survey or inquiry, or any other such like thing, as the case may be.</p> <p>(8). If the State Government considers it appropriate in public interest to make inspection, scrutiny, investigation, survey or inquiry, as the case may be, in respect of any matter relating to the University or its institutions, a reference shall be made by the State Government to the Visitor, who shall, in consultation with the Chancellor, cause such inspection, scrutiny, investigation, survey or inquiry, to be made.</p>
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Chancellor	<p>(1) The Chairman of sponsoring society i.e. Sant Baba Bhag Singh Memorial Society shall be the Chancellor of the University and in the absence of the Visitor, the Chancellor shall preside over the convocation of the University.</p> <p>(2) The Chancellor shall be the Chairman of the Governing Body and shall approve all appointments, nominations, suspensions, removals and reinstatements of the employees and officers of the University either suo-moto or on recommendation of the authority concerned of the University.</p> <p>(3) The Chancellor shall be the Chairman of all the Selection Committees for recruitment of Teaching and Non Teaching posts</p> <p>(4) The Chancellor may amend or revoke any decision taken by any authority or officer of the University and may exercise his powers either suo-moto or otherwise to do all things to facilitate the smooth functioning of the University;</p> <p>(5) The Chancellor shall have the power to do all such other functions, as may be required to do in furtherance to the objects of the University and any matter incidental thereto and the decision taken by the Chancellor shall be final and binding on all concerned to the University.</p> <p>(6) If, in the option of the Chancellor, any decision of any officer or authority or the University is beyond the power conferred under this Act or the statutes or ordinances are regulations or is likely to be prejudicial to the interest of the University, he shall ask such officer or authority to revise its decision within a period of fifteen days and in case the officer or authority refuses to revise such decision, wholly or partly or fails to take any decision within a period of fifteen days, the decision of the Chancellor shall be final; and</p> <p>(7) If, at any time, upon the representation made or otherwise, it appears to the Chancellor that the Vice-Chancellor or any other officer of the University:-</p> <p>(a) Has made default in performing any duty imposed upon him under this Act or otherwise; or</p> <p>(b) Has acted in manner prejudicial to interest of the University; or</p> <p>(c) Is incapable of managing the affairs of the University, the</p>
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	<p>Chancellor may, notwithstanding the fact that term of that officer has not expired by an order in writing and stating the reasons</p> <p>therein, require the Vice Chancellor or the officer to relinquish his office from such date, as may be specified in order. The Vice-Chancellor or officer concerned shall be deemed to have relinquished his office from the date so specified;</p> <p>Provided that no such order shall be passed, unless the grounds on which such action is proposed to be taken are communicated to that officer and he is given reasonable opportunity of being heard.</p> <p>(8). Provided further that, in the event of any disputes arising out of an interpretation of the Sant Baba Bhag Singh University Act, 2015, the power to resolve such a dispute shall remain with the Chancellor. Further, the Chancellor's decision on such disputes shall be final and binding.</p>
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Vice-Chancellor	<ol style="list-style-type: none"> 1 The Vice Chancellor shall be appointed by the Chancellor from amongst the panel of three persons recommended by the Governing Body. 2 No person shall be appointed as Vice-Chancellor unless he possesses such qualifications, as are specified by the University Grants Commission. 3 The Vice-Chancellor shall be whole time officer of University 4 The following procedure shall be adopted for the appointment of Vice-Chancellor:- <ol style="list-style-type: none"> a) The Governing Body may either take up the matter on its own or constitute a Search committee of three persons. The committee may advertise and/or obtain suggestions from such other persons, institutions and agencies as it may deem fit. b) On receipt of applications and/or suggestions mentioned in clause (a) above, the committee shall prepare a list of names of candidates for scrutiny; on the basis of this list the Committee shall recommend at least three names to the Governing Body in order of preference unless the number of eligible candidates is less than three. c) When a list has finally been accepted, the Governing Body may arrange for informal or formal interview with one or more of the prospective appointees and recommend the name to make the final selection by the Chancellor. 5 The term of office of the Vice-Chancellor shall be three years and he shall be eligible for reappointment. 6 The emoluments and other conditions of service of the Vice-Chancellor shall be such as may be prescribed by the Chancellor. 7 The Vice Chancellor may relinquish office by resignation in writing with due notice of one month's addressed to the Chancellor. 8 When a vacancy occurs, or is likely to occur, in the office of the Vice-Chancellor by any reason, the charge of Vice-
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<p>Power and duties of Vice-Chancellor</p>	<p>Chancellor may be decided by Chancellor till regular appointment on the recommendations of Governing Body.</p> <p><i>i</i> The Vice Chancellor shall be the overall In charge of the university, who shall exercise general superintendence and control in the affairs of the University and shall execute the decisions of various authorities of the University.</p> <p><i>ii</i> He shall be the principle executive and academic officers of the University and shall be the Chairman of Academic Council.</p> <p><i>iii</i> He shall convene meetings of the Academic Council unless he temporarily delegates this power to some other officer of the University.</p> <p><i>iv</i> Without prejudice to the powers conferred by this act on the appropriate authority of University the Vice-Chancellor shall ensure the faithful observance of the provisions of this Act and the Statutes and he shall exercise all such powers as may be necessary in that behalf.</p> <p><i>v</i> He shall be responsible for the presentation of the budget, the statement of accounts and academic report to the Governing Body.</p> <p><i>vi</i> In any emergency, which in the opinion of the Vice-Chancellor, requires immediate action to be taken, he shall take such action as he deems necessary and shall at the earliest opportunity, report the action taken to Governing Body for confirmation who or which in the ordinary course would have dealt with the matter, but nothing shall be deemed to empower the Vice-Chancellor to incur any expenditure not duly authorized and provided for in the budget.</p> <p><i>vii</i> Where any action by the Vice-Chancellor affects any person in the service of the corresponding University to his disadvantage, such action shall not be taken unless the person concerned has been given a reasonable opportunity of being heard, and the person against whom any action is proposed to be taken may prefer an appeal to the Governing Body within thirty days of the date on which the action proposed to be taken against him is communicated to him.</p> <p><i>Viii</i> He shall give effect to the orders of the Governing Body regarding the appointment, suspension and dismissal of officers, teachers and other employees of the University.</p>
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	<p><i>ix</i> The Vice-Chancellor shall exercise all powers at his/her disposal to maintain discipline among the students, teaching and non-teaching employees of the University.</p> <p><i>x</i> The V C shall exercise general control of all the institutions of teaching, research and extension under the purview of the university.</p> <p><i>xi</i> He shall be responsible for the close co-ordination and integration of teaching, research and extension education.</p> <p><i>xii</i> The Vice-Chancellor shall have the power to sanction casual leave to the Registrar, Deans, Directors, Heads of Departments, and to the persons holding equivalent posts.</p> <p><i>xiii</i> Invite persons of eminence to deliver extension lectures, and to sanction honorarium within the budgeted provision.</p> <p><i>xiv</i> Depute faculty/staff of the university to attend National or International conferences or for any purpose connected with the university within the budgeted provision.</p> <p><i>xv</i> Allow with the approval of Chancellor, university faculty to accept the offer from other Universities and Institutions as examiner / member of academic bodies, be it remunerative or otherwise, without prejudice to their normal duties;</p> <p>Grant permission with the approval of Chancellor, to the university teachers to accept membership of any committees of the</p> <p><i>xvi</i> State/Central Governments and other Institutions, and attend the meetings without prejudice to their normal duties, and to treat their absence for such purpose as on duty and as per leave rules in vogue.</p> <p><i>xvii</i> Appoint paper setters/examiners/experts from the panels approved by the Chancellor for the purpose.</p> <p><i>xviii</i> Approve and declare the results of University examinations and subsequent revision if any on account of re-checking or re-evaluation</p>
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- 1 The Registrar shall be appointed by the Chancellor from amongst the panel of three persons recommended by the Governing Body.
- 2 No person shall be appointed as Registrar unless he possesses such qualifications as are specified by the University Grants Commission.
- 3 The Registrar shall be whole time officer of University
- 4 The following procedure may be adopted for the appointment of Registrar :-
 - d) The Governing Body may either take up the matter on its own or constitute a Search committee of three persons. The committee may advertise and/or obtain suggestions from such other persons, institutions and agencies as it may deem fit.
 - e) On receipt of applications and/or suggestions mentioned in clause (a) above, the committee shall prepare a list of names of candidates for scrutiny; on the basis of this list the Committee shall recommend names to the Governing Body in order of preference unless the number of eligible candidates is less than three.
 - f) When a list has finally been accepted, the Governing Body may arrange for informal or formal interview with one or more of the prospective appointees and recommend the name to make the final selection by the Chancellor.
- 5 The term of office of the Registrar shall be three years and he shall be eligible for reappointment.
- 6 The emoluments and other conditions of service of the Registrar shall be such as may be prescribed by the Chancellor.

Powers & Duties of The Registrar	1	To be the member Secretary of the Governing Body, the Board of Management and the Academic Council but he shall not have the right to vote.
	2	The Registrar shall take all actions that are required for efficient functioning of the University offices.
	3	Maintain the general discipline of the offices of the University, and shall have disciplinary control over the employees of the University offices to the extent delegated by the Chancellor.
	4	Prepare the agenda notes with the approval of the Vice-Chancellor for the meetings of the Governing Body, Board Of Management, Academic Council, maintain the minutes of all the meetings of the Academic Council, Board of Management, Finance Committee and Governing Body.
	5	Permit with the approval of Chancellor, non-teaching employees of the university to pursue higher study / training without prejudice to the normal duties in the office and subject to the rules in force.
	6	Forward with the approval of Chancellor the applications of teaching and non-teaching employees who are seeking outside employment, as per rules in vogue.
	7	Forward research proposals submitted by the faculty to various funding agencies.
	8	Authenticate the transcripts of certificates, and statement of marks.
	9	Certify the genuineness of the all certificates issued by the university, and the syllabi of courses offered in the university, now or in the past.
	10	Issue 'No Objection Certificates' to employees (teaching and nonteaching) for obtaining pass-ports, as per approved guidelines after obtaining the approval of Chancellor.
	11	Sanction casual leave to the non-teaching employees
	12	It shall be the duty of the Registrar to <ul style="list-style-type: none"> (a) Conduct official correspondence of the university offices, and shall be responsible for the proper maintenance and custody of all the records of the University. (b) Report all correspondence and circulars relating to regulations, reports, clarifications, suggestions etc received from the State and Central Governments and other regulatory bodies, to the Vice-Chancellor for appropriate action (c) Sign all the contracts, agreements and memorandum of understandings (MoU) and file legal suits on behalf of the University under the directions of the Chancellor/Governing Body. (d) Issue notices and convene the meetings of the Governing Body, Board of Management Academic Council, under the instructions of the Chancellor.

- (e) Maintain a register of all the Registered Graduates of the university in a prescribed form.
- (f) Record and preserve safely the minutes of proceedings of the meetings of all Statutory Authorities, Selection Committees.
- (g) Perform such other functions as may be prescribed, from time to time, by the Governing Body/Chancellor/ Vice-Chancellor.
- (h) Maintain record of all degrees /diplomas conferred by the University
- (i) Maintain the record of all students

CHIEF FINANCE AND ACCOUNTS OFFICER

- 1 The Chief Finance and Accounts Officer shall be appointed by the Chancellor from amongst the panel of three persons recommended by the Governing Body.
- 2 No person shall be qualified to be appointed as Chief Finance and Accounts Officer, unless he has passed the Chartered Accountancy Test conducted by the Institute of Chartered Accountants of India.
- 3 The Chief Finance and Accounts Officer shall be whole time officer of University
- 4 The following procedure may be adopted for the appointment of Chief Finance and Accounts Officer :-
 - g) The Governing Body may either take up the matter on its own or constitute a Search committee of three persons. The committee may advertise and/or obtain suggestions from such other persons, institutions and agencies as it may deem fit.
 - h) On receipt of applications and/or suggestions mentioned in clause (a) above, the committee shall prepare a list of names of candidates for scrutiny; on the basis of this list the Committee shall recommend names to the Governing Body in order of preference unless the number of eligible candidates is less than three.
 - i) When a list has finally been accepted, the Governing Body may arrange for informal or formal interview with one or more of the prospective appointees and recommend the name to make the final selection by the Chancellor.
- 5 The term of office of the Chief Finance and Accounts Officer shall be three years and he shall be eligible for reappointment.
- 6 The emoluments and other conditions of service of the Chief Finance and Accounts Officer shall be such as may be prescribed by the Chancellor.

Subject to the supervision and control of Chancellor with accountability to the Governing Body Chief Finance and Accounts Officer shall

- (a) Be the custodian of all Securities, Grants, Endowments, and cash of the University,
- (b) Realize and receive all grants or other moneys due to the University from whichever source they may be, and he/she shall give receipt of discharge to all payments to the University,
- (c) Exercise general supervision over the funds of the university, maintain the accounts of the university and advise it about its financial policy;
- (d) Hold and manage the property and investments of the university including Society and Endowed property
- (e) Ensure that the limits fixed by the Governing Body for recurring and non-recurring expenditure in the budget are not exceeded, and that the moneys are spent for the purposes for which they are granted or allotted,
- (f) Be responsible for the preparation of annual accounts and the budget of the university, and for their presentation to the Finance Committee /Board of Management/ Governing Body
- (g) Responsible for
 - i. proper maintenance and reconciliation of accounts of the university,
 - ii. preparation of annual income and expenditure statement of the respective year,
 - iii. following transparent accounting procedures, and
- (h) Keep a constant watch on the cash and bank balances and on the status of investments vis-à-vis the requirements in the university
- (i) Monitor the progress of revenue collection and advise on the methods of collection employed;

(j) Perform such other financial functions as may be assigned by the , Chancellor/Governing Body, or as prescribed by the Statutes or the Ordinances of the university.

2. POWERS OF THE: CHIEF FINANCE AND ACCOUNTS OFFICER

Subject to the control of the Chancellor/Governing Body, and the procedures laid down by the competent authority of the university, the Chief Finance and Accounts Officer shall have the powers to :

(a) Pass bills for payment of salaries to the approved staff and other contingent charges, within the budgetary provision,

(b) Submit notes relating to financial matters to Finance Committee and Governing Body with the approval of the Chancellor,

(c) Draw money on sanctioned abstract contingent bills for payment,

(d) Recommend expenditure out of the budgeted provision in respect of university office,

(e) Recommend Issuance of a substitute cheque if the original is lost/missing/damaged, subject to production of identity/indemnity bond, ,

(f) Payments for purchases according to rules subject to budget provision.

(g) Call for explanation for any unauthorized expenditure and/or financial irregularities and suggest disciplinary action against persons at fault,

(h) Seek information/returns, relating to university finances and necessary for performing his/her duties., from any university office, center, laboratory, institution,

(i) Perform such other duties, and exert such other authority, as may be delegated by the Governing Body/ Chancellor for fair and proper conduct in the university financial matters.

(j) He will prepare all financial statements and get audited the same and will be responsible for legal compliance of all financial duties as prescribed by the Government from time to time i.e. GST, Income Tax, Provident Fund etc.

THE GOVERNING BODY	1	Governing body of the University shall consist of the following persons, namely:-	
	a	The Chancellor	: Chairperson
	b	The Vice- Chancellor	: Member
	c	Three persons nominated by the Society, out of whom two shall be Eminent Educationists	: Members
	d	One expert of Management or Information Technology	: Member
	e	One expert of Finance, nominated by the Chancellor	: Member
	f	The Secretary to Government of Punjab, Department of Higher Education or his representative not below the rank of Joint Secretary.	: Member
	g	One eminent educationist nominated by the Secretary to Government of Punjab, Department of Higher Education in consultation with the Chancellor	: Member
	h	Registrar	: Member -Secretary
	2	The Governing Body shall meet at least twice in a calendar year.	
	3	The quorum for meeting of the Governing Body shall be five.	
	4	The tenure of the members of the Governing Body other than the ex-officio member shall be two years.	
	5	A member may resign by a letter, addressed to the Chancellor.	
	6	When a vacancy occurs in the Governing Body by resignation or death of a member or otherwise, the vacancy shall be filled	

up in the same manner, in which such a member had become the member of the Governing Body.

7 The meeting of the Governing Body shall be held on a date, to be fixed by the Vice-Chancellor with approval of Chancellor.

8 Special meeting of the Governing Body may be convened by the Vice Chancellor as and when desired by the Chancellor.

9 The Governing Body shall be the supreme body of the University. It shall perform the following functions, namely

- i** To provide general superintendence and to give directions for controlling the functioning of the University in accordance with the statutes, ordinances and regulations
- ii** To review the decision of other authorities of the University in case these are not in conformity with the provisions of the statutes, ordinances and regulations
- iii** To approve the budget and annual report of the University.
- iv** To frame statutes, ordinances and regulations for carrying out the objects of the University.
- v** To make, review and approve the broad policies, plans and procedures of the University from time to time and suggest measures for the working improvement and development of the University.
- vi** To perform such other functions as may be assigned to it by the Statutes or by the Chancellor provided such functions are consistent with the provisions of the Act.
- vii** To advise the Chancellor in respect of any issue that may be referred to him.
- viii** To create and appoint the officers, Dean Academic Affairs, Controller of Examination,

<p><i>Powers & Duties of The Governing Body</i></p>	<p>teachers and other employees of the University in the prescribed manner.</p> <ul style="list-style-type: none"> ix To abolish, re-designate or change the nomenclature of any post including temporary and contractual in the Institute. x To establish Institute; Directorate; Centre; Institute; University School; Department. xi To constitute committees for smooth functioning of the University. xii To hold and control the property and funds of the University, and to give direction on behalf of the University. xiii To accept or transfer any property on behalf of the University. xiv To administer funds placed at the disposal of the University for specific purposes. xv To invest moneys belonging to the University. xvi To consider and approve the minutes of the Finance Committee, Board of Management and Academic Council. xvii To borrow money for capital improvements and make suitable arrangements for its repayment. xviii To approve the collaboration with other institutions on mutually acceptable terms and conditions.
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	<p>xxi To approve affiliation of SBBS University to those educational or professional institutions, established, run or managed by the SBBSMC Society within the campus with regard to which a specific decision is taken by the Society.</p> <p>xx The proceedings shall be circulated by the Registrar after approval of the Chairperson.</p>
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***Board of Management:
Constitution***

1 The Board of Management shall consist of the following members, namely:

a the Chancellor or his nominee : Chairperson

b the ViceChancellor : Member

c Two members of the Societynominated : Members
by the Society

d the Director of the Directorate concerned : Member
relating to education as representative
of the State Government

e Three persons, who are not the members : Members
of the Society,nominated by the Society

f Two persons from amongst the teachers : Members
nominated by the Society; and

g Two teachers, nominated by the : Members
Chancellor.

h Registrar : Member-Secretary

- 1.1** *a* The tenure of Members of Board of Management other than the ex-officio members shall be two years. Such members may be re-nominated.
- b* A member of the Board of Management may, by letter, addressed to the Chancellor may resign from his office.
- c* When a vacancy occurs in the Board of Management by resignation or death of a member or otherwise, the vacancy shall be filled up in the same manner, in which such a member had become the member of the Board of Management.

The member who fills such a vacancy shall hold office for the unexpired portion of the term of the member, who he has replaced

- 2** The Board of Management shall meet at least twice in a calendar year.

- 3** The quorum for meeting of the Board of Management shall be five.

***Powers and Duties of
Board of Management***

- 4** The Board of Management shall exercise such powers and perform such functions, as may be prescribed by the Governing Body.

- i* Meetings of the Board of Management shall be held on date as to be fixed by the Vice Chancellor with approval of Chancellor.

- ii* Special meeting of the Board of Management may be convened by the Vice Chancellor as and when desired by the Chancellor.

- iii* The Registrar shall, ordinarily, at least two weeks before each meeting of the Board of Management, issue to each member, a notice

convening the meeting and a copy of the agenda shall be sent at least one week before the meeting. Provided that in the case of emergent meeting, the Vice-chancellor with the approval of Chancellor may suspend or modify the operation of this rule.

- iv* Proposal relating to formal vote of thanks, message of congratulations or condolence, and other matters of like nature may be moved from the Chair without notice.
- v* The proceedings shall be circulated by the Registrar after approval of the Chairperson.
- vi* Any other power delegated by the Governing Body.
- vii* To receive financial statements on regular basis and record its observations and submit to the Governing Body.
- viii* To recommend creation and payment of salary of non-teaching posts for consideration of the Governing Body
- ix* To get the approval of Governing Body before the implementation of such decisions of the Board of Management that may be having bearing on the finances of the University.
- x* To advise the Chancellor in respect of any issue that may be referred by him.
- xi* To monitor, control and administer the general activities of the University.
- xii* To perform any other function that may be assigned by the Governing Body/ Chairperson, Board of Management.

- xiii* To consider and recommend the minutes of Selection Committee to the Governing Body for approval.

- i** The Academic Council shall be the main academic body of the University and it shall, subject to the provisions of this Act, the statutes, ordinances and regulations, coordinate and exercise general supervision over the academic policies of the University.
- ii** The Academic Council shall consist of the following members, namely:

 - a) the ViceChancellor : Chairperson
 - b) One eminent academician nominated by the State Government as its representative : Member
 - c) the Dean, Academics : Member
 - d) the Deans of the constituent Institutes of the University : Members
 - e) the Director Research : Member
 - f) the Director, Rural Development and Vocational Studies : Member
 - g) the Head of Departments to be selected by each Institute : Members
 - h) 20 External Experts relating to the fieldof all the disciplines being runin the University : Members
 - i) Registrar : Member-Secretary
- iii** The quorum for meeting of the Academic Council shall be one third of the members of the council.
- iv** The Registrar shall keep record of appointment of members and shall set in process steps at least four weeks in advance to fill any vacancy which is liable to occur.
- v** Special meeting of the Academic Council shall be held on a date, to be fixed by the Vice Chancellor with approval of Chancellor.
- vi** The tenure of the members of the Academic Council other than the ex-officio member shall be two years.

*Powers and Duties of
Academic Council*

- vii** When a vacancy occurs in the Academic Council by resignation or death of a member or otherwise, the vacancy shall be filled up in the same manner, in which such a member had become the member of the Academic Council.
- viii** The member who fills such a vacancy shall hold office for the unexpired portion of the term of the member, whom he has replaced.
- 2 i** The Vice-Chancellor shall also have the powers to co-opt such Heads of the departments as may be considered necessary, for any particular meeting of the Academic Council.
- ii** Establishment and reorganization of Directorate; Centre; Institute; University School; University Polytechnic; Department.
- iii** Recommendations for creation of teaching posts.
- iv** To frame syllabi, course of studies leading to degree/diploma/certificate for various examination of the university on the recommendations of Board of Studies.
- v** To promote research in the University and to secure, from time to time, reports on such research.
- vi** To submit proposals and recommend for the conferment of honorary degrees and academic distinctions to the Governing Body for approval of the Chancellor.
- vii** To lay down conditions and recommend the awards of gold medals, fellowships, merit certificate, scholarships, prizes, stipends, and fee concessions.
- viii** To consider proposals submitted by the Institutes.
- ix** To publish syllabi of the prescribed course of study.
- x** To recommend institution of degrees/diplomas/certificate to be conferred by the university.
- xi** To recognise the degrees of other Universities, equivalent to the corresponding examinations of the Sant Baba BS University.

- xii** To advise the Governing Body on all academic matters.
- xiii** To make regulations regarding the admission of students of university in consonance with the University Grants Commission.
- xiv** To make regulations regarding examinations conducted by University and the conditions which students shall be admitted to such examinations.
- xv** To make recommendations regarding postgraduate Teaching and Research.
- xvi** To make recommendations regarding qualifications to be prescribed for teachers in the University as per UGC recommendations.
- xvii** To make regulations for maintenance of discipline and the regulation of conduct of students in the Institutes and Hostels of the University.
- xviii** To constitute the committees with specific tasks for smooth functioning of the University
- xix** To exercise general supervision over the academic policies and programmes of the University and to give directions regarding methods of instructions, teaching and evaluation of research or improvements in academic standards.
- xx** To consider matters of general academic interest either on its own initiative or on a reference made by Institute or Board of management or the Governing Body and to take appropriate action thereon.
- xxi** To recognise person of eminence in their subject to be associated as Research Guide/ Co-Guide in the subjects or in the disciplinary subject.

***The Finance Committee
–its Constitution***

- (1) The Finance Committee shall consist of the following members, namely:-
- a) The Vice-Chancellor : Chairperson
 - b) The Dean, Academic Affairs : Member
 - c) The Registrar of the University : Member
 - d) Two persons nominated by the Society : Members
out of whom one shall be a financial expert; and
 - e) The Chief Finance and Accounts Officer : Member-Secretary

***Powers & Functions of
the Finance Committee***

- (2) The members nominated by the Society shall hold office for a period of two years. Such members may be re-nominated.
- 1) The Chief Finance and Accounts Officer shall get the annual budget of the University prepared along with the requisite documents and submit the same to the Finance Committee for its approval. The Chief Finance and Accounts Officer shall also get the accounts of the annual income and expenditure of the University prepared and get the same audited from the Chartered Accountant so appointed by the Finance Committee in this regard.
 - 2) The budget approved by the Finance Committee, along with the note with regard to the audit of income and expenditure of the University, referred to in sub-section(1), shall be placed before the Chancellor through Board of Management and Governing Body for its approval.
 - 3) The Finance Committee shall tender advice to the Chancellor on financial matters of the University whenever required.
 - 4) The Finance Committee shall recommend to the Governing Body to place the University funds in various accounts of the scheduled bank(s).

- 5) To take action and record on drawing the interest upon security/stocks and for transferring any part of such security/stocks with the approval of the Governing Body.
- 6) To recommend any un-invested balance of University account to be invested in Govt. Securities/fixed deposits for approval of Governing Body.
- 7) To recommend sale of any security held in the name of the University with prior sanction of the Governing body.
- 8) The sums received to establish chairs of excellence, Institute and award of fellowships, scholarships, grant of prize, medals or special award to be put up in fixed deposit for approval of the Governing body
- 9) To seek approval of the Governing Body in receiving donations of moveable/immovable property or any other donation and its utilisation.
- 10) To recommend the grant of emoluments, remuneration, honoraria to be fixed in respect of teaching/non teaching employees of the University or any other financial benefit to be granted to any such person/employee.
- 11) To recommend write off losses to the Governing Body for decision;
- 12) To recommend borrowing of funds from banks or other financial institutes and its terms and conditions be settled to fulfil the requirements for finally approval by the Governing Body.
- 13) To recommend the mechanism, ways and means to generate resources for the University.

- 14) To observe that the accounting procedure relating to maintenance of accounts of income and expenditure of the University is followed properly.

1. APPOINTMENT OF A DEAN

(a) There shall be a Dean for each Institute who shall be appointed by the Chancellor from among the senior teachers holding the post of a Professor and in the absence of Professor a Associate Professor in a Department of Teaching under the Institute concerned on rotation basis.

(b) The Dean shall hold the office for a period of two (2) years from the date of appointment or until he/she superannuates, whichever is earlier.

(c) In the temporary absence of a Dean of the Institute, or pending filling up of the vacancy caused in any manner, the Chancellor may, until such time an appointment is made, nominate a senior member of the Institute to exercise the powers and perform the duties of the Dean.

2. DUTIES OF THE DEAN OF A INSTITUTE:

(a) Subject to the provisions of the Statutes, the Dean shall function under the overall control of the Vice-Chancellor and assist the Vice-chancellor in maintaining academic standards and coordinating the teaching and research in the Institute,

(b) The Dean shall preside over the meetings of the Institute concerned,

(c) The Dean shall have the right to be present and participate in the deliberations of any meeting of any Institute Committee or any Board of Studies under the Institute.

(d) The Dean shall present the candidates of the concerned Institute for the conferment of Degrees in the Convocation.

(e) The Dean shall co-ordinate with other Institutes in matters relating to the inter-disciplinary courses and other academic programs

(f) The Dean shall allocate any work to the members of the Institute, subject to the rules of the University

(g) The Dean shall be responsible for planning and development of the courses and research activities of the Institute.

3. POWERS OF THE DEAN/CHAIRPERSON:

The Dean shall have the following powers to:

- (a) Recommend to the university, in consultation with the concerned faculty, the constitution, structure and academic & administrative responsibilities of the Departments in the concerned Institute
- (b) Recommend to the Vice-Chancellor, for granting permission to teachers to attend approved conferences, seminars, workshop etc;
- (c) Recommend to the Vice- Chancellor, in consultation with the Head of the concerned Department, the award of Research Fellowship of the University and UGC to the research scholars of the concerned Faculty
- (d) Recommend to the Vice-Chancellor, the Research proposals submitted by the teachers of the concerned Institute to external funding agencies like UGC, CSIR, ICAR, DST etc.
- (f) Admit and register candidates to Ph.D. courses on the recommendation of the concerned Admission Committee and with the approval of the Vice-Chancellor.
- (g) Maintain a database pertaining to admissions, registrations, reservation category, research guide, research topic, payment of fees, etc.
- (h) Maintain database on pre-PhD examination, field work/lab work, publications, pre-submission seminars, submission etc related to the research students/scholars
- (i) Grant leave to Research Scholars, cancel Ph.D. registrations, recommend (i) modification of titles for Ph.D.. (ii) recommend change of Supervisors, (iii) early submission of thesis / dissertation and (iv) extension of time for submission of thesis / dissertation, all in accordance with university rules,
- (j) Recognize research supervisors on the recommendations of the Research Committee constituted for the purpose, as per university rules,
- (k) To permit Research Scholars to attend summer schools, symposia, conferences, without any financial commitment on the part of the University and to treat their absence as active period of research;

Dean Academic Affairs

The Dean of Academic Affairs shall be directly responsible to the Vice-Chancellor for the administration of all teaching programmes in the University and for the development, evaluation, improvement of curricula and teaching methods designed to develop in the students professional competence, character and quality of leadership.

The Dean, Academic Affairs shall have the following powers and duties:-

- I. He shall be responsible for the organization and conduct of teaching in all the constituent Institutes of the Sant Baba Bhag Singh University and for that purpose, shall pass such orders as may be necessary in consultation with the Dean of the constituent Institute.
- II. He shall preside over the meetings of Resident Instruction Committee to be constituted with the approval of Vice-Chancellor.
- III. He shall formulate and present policies to the Resident Instruction Committee for its consideration without prejudice to the right of any member to present any matter to the Resident Instruction Committee
- IV. He shall forward the recommendations of the Resident Instruction Committee, to the Vice-Chancellor or the Academic Council as the case may be.
- V. He shall maintain record of the students in Sant Baba Bhag Singh University and also supervise their progress.
- VI. He shall be responsible for the maintenance Academic standards.
- VII. He shall, in consultation with the Heads of departments, exercise control over the teaching load of the members of the faculty.
- VIII. He shall provide, in consultation with the Heads of department, guidance and leadership in the development of periodic evaluation of effective curricula within each subject-matter and integration of said curricula into appropriate instruction programme designed to prepare students for effective careers in research, teaching and extension.

- IX. He shall get conducted Academic audit regularly & submit report of Academic Audit to Vice-Chancellor who will place it before Governing Body.
- X. He shall prepare budget for the Academic programmes of the University which shall be incorporated in the budget of the Institutes by the concerned Deans.
- XI. He shall perform such other duties as may be entrusted to him by the Vice-Chancellor from time to time for effective co-ordination of teaching in the University.

Head of Departments

1. APPOINTMENT:

- (a) Each Department of Teaching shall be headed by a permanent teacher of the University, who will be designated as Head of the Department (hereafter called HoD),
- (b) Chancellor is the competent authority for appointing the HoD.
- (c) The term of appointment of a HoD shall be three (3) years. The HoD's appointment is ordinarily for one term.
- (d) The HoD shall be the rank of a Professor/Associate Professor, and will be appointed by rotation, duly following the cadre seniority, from amongst the permanent teachers of the same department in the University.
- (e) If a Professor/Associate Professor is not available in any department of teaching, the Chancellor may appoint an Assistant Professor as Coordinator (hereafter called CoD),

2. DUTIES:

The main duty of the HoD/CoD is to uphold excellence in the Department by way of organizing quality teaching, research and related academic activities. In this endeavor, the HoD/CoD shall perform the following duties:

- (a) Create an atmosphere that is congenial for effective teaching – learning and research in the department,
- (b) Supervise the teaching and non-teaching staff of the department and ensure that they discharge their duties properly and efficiently,
- (c) Maintain order and discipline in the premises of the department,
- (d) Presiding the meetings of the Departmental Committee, and initiate actions on the resolutions of the Committee.
- (e) Frame the time table and allocate the teaching work to the teachers, in consultation with the departmental committee.

- (f) Assign duties to the teaching and non-teaching employees in the department for the smooth conduct of the examinations.
- (g) Maintain and display the attendance records, monitor the progress of the students.
- (h) Maintain properly the furniture, books, stores and other property of all kinds in the department,
- (i) Maintain stock register of all the equipments/apparatus, library books, periodicals.
- (j) Recommend purchase of furniture, equipment, chemicals, glassware, stationery, books and other equipments within the budget allotments made to the department duly following the prescribed procedures.
- (k) Maintain the accounts of expenditure for all the amounts drawn under different Heads.
- (l) Allot the available space in the department judiciously for teaching, research and staff, in consultation with the departmental committee.
- (m) Forward proposals relating to teaching and research and submitted by the faculty in the department with due recommendation.
- (n) Conduct seminars, symposia, conferences, workshops etc. .
- (o) Certify the attendance and progress of research work of the research scholars in the department, and to forward their claim bill for fellowship and other expenditure incurred for research.
- (p) Implement the directions of the university/courts pertaining to prevention of ragging, women harassment, and such other anti-social activities,
- (q) Discharge such other duties assigned by the Vice-Chancellor from time to time

3. POWERS OF THE HOD:

The HOD shall have the following authority:

- (a) To send proposals to the Vice- Chancellor through Dean of the concerned Institute for part-time/extra teaching arrangements in the department whenever needed as per the work-load requirement,
- (b) To grant casual leave to the Assistant Professors or equivalent, Administrative/Technical staff working in the department, and to recommend other leaves to the concerned authorities.
- (c) To recommend to the university/concerned funding agencies the names of candidates for award of research fellowships/scholarships or any other special awards under the purview of the Department.
- (d) To exercise such other powers as may be assigned to him/her by the Chancellor/Vice-Chancellor.

APPOINTMENTS TERMS AND CONDITIONS OF SERVICES OF

TEACHING EMPLOYEES OF THE UNIVERSITY

*Manner, Terms &
Conditions of Appointment
of Teachers and their
Powers & Functions*

Teacher means a person appointed or recognized by the University for the purpose of imparting instructions or conducting and guiding research or extension programmes and includes a person declared to be a teacher.

The teachers shall include the following:-

- i. Professors
- ii. Associate Professors
- iii. Assistant Professors

All appointments of teaching and research posts shall be made strictly on merit by the Chancellor with the approval of Governing body, on the recommendation of Selection Committee constituted for the purpose, as per UGC guidelines amended from time to time.

The procedure for the appointment of Professors, Associate Professors, other teachers of equivalent rank shall be as under :

The Vice-Chancellor shall have the post advertised with such qualifications as may be laid down by Academic Council.

After advertising the post and receiving the applications, a Scrutiny Committee shall scrutinize all the applications and prepare a list of the candidates to be called for interview.

The Chancellor shall appoint a Selection Committee as per UGC guidelines amended from time to time to make recommendations.

The Selection Committee shall evaluate the qualifications, experience, and report of the outside experts regarding major publications etc. of the candidates.

After interviewing the candidates, the Committee shall recommend, the persons to be appointed in order of merit.

In the case of appointment of Professors, Associate Professors, Assistant Professors and other teachers of equivalent rank, the Chancellor shall on receipt of recommendation of the Selection Committee, consider the same for acceptance and will get the appointments approved from Governing Body. The panel recommended by the Selection Committee shall be valid for a period of six months from the date of interview.

In case there is any representation against such appointment matter shall be placed before the Governing Body.

A faculty shall work under the control of the Head of the Department and shall perform such duties as entrusted to him by the Head of the Department from time to time. He shall be responsible for teaching, and guide in research and extension in the department.

Professors shall have such powers and shall perform such duties as may be assigned to him by statutes and ordinances.

A teacher shall devote his whole time to the services of University and shall not without express permission of the Competent Authority engage directly in any trade or business what-so-ever or any other work which in the opinion of Competent Authority may interfere with proper discharge of his duties.

For all categories of teaching and research positions in the University, candidates should have passed Punjabi of

Matriculation or higher standard or equivalent thereof. If a suitable candidate does not possess qualification in Punjabi, a condition should be put on appointment orders and shall have to pass Punjabi Examination within two years otherwise his annual increment will not be drawn till he pass the Punjabi examination.

**APPOINTMENTS, TERMS AND CONDITIONS OF SERVICES OF
NON TEACHING EMPLOYEES OF THE UNIVERSITY**

Classification 1. Non Teaching Employees of the University shall belong to either:-

- (A) Administrative
- (B) Technical
- (C) Supporting

- 2. Employees may be required to serve in any office or Institute under the University and shall in respect of their day-to-day work be under the administrative control of the head of the office or Institute to which they are posted.
- 3 The Heads of the Departments and University Officer in charge of that office / Institute shall be the competent authority to transfer them within the office/Institution to which they are posted.
- 4 All matters affecting their promotion, transfer and other conditions of service shall be determined by the Chancellor.

Appointments The appointments by direct recruitment shall be strictly on the basis of merit and promotion shall be made on the basis of seniority -*cum*-merit. The appointments by direct recruitment shall be made strictly on merit.

Manner of appointment by direct recruitment The following procedure shall be adopted for making appointment by direct recruitment.

- i The Vice-Chancellor may have the post advertised with such qualifications as have been prescribed
- ii After having advertised the post and received applications the Chancellor may appoint a selection committee to make recommendations and approve appointments.

- iv The selection committee will consist of
 - a. Chancellor
 - Vice-Chancellor
 - Registrar;
 - c. Dean Academics
 - d. Any other two persons nominated by Chancellor
- v The Scrutiny committee consisting of Registrar, Dean Academics and concerned Head of the Department/ Incharge of the sections shall scrutinize all the applications and prepare a list of the candidates to be called for interview.
- vi After interviewing the candidates, the committee shall recommend to the Vice-Chancellor, at least three persons in order of preference.
- vii The recommendations of the Selection Committee will be submitted to the Vice Chancellor for approval of the Chancellor.
- viii The Selection Committee shall ensure that the criteria evolved by the University are strictly observed.
- ix The cases of promotion shall be referred to the Selection Committee and Seniority-*cum*-merit of the concerned candidates shall be kept in view.

