

MEMORANDUM OF ASSOCIATION (MoA)

(REVISED AS PER UGC REGULATIONS 2010 WITH SUBSEQUENT AMENDMENTS)

**Ramakrishna Mission Vivekananda Educational and Research Institute,
Belur Math**

Special Notes on the MoA/Rules given below suitably modified in the light of UGC Regulations 2010, as amended in 2014 & 2015:

(1) We had already submitted to UGC (our letter reference number: RKMVU/UGC/NEW-REG/MoA/2011, dated 29 April 2011) our modified MoA/Rules in the light of UGC Regulations 2010. In reply we received a letter from UGC F.6-96/2004(CPP-I) dated 17 January 2013, wherein the UGC, after careful scrutiny of our modified MoA/Rules had suggested incorporating of UGC's corrections and observations and submit a revised MoA/Rules. In the meantime, UGC Regulations 2010 were themselves amended twice: in 2014 & 2015. Accordingly, **the present MoA/Rules are modified versions in the light of UGC Regulations 2010, as amended in 2014 & 2015.**

(2) As far as the question of Chancellor (Clause 3.4 of Rules herein) is concerned, our deemed to be University, having been accorded special exemption in regard to separate registration, this University uses the same registration number as its sponsoring society, namely, Ramakrishna Mission. Hence, the General Secretary of Ramakrishna Mission (Sponsoring Society) has been functioning as the ex-officio Chancellor of the University. We are, however, negotiating/corresponding with the MHRD in this regard.

(3) In Clause 14.1 of the Rules given below, a special provision introduced for the appointment of Vice Chancellor in the case of our deemed to be University, in view of the the special exemption as stated in Note (2) above, has been restricted to a qualified monk of Ramakrishna Order satisfying and appointed according to UGC norms and rules.

MoA/Rules modified suitably as per UGC (Institutions deemed to be University) Regulations 2010 and Amendments thereon in 2014 & 2015

Memorandum/Rules adopted by “Ramakrishna Mission Vivekananda Educational and Research Institute (RKMVERI)”, established under the aegis of Ramakrishna Mission, with headquarters at Belur Math in the district of Howrah in the state of West Bengal, declared as an Institution deemed to be University by the Ministry of Human Resource Development, Government of India, under Section 3 of UGC Act, 1956

The institution declared by a Gazetted Notification by the Ministry of Human Resource Development, Government of India as an institution deemed to be

University [*vide* Notification No.F.9-54/2004-U.3 dated 5 January 2005] has been established under the aegis of and with the same registration as Ramakrishna Mission, the parent body/sponsoring society of the deemed to be University, which is a well-known registered Society serving the country in the various service sectors including higher education for more than a century, registered on the 4th of May 1909, under the Societies Registration Act XXI of 1860, with registration no.1917/3 for 1909-10—revised according to West Bengal Act XXVI of 1961.

1. Name:

The name of the sponsoring society is **Ramakrishna Mission (with headquarters at Belur Math in the district of Howrah in West Bengal)**, which is a well-known registered society registered under Registration of Societies Act XXI of 1860. Under the aegis of and with the same registration as Ramakrishna Mission [*vide* UGC letter D.O.No.F.6-41/2001 (CPP-I) dated 3 January 2002, read with subsequent UGC Notification No.F.6-1 (II)/2006 (CPP-I) dated 13 September 2006], an international institute of education and research, comprising some of the already well-established educational centres of the Ramakrishna Math and Ramakrishna Mission spread all over India and abroad, specializing in specific faculties (hence called Specialized Faculty Centres) was recognized and declared by the Ministry of Human Resource Development (MHRD), Government of India, as an institution deemed-to-be-university under Section 3 of the UGC Act 1956. This institute named **Ramakrishna Mission Vivekananda Educational and Research Institute (RMVERI)** hereinafter referred to as “the Institute deemed to be University”, was later renamed as **Ramakrishna Mission Vivekananda University (Declared as deemed to be University under Section 3 of UGC Act, 1956)** in the light of UGC Notification No.F.6-1 (II)/2006 (CPP-I) dated 13 September 2006 read with Corrigendum No.F.6-1 (II)/2006 (CPP-I) dated 20 February 2008]. On account of a subsequent Notification No.F.6-1 (II)/2006 (CPP-I) dated 19 August 2009, with the UGC deciding to withdraw, on a directive from MHRD, the above mentioned Notification dated 13 September 2006 together with the Corrigendum dated 20 February 2006 and subsequently issuing the New Regulations governing institutions deemed to be universities by Gazetted Notification No.F.6-1 (II)/2006 (CPP-I) dated 21 May 2010, the original name of the Institute deemed to be University also comes back to use, with the words “deemed to be University” within parenthesis suffixed thereto, as required by Clause No.20.0 of the UGC New Regulation, 2010.

2. Definitions:

In the Memorandum and Rules, unless the context otherwise requires, the definitions of the various terms are

2.1. "Act" means the University Grants Commission Act, 1956 [Act 3 of 1956].

- 2.2. "Campus" means Campus of the institution deemed to be university at its headquarters, wherein its major facilities, faculty, staff, students and its Academic Departments are located in a city /town /village in India. While 'off Campus centre' means an approved (by the Central Government) centre of the institution deemed to be university beyond its Campus in the country, an 'off shore Campus ' means an approved (by the Central Government) centre of the institution deemed to be university beyond its Campus and outside India .
- 2.3. "Commission" means the University Grants Commission (UGC) constituted under the Act or any other body empowered to regulate an institution deemed to be university under any law for the time being in force.
- 2.4. "Committee of Experts" means a Committee appointed by the Commission consisting of academics, researchers or other experts in the relevant fields of knowledge and notified under these Regulations for such purpose as it may specify; and there may be as many Committees of Experts as the Commission may determine for different purposes.
- 2.5. "Constituent Institution" means an institution operating under the administrative, academic and financial control of the sponsoring body and declared as such under the Notification.
- 2.6. "*De-novo* Institution" means an institution devoted to innovations in teaching and research in unique and 'emerging areas of knowledge', so determined by eminent peers of the academic community in the concerned disciplines.
- 2.7. "Emerging area of knowledge" means such area of knowledge as may be notified from time to time by the Commission on the recommendation of a Committee of Experts constituted by the Commission for the purpose; and, such Committee shall make its recommendation having regard to the stage of development of studies and research in relevant disciplines as well as the potential and need for raising standards of study and research thereof, in India.
- 2.8. "Government" means the Central Government: unless the context so specifies.
- 2.9. "Institution" means an institution for higher education engaged in teaching and research of high academic standards at the undergraduate, post-graduate or higher levels.
- 2.10. "Institution deemed to be university means an institution for higher education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the Act.
- 2.11. "Processing Fee" means the charges that have to be paid by the applicant institution to the Commission along with the application for processing such application. This amount shall take into account the expenditure to be incurred by the Commission for processing an application that shall include onsite visits of the Expert Committees of the Commission. The Commission shall prescribe the processing fee and revise it from time to time.

- 2.12. "Notification" means a notification issued by the Central Government in the Official Gazette declaring an institution for higher education, as an institution deemed to be university u/s 3 of the Act.
- 2.13. "Sponsoring body" means a body being a charitable or a not-for-profit Society or Trust making an application for declaring an institution under its administrative, academic and financial control as a deemed to be University.
- 2.14. "Statutory body" means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education and bodies known as All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teacher Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), etc. shall be the Statutory bodies for the purposes of these Regulations

3. Name and constituents of the Institute deemed to be University

The Institute deemed to be University, originally named 'Ramakrishna Mission Vivekananda Educational and Research Institute' (later named as 'Ramakrishna Mission Vivekananda University') consisting of the 'International Human Resource Centre for the Disabled', Coimbatore, has the below mentioned constituent units/'off-campus' Centres (apart from the above, namely, 'International Human Resource Centre for the Disabled' at Coimbatore) approved by UGC and MHRD [See enclosed the MHRD notifications: F.9-54/2004-U.3 dated 5 January 2005 and F.9-14/2006-U.3(A) dated 20 February 2007 in proof thereof]:

- 3.1. Ramakrishna Mission Loka Shiksha Parishad, Narendrapur, Kolkata, West Bengal - for the faculty of 'Integrated Rural Development and Management'
- 3.2. Ramakrishna Mission Divyayan Krishi Vigyan Kendra, Ranchi, Jharkhand - for the faculty of 'Integrated Rural & Tribal Development'
- 3.3. Ramakrishna Mission Vivekananda Research Centre at Swami Vivekananda's Ancestral House, Kolkata, West Bengal - for Doctoral and Post-Doctoral Research (leading to Ph.D and D.Phil/D.Litt, etc) in the proposed areas of Mathematical Sciences, Philosophy, Consciousness Studies, etc.

4. Office:

The address of the registered office of the Institute deemed to be University as well as that of the sponsoring Society/Trust, namely, Ramakrishna Mission, at its headquarters, is **P.O. Belur Math, District Howrah, West Bengal.**

5. Objectives

The objectives for which the Institute deemed to be University is established are derived essentially from the educational objectives of the Ramakrishna Mission itself, under whose registration and aegis the Institute deemed to be University is being started, to actualize Swami Vivekananda's educational vision of 'man making' and 'character building' to produce men and women of impeccable character endowed with all round personalities with harmonious development of heart, head and hand—the emotional, intellectual and practical faculties inherent in a person—through imparting holistic education and training that would integrate and synthesize the best elements of the East and West. Being under the aegis of Ramakrishna Mission, a worldwide movement silently serving in various spheres for over a century, the Institute deemed to be University should be contemplated as a *movement* rather than merely an academic institution, so that the students educated and trained in it are not merely be academicians and scholars, however brilliant, but participants in the enormous task of nation building—*rebuilding India through building of individual character*, cast in the mould of harmony and synthesis of knowledge, love and work—head, heart and hand: “brains to conceive, heart to feel and hands to work” in Swami Vivekananda's words.

More specifically, therefore, some of the objectives of the Institute deemed to be University are the following:

- 5.1. To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit with focus on post-graduate and research degree levels fully conforming to the concept of University, namely, University Education Report (1948) and Report of the Committee on Renovation and Rejuvenation of Higher Education in India (2009) and the Report of the Review Committee for deemed to be Universities (2009);
- 5.2. To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the University education system, that is, academic engagement clearly distinguishable from programmes of an ordinary nature that lead to conventional degrees in arts, science, engineering, medicine, dental, pharmacy, management, etc., routinely offered by conventional institutions;
- 5.3. To provide for high quality teaching and research and for the advancement of knowledge and its dissemination through various research programmes undertaken in-house by substantial number of full time faculty / research scholars (PhDs and Post-Doctoral) in diverse disciplines;
- 5.4. To enable creation of Departments and Schools devoted to unique and emerging areas of knowledge, not being pursued by conventional or existing institutions, particularly in specific areas of study and research regarded as important for strategic needs of the country or for the preservation and dissemination of our cultural and spiritual heritage, so determined by a well laid-out process of wide consultation with eminent peers of academic community;

- 5.5. To impart, promote, undertake and provide for instruction, training and the study of arts, philosophy, physical and life sciences, engineering and technology, agricultural sciences, environmental sciences, medical sciences, social sciences, relief and rehabilitation, disability management and special education, integrated rural development, environment and disaster management etc., or any other branches of learning as it may deem fit for cultivation and dissemination of knowledge;
- 5.6. To undertake, promote and provide for research and for the advancement of knowledge in the above mentioned branches and any other branches as it may deem fit and which keep emerging;
- 5.7. To impart instruction and training, and to promote research, particularly in areas having special bearing on the uplift of the underprivileged sections of the society;
- 5.8. To impart and provide for instruction, conduct courses and promote research in areas meant for marginalized and weaker sections of society, the aim here being, *inter alia*, to give them education and provide them the training adequate for helping them to 'stand on their own feet' as envisaged by Swami Vivekananda;
- 5.9. To strive for the inculcation of higher human values for building up of character in both the youths and adults, with a view to raising the quality of life of the people of the country as also of the world at large;
- 5.10. To train and educate the youths to become worthy global citizens as well as to be able to effectively participate in the enormous task of nation building—rebuilding India through the building of individual character, cast in the mould of harmony, synthesis and peace.
- 5.11. To do all such other acts and things as may be necessary or desirable to realize the above objectives and to actualize and further the noble educational goals of Ramakrishna Mission in the light of the pioneering and trend-setting educational vision of its founder, Swami Vivekananda.

6. Powers and Functions of the Institute deemed to be University—Its Programmes

- 6.1. To establish courses of study and research and to provide instruction in such branches of study as the Institute deemed to be University may deem appropriate for the advancement of learning and the cultivation and dissemination of knowledge in such branches in the light of the objectives as set forth hereinbefore, with certain 'thrust areas' to be operationalized through Ramakrishna Mission's various branch-centres which have evolved the necessary expertise over several decades in these areas. The following 'thrust areas' have been proposed and chosen to begin with (more may be added later on):
 - 6.1.1. Disability Management and Special Education, General & Adapted Physical Education and Yoga for Rehabilitation of the Differently Aabled, at the Ramakrishna Mission Centre at Coimbatore, Tamil Nadu,

- 6.1.2. Integrated Rural Development and Management; Integrated Rural & Tribal Development and Management, at Ramakrishna Mission Centres at Narendrapur and Ranchi and other Centres in rural/tribal areas,
- 6.1.3. Indian Spiritual and Cultural Heritage and Value Education, at Belur main campus, Vivekananda Research Centre at Ramakrishna Mission Swami Vivekananda's Ancestral House and Cultural Centre in Kolkata, and later on, by and by, with the permission of UGC/MHRD, several other similar Centres of Ramakrishna Mission all over India may be included to offer courses and programmes in this important area,
- 6.1.4. Fundamental Science Education and Research (more specifically, Mathematical Sciences, Life Sciences and Medical Sciences), at Belur main campus, and later on, by and by, with the permission of UGC/MHRD, several other similar Centres of Ramakrishna Mission all over India may be included to offer courses and programmes in this important area,
- 6.1.5. Environment Science and Disaster Management, at Belur main campus, Ramakrishna Mission Centres at Narendrapur.

Thrust Areas and various 'Schools' through which they are being operationalized:

The various 'Schools' offering the different courses are the following:

- (i) School of Rehabilitation Sciences and Physical Education
 - (ii) School of Agriculture and Rural Development
 - (iii) School of Indian Heritage
 - (iv) School of Humanities and Social Sciences
 - (v) School of Mathematical Sciences
 - (vi) School of Environment and Disaster Management
-

The details of the 'Faculties' and the Courses/Programmes under the above 'Schools' are as follows:

- (1) Disability Management and Special Education, through '**School of Rehabilitation Science and Physical Education**' with the following Faculties: (i) Faculty of Disability Management and Special Education, and (ii) Faculty of General & Adapted Physical Education and Yoga, located at Ramakrishna Mission Centre in Coimbatore, Tamil Nadu, (iii) Faculty of 'Sports Science' running Diploma, Advanced Diploma, B.Ed., M.Ed., M.Phil. and Ph.D. courses/programmes in Special Education, Diploma, Advanced

Diploma, B.P.Ed., M.P.Ed., M.Phil. and Ph.D. courses/programmes in General and Adapted Physical Education and Yoga, Sports Science, etc.

- (2) Integrated Rural and Tribal Development, through **'School of Agriculture and Rural Development'** with following Faculties: (i) Faculty of Integrated Rural Development and Management, including Agricultural Bio-technology, located at Ramakrishna Mission Centre at Narendrapur, Kolkata, West Bengal, and (ii) Faculty of Integrated Rural & Tribal Development and Management, including Agricultural bio-technology, located at Ramakrishna Mission Centre at Ranchi, Jharkhand, (iii) Faculty of Agricultural Research and Education at Coimbatore, Tamil Nadu, running M.Sc. and Ph.D. courses/programmes in 'Agriculture and Rural Development', 'Agriculture, Rural and Tribal Development', and 'Agricultural Bio-technology', B.Sc. in Agriculture, with plans to start M.Sc. (Ag) and Ph.D. in Agriculture.
 - (3) Indian Spiritual and Cultural Heritage including Value Education, through **'School of Indian Heritage'** with the Departments of (i) Sanskrit Studies, (ii) Indian Spiritual Heritage, (iii) Ancient Indian Scientific Heritage, (iv) Value Education located at the Belur main campus in West Bengal, and **'School of Humanities & Social Sciences'** with the Departments of (i) Bengali Studies, and (ii) Philosophical Studies at the Belur main campus, running Certificate, Diploma, M.A., M.Phil., Ph.D. courses/programmes in Spiritual Heritage of India, Upanishads, Bhagavad-Gita, Srimad-Bhagavatam, Sanskrit (Integrated 5-year M.A.course completed taught in Sanskrit medium), Ph.D. in Sanskrit Studies with special reference to Vedanta, Vyakarana (Grammar), Ph.D. in Bengali Studies, etc.
 - (4) Fundamental Science Education and Research, through **'School of Mathematical Sciences'** with the Departments of (i) Mathematics, (ii) Computer Science and (iii) Physics at the Belur main campus, and at Coimbatore Centre, running M.Sc., M.Phil. and Ph.D. courses/programmes in Physics, Mathematics and Computer Science.
 - (5) Language and Literature, Economics, History, Sociology, Philosophy, etc., through **'School of Humanities and Social Sciences'** (in the process of formation), to be located at Belur main campus and/or a suitable piece of land to be acquired in Kolkata,
 - (6) Environmental Science and Disaster Management, through **'School of Environment and Disaster Management'** located at Belur main campus and Ramakrishna Mission Centre at Narendrapur, Kolkata, West Bengal, running Ph.D. courses/programmes in Environmental Sciences (with emphasis on climate change and human health issues).
- 6.2. To confer degrees and to grant diplomas and/or certificates of the following nature, for example, M.A., M.Sc., M.Phil., B.E./B.Tech., M.E./M.Sc. (Tech.)/M.Tech., B.Ed., M.Ed., B.P.Ed., M.P.Ed., Ph.D., D.Phil., D.Sc., D.Litt., M.D., M.S., D.M., etc, Diplomas and Certificates in the various courses under the above 'thrust areas' to persons who have satisfactorily

completed the approved courses of study and/or research as may be prescribed and shall have passed the prescribed examinations;

- 6.3. To institute and award visitorship (visiting professorship from various reputed Institutes/Universities in India and abroad, emeritus professorship, distinguished professorship etc), fellowship (research fellowship, post-doctoral fellowship, distinguished fellowships for sciences, humanities, social sciences etc), exhibits, prizes, medals and such other awards for recognition of merit as the Institute may deem fit;
- 6.4. To impart, promote, undertake and provide for instruction, training, research etc. in respect of the various courses established and run by the Institute, as the Institute may deem appropriate or necessary, in the open (distance) mode of education and online virtual face-to-face mode also, apart from the conventional face-to-face mode, *provided that and provided only that it is approved by and has the prior approval of* the appropriate regulatory bodies and the Government, consistent with the UGC Regulations governing institutions deemed to be Universities, mainly with the intention of reaching the unreached in remote and rural areas, and bring the light of education to the masses as envisioned by Swami Vivekananda;
- 6.5. To do all such acts as may be necessary or incidental to the exercise of all or any of the powers of the Institute deemed to be University as are necessary or conducive to the promotion of all or any of the objects of the Institute.

7. Interpretation of the Objectives:

The Institute deemed to be University is established for public benefit and accordingly the objectives of the Institute as set forth above will be interpreted and restricted to mean such objectives and purposes as are regarded in law to be a public charitable in nature.

8. Joint Programmes:

The Institute deemed to be University shall conduct joint academic programmes with other Universities/Institutions deemed to be Universities in India and abroad with the prior approval of the Commission. The proposed joint programmes shall conform to the Acts and Rules of the Commission that shall apply to such programmes from time to time. There shall be sufficient safeguards so as to protect the interests of students enrolled in such programmes. The programmes shall be subjected to mandatory assessment and accreditation.

9. Institution deemed to be University Open to All:

Admission and employment in the Institute deemed to be University shall be open to all citizens of India, regardless of race, religion, caste or creed and the

area/place of residence in India, as well as to foreign students in certain specialized areas of their interest.

10. Institution deemed to be University to be Unitary:

The Institute deemed to be University is a unitary institution and shall not affiliate any other institution.

11. Admissions and Fees Structure, Reservation Policy:

Admissions of students to the Institute deemed to be University and the fees structure, as well as the Reservation Policy, shall be in conformity with the provisions of the UGC regulations notified in this regard governing institutions deemed to be Universities.

11.1. No institution deemed to be University shall, for admission in respect of any course or programme of study conducted in such institution, accept payment towards admission fee and other fees and charges,-

(a) other than such fee or charges for such admission as fixed in accordance with the Fee Regulations framed by the Government or by the Commission in this behalf from time to time, which shall be declared by it in the prospectus for admission against any such seat, and on the website of the institution; and

(b) without a proper receipt in writing issued for such payment to the concerned student admitted in such institution.

11.2. No institution deemed to be University shall charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test:

Provided further that an institution deemed to be University shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving students.

11.3. Admission of students to an institution deemed to be University, public or private, shall be made in the following manner:

(i) In case the appropriate statutory authority has specified the process of selection for admission to any course, or programme of study in any institution which includes conducting competitive admission test for ascertaining the competence of any person to pursue such course or programme of study, in that case, no person shall be admitted to such course or programme of study in such institution, except through an admission test conducted by a recognized body or such institution or a group of institutions if such institution or group of institutions have been so authorised by the Central Government or a State Government or any statutory authority.

(ii) In case the process of selection for admission to any course or programme of study in any institution including conducting competitive admission test has not been specified under sub-clause (i), in that case, no person shall be eligible for admission to such course or programme of study in such institution except through inter se merit to be specified in the prospectus of each institution:

Provided that admission of Non-Resident Indians (NRI)/Persons of Indian Origin (PIO)/Foreign students to institutions deemed to be Universities shall be governed by the Guidelines/Regulations framed by the Commission in this behalf from time to time.

11.4. Every institution deemed to be University shall -

(a) maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;

(b) exhibit such records on its website; and

(c) be liable to produce such record, whenever called upon to do so by any statutory authority or by the Government under any law for the time being in force.

11.5. Every institution deemed to be University shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its courses or programmes of study, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such institution and the general public, namely:-

11.5.1. each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or a programme of study, and the other terms and conditions of such payment;

11.5.2. the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the student;

11.5.3. the number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;

11.5.4. the conditions of eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or programme of study, where so specified by the institution;

- 11.5.5. the educational qualifications specified by the relevant statutory authority/body, or by the institution, where no such qualifying standards have been specified by any statutory authority;
- 11.5.6. the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
- 11.5.7. details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such, member is on regular basis or visiting basis;
- 11.5.8. the minimum pay and other emoluments payable for each category of teachers and other employees;
- 11.5.9. information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library, hospital or industry wherein the practice training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- 11.5.10. broad outline of the syllabus specified by the appropriate statutory body or by institution, as the case may be, for every course or programme of study, including the teaching hours, practical sessions and other assignments;
- 11.5.11. all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the University Grants Commission Act, 1956 or other law for the time being in force.

Provided that the institution deemed to be University shall publish information referred to in items (i) to (xi) of this clause on its website, and the attention of the prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in the different newspapers and through other media;

Provided further that the institution deemed to be University may publish prospectus in accordance with this clause at any time before the expiry of sixty days specified under this clause.

- 11.6. Every institution deemed to be University shall fix the price of each printed copy of the prospectus, being not more than reasonable cost of its publication and distribution and no profit be made out of this publication,

distribution or sale of prospectus.

- 11.7. No institution deemed to be University shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a course or programme of study conducted by it.
- 11.8. No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a course or programme of study in any institution deemed to be University.
- 11.9. No institution deemed to be University, who has in its possession or custody, of any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue or avail any facility in such institution:
- 11.10. In case a student, after having admitted to an institution deemed to be University, for pursuing any course or programme of study in such institution, subsequently withdraws from such institution, no institution in that case shall refuse to refund such percentage of fee deposited by such student and within such time as has been mentioned in the prospectus of such institution.
- 11.11. No institution deemed to be University shall, issue or publish-
- I any advertisement for inducing students for taking admission in the institution, claiming to be recognized by the appropriate statutory authority where it is not so recognized; or
 - I any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the institution, or person authorized to issue such advertisement on behalf of the institution knows to be false or not based on facts or to be misleading.
- 11.12. On being declared an institution deemed to be University, an institution shall admit students to its approved academic programme, under its enrolment, only from the academic session that follows the Notification issued by the Central Government:

Provided that enrolment of students to the institution, for any reason whatsoever, in anticipation of the declaration as an institution deemed to be University or inclusion of the institution under the ambit of an

institution deemed to be University, shall render the application invalid:

Provided further that the students already on the rolls of the institution prior to the date of application for declaration as an institution deemed to be University or its inclusion under the ambit of an institution deemed to be University shall continue to be students, for all purposes, of the affiliating University with whom they have already been enrolled, and shall also be awarded degree only by that affiliating University.

Reservation Policy:

The institution deemed to be University shall implement the reservation policy in admission and recruitment, in accordance with any Act of Parliament for the time being in force.

12. Distance Education:

The Institute deemed to be University or any of its off-campus/off-shore centres shall not conduct courses in the Distance mode.

13. Meetings of University Bodies:

The Institute deemed to be University shall conduct meetings of all its statutory bodies, like Board of Management, Academic Council, etc. at regular intervals as per the Regulations and the minutes of each such meeting shall be displayed in the website of the institution.

14. Use of the Word 'University':

The Institute to be deemed University shall not use the word 'University' suffixed to its name but mentions the words 'deemed to be University' with in parenthesis suffixed thereto.

15. Consequences of Violation of Regulations:

15.1. The Central Government / Commission shall have the right to cause an inspection of the Institution deemed to be University, its buildings, laboratories, its examinations, teaching and other work conducted or done by the Institution deemed to be University, and to cause an enquiry to be made, if considered necessary by the Central Government / UGC, in respect of any matter of the Institution deemed to be University.

15.2. After conducting an inspection of the Institution deemed to be University by the Commission on its own or on the basis of any other authentic information or report received from any other reliable source(s) and after considering the explanation submitted by the Institution deemed to be University, if the Commission is satisfied that the Institution deemed to be University has violated any of the provisions of these Regulations or any directives issued by the Commission, the Commission may direct the Institution deemed to be University not to admit new

students for the period to be decided by the Commission and in case of deliberate continuous violation of these Regulations, may advise the Central Government for withdrawal of the declaration notifying the institution as an Institution deemed to be University. In the event of such withdrawal of the declaration, the entire movable and immovable properties of the Institution deemed to be University shall stand transferred to the Commission. For first violation, the withdrawal may be restricted to one academic session which can be extended up to five academic sessions for repeated violations. However, for serious and deliberate violation, the status of deemed to be University shall be withdrawn permanently.

Provided that in case of a withdrawal of declaration notifying the institution as a deemed to be University of a public funded deemed to be University, the entire movable and immovable properties of the institution deemed to be University shall stand transferred to the Central Government or the State Government, as the case may be.

- 15.3. In the event of the withdrawal of the deemed University status, action shall be simultaneously initiated to protect the interests of the students according to such precedents and practices as applicable or determined for the specific situation.
- 15.4. If an Institution deemed to be University wishes to withdraw itself or its constituents from the status of 'Institution deemed to be University', it may do so with the prior permission of the Central Government. Such withdrawal shall take effect only after the last batch of students then enrolled, passes out of the Institution deemed to be University.

16. Maintenance of Standards

An institution deemed to be University shall maintain standards, higher than the minimum, of instruction, academic and physical infrastructure, qualifications of teachers, etc. as prescribed for college level institutions by the Commission or by the Statutory/ Regulatory body concerned, such as All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teachers Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), etc. and shall obtain their approval for running various programmes of study, wherever applicable. This shall be periodically monitored by the duly constituted Committee(s) of the Commission.

17. New Departments, Off-campus/Off-Shore Campus Centres, Inclusion of other Institutions under the Ambit of the Institution deemed to be University

In matters of New Departments, Off-campus/Off-shore campus centres, inclusion of other Institutions under the ambit of the Institute deemed to be University, the UGC Regulations in this regard shall be strictly followed and complied with. The Deemed to be University will not start any new

Departments/Off-campus/Off-Shore Campus Centre including other institutions under the ambit of the Deemed to be University without the prior approval of UGC/MHRD.

18. Management of the Institute deemed to be University

The names and addresses of the first members of the Board of Management, being members of the Governing Body of Ramakrishna Mission, the sponsoring society, to whom under rules, the management of the institute was entrusted till the various authorities in accordance with the rules were constituted (as furnished at the time of the first application for being declared as an institution deemed to be University) are given below as required under the Societies Registration Act, 1860.

(Note: The common address of all members is Ramakrishna Mission, P.O. Belur Math, Dist. Howrah, West Bengal, Pin Code: 711202)

1. Swami Ranganathananda, President
2. Swami Gahanananda, Vice-President
3. Swami Atmasthananda, Vice-President
4. Swami Gitananda, Vice-President
5. Swami Smaranananda, General Secretary
6. Swami Shivamayananda, Assistant Secretary
7. Swami Suhitananda, Assistant Secretary
8. Swami Bhajanananda, Assistant Secretary
9. Swami Srikarananda, Assistant Secretary
10. Swami Prameyananda, Treasurer
11. Swami Atmaramananda, Member
12. Swami Gautamananda, Member
13. Swami Mumukshananda, Member
14. Swami Prabhananda, Member
15. Swami Tattwabodhananda, Member
16. Swami Vagishananda, Member
17. Swami Vandanananda, Member

19. Governance System for the Institute deemed to be University:

- 19.1. Institute deemed to be University has come into 'under the aegis of the same Registration as Ramakrishna Mission [*vide* UGC letter D.O.No.F.6-41/2001 (CPP-I) dated 3 January 2002, read with subsequent UGC Notification No.F.6-1 (II)/2006 (CPP-I) dated 13 September 2006]. Even before the establishment of the deemed to be University, Ramakrishna Mission had approached UGC with the request to waive off the clause requiring that the deemed University should be a separate Registered Body, which was duly considered by the Commission at its 339th meeting held on 1 Nov' 2001. In its letter Ref. D.O. No. F.6-41/2001 (CPP-I) dated 3 January 2002 UGC granted such an exemption, as an exceptional case for Ramakrishna Mission. Excerpts from this letter are enclosed below.

“The Hon’ble Members while deciding that no relaxation be made in the existing guidelines also felt that due consideration may be given to the Institution’s request, such as that of Ramakrishna Mission. The Commission realised that in case of Ramakrishna Mission it shall be fair and just to allow the grace of having the same parent society to continue to look after the Institutions under deemed University as well. The Hon’ble Commission decided that such exemption may only be considered in exceptional cases and on individual merits alone. It was also decided to waive off this clause in the case of Ramakrishna Mission, P.O. Belur Math, dist. Howrah, West Bengal.”

A copy of this letter is enclosed herewith.

Further, by letter No. F.6-1 (II)/2006 (CPP-I) dated 13 September 2006, the Commission reiterated its broader principle that the Commission reserves the right to give exemptions from the requirement of ‘creation of separate and dedicated Trust/Society for managing the affairs of the Institute deemed to be University, stating *inter alia* that such an exception could be given to such Trust/Societies which are mainly involved in charitable social services.

- 19.2. Among the authorities of the Institute deemed to be University, there shall be a Chancellor who shall be appointed by the sponsoring society or the sponsoring Trust, namely, Ramakrishna Mission, and¹ shall be an eminent educationist or a distinguished public figure other than the President/Trustee~~Error: Reference source not found~~/promoter of the sponsoring society/~~Error: Reference source not found~~. The Chancellor shall neither be a member of the Society or the Trust nor a close relative of the President of the Society of the Trust.
- 19.3. Among the authorities of the Institute deemed to be University, there shall be no position of Pro-Chancellor(s).
- 19.4. The highest Governing Body of the Institute deemed to be University shall be the Board of Management consisting of eminent persons capable of contributing to and upholding the University ideals and traditions, with full autonomy to perform its academic and administrative responsibilities independent of the Sponsoring Society²/Trust. It will be composed of 10-12 members, to be headed by the Vice Chancellor as per the provisions of the UGC Regulations.
- 19.5. The Board of Management of the institution shall be independent of the sponsoring Society/Trust/Company with full autonomy to perform its academic and administrative responsibilities. The number of representative(s)/ nominee(s) of the trust (or) society on the Board of Management shall be limited to a maximum of two.
- 19.6. The Board of Management shall consist of eminent persons capable of contributing to and upholding the university’s ideals and traditions.

¹ Modified according to 3(b) of 2014 Amendments of the Regulations

² Modified according to 3(d) of 2014 Amendments of the Regulations

- 19.7. There shall be a Board of Management consisting of the following:
- (i) Vice Chancellor ... Chairperson
 - (ii) Pro-Vice Chancellor (wherever applicable)
 - (iii) Deans of Faculties not exceeding two (by rotation based on seniority)
 - (iv) Three eminent academics as nominated by the Chancellor
 - (v) One eminent academic to be nominated by the Central Government in consultation with UGC
 - (vi) Two teachers (from Professors, Associate Professors) by rotation based on seniority
 - (vii) Maximum two nominees of the Sponsoring Society/Trust/Company
 - (viii) The Registrar, who shall be the Secretary

The term of membership of the Board of Management and its powers are as shown in Annexure 1 of the UGC Regulations for deemed to be Universities 2010 read with all the subsequent amendments.

19.8. The composition of the Board of Management, the highest Governing Body of the Institute deemed to be University and other statutory bodies of the Institute deemed to be University will be strictly in compliance with the relevant provisions of the UGC Regulations in this regard and are set forth in detail hereinafter in the Rules of the Institute deemed to be University.

19.9. The Vice Chancellor of the Institute deemed to be University shall be an eminent academic and shall be appointed in the manner laid down under clause 6.2 in Annexure 2 of the UGC Regulations 2010 which has been amended in the 2014 Regulations as follows;

19.9.1. The Vice Chancellor shall be a whole time officer of the Institution deemed to be University and shall be appointed in accordance with the *UGC Regulations on Minimum Qualifications for appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010*, as amended from time to time:

Provided that in case of a public funded deemed to be University, the Vice Chancellor shall be appointed in accordance with the procedure laid down by the Central Government or the State Government, as the case may be.³

19.9.2. The Vice Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

Provided that a person notwithstanding the expiry of the period of 5 years, he may continue in office for not more than six months or till his successor is appointed and the latter assumes office, whichever is earlier.

³ Modified according to 12(d) of 2014 Amendments of the Regulations

19.9.3. In case of the office of the Vice Chancellor becoming vacant due to death, resignation or otherwise and in case of his absence due to illness or any other cause, the Pro-Vice Chancellor, and in his absence, the senior most Professor⁴ shall perform the duties of the Vice Chancellor until a new Vice Chancellor is appointed, or the existing Vice Chancellor resumes duties, as the case may be.

20. Review & Inspection

The Central Government/UGC shall have the right to cause an inspection to be made of the Institute deemed to be University, its buildings, laboratories, as well as its examinations, teaching and other work conducted or done by the Institute deemed to be University; and to cause an enquiry to be made, if considered necessary by the Central Government/ UGC, in respect of any matter of the Institution deemed to be University. Following the inspection, the Central Government/UGC may issue directions to the Institution deemed to be University, which shall be binding on the Institution deemed to be University.

⁴ Modified according to 2 of 2015 Amendments of the Regulations

Rules of the Institute deemed to be University

1. Short Title

These rules shall be called the “Rules of **Ramakrishna Mission Vivekananda Educational and Research Institute *alias* Ramakrishna Mission Vivekananda University (deemed to be University under Section 3 of UGC Act, 1956)**”.

2. Address of the Institute deemed to be University

The address of the registered head office of the Institute deemed to be University, as well as that of the Headquarters of the parent body / Sponsoring Society, Ramakrishna Mission, shall be **P.O. Belur Math, District Howrah, West Bengal, Pin Code: 711202**.

3. Governance System of the Institute deemed to the University

3.1. Preamble:

In consideration of the fact that the present Institute deemed to be University, namely, Ramakrishna Mission Vivekananda Educational and Research Institute *alias* Ramakrishna Mission Vivekananda University, has been established under the aegis of and with the same registration as its parent body and the sponsoring society, Ramakrishna Mission, this deemed University has been envisioned as an international institute of education and research, comprising the already well established educational centres of the Ramakrishna Math and Ramakrishna Mission spread all over India and abroad, specializing in specific faculties (hence called Specialized Faculty Centres). These Specialized Faculty Centres shall be the approved ‘Off-campus’ Centres of the deemed to be University and given the well networked and well governed structure and machinery of Ramakrishna Mission efficiently running for over a century in the service of humankind in various spheres including higher education, these Specialized Faculty Centres spread all the country (and abroad) will serve to increase access and cater to a large section of student population in various parts of the globe in a variety of specialized Faculties. Each of these branch-centres of Ramakrishna Mission already has a competent monastic head at the top of the governance structure who will act as Administrative Head of the respective Faculty Centre of the deemed to be University located in the Centre. All these branch-centres are under the administrative control, regulation and overall governance of the Governing Body of Ramakrishna Mission with the General Secretary as the Chief Executive, from the headquarters of Ramakrishna Mission at Belur Math, West Bengal, wherein the head office of the deemed to be University is situated. The Chancellor shall neither be a member of the Society or the Trust nor a close relative of the President of the Society of the Trust.

The Institute deemed to be University has come into ‘under the aegis of the same Registration as Ramakrishna Mission [*vide* UGC letter D.O.No.F.6-41/2001 (CPP-I) dated 3 January 2002, read with subsequent UGC Notification

No.F.6-1 (II)/2006 (CPP-I) dated 13 September 2006]. Even before the establishment of the deemed to be University, Ramakrishna Mission had approached UGC with the request to waive off the clause requiring that the deemed University should be a separate Registered Body, which was duly considered by the Commission at its 339th meeting held on 1 Nov' 2001. In its letter Ref. D.O. No. F.6-41/2001 (CPP-I) dated 3 January 2002 UGC granted such an exemption, as an exceptional case for Ramakrishna Mission. Excerpts from this letter are enclosed below.

“The Hon'ble Members while deciding that no relaxation be made in the existing guidelines also felt that due consideration may be given to the Institution's request, such as that of Ramakrishna Mission. The Commission realised that in case of Ramakrishna Mission it shall be fair and just to allow the grace of having the same parent society to continue to look after the Institutions under deemed University as well. The Hon'ble Commission decided that such exemption may only be considered in exceptional cases and on individual merits alone. It was also decided to waive off this clause in the case of Ramakrishna Mission, P.O. Belur Math, dist. Howrah, West Bengal.”

A copy of this letter is enclosed herewith.

Further, by letter No. F.6-1 (II)/2006 (CPP-I) dated 13 September 2006, the Commission reiterated its broader principle that the Commission reserves the right to give exemptions from the requirement of 'creation of separate and dedicated Trust/Society for managing the affairs of the Institute deemed to be University, stating *inter alia* that such an exception could be given to such Trust/Societies which are mainly involved in charitable social services.'

- 3.2. The Institution deemed to be University, having the same registration as the Sponsoring Society (Ramakrishna Mission), which is a not-for profit society under the societies Registration Act, functioning strictly according with the following provisions
 - 3.2.1. Among the authorities of the deemed to be University, there shall a Chancellor, who shall be appointed by the Sponsoring Society. He shall be an eminent educationist or distinguished public figure other than the president of the Sponsoring Society or his close relatives. The Chancellor shall neither be a member of the Society or the Trust nor a close relative of the President of the Society of the Trust.
 - 3.2.2. There should be no position of Pro-Chancellor(s)
 - 3.2.3. The highest governing body of the deemed to be University shall be a Board of Management to be headed by the Vice Chancellor. This body shall consist of a minimum of 12 members and a maximum of 12 members
 - 3.2.4. Since the Institution deemed to be University has been established with the same registration as Ramakrishna Mission (the Sponsoring Society), with specific permission for such exemption granted by UGC (as already stated in MoA at 19.1 above), the Board of Management of the Institution shall be appointed by the Sponsoring Society.

3.3. Management of the Institute:

The highest Governing Body of the Institute deemed to be University shall be a Board of Management with 10-12 members who will be eminent persons capable of contributing to and upholding University ideals and traditions. The composition of the Board of Management shall be as per the UGC Regulations for institutions deemed to be Universities and it will be headed by the Vice Chancellor who will be appointed by the rules in this regard set forth hereinafter as per the provisions of the UGC Regulations for institutions deemed to be Universities. The Board of Management shall be a compact and homogenous body enabling it to promptly take and implement well considered decisions and to effectively handle crisis situations and it shall enjoy full autonomy to perform its academic and administrative responsibilities in the proper governance of the Institute deemed to be University.

3.4. The Chancellor:

Among the authorities of the Institute deemed to be University, there shall be a Chancellor who shall be appointed by the sponsoring Society or the sponsoring Trust, namely, Ramakrishna Mission with headquarters at Belur Math in the district of Howrah, West Bengal. He shall be an eminent educationist or a distinguished public figure other than the President of the sponsoring society. The Chancellor shall neither be a member of the Society or the Trust nor a close relative of the President of the Society of the Trust. The Chancellor when present, shall preside over the Convocations of the Deemed to be University but shall not be the Chief Executive Officer. He shall hold office for a period of 5 years and shall be eligible for one more term.

Where power is conferred upon the Chancellor to nominate persons to authorities, he shall, to the extent necessary, nominate persons to represent the various interest for the furtherance of the objectives of the institutions deemed to be University.

4. Other Statutory Bodies or Authorities of the Institute deemed to be University:

Other statutory bodies or authorities of the Institute deemed to be University will be the following:

4.1. Academic Council

4.2. Planning and Monitoring Board

4.3. Finance Committee

4.4. Board of Studies

4.5. Such other authorities as may be declared by the Rules to be the authorities of the Institute deemed to be University.

The composition, powers and functions of the above shall be set forth in detail hereinafter in these Rules as per the provisions of the UGC Regulations governing institutions deemed to be Universities.

5. Composition and Powers of the Board of Management

5.1. Composition of the Board of Management:

The highest Governing Body of the Institute deemed to be University shall be the Board of Management with 10-12 members who will be eminent persons capable of contributing to and upholding University ideals and traditions. The composition of the Board of Management shall be as per the UGC Regulations for institutions deemed to be Universities and will be to be headed by the Vice Chancellor who will be appointed by the rules in this regard set forth hereinafter as per the provisions of the UGC Regulations for institutions deemed to be Universities. The Board of Management shall be a compact and homogenous body enabling it to promptly take and implement well considered decisions and to effectively handle crisis situations and it shall enjoy full autonomy to perform its academic and administrative responsibilities in the proper governance of the Institute deemed to be University.

The Board of Management shall consist of:

- I.* Vice Chancellor ... Chairperson
- II.* Pro Vice Chancellor
- III.* Deans of Faculties (not exceeding two, by rotation based on seniority)
- IV.* Three eminent academicians as nominated by the Chancellor
- V.* One eminent academic to be nominated by the Central Government in consultation with the UGC
- VI.* Two teachers (Professors or Associate Professors by rotation based on seniority)
- VII.* Maximum of two nominees of the Sponsoring Society/Trust, namely, Ramakrishna Mission⁵
- VIII.* Registrar, who shall be the (non-member) Secretary

5.2. Term of membership of the Board of Management:

All the members of the Board of Management, other than the ex-officio members and the members of the teaching staff, shall hold office for a term of three years and shall be eligible for reappointment.

Members of the teaching staff in the Board of Management shall hold office for a period of two years or till such time as they continue to be members of the teaching staff, whichever is less.

5.3. Powers of the Board of Management:

The Board of Management shall be the principal organ of Management and the principal executive body of the Institute deemed to be University and shall have the following powers, namely:

⁵ Modified according to 3(e)&11(a) of 2014 Amendments of the Regulations

- 5.3.1. To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the Institute deemed to be University and to allocate areas of study, teaching and research to them;
- 5.3.2. To create teaching and academic posts, to determine number, qualifications and cadres thereof as approved by the University Grants Commission and the statutory body concerned and the emoluments of such posts in consultation with the Finance Committee;
- 5.3.3. To appoint such Professors, Associate Professors, Readers, Assistant Professors, Lecturers and other academic staff as may be necessary on the recommendation of the Selection Committee;
- 5.3.4. To lay down the duties and conditions of service of the Professors, Associate Professors, Assistant Professors and other academic staff maintained by the Institute, in consultation with the Academic council;
- 5.3.5. To provide for appointment of Visiting Fellows and Visiting Professors;
- 5.3.6. To create administrative, ministerial and other necessary posts in terms of the cadres, laid down and to make appointment thereof in consultation with the Finance Committee;
- 5.3.7. To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts, and conveyances calculated to benefit the staff and the students of the Institute deemed to be University;
- 5.3.8. To regulate and enforce discipline among the employees of the Institute deemed to be University and to take appropriate disciplinary action, wherever necessary;
- 5.3.9. To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Institute deemed to be University;
- 5.3.10. To grant leave of absence to the Vice Chancellor and to make necessary arrangements for carrying on his functions during the period of absence;
- 5.3.11. To approve the award of Degrees and Diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;
- 5.3.12. To arrange for the conduct of examinations or tests for admission to the courses taught in the Institute deemed to be University, and for the conduct of examinations for Degrees, Diplomas and Certificates, as well as to approve the award of Degrees, Diplomas and Certificates based on such examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;
- 5.3.13. To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel

- appointed for examinations in consultation with the Academic Council and the Finance Committee;
- 5.3.14. To institute Fellowships, including Travelling Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;
- 5.3.15. To advise the Sponsoring Society/Trust on matters regarding acquisition, management and disposal of any immovable property on behalf of the Institute deemed to be University;
- 5.3.16. To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the Institute deemed to be University on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works;
- 5.3.17. To transfer or accept transfers of any moveable or immovable property on behalf of the Institute deemed to be University. Provided that the Board of Management shall not transfer or alter ownership in any manner whatsoever of any movable or immovable property of the institution deemed to be university without the approval of the Sponsoring Society/Trust⁶.
- 5.3.18. To execute in consultation with the Sponsoring Society/Trust/Company, conveyance, transfer Government Securities, reconveyances, mortgages, leases, bonds, licenses and agreements in respect of property, moveable or immovable belonging to the Institute deemed to be University or to be acquired for the purposes of the Institute deemed to be University;
- 5.3.19. To issue appeals for funds for carrying out the objectives of the Institute deemed to be University and, consistent with the provision of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys, to give grants and donations, to award prizes, scholarships etc.;
- 5.3.20. To raise and borrow in consultation with the Sponsoring Society/Trust/Company money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the Institute deemed to be University, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the Institute deemed to be University, all expenses incidental to the raising of money and to repay and redeem the money borrowed;
- 5.3.21. To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills and exchange, cheques or other negotiable instruments;
- 5.3.22. To maintain a fund to which shall be credited the following:
- (a) All moneys provided by the Central or State Governments/University Grants Commission;
 - (b) All fees and other charges received by the Institute deemed to be University;

⁶ Modified according to 11(b) of 2014 Amendments of the Regulations

- (c) All moneys received by the Institute deemed to be University as grants, gifts, donations, benefactions, bequest or transfers and
- (d) All money received by the Institute deemed to be University in any other manner or from any other source;
- 5.3.23. To open account or accounts of the Institute deemed to be University with any one or more scheduled banks and to lay down the procedure for operating the same;
- 5.3.24. To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;
- 5.3.25. To invest the funds of the Institute deemed to be University or money entrusted to the Institute deemed to be University in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;
- 5.3.26. To maintain proper accounts and other relevant records and prepare Annual Statement of Accounts including the Balance Sheet for every previous financial year, in such form as may be prescribed by the Regulations/Bye-Laws;
- 5.3.27. To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the Institute deemed to be University and for that purpose to appoint such agent or agents as it may deem fit;
- 5.3.28. To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the Institute deemed to be University;
- 5.3.29. To establish, maintain and manage residencies for faculty and staff and hostels for the students of the Institute deemed to be University;
- 5.3.30. To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the Institute deemed to be University and to be able to rescind such recognition if necessary;
- 5.3.31. To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these committees as it thinks fit;
- 5.3.32. To appoint, in order to execute an instrument or transact any business of the Institute deemed to be University, any person as attorney of the Institute deemed to be University with such powers as it may deem fit;
- 5.3.33. To appoint Auditors for the ensuing year;
- 5.3.34. To use the emblem of Ramakrishna Mission as the seal of the Institute deemed to be University, inasmuch as the Institute deemed to be University has been established under the aegis of and with the same registration as Ramakrishna Mission;
- 5.3.35. To delegate all or any of its powers to any committee or sub-committee constituted by it or the Vice Chancellor of the Institute or any other person;

- 5.3.36. To conduct all administrative affairs of the institution deemed to be University not otherwise specifically provided for;
- 5.3.37. To manage the Finance, accounts, investments, moveable properties, business and all other administrative affairs of the Institute deemed to be University as specifically mentioned hereinbefore and also those not otherwise specifically provided for;
- 5.3.38. To take all necessary decisions for the smooth and efficient functioning of the Institute deemed to be University in order to actualize the objectives and ideals set forth hereinbefore in the pursuit of excellence in higher education and in the service of the nation and humanity at large in the higher education sector.

5.4. Meetings of the Board of Management & Termination of Membership thereof

- 5.4.1. The Board of Management shall meet at least four times a year. Not less than 15 days' notice shall be given of a meeting of the Board of Management. Eight (8) members shall make a quorum for a Board of Management meeting.
- 5.4.2. Every meeting of the Board of Management shall be presided over by its Chairman and in his absence, by a member chosen by the members present, from amongst themselves.
- 5.4.3. Each member of the Board of Management, including its Chairman, shall have one vote and decisions at the meeting of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- 5.4.4. Any urgent business which it may be necessary for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.
- 5.4.5. A copy of the proceedings of each meeting shall be furnished to the Chancellor of Institute deemed to be University as soon as possible after the meeting.
- 5.4.6. Termination of Membership of the Board of Management:

If a member other than the Vice Chancellor or those representing the teachers, accepts a full time appointment in the Institute deemed to be University or does not attend three consecutive meetings of the Board of Management without proper leave of absence, he/she shall cease to be a member of the Board of Management.

5.5. Constitution of Standing Committee and Appointment of Ad-Hoc Committee by the Board of Management

- 5.5.1. Subject to the provision of the Rules of the Institute deemed to be University, the Board of Management may, by a resolution,

constitute such standing Committee or Ad-hoc committee or Committees for such purposes and with such powers as the Board may think fit for discharging any function of the Institute deemed to be University or for inquiring into, reporting and advising upon any matter of the Institute deemed to be University.

5.5.2. The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees as it may consider suitable.

5.6. Delegation of Powers of the Board of Management

The Board of Management may by a resolution, delegate to the Vice Chancellor or any other officer of the Institute deemed to be University, of the Standing Committee or the Ad-hoc Committee, such of its powers as it may deem fit, subject to the condition that the action taken by the Vice Chancellor or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management for approval and ratification.

6. Other Authorities of the Institute deemed to be University

The following shall be the other authorities of the Institute deemed to be University:

- 6.1. Academic council
- 6.2. Planning and Monitoring Board
- 6.3. Finance Committee
- 6.4. Board of Studies
- 6.5. Such other authorities as may be declared by the Rules to be authorities of the Institute.

7. Academic Council

The Academic Council shall be the principal academic body of the Institute deemed to be University and shall, subject to the provision of the Rules, have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities, examinations and tests within the Institute deemed to be University and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rule of the Institute.

7.1. Composition of the Academic Council

The Academic Council shall consist of the following persons, namely;

- I. Vice Chancellor—Chairperson
- II. Pro-Vice Chancellor

- III. Deans of Faculties
- IV. Heads of the Departments
- V. All⁷ Professors other than the Heads of the Departments (by rotation of seniority)
- VI. Two Associate Professors from the Departments other than the Heads of the Departments by rotation of seniority
- VII. Two Assistant Professors from the Departments by rotation of seniority
- VIII. Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institute deemed to be University who are not in the service of the Institute deemed to be University, nominated by the Vice Chancellor
- IX. Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge,
- X. The Registrar, who shall be the Secretary of the Academic Council.

Note 1: The representation of different categories shall be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of the Council.

Note 2: In view of the multi-campus character of the Institute deemed to be University under Ramakrishna Mission with a number of unique faculties located at the various Centres of Ramakrishna Mission spread all over India, specialized Academic Councils for the Faculties of 'Disability Management and Special Education', 'General & Adapted Physical Education and Yoga' (at the Coimbatore Centre in Tamil Nadu), 'Integrated Rural & Tribal Development and Management' (at Ranchi Centre, Jharkhand) and 'Integrated Rural Development and Management' (at Narendrapur Centre, West Bengal) may be formed to perform the functions of the Academic Council in the respective specialized areas of knowledge, with the same terms of reference and hold regular meetings, the proceedings of which will be approved by the Board of Management.

7.2. Term of Membership of the Academic Council

The term of members other than ex-officio members shall be two years.

7.3. Powers and functions of the academic Council

The Academic Council shall have the following powers and duties, namely

7.3.1. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those

⁷ Modified according to 12(a) of 2014 Amendments of the Regulations

proposed by the departments/faculties and to take proper action thereon;

- 7.3.2. To exercise general supervision over the academic work of the Institute deemed to be University and to give direction regarding methods of instruction, evaluation and improvements in academic standards;
- 7.3.3. To promote research within the Institute deemed to be University, acquire reports on such researches from time to time;
- 7.3.4. To prescribe courses of study leading to degrees and diplomas of the Institute deemed to be University;
- 7.3.5. To make arrangements for the conduct of examinations in conformity with the bye-laws;
- 7.3.6. To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- 7.3.7. To maintain proper standards of the examinations;
- 7.3.8. To recognize diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of the Institute deemed to be University;
- 7.3.9. To suggest measures for departmental co-ordination;
- 7.3.10. To make recommendations to the Board of Management on:
 - I. Measures for improvement of standards of teaching, training and research;
 - II. Institution of Fellowships, Travelling Fellowships, Scholarships, Medals, Prizes etc.;
 - III. To recommend to the Board of Management, the establishment or abolition of departments/centres;
 - IV. To frame rules covering the academic functioning of the Institute deemed to be University, admissions, examinations, award of fellowships and studentships, freeships, concessions, attendance, discipline, residence etc.;
 - V. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
 - VI. To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
 - VII. To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving the standards of instruction;
 - VIII. To recommend institution of teaching posts (Professors, Associate Professors, Assistant Professors) to the Board of Management;
 - IX. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

7.4. Meetings of the Academic Council

- 7.4.1. The Academic Council shall meet as often as may be necessary but not less than three times during the academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council;
- 7.4.2. One third of the total members of the Academic Council shall constitute the quorum for the meeting of the Academic Council;
- 7.4.3. Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote;
- 7.4.4. Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the Resolution.

8. Planning & Monitoring Board

The Planning & Monitoring Board shall be the principal Planning Body of the Institute deemed to be University and shall be responsible for the monitoring of the development programmes of the Institute deemed to be University.

The Vice Chancellor shall be the Chairman of the Planning & Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members and three outside eminent experts, including one nominee of the UGC.

The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules.

The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfilment of the objectives of the Institute deemed to be University.

The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to academic matters may be processed through the Academic Council.

9. Finance Committee

9.1. Composition of the Finance Committee:

The Finance Committee shall consist of the following members:

- I.* Vice Chancellor—Chairman
- II.* Pro-Vice Chancellor

- III. A person nominated by the Society or Trust
- IV. Two nominees of the Board of Management, one of whom shall be a member of the Board
- V. A representative of the Central Government
- VI. A representative of the State Government in case the Institute deemed to be University is receiving grants from the State Government
- VII. Finance Officer—Secretary

9.2. Terms of Office of the Members of the Finance Committee:

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years.

9.3. Powers and Functions of the Finance Committee:

- 9.3.1. To consider the annual accounts and financial estimates of the Institute deemed to be University and submit them to the Board of Management for approval;
- 9.3.2. To consider and recommend the annual budget and revised estimates to the Board of Management;
- 9.3.3. To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the Institute deemed to be University.

Note: No expenditure other than that provided in the budget shall be incurred by the Institute deemed to be University without the approval of the Finance Committee.

9.4. Meetings of the Finance Committee:

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Five members shall constitute the quorum for the meeting.

10. Board of Studies

10.1. There shall be one Board of Studies for each Faculty/Department of the Institute deemed to be University.

10.2. The Board of Studies of each Faculty/Department shall consist of:

- I. Dean of the Faculty/Head of the Department—Chairman
- II. All Professors of the Faculty/Department
- III. Two Associate Professors of the Faculty/Department by rotation of seniority
- IV. Two Assistant Professors of the Department by rotation according to seniority

- V. Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

The powers and functions of the Board of Studies shall be prescribed by the Rules of the Institute deemed to be University.

11. Selection Committee for Faculty Appointment

There shall be a Selection Committee for making recommendations to the Board of Management for appointment to the posts of Professors, Associate professors, Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time⁸. Every Selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time⁹.

11.1. Meetings of the Selection Committee

- 11.1.1. The meetings of the Selection Committee shall be convened by the Chairman of the Selection Committee as and when necessary.
- 11.1.2. Four members of the Selection Committee, consisting of at least two experts, shall form the quorum.
- 11.1.3. If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons thereof and require an appropriate review by a high power committee.

12. Officers of the Institute deemed to be University

The following shall be the officers of the Institute deemed to be University:

- I.* Chancellor
- II.* Vice Chancellor
- III.* Pro-Vice Chancellor
- IV.* Registrar
- V.* Finance Officer
- VI.* Controller of Examinations
- VII.* Dean of the Faculties
- VIII.* Head of Department
- IX.* Such other officers as may be prescribed by the Rules of the Institute deemed to be University

⁸ Modified according to 12(b) of 2014 Amendments of the Regulations

⁹ Modified according to 12(c) of 2014 Amendments of the Regulations

13. Chancellor

The Institute deemed to be University shall have a Chancellor who shall, when present, preside over the convocations of the Institute deemed to be University, but shall not be the Chief Executive Officer. The Chancellor shall be appointed by the Sponsoring Society or Trust, namely, Ramakrishna Mission with headquarters at Belur Math in the district of Howrah, West Bengal. He shall be an eminent educationist or a distinguished public figure other than the President of the sponsoring society. The Chancellor shall neither be a member of the Society or the Trust nor a close relative of the President of the Society of the Trust. The Chancellor shall hold office for a period of 5 years and shall be eligible for one more term.

Where power is conferred upon the Chancellor to nominate persons to authorities, he shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of Institute deemed to be University.

14. Vice Chancellor

14.1. The Vice Chancellor of the Institute deemed to be University, established by and under the aegis of Ramakrishna Mission with a distinct ideology of actualizing Swami Vivekananda's educational vision of imparting man-making and character-building education to rebuild India into a rejuvenated and revitalized nation, of developing an all-round personality of the learner wherein 'heart to feel and hands to work' play as vital a role as 'brains to conceive' and 'intellect to think'. Dedication to actualize such an educational vision and ideology by providing inspiring leadership to motivate all the stakeholders in the University's great educational endeavour to achieve not only academic excellence but also develop character-energy and character-efficiency should be the hall mark of the Vice Chancellor of this University bearing Swami Vivekananda's hallowed name, apart from his academic accomplishments, teaching and research experience, expertise etc. To be able to achieve the above end, the Vice Chancellor shall be a monk of the Ramakrishna Order, duly qualified and appointed as per UGC norms and rules, except that he, being a monk, shall not accept any remuneration/honarorium/salary.

14.2. The Vice Chancellor shall be a whole time salaried officer of the Institution deemed to be University and shall be appointed in accordance with the *UGC Regulations on Minimum Qualifications for appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010*, as amended from time to time, with the proviso that in the case of a monk of Ramakrishna Order who is committed to serving society voluntarily and selflessly without any financial benefits, no salary shall be admissible.

Provided that in case of a public funded deemed to be University, the Vice Chancellor shall be appointed in accordance with the procedure

laid down by the Central Government or the State Government, as the case may be.¹⁰

14.3. The Vice Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

Provided that a person notwithstanding the expiry of the period of 5 years, he may continue in office for not more than six months or till his successor is appointed and the latter assumes office, whichever is earlier

14.4. In case of the office of the Vice Chancellor becoming vacant due to death, resignation or otherwise and in case of his absence due to illness or any other cause, the Pro-Vice Chancellor, and in his absence, the senior most Professor¹¹ shall perform the duties of the Vice Chancellor until a new Vice Chancellor is appointed, or the existing Vice Chancellor resumes duties, as the case may be.

Powers of the Vice Chancellor:

14.4.1. The Vice Chancellor shall be the Principal Executive Officer of the Institute deemed to be University and shall exercise general supervision or control over the affairs of the Institute deemed to be University and shall be mainly responsible for implementation of the decisions of all the authorities of the Institute deemed to be University.

14.4.2. The Vice Chancellor shall be the ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.

14.4.3. The Vice Chancellor shall have the power to convene or cause to be convened meetings of the various authorities of the Institute deemed to be University.

14.4.4. The Vice Chancellor may, if he is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the Institute deemed to be University under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him on such matters.

14.4.5. Provided that if the authority concerned as mentioned in clause above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

14.4.6. Provided further that any person in the service of the Institute deemed to be University is aggrieved by the action taken by the Vice Chancellor under the said clause he shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him and thereupon the Board of

¹⁰ Modified according to 12(d) of 2014 Amendments of the Regulations

¹¹ Modified according to 2 of 2015 Amendments of the Regulations

Management may call a special meeting for the purpose to discuss the issue and decide to confirm, modify or reverse the action taken by the Vice Chancellor.

- 14.4.7. It shall be the duty of the Vice Chancellor to ensure that the Regulations and Rules of the Institute deemed to be University are duly observed and implemented and he shall use all the necessary powers in this regard.
- 14.4.8. All powers relating to the proper maintenance and discipline of the Institute deemed to be University shall be vested in the Vice Chancellor.
- 14.4.9. The Vice Chancellor shall have the power to re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Board of Management.
- 14.4.10. The Vice Chancellor shall exercise all other powers as may be delegated to him by the Board of Management.
- 14.4.11. The Vice Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations and Rules of the Institute deemed to be University.

15. Pro-Vice Chancellor

- 15.1. The post of Pro-Vice Chancellor may be created with the approval of the Board of Management and the Central Government.
- 15.2. The Pro-Vice Chancellor shall be appointed by the Board of Management on the recommendation of the Vice Chancellor.
- 15.3. The Pro-Vice Chancellor shall hold office co-terminus with the office of the Vice Chancellor and at the pleasure of the Vice Chancellor.
- 15.4. The Pro-Vice Chancellor shall have the powers and duties as prescribed by the Rules of the Institute deemed to be University.

16. Registrar

- 16.1. The Registrar shall be a whole-time salaried officer of the Institute deemed to be University, with the proviso that in the case of a monk of Ramakrishna Order who is committed to serving society voluntarily and selflessly without any financial benefits, no salary shall be admissible. He shall be appointed by the Board of Management on the recommendation of the Selection Committee consisting of the following:
 - I. Vice-Chancellor—Chairman
 - II. One nominee of the Chancellor
 - III. One nominee of the Board of Management
 - IV. One expert appointed by the Board of Management who is not an employee of the Institute deemed to be University
- 16.2. The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by the Rules of the Institute deemed to be University.

- 16.3. When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- 16.4. The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council, Planning and Monitoring Board but shall not be deemed to be a member of any of these authorities.
- 16.5. The Registrar shall be directly responsible to the Vice Chancellor and shall work under his direction.
- 16.6. The following shall be the duties of the Registrar:
- 16.6.1. To be the custodian of the records and the funds and such other property of the Institute deemed to be University as the Board of Management may commit to his charge;
 - 16.6.2. To conduct the official correspondence on behalf of the authorities of the Institute deemed to be University;
 - 16.6.3. To issue notices convening meetings of the authorities of the Institute deemed to be University and all Committees and Sub-Committees appointed by any of these authorities;
 - 16.6.4. To keep the minutes of the meetings of all the authorities of the Institute deemed to be University and of all the Committees and Sub-Committees appointed by any of these authorities;
 - 16.6.5. To make arrangements for and supervise the examinations conducted by the Institute deemed to be University;
 - 16.6.6. To represent the Institute deemed to be University if so authorized by the General Secretary of Ramakrishna Mission, under whose aegis the Institute deemed to be University has been established, in suits or proceedings by or against the Institute deemed to be University, sign powers of attorney if so authorized and perform pleadings or depute his representatives for this purpose;
 - 16.6.7. To enter into agreement, sign documents and authenticate records on behalf of the Institute deemed to be University;
 - 16.6.8. To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute deemed to be University;
 - 16.6.9. To perform such other duties as may be specified in the Rules or as may be assigned by the Board of management or the Vice Chancellor from time to time.

17. Finance Officer

- 17.1. The Finance Officer shall be whole time salaried officer of the Institute deemed to be University and shall be appointed by the Board of Management, with the proviso that in the case of a monk of Ramakrishna Order who is committed to serving society voluntarily and selflessly without any financial benefits, no salary shall be admissible;

- 17.2. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the Institute deemed to be University;
- 17.3. The Finance Officer shall work under the direction of the Vice Chancellor and shall be responsible to the Board of Management through the Vice Chancellor;
- 17.4. He shall be responsible for the preparation of annual budget, estimates and statements of accounts for submission to the Finance Committee and the Board of Management;
- 17.5. He shall be responsible for the management of funds and investments of the Institute deemed to be University, subject to the control of the Board of Management.

18. Controller of Examinations

- 18.1. The Controller of Examinations shall be appointed by the Board of Management;
- 18.2. The emoluments and other terms and conditions of service of the Controller of Examinations shall be as may be prescribed by the Rules of the Institute deemed to be University;
- 18.3. The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice Chancellor in respect of examinations and evaluation are complied with;
- 18.4. The Controller of Examinations shall be a permanent invitee to the Board of Management.

19. Dean

The Departments dealing with allied subjects could be grouped into Faculties. Each Faculty may be headed by a Dean

20. Head of the Department

- 20.1. There shall be a Head of the Department for each of the Departments in the Institute deemed to be University who shall be appointed by the Vice Chancellor from amongst the Professors of the Department;
- 20.2. Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as the Head of the Department is ending, the Vice Chancellor may appoint an Associate Professor as Head of the Department.
- 20.3. The term of the Head of the Department shall normally be 3 years and he shall be eligible for re-appointment for one more term, but not for two consecutive further terms.
- 20.4. The powers and functions of the Head of the Department shall be prescribed by Rules of the Institution deemed to be University.

21. Delegation of Powers

Subject to the provisions of these Regulations and Rules, any authority or officer of the Institute deemed to be University, with the approval of the Board of Management, may delegate his power to any other authority or officer or person under their respective control and subject to the conditions that the overall responsibility for exercising the powers so delegated shall continue to rest in the authority or officer delegating such powers.

22. Seniority List

22.1. Whenever in accordance with these Rules any person is to hold an office or to be a member of an authority of the Institute deemed to be University by rotation of seniority, such seniority shall be determined according to the length of the continuous service of such person in the grade in the Institute deemed to be University in accordance with such other principles as the Board of Management may from time to time prescribe.

22.2. It shall be the duty of the Registrar to prepare and maintain in respect of each class/cadre of persons to whom the provisions of these rules apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.

22.3. If two or more persons have equal length of continuous service in a particular grade/cadre or the relative seniority of any person or persons is in doubt, the Registrar may on his own notion and shall at the request of any such person, submit the matter to the Board whose decision shall be final and binding.

23. Dispute as to Membership

If any question arises in regard to whether any person has been duly nominated or appointed as or is entitled to be a member of any authority or any Committee to the Institute deemed to be University, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.

24. Grievance Redress Mechanism

For individual grievances and complaint(s), the Institute deemed to be University shall have a Grievance Redress Mechanism as may be prescribed by the Rules.

25. Resignation

Any member other than an ex-officio member of any authority may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairman of the Board of Management as the case may be.

26. Acting Chairman of the Meetings

Where no provision is made for a Chairman to preside over a meeting of an authority of the Institute deemed to be University or any Committee of such authority, or if the Chairman so provided is absent, the members present may select one from amongst themselves to preside at such meeting.

27. Validation of Certain Actions, Decisions

No action or proceedings of any authority or anybody or any Committee of the Institute deemed to be University shall be invalid merely by reason of any vacancy therein.

28. Disqualification

28.1. A person shall be disqualified for having chosen as and for being a member of any of the authorities of the Institute for any of the following reasons:

- I. If he/she is of unsound mind
- II. If he/she is an un-discharged insolvent
- III. If he/she has been convicted by a court of law of an offence involving moral turpitude

28.2. If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor and his decision shall be final.

29. Filling of Casual Vacancies

Casual vacancies among the members (other than ex-officio members) of any authority or any other Committee of the Institute deemed to be University shall be filled as soon as it may be convenient by such authority or the person who appointed or co-opted the member whose place has become vacant and the person appointed or co-opted to a casual vacancy shall be member of such authority or Committee for the residual term for which the person whose place he/she fills would have been a member.

30. Review of the Academic Activities of the Institute deemed to be University

The functioning of the Institute deemed to be University may be reviewed after a period of every 5 years or earlier if necessary¹², by a Committee appointed by UGC.

31. Inspection of the Institute deemed to be University by University Grants Commission

31.1. The Commission may cause an inspection, to be made by such person or persons as it may direct, of the Institute deemed to be University, its buildings, fixtures and fittings, laboratories and

¹² Modified according to 12(e) of 2014 Amendments of the Regulations

equipment as also examinations, teaching and other work carried on or done, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the Institute deemed to be University.

31.2. The Commission shall, in every case, give notice to the Institute deemed to be University of its intention to cause an inspection or inquiry to be made and on receipt of such a notice the Institute deemed to be University shall have the right to make such representations to the Commission as it may consider necessary.

31.3. Where an inspection or inquiry has been caused to be made by the Commission, the Institute deemed to be University shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.

31.4. The Commission may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the Institute deemed to be University, to the Vice Chancellor who shall communicate the same to the Board of Management.

31.5. The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the Institute deemed to be University and communicate to the Commission the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.

31.6. Where the Board of Management does not, within a reasonable time, take any action to the satisfaction of the Commission, the Commission may after giving due consideration to the explanation furnished or representation made by the Board of Management to it, issue such directions as it may think fit and the Board of Management shall comply with such directions.

32. Income and Property of the Institute deemed to be University to be utilized for its Objectives only

The income and property of the Institute deemed to be University shall be utilized solely for promoting the objectives of that Institute deemed to be University.

33. Ban on Payment or Transferring of the Income and Property of the Institute deemed to be University by way of Profit

No portion of the income and property of the Institute deemed to be University shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the Institute deemed to be University or to any of them or any persons claiming through them provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the Institute deemed to be University or for travelling or other allowances and such other charges.

34. Funds, Accounts, Audit and Annual Report

- 34.1. The accounts of the Institute deemed to be University shall be maintained in the name of the Institute deemed to be University and not in the name of the Sponsoring Society or Trust. The accounts of the Institute shall be kept in such forms as may be laid down by the Board of Management and shall conform to the rules, if any, prescribed by University Grants Commission. The accounts of the Institute will be open to examination by the Comptroller and Auditor General of India. The accounts shall also be open for inspection by the Commission.
- 34.2. The annual financial statements and accounts shall be audited by the Chartered Accountant of the Institute deemed to be University.
- 34.3. Annual Reports and the Audit Reports shall be submitted by the Institute deemed to be University to the Commission within nine months of the closure of the accounting year.

35. Rules of the Institute deemed to be University

Subject to the provisions of the Regulations and Rules of the Commission, the Board of Management shall, in addition to all other powers vested in it, have the power to frame the Rules of the Institute deemed to be University that may provide for all or any of the following matters:

- I. establishment of Departments of teaching;
- II. courses of study to be laid down for all degrees, diplomas and certificates of the Institute deemed to be University;
- III. the grant of academic awards (such as degrees and diplomas) and distinctions;
- IV. admission of students to the Institute deemed to be University and their enrolment as such;
- V. the fees to be charged for courses of study in the Institute and for admission to the examination, degrees, diplomas and certificates of the Institute deemed to be University;
- VI. the conduct of examinations, appointment of examiners and approval and publication of results thereof;
- VII. the institution of award of fellowships, scholarships, studentships, medals and prizes and prescription of the conditions thereof;
- VIII. maintenance of discipline among the students;
- IX. the maintenance of discipline among the employees;
- X. establishment of halls of residence and conditions of residence and health of the students;
- XI. classification, emoluments, method of appointment, and the determination of the terms and conditions of service of the staff;
- XII. such other powers, functions and duties of the Academic Council as are not mentioned elsewhere;
- XIII. constitution, powers and functions of the Planning & Monitoring Board;
- XIV. powers and functions of the Board of Studies;

- XV. composition, powers and functions of the Grievance Redress Mechanism;
- XVI. prescribing persons such as other officers of the Institute deemed to be University;
- XVII. such other powers and functions of the Vice Chancellor as are not specified elsewhere;
- XVIII. emoluments, terms and conditions of service of the Registrar;
- XIX. emoluments, terms and conditions of service of the Finance Officer;
- XX. constitution of pension, provident fund, insurance etc for the benefit of the officers, teachers and other staff;
- XXI. establishment of special centres;
- XXII. creation, composition and functions of any committees or body, which is considered necessary for the work of the Institute deemed to be University;
- XXIII. procedure for preparation and submission of budget estimates;
- XXIV. procedure for convening of meeting of any authority or committee;
- XXV. laying down of procedures to be observed at any meeting of any authority or any committee;
- XXVI. constitution of any other body as an authority of the Institute deemed to be University;
- XXVII. delegation of powers to any authority or officer;
- XXVIII. all other matters which by the UGC Regulations for the Institute deemed to be University or the Rules may be provided for, but no rule shall be made affecting the condition of residence, health, discipline, admission, enrolment of students, conditions, mode of appointments, duties of examiners, conduct of and standard of examinations or any course of study, without consulting the Academic Council.

36. Interpretation Clause

In the event of conflict of opinion with regard to interpretation of Regulations or the Rules of the Commission, the opinion of the Commission shall be final.

37. Adjustment of Income and Property on Dissolution of the Institute deemed to be University

If on the winding up or dissolution of the Institute deemed to be University there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Institute deemed to be University or any of them, but shall be transferred to the Commission, or other bodies in consultation with the agencies concerned who have helped in creation of those assets.

Provided that in case of a public funded deemed to be University, such transfer shall be in favour of the Central Government or the State

Government, as the case may be.¹³

38. Legal Proceedings

38.1. For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the Institute may sue or be sued shall be the Registrar of the Institute deemed to be University.

38.2. No suit or legal proceedings shall lie against the Central Government or UGC or the Institute deemed to be University or an Officer of the Institute deemed to be University or a member of the authority of the Institute deemed to be University in respect of anything done or purported or intended to be done in pursuance of any of these Regulations or Rules governing the Institute deemed to be University as set forth hereinbefore.

39. Alteration, Amendments, and Additions to the Rules governing the functioning of the Institute deemed to be University

No Rule and/or Bye-law governing the functioning of the Institute deemed to be University may be altered, amended and added to by the Board of Management or such other competent body to the effect that it is in conflict with or to the detriment of the provisions of these Regulations or Rules governing the Institute deemed to be University as set forth hereinbefore; and no alteration, amendment or addition to the Rules and Bye-laws shall be given effect to without prior approval of the Commission in accordance with the provision of the Societies Registration Act, 1860, or the relevant Public Trust Act in force for the time being.

¹³ Modified according 12(f) of 2014 Amendments of the Regulations