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GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF HIGHER EDUCATION

Diary 3594(20-10-22)
Sardar Patel University
Mandi(H.P)

No. EDN-A-Kha (3)-6/2022

Dated, Shimla-2, the 10/10 October, 2022

NOTIFICATION

In exercise of the powers conferred by section 42 of Sardar Patel University, Mandi, Himachal Pradesh (Establishment and Regulation) Act, 2022 (Act No 3 of 2022), the Governor Himachal Pradesh is pleased to make the following First Statutes of the Sardar Patel University, Mandi Himachal Pradesh, namely:---

The First Statutes of Sardar Patel University Mandi Himachal Pradesh.

1. **Short Title and Commencement:** (1) These Statutes may be called the First Statute of Sardar Patel University, Mandi, Himachal Pradesh.

(2) They shall come into force from the date of their publication in the Rajpatra (e-Gazette), Himachal Pradesh.

2. **Dean of Faculties:**

There shall be a Dean of each Faculty who shall be appointed by the Vice-Chancellor. The Dean shall be appointed in rotation, by seniority amongst all the Professors of the different departments or Institute(s)/Faculties or Centre(s) comprising the faculty for a period of two years.

Provided that if in any faculty there is no Professor, the senior most Associate Professor of the different departments or Institute(s) or Faculties -Centre(s) comprising the Faculty shall act as Dean and if there is no Associate Professor, the Vice-Chancellor shall make arrangements for the appointment of the Dean of Faculty:

Diary
Sardar Patel University
Mandli(H.P.)

Provided further, that if a Dean is on leave for a period of not less than two months, the Vice-Chancellor may appoint the next person eligible to become Dean of the Faculty concerned to act as Dean during the period of absence on leave of the regular Dean.

3. Power and Functions of Registrar:

The Registrar shall:-

- (a) be the custodian of the records, the common seal and such other properties of the University as the Executive Council shall commit to their charge;
- (b) conduct the official correspondence of the Governing Body, the Executive Council and the Academic Council;
- (c) supply to the Chancellor copies of the agenda of meetings of the authorities of the University, as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meetings;
- (d) represent the University in suits or proceedings by or against the University, sign power of attorney and verify pleadings or depute its representatives for the purpose;
- (e) enter into agreements or contracts, and change, revoke or cancel them for and on behalf of the University;
- (f) accept for and on behalf of the University any trust, bequest, donation or transfer of any movable or immovable property; and
- (g) The Registrar shall have power to take disciplinary action against the employees below the rank of Section Officer or its equivalent and to suspend them pending inquiry, to administer warnings to

them or to impose on them the penalty of censure or the withholding of increment:

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

4. Powers and Functions of Controller of Examinations:

The Controller of Examination shall:-

- (a) conduct examinations in a disciplined and efficient manner;
- (b) arrange for the setting of papers with strict regard to secrecy;
- (c) arrange for the declaration of all the results, evaluation & re-evaluation of answer sheets;
- constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students; and
- (d) any other matter connected with examinations which may, from time to time be assigned to him by the Vice Chancellor;
- (e) When the office of the Controller of Examination is vacant or when the Controller of Examination is by reason of illness or absence for any other cause, unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.

5. Powers and Functions of Finance Officer: The power and Function of the Finance Officer shall be as under:-

- (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy;

- (b) be responsible for the proper maintenance of the accounts of the University; and
- (c) perform such other financial functions as may be assigned by the Executive Council:

Provided that the Finance Officer shall not incur any expenditure or make any investment exceeding Rs. Ten Lakh only- without the prior approval of the Executive Council;

- (d) hold and manage the property and investments, including trust and endowed property, for furthering any of the objects of the University;
- (e) check that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for one year are not exceeded and that all funds are utilized for the purposes for which they are granted or allowed;
- (f) be responsible for the preparation of annual accounts and the budget of the University for the financial year and for presentation of the same to the Executive Council;
- (g) monitor the flow of the cash and bank balance and keep a check on the state of investments;
- (h) monitor the progress of collection of revenue and advise on the methods of collection employed;
- (i) keep a vigil that the registers of building, land, furniture and equipment are maintained up-to-date and that the stock checking of equipment and other consumable material in all offices, teaching departments, colleges and institutions maintained by the University is conducted at regular intervals, or as may be required from time to time; and

- (j) call from any information or returns from any office or department or college or institution under the University any information or returns that he may consider necessary to discharge his/her financial responsibilities.

6. Other Officers of the University: The following shall be other officers of the University:-

- (1) Dean of Academic Affairs
- (2) Dean of Students Welfare
- (3) Dean of Colleges-cum-Director, College Development Council
- (4) Dean of Planning & Development
- (5) Dean of Research
- (6) Chief Warden
- (7) Librarian

(1) Dean of Academic Affairs:

- (a) The Dean of Academic Affairs shall be appointed from amongst the employees of the University who are or have been teachers of the University, not below the rank of Professor by the Vice-Chancellor on the recommendation of the Executive Council;
- (b) The Dean, Academic Affairs shall be regular employee of the University and shall hold office for a period of two years;
- (c) When the office of the Dean, Academic Affairs is vacant or when the Dean, Academic Affairs is unable to perform the duties of his/her office by reason of illness or is absent from duty for any other cause the same shall be performed by such person as the Vice-Chancellor may appoint for the purpose;

- (d) The conditions of service, powers and functions of the Dean, Academic Affairs shall be regulated by the Ordinances.


(2) Dean of Students Welfare:

- (a) The Dean of Students Welfare shall be appointed from amongst the employees of the University, who is or has been a teacher of the University, not below the rank of Professor, by the Vice-Chancellor on the recommendations of Executive Council;
- (b) The Dean of Students Welfare shall be regular employee of the University and shall hold office for a period of two years;
- (c) When the office of the Dean of Students Welfare is vacant or when the Dean of Students Welfare is unable to perform the duties of his/her office by reason of illness, or is absent from duty for any other reason, the same shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (d) The conditions of service and powers and functions of the Dean of Students Welfare shall be regulated by the Ordinances.

(3) Dean of Colleges-cum-Director, College Development Council:

- (a) The Dean of Colleges-cum-Director, College Development Council shall be appointed by the Vice Chancellor on the recommendation of the Executive Council and shall be a whole time salaried officer of the University.
- (b) The conditions of service and powers of the Dean of Colleges-cum-Director, College Development Council shall be regulated by the Ordinances.

(4) Dean of Planning & Development:

- (a) The Dean of Planning & Development shall be appointed from amongst the employees of the University who are or have been teachers of the University, not below the rank of Professor by the Vice- Chancellor on the recommendation of the Executive Council.
 - (b) The Dean Planning & Development shall be regular employee of the University and shall hold office for a period of two years.
 - (c) When the office of the Dean Planning & Development is vacant or when the Dean Planning & Development is unable to perform the duties of his/her office by reason of illness or is absent from duty for any other cause the same shall be performed by such person as the Vice-Chancellor may appoint for the purpose
 - (d) The conditions of service and the powers and functions of the Dean Planning & Development shall be regulated by the Ordinances.
- (5) **Dean of Research:**
- (a) The Dean of Research shall be appointed from amongst the employees of the University who are or have been teachers of the University, not below the rank of Associate Professor by the Vice-Chancellor on the recommendation of the Executive Council.
 - (b) The Dean of Research shall be the regular employee of the University and shall hold office for a period of two years.
 - (c) When the office of the Dean Research is vacant or when the Dean Research is unable to perform the duties of his/her office by reason of illness or is absent from duty for any other cause the same shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
 - (d) The conditions of service and the powers and functions of the Dean Research shall be regulated by the Ordinances.
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(6) Chief Warden:

- (a) The Chief Warden shall be appointed by the Vice-Chancellor from amongst the employees of the University, who are or have been teachers of the University not below the rank of Professor.
- (b) The Chief Warden shall be regular employee of the University and shall hold office for a period of two years.
- (c) When the office of the Chief Warden is vacant or when the Chief Warden, is unable to perform the duties of his/her office by reason of illness or is absent from duty for any other cause, the same shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (d) The condition of service and the powers and functions of the Chief Warden shall be regulated by the Ordinances.

(7) Librarian:

- (a) The Librarian shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose and shall be a whole-time salaried officer of the University.
- (b) The conditions of service and the powers and functions of the librarian shall be regulated by the Ordinances.

7. Constitution and Terms of Office of the Members of the Court

(1) Constitution of the Court:

The Court shall consist of:

- (i) Chancellor;
- (ii) Vice Chancellor;

- (iii) Secretary (Education), to the Government of Himachal Pradesh;
- (iv) Director of Higher Education;
- (v) Pro-Vice Chancellor;
- (vi) Three Deans of Faculties, who are not otherwise members of Executive Council;
- (vii) Three Heads of Departments of Studies in the University other than Deans;
- (viii) Three representatives of the teachers (Professor/Associate Professor/Assistant Professor) of the University other than Deans and Heads of the Departments. One Professor, one Associate Professor and one Assistant Professor by rotation on the basis of seniority;
- (ix) Ten Regular Principals amongst affiliated colleges and colleges maintained by the University by rotation on the basis of seniority;
- (x) Six representatives of the teachers (Professor/Associate Professor/Assistant Professor) of affiliated colleges and colleges maintained by the University, three by election and three by rotation as per seniority.
- (xi) Two representatives of the Himachal Pradesh Legislative Assembly by election from amongst its own members to be elected in the manner as the Speaker of the said Assembly may direct; provided that they are not members of the Executive Council;
- (xii) Four students members as under:
 - (a) One full time student member elected from among themselves by the Research students of the University;

- (b) One student from amongst those studying in second year of the master's degree course in any Faculty in the Sardar Patel University, Mandi obtaining the highest percentage of marks in the last University examination (1st and 2nd Semesters combined);

Provided that in case of students having equal percentage of marks/accumulative grade point average, the student of younger age will be given preference;

- (c) One student studying in the B.Ed Course in University campus/affiliated College, securing the highest percentage of marks in the first year examination;

- (d) Secretary of the Students' Council.

- (Xiii) Not more than five persons to be nominated by the Chancellor;

Provided that in making nominations due regard shall be paid to different interests, professions and learning's, including ex-officio representatives to the different departments of the State Government concerned with the University:

Provided further that one member so nominated shall be a person connected with the management of the privately managed affiliated colleges and one shall be a teacher of an associated institution imparting instructions upto the Shastri and/or Acharya Degree:

Provided further that no employee of the University or of an affiliated college or associated institution, except as provided in the second proviso above, shall be eligible to be a member under this category;

- (xiv) One representative from the non-teaching staff of the University to be elected by them from amongst themselves;

- (xv) The remaining members of the Executive Council, who are not otherwise members of the Court; and
- (xvi) Registrar shall be the Member Secretary.
- (2) The procedure of election of the members of the Court shall be decided by the Executive Council.
- (3) When an elected member of the Court becomes an ex-officio member before the expiry of his/her term, he shall cease to be an elected member.
- (4) A member other than ex-officio member of the Court shall hold office for a period of two years except in the case of student members who shall hold office for one year or till the end of the academic year in which they become members, whichever is earlier.
- (5) If any member of the Legislative Assembly elected to the Court under clause 7 (1)(xi) of the First Statutes ceases for any reason to be the members of that Legislative Assembly, he shall also cease to be a member of the Court.
- (6) One-third members of the Court shall form the quorum.
- (7) The Court shall be held on such date and place as may be fixed by the Chancellor. The Court shall meet at least once in a year to consider the report of the working of the University during the previous year. The copies of the annual report shall be supplied to the members at least 15 days before the meeting.
- (8) All members of the Court other than ex-officio members, shall hold office for a term of two years.

8. Powers and Functions of the Executive Council:

Subject to the provisions of the Act, the Executive Council shall have the following powers namely:-

- (a) to create the posts of teaching, non-teaching and other staff and to appoint them on the recommendations of the Selection Committee constituted for the purpose and to provide for the filling of vacancies therein.
- (b) to regulate and enforce discipline among the members of the teaching, administrative, ministerial and other staff of the University, in accordance with these Statutes;
- (c) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose appoint such agency as it may think fit;
- (d) to invest any money belonging to the University, including any unutilized income, in such stocks, funds, shares, or securities, as it may, from time to time, think fit, or in the purchase of immovable property in India.
- (e) to accept on behalf of the University any trust, bequest, donation or transfer of any movable or immovable property;
- (f) to transfer any movable or immovable property on behalf of the University;

Provided that no immovable property of the University shall, except with the prior sanction of the State Government, be transferred by the Executive Council by way of mortgage, sale, exchange, gift or otherwise. No money shall be borrowed and no advance shall be taken on the securities thereof;

- (g) to provide buildings, premises, furniture, apparatus and other facilities needed for carrying on the work of the University;

- (h) to enter into, vary, carry out and cancel contracts on behalf of the University;
- (i) to entertain, adjudicate and redress any grievances of the salaried officers, the teaching staff and other employees of the University.
- (j) to fix the fees, emoluments and travelling and other allowances of the examiners and moderators appointed by the Academic Council;
- (k) to select a common seal for the University and provide for the custody and use thereof;
- (l) to institute fellowships, scholarships, exhibitions, studentships, medals and prizes;
- (m) to delegate any of its powers to the Vice-Chancellor, Registrar, or such other officer of the University or to a person appointed by it as it may deem fit; and
- (n) to transfer approved teaching posts from one Department to another as per need and to downgrade/upgrade amongst categories of teachers.

9. Constitution, Term of Office and Elections of the Members of Academic Council:

(1) The Academic Council shall consist of:-

- (i) Vice-Chancellor;
- (ii) Pro-Vice-Chancellor;
- (iii) Deans of all Faculties;
- (iv) Twelve Heads of teaching Departments, other than Deans of the University by rotation;
- (v) University Librarian, if he is not below the rank of a Associate Professor;

- (vi) Four Professors other than Deans and Head of teaching Departments in the University by rotation on the basis of seniority;
- (vii) Four Associate Professors in the teaching Departments of the University other than Heads of Teaching Departments by rotation on the basis of seniority;
- (viii) Four Assistant Professors in the Departments in the University by rotation on the basis of seniority;
- (ix) Ten Principals of affiliated Colleges; two from each district including colleges maintained by the University by rotation on the basis of seniority;
- (x) Ten teachers of affiliated colleges; two from each district including colleges maintained by the University by rotation on the basis of seniority;
- (xi) Three persons not being employees of the University or a college affiliated to or an institution recognized by the University, to be nominated by the Chancellor;
- (xii) Three persons not being employees of the University or a College affiliated to or an institution recognized by the University, to be co-opted by Academic Council;

Provided that the persons so co-opted shall be of the rank of Professor in a University or an Institute of higher learning or research and shall not belong to same discipline and same subject; and

- (xiii) Registrar shall be the Secretary.

- (2) All members of the Academic Council, other than ex-officio members, shall hold office for a term of two years:

Provided that no person shall be or continue to be a member of the Academic Council in more than one capacity and, whenever a person becomes a member of the Academic Council in more than one capacity, he/she shall, within two weeks thereof choose the capacity in which he/she desires to be a member of the Academic Council and shall vacate the other seat. Where he/she does not so choose, the seat held by him earlier in point of time shall be deemed to have been vacated with effect from the date of expiry of the aforesaid period of two weeks.

(3) One third of the members of the Academic Council shall form the quorum.

10. **Powers and Duties of Academic Council:** The powers and duties of the Academic Council shall be:-

- (a) to exercise general supervision over the academic policies of the University, and to give directives regarding methods of instruction, co-operative teaching among colleges, evaluation of research or improvements in academic standards;
- (b) to bring about inter-Faculty co-ordination and to establish or appoint committees or boards, for taking up projects on an Inter-Faculty basis;
- (c) to consider matters of general academic interests either on its own initiative or referred to it by a Faculty or Executive Council and to take appropriate action thereon;
- (d) to frame regulations and rules in consonance with the Statutes and Ordinances regarding the academic functioning of the University,

discipline, residence, admissions, award of fellowships and studentships, fee concessions, corporate life, attendance, etc.;

(e) to recommend to the Executive Council the draft of new Ordinances or draft amendments to the existing Ordinances relating to —

- (i) the qualifications of teacher;
- (ii) students participation in University/College Affairs and governance;
- (iii) management of colleges and other institutions founded or maintained by the University;
- (iv) degrees, diplomas, certificates, and other academic distinctions to be awarded by the University, qualifications for the same, the duration of the courses of study and other essential features of such courses and the type and nature of examination for such degrees, diplomas or certificates;
- (v) the conduct of examinations, including the terms of office and the manner of appointment and the duties of examining bodies, examiners and moderators;
- (vi) the admission of the Students to the University and their enrolment, the maintenance of discipline among the students; the conditions regarding the residence of students;
- (vii) the conditions of award of fellowships, scholarships, studentships, exhibitions, medals and prizes;
- (viii) the fees to be charged for courses of study and for admission to the examinations, degrees and diplomas of the University;

- (ix) remuneration to be paid to the examiners, moderators and tabulators, etc;
 - (x) creation, composition and functions of other bodies, committees, or boards necessary or desirable for improving the academic life of the University; and
 - (xi) special arrangements, if any, for the residence, discipline and teaching of women students:
- (f) to recommend to the Executive Council introduction of a new subject(s) or opening of a new department(s) / institute(s)/Faculty(s)/centre(s) of studies in a particular Faculty / Faculties. However, the Academic Council shall evaluate the performance of existing Faculty/Faculties before finally recommending to the Executive Council in the matter;

Provided that if the Executive Council disagrees with the Academic Council, it may adopt the draft in an amended form or reject it by a two-third majority of the members present and voting; and if the two-third majority is not available, the matter shall be referred to the Chancellor, whose decision shall be final.

- (g) to consider and approve the proposals received from the Faculties with respect to the course structures, credit details and syllabi and the programmes proposed to be offered by the Faculties;
- (h) to exercise general control over the academic policies of the University, issue direction on methods of instruction, quality of question paper, co-ordination of teaching amongst various Faculties, maintenance and improvement of academic standards and evaluation of research undertaken at the Faculties;
- (i) to make proposals to Executive Council for establishment of new Faculties, Departments, Specialised Centres and Laboratories;

- (j) to recommend to the Executive Council institution of the degrees, diploma, certificates and other academic distinctions, to be awarded by the University; and
- (k) To recommend to the Executive Council the recognition of degrees and diplomas of other Universities and institutions and to determine their equivalence with degree and diplomas offered by the University;

11. The Faculties, its Constitution, Power and Functions: The University shall have the following Faculties:-

- (a) Faculty of Commerce and Management Studies;
- (b) Faculty of Earth Science.
- (c) Faculty of Education.
- (d) Faculty of Engineering & Technology.
- (e) Faculty of Languages.
- (f) Faculty of Law.
- (g) Faculty of Life Sciences.
- (h) Faculty of Performing & Visual Arts.
- (i) Faculty of Physical Sciences.
- (j) Faculty of Social Sciences.

(a) Faculty of Commerce & Management Studies

- (i) Department of Commerce.
- (ii) Department of Management Studies.
- (iii) Department of Vocational Studies.

(b) Faculty of Earth Sciences

- (i) Department of Geography.

- (ii) Department of Geology.
- (iii) Department of Geo-informatics.
- (iv) Department of Geophysics.

(c) Faculty of Education

- (i) Department of Education.
- (ii) Department of Physical Education.

(d) Faculty of Engineering & Technology

- (i) Department of Computer Science & Engineering.
- (ii) Department of Nano Technology.
- (iii) Department of Information Technology.

(e) Faculty of Languages

- (i) Department of English.
- (ii) Department of Hindi.
- (iii) Department of Sanskrit.
- (iv) Department of Foreign Languages.
- (v) Department of Indian Languages.
- (vi) Department of Religious Studies.

(f) Faculty of Law

- (i) Department of Law.

(g) Faculty of Life Sciences

- (i) Department of Botany.
- (ii) Department of Zoology.

- (iii) Department of Bio-Technology.
- (iv) Department of Microbiology.
- (v) Department of Environmental Science.

(h) Faculty of Performing & Visual Arts

- (i) Department of Performing Art consisting of three disciplines namely, music, dance & dramatics.
- (ii) Department of Visual Arts consisting of three disciplines namely Painting, Commercial Art & Sculpture.

(i) Faculty of Physical Sciences

- (i) Department of Physics.
- (ii) Department of Chemistry.
- (iii) Department of Industrial Chemistry.
- (iv) Department of Mathematics & Statistics.
- (v) Department of Computer Science.
- (vi) Department of Materials Science.

(j) Faculty of Social Sciences

- (i) Department of Economics.
- (ii) Department of History.
- (iii) Department of Political Science.
- (iv) Department of Psychology.
- (v) Department of Journalism and Mass Communication.
- (vi) Department of Yoga Studies.
- (vii) Department of Public Administration.

(viii) Department of Sociology & Social Work.

(ix) Department of Philosophy.

(2) Composition of Faculty:

(a) Dean of the Faculty;

(b) Chairman / Director of Departments of Studies in the Faculty;

(c) All Professors in the Faculty;

(d) One Associate Professor and one Assistant Professor from each Department of Study by rotation on the basis of seniority;

(e) Four teachers of the colleges belonging to four different subjects of the concerned faculty by rotation on the basis of seniority:

Provided that two shall be teachers with more than ten years service, and two with less than ten years service. If, however, one or more eligible teachers are not available from one of these categories the remaining or all the representatives shall be taken from the other category.

(3) Each department/ Institutes/ Faculty centers shall have a Head/Director to be appointed by the Vice-Chancellor on the basis of seniority by rotation for a period of two years from amongst Professors and Associate Professors of the University. The Headship/Directorship will rotate between Professors and Associate Professor as the case may be:

Provided that in special circumstances as may be considered necessary, the Vice-Chancellor may appoint any Professor / Dean of Faculty concerned /Dean of Studies to act as the Head/Director of Department concerned.

- (4) All Members of Faculty other than ex-officio members shall hold office for a term of two years:

Provided that when a teacher appointed on the Faculty goes on leave for a period of more than two months, the Vice- Chancellor may appoint the next eligible teacher concerned during the absence of leave period of the regular teacher member as the case may be;

Provided further that any member other than ex-officio member, shall cease to be a member of the Faculty if he / she absent himself/herself from more than two consecutive meetings of the Faculty without leave of absence from the Dean concerned.

- (5) **Powers and Functions of Faculties:** The following shall be the powers and function of Faculties:-

- (a) to make recommendations to the Academic Council regarding—

- i. formulation, modification and revision of courses of study, syllabi and curriculum and prescription of text books and teaching methods;
- ii. prescription of minimum qualification required for admission to various examination and laying down the system of examination, evaluation, holding of examinations or tests;

- (b) to make recommendations to the Academic Council, which is further shall make recommendations to the Executive Council regarding —

- i. starting, organizing and abolition of colleges, departments, specialized center and institutes maintained by the University;
- ii. creation or abolition of teaching and research posts;

- iii. condition for granting and conferring of degrees, academic distinction, diplomas and certificates; and
- iv. drafting of Statutes and ordinances relating to various examinations assigned to the faculty.
- (c) to act as a coordinating agency between the different boards of Studies for subject relating to the faculty;
- (d) to approve programmes for teaching and research in the inter-disciplinary areas, as recommended by the heads of divisions; and
- (e) to performs such other duties and functions as the Executive Council or the Academic Council assign from time to time.

12. Finance Committee:

- (1) The Finance Committee of the University shall consist of the following members —

Ex-Officio Members

- (i) The Vice-Chancellor;
- (ii) The Pro-Vice-Chancellor;
- (iii) The Secretary (Finance) to the Government of Himachal Pradesh or his/her representative;
- (iv) The Secretary(Education) to the Government of Himachal Pradesh or his/her representative;
- (v) The Director of Higher Education, Himachal Pradesh;
- (vi) Registrar, Sardar Patel University Mandi; and
- (vii) Finance Officer shall be the Member Secretary.

Other Members

- (i) One Dean of the Faculty to be nominated by the Vice Chancellor.
- (ii) One Nominee of the Executive Council.
- (2) Five members out of which one shall be the Finance Secretary, shall form the quorum of the Finance Committee.
- (3) All the members of the Committee other than ex-officio members will hold office for a period of two years.

13. Boards of Studies, its Composition and Duties and Functions:

There shall be Boards of Studies for different subjects or groups of subjects whose composition shall be as under:-

- (a) Chairman of the Department of the subject concerned in the University or if there is no such Department in the University, the Principal, if any, as per clause (b) or in his absence, the senior most Assistant Professor;
- (b) One Principal, if any, teaching the subject, by rotation on the basis of seniority;
- (c) Three Assistant Professors from colleges affiliated to the University, by rotation on the basis of seniority;
- (d) Not more than two experts to be nominated by the Vice-Chancellor:

Provided that the senior most person from the colleges shall be designated as the Member-Secretary of the Board of Studies concerned in each subject.

- (2) Duties and Functions of Board of Studies shall be as under:-
 - (a) to recommend courses of studies and detailed syllabi for the various courses;

- (b) to recommend books as being prescribed as text-books or books for study;
 - (c) to recommend books and learned journals for reading and to draw up list of essential books required for a college library;
 - (d) to make recommendations for the publication of text-books by the University;
 - (e) to prepare lists of minimum apparatus and equipment required for laboratories;
 - (f) to make recommendations about instructional methods and evaluation procedures for the subjects concerned;
 - (g) to suggest measures for periodical assessment of the educational standards in the subject;
 - (h) to suggest measures for the improvement of the standard of teaching and research;
 - (i) to frame model question papers and organize question banks;
 - (j) to act as a consultative body in regard to all questions referred to it by the Faculty and the Academic Council;
 - (k) to carry out such other functions and duties as may be required by the Executive Council, the Academic Council or the Faculty;
 - (l) to appoint a committee, consisting of five members including the Convener, which shall recommend to the Vice Chancellor a panel of names for appointment as Paper Setters/External Examiners/Head Examiners Coordinators/Internal Examiners/Examiners;
- (3) The terms of Office of members of the Board of Studies shall be two years.

- (4) The Convener of the Board of Studies shall call a meeting of the Board of Studies whenever he is required to do so by the Vice Chancellor or the Deans of Faculty.
- (5) One Third of the members of the Board of Studies shall form the quorum.

14. Affiliation Privileges of the University and withdrawal of such privileges by the University:

- (1) Colleges and other institutions within the jurisdiction of the University may be admitted to such privileges of the University as the Executive Council may decide on the following conditions, namely:—

- (a) Every college or institution seeking privilege of affiliation or association shall have regularly constituted management, consisting of not more than twenty persons. The rules pertaining to all matters concerning the working and the management of the college or institution and those relating to the personnel of the management shall conform to the Statutes and the Ordinances of the University and also to the conditions of the Government grants. Such rules and personnel will require the approval of the Executive Council:

Provided that the said condition shall not apply in the case of colleges and institutions maintained by the State Government. However, such colleges and institutions shall have an Advisory Committee which shall consist of amongst others, at least three teachers including the Principal of the college or institution, and two representatives of the University.

- (2) As a condition of affiliation and association and continuation of such affiliation and association, management of every such college or

institution shall satisfy the Executive Council on the following points, namely—

- (a) that the college or institution is established on a permanent and sound footing;
- (b) that it has the requisite land and buildings or funds necessary to acquire or construct the same;
- (c) that it has adequacy of equipment for teaching;
- (d) that it has adequacy of teaching staff, its qualifications and conditions of service;
- (e) that it has arrangements for the residences, welfare, discipline and supervision of students;
- (f) that an adequate financial provision is available for its efficient maintenance and functioning in the form of an endowment or a promise of grant-in-aid from the State Government or both;
- (g) such other matters as are essential for the maintenance of the standards of University education; and
- (h) the college or institute undertakes to pay the prescribed affiliation fees fixed by the Executive Council from time to time.

(3) No college or institution shall be admitted to any privileges of the University except on the recommendations of a Committee of Inspection.

(4) Organizations, colleges and institutions desirous of obtaining admission to any privileges of the University shall intimate to the Registrar of the University.

- (5) A college may not, without the permission of the Executive Council, suspend/withdraw instructions in any subject or course of study which are in the curriculum of the University.
- (6) The University shall consider the request of any private college or institution only after the approval of State Government is received along with the application for grant of affiliation and association.
- (7) Appointments to the teaching staff of such college or institution shall be made on the recommendation of a Selection Committee, to be constituted by Vice Chancellor:

Provided that the provisions of this clause shall not apply in the case of colleges and institutions maintained by the State Government.

- (8) Every such college and institution shall be inspected once in every year for the first three years following the grant of privilege of affiliation and association and, thereafter, at least once in every two years by a committee consisting of a nominee of the Vice Chancellor, who shall be the Chairman thereof, and a nominee of the State Government not below the rank of Principal, subject expert(s). The report of the Committee shall be submitted to the Vice-Chancellor who shall forward the same to the Executive Council with any observations and recommendations as he may deem fit. The Executive Council, after considering the observations and recommendations of the Vice-Chancellor shall cause a copy of report of the Committee to be forwarded to the management of the institution or college for further necessary action.

- (9) The Executive Council may withdraw any privileges granted to a college or institution, if at any time it considers that the college or institution is not fulfilling the requisite conditions:

Provided that before any privileges are so withdrawn the management shall be given reasonable opportunity to represent to the Executive Council that why such action shall not be taken.

15. Selection Committee:

- (1) There shall be Selection Committee for making recommendations to the Executive Council for appointment to the posts of Professors, Associate Professors, Assistant Professors, Controller of Examinations, Librarian, Dean of Colleges-cum-Director College Development Council, and Director, Physical Education & Youth Programme.
- (2) The Selection Committee shall consist of the Vice-Chancellor who will be the Chairman thereof, and in addition, the Selection Committee for making recommendations for appointment to a post specified in column 1 of the Table below shall have as its members a representative of the State Government and the persons specified in the corresponding entry in column 2 of the said Table:

Table

(1)Name of Post:	(2)Members of the Selection Committee:
Professor	(a) The Selection Committee for the post of Professor in the University shall consist of the following persons:
	(i) The Vice Chancellor shall be the Chairperson of the Committee.
	(ii) An academicians not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
	(iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
	(iv) Dean of the Faculty concerned, wherever applicable.
	(v) Head/ Chairperson of the Department/ faculty concerned.
	(vi) An academicians belonging to the SC/ST/OBC/Minority/Women/Differently-abled categories, if any of the candidates belonging to any of these categories is the applicant, be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
	(b) At least Four members, including two outside subject experts, shall constitute the quorum.
Associate Professor	(a) The Selection Committee for the post of Associate Professor in the University shall consist of the following persons:
	(i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.

	(ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
	(iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
	(iv) Dean of the Faculty concerned, wherever applicable.
	(v) Head/Chairperson of the Department / School concerned.
	(vi) An academician belonging to the SC/ST/ OBC/Minority/Women/ Differently-abled categories, if any of the candidates belonging to any of these categories is the applicant, be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
	(b) At least Four members, including two outside subject experts, shall constitute the quorum.
Assistant Professor	(a) The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons:
	(i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
	(ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
	(iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.

	(iv) Dean of the Faculty concerned, wherever applicable.
	(v) Head/Chairperson of the Department / School concerned.
	(vi) An academician belonging to the SC/ST/ CBC/Minority/Women/ Differently-abled categories, if any of the candidates belonging to any of these categories is the applicant, be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
	(b) Four members, including two outside subject experts, shall constitute the quorum.
Controller of Examinations	i. Vice Chancellor ii. One person nominated by the Chancellor iii. Three member of the Executive Council nominated by it
Librarian	(i) Vice Chancellor (ii) One person nominated by the Chancellor (iii) Three persons nominated by the Executive Council with one person having special knowledge of the subject of Library Science.
Dean of Collèges-cum-Director, College Development Council.	i. Vice Chancellor ii. One nominee of Chancellor iii. One nominee of the Executive Council.
Director, Physical Education & Youth Programme	Same as for the post of Professor

- (3) Four members of the Selection Committee including the Chairman shall form the quorum.

(4) The Executive Council does not accept any recommendation made by the Selection Committee, it may remit the same to the Selection Committee for re-consideration and if the difference is not resolved, the Executive Council shall record its reasons and submit the case to the Chancellor for the final orders.

(5) The Selection Committee for recruitment of teaching posts shall follow the procedure as specified in the University Grant Commission guidelines and for recruitment of non-teaching posts the procedure as prescribed by the R & P Rules notified by the State Government from time to time for a particular post and in case of Assistant Registrar and Deputy Registrar, the procedures followed earlier in Sardar Vallabhbhai Patel Cluster University and Sardar Patel University shall be followed.

16. Constitution of Pension/Provident Fund and Establishment of Insurance Scheme for the benefit of the officers, teacher and other employees of the University:

The University shall constitute, for benefit of its officers, teachers, and other employees of the University the pension or provident fund and establish insurance scheme in the following manner namely:-

(1) The teachers, officers and other employees of the University shall be entitled to any of the following retirement benefits for which they have already opted before joining this University at the time of entry into service of the University:-

- a. General Provident Fund-cum-Pension-cum-Gratuity;
- b. Contributory Provident Fund-cum-Gratuity;
- c. Contributory Pension Scheme:

Provided that the teachers, officers and other employees of the University entering the University service on or after 01-04-2022 shall be governed under the scheme of General Provident Fund-cum-Pension-cum-Gratuity only if they have already opted for the scheme before joining the University:

Provided further that the teachers, officers and other employees of the University entering the University service on or after 15.5.2003 shall be governed under the scheme of Contributory Pension Scheme only.

- (2) The University for the welfare of its officers, teachers and its other staff shall adopt insurance scheme as decided by the Executive Council.

17. Conferment of Honorary Degrees and other Distinctions:

- (1) All proposals for the conferment of Honorary Degrees shall be made by the Academic Council to the Executive Council and shall require the assent of the Governing Body before submission to the Chancellor for confirmation:

Provided that, in cases of urgency, the Chancellor may act on the recommendations of the Vice-Chancellor.

- (2) Any Honorary Degree conferred by the University may with the prior approval of two third members of the Governing Body and the sanction of the Chancellor, be withdrawn by the Executive Council.
- (3) The details of other distinctions shall be defined/elaborated by the Executive Council from time to time.

18. Withdrawal of Degree, Diploma, Certificate and Other Academic Distinctions:

- (1) The Executive Council, on the recommendation of the Academic Council and by a special resolution passed by not less than two-third of the members present and voting, may consider withdrawal of a Degree or an Academic distinction conferred by the University, or any Certificate, Diploma or a Degree awarded by it:

Provided that the Academic Council shall not make such are commendation until a show cause notice has been issued calling up on the charged person to show cause, within such time as may be specified in the notice, and until his reply and the evidence produced by him in his defense have been duly considered by the Academic Council:

Provided further that in case no reply is received within the time specified, the Academic Council may make its recommendations, based on the available material.

- (2) The decision stating the reasons thereof shall be communicated to the person concerned.
- (3) Any person aggrieved by the decision taken by the Executive Council may appeal to the Chancellor within thirty days from the date of such decision.

19. The Establishment and Abolition of Faculties, Departments, Halls, Hostels, Colleges and Institutions:

- (1) The Executive Council based on the recommendations of the Academic Council may approve establishment of Faculties, Departments, Halls, Hostels, colleges and institution of the University.
- (2) The University shall be authorized to offer such programmes, through its Faculties, Department, Halls, Hostels, colleges and

institution as the Executive Council may decide from time to time and as recommended by the Academic Council;

Provided that the programmes offered have no conflict with the guidelines issued by UGC;

Provided further that in Council-based Courses, the decision of the relevant Councils shall prevail.

- (3) The Executive Council shall be authorized to reconstitute a Faculty, a Department, a college or an institution on the recommendations of the Academic Council.
- (4) The Executive Council, based on the recommendations of the Academic Council, may discontinue a Faculty, a Department, a college or an institution when;—
- (a) the programmes offered become obsolete;
 - (b) the programmes offered become untenable to continue; or
 - (c) alternate and better programmes become available.

Provided that while approving such discontinuation, the Executive Council shall ensure that the existing registered students in the programme are allowed to completion of the requirements of award of a degree.

20. Committees:

The Governing Body or Executive Council or Academic Council and any other authority of the University may appoint boards or committees or members of the authority making such appointment as that authority in each case may think fit; and any such board or committee may deal with any subject assigned to it, subject to subsequent confirmation by the authority which appointed it.

21. Resignation:

- (1) Any member, other than an ex-officio member, of the Executive Council, the academic Council or any other authority of the University or Committee may resign by letter addressed to the Registrar and the resignation shall take effect as soon as letter is received by the Registrar or the authority competent to fill the vacancy.
- (2) Any officer of the University, whether salaried or otherwise, may resign their office by letter addressed to the Registrar:

Provided that such resignation shall take effect only on the date from which the same is accepted by the authority competent to fill the vacancy.

22. Institution of Fellowship, Scholarship, Studentships, Exhibition, Medals and Prizes:

- (1) all awards of Fellowships, Scholarships, Medals and Prizes shall be given on the basis of merit determined under the conditions laid down in the Ordinances.
- (2) the Studentships shall be awarded on the basis of poverty- cum-merit.
- (3) The fellowships may be divided into the following categories, namely;—
 - (a) Sardar Patel University Senior Fellowship- For Post-Doctoral Research for two years the fellowship may be awarded for a period of less than two years if the candidate so desires.
 - (b) Sardar Patel University Junior Research fellowship Ph.D. (including Ph.D. course work and LL.M.

- (2) Merit Wise, Sports and Cultural Scholarships for Post Graduate Students:

The University shall provide post graduate scholarships based on subject-wise merit, group wise merit scholarships, sports scholarships and cultural activist scholarships for post graduate students.

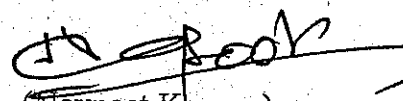
- (3) The amount of scholarships shall be as approved by the Executive Council and Finance Committee from time to time.

By Order
Pr. Secretary (Education) to the
Government of Himachal Pradesh
Dated, the 10/10 October, 2022

Endst. No. EDN-A-Kha (3)-6/2022

Copy is forwarded for information and necessary action to:-

1. The Secretary to the Governor, Himachal Pradesh, Shimla.
2. The Pr. Secretary to the Chief Minister, Himachal Pradesh.
3. The SPS to Education Minister, Himachal Pradesh.
4. All the ACS/ Pr. Secretary/ Secretary to the GoHP.
5. The Secretary, HP Vidhan Sabha, Shimla-04.
6. The Secretary, University Grant Commission, Bahadur Shah
Zafar Marg, New Delhi.
7. The Registrar, HP University, Shimla-05.
8. The Registrar, Sardar Patel University, Mandi, HP.
9. The Director of Higher Education, Himachal Pradesh, Shimla-I.
10. The Controller, P&S, Shimla-5 for publication in the Rajpatra
11. All Deputy Directors of Higher / Elementary Education,
Himachal Pradesh


(Navneet Kapoor)
Addl. Secretary (Hr. Edu) to the
Government of Himachal Pradesh

