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UNIVERSITY**

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**Future University, Bareilly**

**Annexure - 22**

**BOS & Academics Council Guidelines**

## CHAPTER III AUTHORITIES OF THE UNIVERSITY

The following shall be the Authorities of the University:-

- (1) The Governing Body;
- (2) The Executive Council;
- (3) The Academic Council;
- (4) The Finance Committee;
- (5) The Planning Board;
- (6) The Board of Faculties;
- (7) The Board of Studies;
- (8) The Admissions Committee;
- (9) The Examinations Committee; and
- (10) Such other authorities as may be declared by the Statutes to be the authorities of the University.

### 21. The Governing Body

The Governing Body shall be constituted as under

- a. The Chancellor –Chairman;
- b. The Pro-Chancellor; - Member
- c. The Vice-Chancellor; - Member
- d. One expert of management or information technology from outside the university member nominated by the Trust-Member;
- e. One eminent educationist nominated by the Trust-Member;
- f. One member from industry/corporate nominated by the Trust – Member;
- g. One Legal expert nominated by the Trust.
- h. One financial expert nominated by the Trust-Member;
- i. The Trust, may nominate up to five additional subject matter specialists as members of the governing body;
- j. Registrar –Secretary.

The term of nominated members shall be three years or as decided.

The ex-officio members shall continue to be the members of the Governing Body so long as they hold the office by virtue of which they are the members of the Governing Body.

The Trust shall have powers to remove a member of the Governing Body.

A member nominated/co-opted member of the Governing Body not attending three consecutive meetings without prior notice shall cease to be a member of the Governing Body and the vacancy will be duly filled in.

The other terms and conditions of the nomination of the members to the Governing Body, including remuneration, if any, shall be determined by the Chancellor from time to time and the decision thereon shall be final. The Governing Body shall have the right to review and modify any of the nominations made by it.

Meetings of the Governing Body shall be convened by the Chancellor either on his own initiative or on a requisition from a minimum one fourth of the members of the Governing Body.

The quorum of the meeting shall be more than one third of total membership of the Governing Body; provided that fraction of a number shall be rounded off to the next whole number.

Decisions on all the matters considered in the meetings shall be made through majority votes of the members present and voting and in case of a tie, the matter shall be decided by the casting vote of the Chairman.

The Chancellor shall preside over the meetings of the Governing Body and in his absence; the Pro Chancellor shall preside over the meeting.

Provided that in case both the Chancellor and the Pro-Chancellor are not available, the Vice-Chancellor shall preside the meeting of the Governing Body.

The written notice of the meeting shall be issued by the Registrar at least two weeks before the date of the meeting; provided that the Chairman may call a special meeting of the Governing Body at short notice to consider any urgent matter.

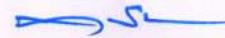
The notice of the meeting may be sent through email or delivered by hand or sent by registered post at the address of each member as recorded in the office of the Registrar and the same shall be deemed to have been duly delivered within the time.

The agenda shall be circulated by the Registrar at least one week before the date of the meeting.

Notices of motions for inclusion of any item on the agenda must reach the Registrar at least fifteen days before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received.

The ruling of the Chairman in regard to all the questions of procedure shall be final.

The minutes of the meetings drawn up by the Registrar and approved by the Chancellor, shall be circulated by the Registrar. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed, the same shall be recorded in



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the book of minutes which shall be kept open for inspection during office hours by the members of the Governing Body.

The Governing Body shall have powers to nominate members/ its representatives on the Councils of various Statutory Bodies, Government, Semi-Government or Private Bodies for a period as may be specified.

## 22. The Executive Council

The Executive Council shall consist of the following members, namely;

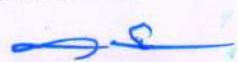
- a. The Vice-Chancellor; Chairperson;
- b. The Pro Vice-Chancellor, if any;
- c. Three members of the Governing Body,
- d. Two eminent educationists' nominees by the Chancellor.
- e. One officer of the State Government not below the rank of Joint Secretary to the Government of Uttar Pradesh
- f. Two Deans/Professors by rotation of the university in order of seniority on rotation basis for a period of one year, to be nominated by the Governing Body;
- g. One educationist not below the rank of Associate Professor from a panel of three names to be approved by the State Government, for which the University shall submit a list of three names of eminent educationists;
- h. The Finance Officer shall take part in the proceedings of the Executive Council but shall not be entitled to vote;
- i. The Registrar shall be the Secretary and shall not have right to vote.

The ex-officio members shall continue to be the members as long as they hold the office by virtue of which they are the members of the Executive Council. However, the members, other than the ex-officio members, shall have a term of 3 years.

A member of the Executive Council, other than the state nominees, may be removed by the Governing Body.

A nominated member, other than the state nominees, not attending three consecutive meetings without prior notice, shall cease to be a member of the Executive Council and the vacancy will be filled for the remaining period in accordance with the laid down procedure.

Meetings of the Executive Council may be convened by the Vice-Chancellor suo moto or on a requisition signed by not less than one third of the total members. The quorum of the meeting shall be not less than six members of the Executive Council.

  
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Decision on all the matters placed for consideration of the Executive Council shall be made through simple majority, in case of a tie the matter shall be decided by the casting vote of the Chairman.

Notice of the meeting shall be issued by the Registrar and sent to the members through email or delivered by hand or sent by the Registered post, at least two week prior to the date of the meeting, stating clearly the venue, date and time of the meeting;

Provided that the Vice-Chancellor may call an emergent meeting of the Executive Council at short notice.

The agenda of the meeting shall be circulated by the Registrar at least one week before the meeting. Requests for inclusion of any item on the agenda must reach the Registrar at least two week before the meeting. The Vice-Chancellor may, however, permit inclusion of any item for which due notice has not been received.

The ruling of the Chairman in regard to all questions of procedure shall be final.

The minutes of the meetings drawn up by the Registrar and approved by the Vice-Chancellor shall be circulated to the members of the Executive Council. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Executive Council. After the minutes are confirmed, the same shall be recorded in the book of minutes shall be kept open during office hours for inspection by the members of the Executive Council.

The decisions taken by the Executive Council shall be placed before the Governing Body for information.

The Executive Council may authorize the Vice-Chancellor to make such decisions and exercise such powers as deemed necessary for timely discharge of the matters placed under its charge;

provided that, the decisions taken shall be placed before in the next meeting of the Executive Council for ratification.

### 23. The Academic Council.

The Academic Council shall be the principal Academic Authority of the University and shall meet at least twice in each academic year.

The Academic Council shall be constituted as follows:

- a. The Vice-Chancellor-Chairman;
- b. The Pro-Vice-Chancellor(s);(if any)
- c. All Deans of the faculties of Studies;
- d. Dean Academic Affairs;

  
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- e. Dean Research and Development;
- f. Dean Student's Welfare,
- g. All Heads of Department
- h. Five members nominated by the Vice-Chancellor, other than Heads of the Departments, at the level of Professors / Associate Professors
- i. Two distinguished professionals representing academia, trade, industry, science and technology, nominated by the Chancellor;
- j. The Controller of Examinations shall be permanent invitee and he shall have right to speak on matters pertaining to examinations but shall not have the right to vote
- k. The Registrar-ex-officio Secretary.

The term of office of the ex-officio members shall be co-terminus with the term of their offices. While members of the Academic Council, other than the ex-officio members, shall hold office for a term of two years.

A member of the Academic Council may be removed by the Executive Council.

The meetings of the Academic Council shall be convened by the Vice-Chancellor *suo moto* or on a requisition signed by not less than 25% members of the Academic Council.

The quorum of the meeting shall be more than 50 % of their total membership of Academic Council; Provided that fraction of a number shall be rounded off to the next whole number.

The written notice of meetings shall be issued by the Registrar and sent through email or delivered by hand or through registered post to every member at least two weeks before the date of the meeting;

Provided that the Vice-Chancellor may call a special meeting of the Academic Council at short notice.

The agenda of the meeting shall be issued by the Registrar at least one week before the meeting.

All questions considered at the meetings of the Academic Council shall be decided by a majority vote of the members present and voting;

Provided that the Chairman shall have a casting vote in case of a tie.

The Academic Council may authorize the Vice-Chancellor to exercise the powers vested in the Academic Council in an emergent situation;

Provided that the emergency decision (s) taken shall be placed in the next meeting of the Academic Council for ratification.

The minutes of the meetings drawn up by the Registrar and approved by the Vice-Chancellor shall be circulated to the member. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Academic Council and shall be recorded in the book of minutes which shall be kept open during the office hours for inspection by the members of the Academic Council.

The recommendations of the Academic Council in matters falling under the jurisdiction of the Executive Council shall be placed before the Executive Council for approval, in the next meeting.

Subject to the provisions as laid down in the U.P Private Universities Act, 2019 the Academic Council shall have the following powers and perform the following functions:

- a. Consider and approve the proposals received from the Schools/Departments of Studies with respect to the course structures, credit details and syllabi and the programmes proposed to be offered by the School/Department;
- b. 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 schools/departments, maintenance and improvement of academic standards and evaluation of research undertaken at the Schools/Departments of Studies.;
- c. Make proposals to the Executive Council for the establishment of new Schools/ Departments, Specialized Centers and Laboratories;
- d. Recommend to the Executive Council institution of the Degrees, Diploma, Certificates and other academic distinctions, to be awarded by the University;
- e. 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;

#### 24. The Finance Committee

The Finance Committee shall be the principal financial body of the University.

The Finance Committee shall be constituted as follows:

- a. Nominee of the Governing body - Chairperson
- b. The Vice-Chancellor
- c. The Pro-Vice-Chancellor(s):



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- d. The Registrar;
- e. A Professor of the University nominated by the Executive Council for Two years
- f. One financial expert nominated by the Trust; A nominee of the Chancellor; and
- g. The Finance Officer-Member Secretary.

The Vice-Chancellor shall be authorized to invite an expert in financial matters, to any meeting of the Finance Committee as a special invitee.

The term of the ex-officio members shall be coterminous with the office they hold and by virtue of which they are members of the Finance Committee. The term of office of a nominated member shall be two years.

A member of the Finance Committee may be removed by the Governing Body.

In the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall preside over the meetings. In case the Pro Vice-Chancellor is also not available, a member from amongst the members present may preside over the meeting.

The Finance Committee shall meet at least twice in an academic year and shall be convened by the Chairman either on his own initiative or on a requisition signed by at least one third of the members of the Finance Committee;

Provided that the Vice-Chancellor shall be authorized to call a special meeting of the Finance Committee at short notice.

The quorum of the meeting shall be more than 50 % of their total membership of Finance Committee ; Provided that fraction of a number shall be rounded off to the next whole number.

Decisions on all the matters considered in the meetings shall be made through majority votes of the members present and voting and in case of a tie, the matter shall be decided by the casting vote of the Chairman.

The notice of the meeting shall be sent by the Finance Officer at least two weeks before the date of the meeting, through email or delivered by hand or sent by registered post.

The agenda of the meeting shall be circulated to the members at least one week before the date of the meeting.

The Vice-Chancellor shall be authorized to exercise the powers vested in the Finance Committee in case of an emergency. The emergency decision taken shall be placed before the next meeting of the Finance Committee for ratification.

The Finance Committee shall have the following powers and functions:

  
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- a. The Annual Accounts and Annual Budgets prepared by the Finance Officer shall be considered by the Finance Committee for its recommendations to the Executive Council for approval.
- b. The Finance Committee may, after scrutiny of the proposal for expenditure, recommend limits on total recurring and non-recurring expenditure for the year, based on income and resources of the University.
- c. To give its views on any financial matter solicited by an 'Authority' or an 'Officer' of the University.

The recommendations of the Finance Committee shall be implemented with the approval of the Executive Council.

## 25. The Planning Board

The Planning Board shall consist of the following:

- a. Chairperson shall be nominated by Governing Body
- b. The Vice-Chancellor
- c. The Pro-Vice-Chancellor(s);
- d. Two nominees of the Trust;
- e. Dean of Engineering;
- f. University Engineer;
- g. Dean of Students' Welfare;
- h. One Architect and two other persons to be nominated by the Chancellor;
- i. Two Officers of the University nominated by the Vice-Chancellor;
- j. The Finance Officer;
- k. The Vice-Chancellor may co-opt such other persons as may be considered necessary; and
- l. The Registrar-Member Secretary.

The term of office of ex-officio members shall be coterminous with the term in office they hold and by virtue of which they are members of the Planning Board. The term of office of nominated members shall be for a period of two years.

A member of the Planning Board may be removed by the Executive Council.

The quorum of the meeting shall be more than 50 % of their total membership of the Planning Board; Provided that fraction of a number shall be rounded off to the next whole number.

The decisions on all the matters considered by the Planning Board shall be made through majority votes of the members present and voting and in case of a tie, the matter shall be decided by the casting vote of the Chairman.

The Planning Board may advise the Executive Council on necessary infrastructure and academic support systems required as per the norms of the

State Government/ UGC/ or a Regulatory authority;

provided that the Planning Board shall provide the estimate of the expenditure likely to be incurred for such Infrastructure/ the academic support system.

The Planning Board shall have at least two meetings in a year and the minutes thereof shall be reported to the Executive Council in its next meeting.

## **26. The Research Advisory Board**

The Research Advisory Board shall be constituted as under:

- a. The Vice-Chancellor-Chairman
- b. The Pro-Vice-Chancellor;
- c. Dean, Academic Affairs;
- d. Two Deans nominated by the Vice-Chancellor;
- e. Out-side experts, not exceeding five, nominated by the Chancellor;
- f. The Vice-Chancellor may co-opt one distinguished Scientist/ Professor from within or outside to any meeting of the Research Advisory Board, as and when necessary; and
- g. Dean, Research and Development-*Member Secretary*.

All the members of the Research Advisory Board, other than the ex- officio members, shall hold membership for a term of two years.

A member of the Research Advisory Board may be removed by the Executive Council.

The Research Advisory Board shall meet as often as may be necessary but not less than two times during an academic year. The Board may devise its own procedure for the conduct of the meetings.

The Research Advisory Board shall be the principal research body of the University and shall provide the larger holistic vision; there search to be undertaken, including prioritization of the research areas.

The Board will develop and house other knowledge capabilities that may include referral and participatory networks of scholars and industry experts.

The Board may select e-resources such as e-journals, e-books, on- line lectures reference material and reference websites for students and faculty.

The Board, shall develop, sustain and manage:

- a. incubation/Innovation Centre, basic workshop for entrepreneurs;
- b. develop business models and field test products and services; and

- c. development of start-up ventures.

The Board shall advise the Deans in matters relating to industry sponsored research and consultancy, as also in facilitating the faculty in procuring equipment necessary to conduct research / consultancy work, recruitment of project staff.

The Board shall suggest necessary steps to improve the quality benchmark in the matter of research; as also filing of research patents and registration of designs. It will also work towards protection of IPRs and its awareness.

The Board shall monitor the quality of research publications as also shall provide guidance for submission of research proposals for funding by external agencies

The Board shall oversee all the issues related to bio-safety and ethics and help the Deans develop necessary safeguards against scientific misconduct and plagiarism.

The Deans shall report every matter relating to plagiarism and scientific misconduct to the Board which will, after due consideration, make necessary recommendations to the competent authorities for appropriate penal Action.

The recommendations made by the Research Advisory Board shall be reported to the Executive Council.

## 27. The Faculty Board

The Faculty Board of each of the Faculty of study shall be constituted as under:

- a. The Dean-Chairman;
- b. All the Heads of the Departments;
- c. All the Professors of the Departments;

Provided that if there is no Professor in a Department, the senior most Associate Professor shall be the member of the Faculty Board;

Provided further that the Department has no Associate professor as well, an Assistant Professor may represent the Department till the appointment of a Professor/Associate Professor;

- d. Two outside experts nominated by the Vice-Chancellor;
- e. Special Invitees may be invited to the Faculty Board meetings, with the prior approval of the Vice-Chancellor. However the Special invitee shall not have any voting right.

A member of the faculty Board may be removed by the Executive Council.

**Powers & Functions of the Faculty Board:**

a. The Faculty Board shall control and guide the Academic, Research and other Activities of the various Departments shall:

Consider and approve the decisions taken by the Board of Studies of a Department;

Approve the names of the examiners in each subject recommended by the Board of Studies of a Department; and

Consider and approve the research proposals received from the Department before their submission to the Research Advisory Board.

b. In case it is not possible to convene the meeting of the Faculty Board for any reason, the Dean shall have emergency powers to take a decision on behalf of the Faculty Board.

c. All the emergent decisions taken by the Dean shall be placed to Academic Council before the next meeting of the Faculty Board for ratification.

**28. The Board of Studies**

The Board of Studies shall normally be constituted for each of the Departments.

Provided the Dean, with the approval of the Vice- Chancellor may club one or more than one Department to constitute their Board of Study.

The Board of Studies shall comprise as under:

a. The Head of Department- Chairman;

Provided that if the Board has been constituted by clubbing more than one, the senior-most Head of the Department or the senior-most Professor/Associate Professor/Assistant Professor shall be nominated as Chairman of the Board of Studies by the Dean.

b. Three members of the faculty, one each from the categories of Professor, Associate Professor and Assistant Professor of the Department;

Provided that the teachers involved in designing a particular course shall also be the special invitee to the meeting;

Provided further that if the number of teachers in a Department or the departments clubbed together to form the Board of Studies is less than nine (9), the Vice-Chancellor may Nominate all the teachers of such Departments to the Board of Studies.

- c. One expert from another University/Institution, nominated by the Vice-Chancellor.
- d. One Expert with more than ten years of experience in Industry/ Research Organizations/ NGOs, etc. nominated by the Vice-Chancellor.
- e. Two students nominated by the Dean on the recommendation of the Head of the Department.

A member of the Board of studies may be removed by the Executive Council.

The Board of Studies shall be authorized to:-

- a. examine and approve the course structure, credit details and the syllabi of each and every course proposed to be offered by the Department;
- b. propose names of the examiners, both internal and external;
- c. ensure the quality of teaching and research undertaken by the Department; and
- d. make suitable recommendations on any other matter referred to it by an Authorities or Officer of the University.

All the decisions of the Board of Studies shall be placed before the Faculty Board of the School/Department for approval/ recommendations to the Academic Council,

## 29. The Admission Committee

The Admission Committee shall be constituted as under:

- a. The Vice -Chancellor -Chairman;
- b. The Pro-Vice-Chancellor(s);
- c. The Registrar;
- d. Dean Academic Affairs;
- e. All the Deans;
- f. Finance Officer;
- g. Head, International Relations Division;
- h. Three faculty members nominated by the Vice-Chancellor;
- i. Any other official of the University co-opted by the Vice-Chancellor; and
- j. Head of the Admission Cell-Member Secretary.

The Admission Committee may appoint such other sub-committee(s) as it may deem necessary.

Subject to the superintendence of the Academic Council, the Admission Committee shall lay down the minimum qualification, number of seats and the Fees to be charged for each of the programme of study and constitute a