

**FIRST STATUTES  
OF  
VENKATESHWARA OPEN UNIVERSITY**



**ITANAGAR,  
ARUNACHAL PRADESH**

(As made and approved by the Interim Executive Council  
as constituted u/s 11(2) of the Act, 2012 by the Chancellor,  
meeting held on 30th December, 2012)

# VENKATESHWARA OPEN UNIVERSITY ITANAGAR

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# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR ARUNACHAL PRADESH

## FIRST STATUTES

These statutes may be called the First Statutes of the Venkateshwara Open University, Itanagar, Arunachal Pradesh, 2012.

They shall come into force with immediate effect.

### DEFINITIONS

In these Statutes, unless the context otherwise requires.

- (i) 'University' means Venkateshwara Open University, Itanagar, Arunachal Pradesh
- (i) 'Act' means the Venkateshwara Open University Act 2012. (Arunachal Pradesh Act No. 10 of 2012)
- (ii) 'Trust' means Padmawati Educational Trust, 208 A, Saket, Meerut, Uttar Pradesh
- (iii) The University has the mandate to run the following Schools at the Venkateshwara Open University, Itanagar, in regular mode at its campus at School of Studies and distance mode at Study Centres established under Distance Education Council of the University.
  - School of Agriculture
  - School of Art and Craft
  - School of Education
  - School of Engineering and Technology
  - School of Film & Drama
  - School of Hospitality Management
  - School of Humanities
  - School of Journalism & Mass Communication
  - School of Foreign Languages and Culture
  - School of Languages
  - School of Law and Jurisprudence
  - School of Management
  - School of Medical Sciences
  - School of Nursing
  - School of Pharmaceutical Sciences
  - School of Religious Studies
  - School of Yoga & Oriental Studies
  - Distance / Open Mode Academic Programs
  - School of Secondary & Senior Secondary Education
- (iv) "Distance Education Council" means "Distance Education Council of the Venkateshwara Open University, Itanagar, Arunachal Pradesh".
- (vi) 'Clause' means a clause of these Statutes in which that expression occurs.
- (vi) 'Prescribed' means as may be laid down in Ordinances.
- (vii) 'Section' means a Section of the Act.
- (viii) 'Session' means the period from July 1 to the following June 30.

- (ix) 'Student' means a student of the University, a person taking up an approved course of study in a School of the University in the campus or at its Study Centre established for the purpose of imparting education in regular, distance and industry integrated mode and a person appearing at an examination of the University as a Private Candidate.
- (x) 'Vacation' means summer or winter vacations.
- (xii) 'State Government' means the Government of Arunachal Pradesh.
- (xiii) "UGC" means University Grants Commission.
- (x) "AICTE" means All India Council for Technical Education.
- (xiii) "PCI" means Pharmacy Council of India.
- (xiv) Words and expressions used but not defined in these Statutes shall have the meaning assigned to them in the Act.

In these Statutes, all references to the age of an employee including a teacher shall be construed to be references to the age according to the date of birth of the person concerned as mentioned in his High School Certificate or that of any other examination recognized as equivalent to as mentioned in the birth certificate issued by the competent Govt. authority.

The powers conferred on the University under the Act shall be exercised by the Officers and the Authorities of the University, as may be laid down in the Statutes and Ordinances.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 1: Appointment, Powers and Functions of the Chancellor (Refer Section 10 (a) and 11 of the Act, 2012)

- (1) The Trust shall appoint a person as the Chancellor for a period of three years.
- (2) The Chancellor shall, by virtue of his office, be the Head of the University. He shall, when present, preside over the Convocations of the University.
- (3) The Chancellor may in writing submit his resignation to the Trust.
- (4) The Chancellor shall be competent to call from time to time such information or records relating to any affair of the University as he may think necessary and the Registrar shall furnish the same. It shall be lawful for the Chancellor, after perusal of such information or records, to give, in the interest of the University, any directive to the University, or take any action against anyone as he deems fit and the Vice-Chancellor shall comply with such directives.
- (5) The Chancellor shall have the right to conduct an inspection of a School, Hostel, Office or any other establishment/part of the University and of the examination center(s) him-self and can direct any person or authority to do so. He can order an inquiry in respect of any of these establishments. He can also order an inquiry in respect of any matter connected with the administration and the finances of the University. The decision of conducting an inspection can be taken by the Chancellor himself suo-moto or on a representation.
- (6) The Chancellor may address the Vice-Chancellor with reference to the result of such an inspection or inquiry together with his views and advise action to be taken thereon. On receipt of the address made by the Chancellor, the Vice-Chancellor shall communicate forthwith to the Authority concerned, the result of the inspection or inquiry with the views of the Chancellor and the advice tendered by him regarding action to be taken thereon. The Authority concerned shall execute the directions given by the Chancellor within a reasonable time.
- (7) The Authority concerned shall communicate, through the Vice-Chancellor, the action taken as per directions given by the Chancellor.
- (8) Where the Authority concerned does not take action to the satisfaction of the Chancellor within the time limit, if any fixed by the Chancellor, the Chancellor may, after considering any explanation furnished or representation made by the Authority concerned, issue such directions as he may think fit and the Vice-Chancellor or the Authority concerned shall be bound to comply with such directions.
- (9) Without prejudice to the foregoing provisions of this section, the Chancellor may, by an order in writing annul, suspend or modify any order or proceedings of any of the Officers and Authorities of the University not in conformity with the Act, the Statutes or the Ordinances or not in the interest of the University.

Provided that, before making any such order, he shall call upon the Authority/Official concerned to show cause why such an order should not be made and if any cause is shown within the time limit fixed by the Chancellor, he shall consider the same as he deems fit.

- (10) Every proposal for the conferment of an Honorary Degree shall be subject to confirmation by the Chancellor.
- (11) If in the opinion of the Chancellor, the Vice-Chancellor willfully omits or refuses to carry out the provisions of the Act or abuses the powers vested in him and if it appears to the Chancellor that the continuance of the Vice-Chancellor in office is detrimental to the interests of the University, the Chancellor may, after making such inquiry as he deems proper, by an order remove the Vice-Chancellor. In such a situation the Chancellor may appoint the Pro-Vice-Chancellor or any Director / Dean to act as Vice-Chancellor till a new Vice-Chancellor is appointed as per the procedure laid down in the Statutes.
- (12) The Chancellor shall also have any such other power as may be specified elsewhere in the Act or Statutes.

# **VENKATESHWARA OPEN UNIVERSITY, ITANAGAR**

## **Statute No. 2: Appointment, Powers and Functions of Pro-Chancellor (Refer Section 10 (b) and 12 of the Act, 2012)**

- (1) The Trust shall appoint the Pro-Chancellor for a period of three years on the recommendation of the Chancellor.
- (2) The Pro-Chancellor shall assist the Chancellor in discharging his day to day duties as and when required by the Chancellor and preside over the Convocation in his absence.
- (3) The Pro-Chancellor will perform such duties as may be assigned or delegated to him by the Chancellor.
- (4) The Pro-Chancellor in writing under his hand addressed to the Chancellor may resign his office.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 3 : Appointment, Powers & Functions of Vice-Chancellor (Refer Section 10 (c) and 13 of the Act, 2012)

- (1) The Vice-Chancellor shall be a whole time salaried officer of the University and shall be appointed by the Chancellor, from amongst the persons whose names are submitted to him by the Committee constituted as follows:
  - (a) One nominee of the Trust - Convener
  - (b) Two Eminent Academicians - Nominee of Chancellor
- (2) The Committee, shall, as far as may be, at least sixty days before the date on which a vacancy in the office of the Vice-Chancellor is due to occur by reason of expiry of term or resignation under sub-clause (4) and also whenever so required and before such date as may be specified by the Chancellor, submit to the Chancellor, names of three persons suitable to hold the office of the Vice-Chancellor. The Committee shall, while submitting the names, in the alphabetical order also forward to the Chancellor a concise statement showing the qualifications and distinctions of each of the persons so recommended but shall not indicate any order of preference.
- (3) The Chancellor shall appoint a person as the Vice-Chancellor for a period of three years subject to the age of retirement being 75 years. The Vice-Chancellor can be appointed for a consecutive three terms till the age of retirement.
- (4) Vice-Chancellor may, by writing under his hand addressed to the Chancellor, resign his office and shall cease to hold his office on the acceptance of the said resignation by the Chancellor.
- (5) The emoluments of the Vice-Chancellor shall be such as may be determined by the Chancellor of the University and as per the UGC guidelines.
- (6) In any of the following circumstances, the Chancellor shall be the sole judge and may appoint the Pro-Vice-Chancellor or any Director / Dean to the office of the Vice-Chancellor for a term not exceeding six months:
  - (a) Where a vacancy in the office of the Vice-Chancellor occurs or is likely to occur by reason of leave or any other cause, not being resignation or expiry of term.

**OR**

Where a vacancy in the office of the Vice-Chancellor occurs and it cannot be conveniently and expeditiously filled in accordance with the provisions of the sub-clause (i) to (v)

**OR**

In any other emergency

Provided that the Chancellor may, from time to time, extend the term of appointment of any person to the office of the Vice-Chancellor under this sub-clause, however, that the total term of such appointment including the term fixed in the original order, does not exceed three years.

- (7) The office of the Vice-Chancellor shall not remain vacant even for a single day. If there is a vacancy due to any reason and till the time any adhoc or permanent appointment is made under any clause, the Pro-Vice-Chancellor will automatically officiate. If the post of the Pro-Vice-Chancellor is also vacant, the Chancellor shall ask any of the Directors / Deans to act/officiate as Vice-Chancellor, on being informed by the Registrar.

Provided that such an acting Vice-Chancellor shall carry out only the routine business and will not take any financial or policy decisions without prior approval of the Chancellor.

- (8) If in the opinion of the Chancellor, the Vice-Chancellor willfully omits or refuses to carry out the provisions of the Act or the Statutes or abuses the powers vested in him, or if it otherwise appears to the Chancellor that the continuance of the Vice-Chancellor in office is detrimental to the interest of the University, the Chancellor may, after making such inquiry as he deems proper, by order, remove the Vice-Chancellor.
- (9) The Vice-Chancellor shall be the principal academic and executive officer of the University and shall exercise general supervision and control over the affairs of the University and give effect to the decisions and the recommendations of the Court and the Executive Council of the University and shall be responsible for the maintenance of discipline in the University.
- (10) The Vice-Chancellor shall be responsible for holding and conducting the University examinations properly and at due time and for ensuring that the results of such examinations are declared expeditiously and that the academic sessions of the University start and end on stipulated dates.
- (11) The Vice-Chancellor shall be the ex-officio Chairman of the Executive Council, Academic Council and Planning Board.
- (12) The Vice-Chancellor shall have the power to convene or cause to be convened, meetings of the Executive Council, Academic Council and Planning Board.
- (13) In the absence of the Chancellor and Pro-Chancellor, the Vice-Chancellor shall preside over the meetings of Court, and Convocation of the University.
- (14) Notwithstanding anything contained in the Statutes, the Vice-Chancellor, if he is of the opinion that any decision of any Authority under him is beyond the powers conferred under the provisions of the Act, Statutes or Ordinances or that any such decision taken is not in the interest of the University, may ask that Authority concerned to review the said decision within sixty days and if the Authority declines to review the said decision, either

in whole or in part, as directed by him, the matter shall be referred to the Chancellor of the University who may call the meeting of the Executive Council or take a decision himself, whose decision thereon shall be final.

Provided that, the decision of the authority concerned shall remain suspended during the period of review of such decision, if so directed by the Chancellor.

- (15) The Vice-Chancellor shall have the right to speak in and otherwise to take part in the meetings of any other Authority or Body of the University, but shall not by virtue of this sub-clause, be entitled to vote.
- (16) It shall be the duty of the Vice-Chancellor to ensure faithful observance of the provisions of the Act, the Statutes and the Ordinances and he shall, without prejudice to the powers of the Chancellor, possess all such powers as may be necessary in that behalf.
- (17) Where any matter is of urgent nature requiring immediate action and the same could not be immediately dealt with by any officer or the Authority or other Body of the University empowered by or under the Statutes to deal with it, the Vice-Chancellor may take such action as he may deem fit and shall forthwith communicate the action taken by him to the Officer, Authority, or other Body, who or which in the ordinary course, would have dealt with such matters;

Provided that if in the opinion of the Officer, Authority or other Body that such action ought not to have been taken, may refer that matter to the Chancellor of the University who may either confirm the action taken by the Vice-Chancellor or annul the same or modify it in such manner, as he thinks fit and there upon, it shall cease to have effect or, as the case may be, take effect in the modified form, however, that such annulment or modification shall be without prejudice to the validity of anything previously done by or under the order of the Vice-Chancellor;

Provided also that any person in the service of the University, who is aggrieved by the action taken by the Vice-Chancellor under this sub-clause, shall have the right to appeal against such action to the Chancellor of the University within thirty days from the date on which the decision of such action is communicated to him and thereupon, the Chancellor may confirm, modify or reverse the action taken by the Vice-Chancellor.

- (18) In exceptional circumstances, the Vice-Chancellor may, in the interest of the University, take an action, which may involve a deviation from the provisions of the Statutes or the Ordinances.

Provided that no such action shall be taken by the Vice-Chancellor without the prior

approval of the Chancellor of the University,

Provided further that an aggrieved Officer, Authority, other Body or person may appeal to the Chancellor for a review, within sixty days from the date of such a decision is communicated to the aggrieved Officer, Authority, other Body or person.

- (19) Nothing in sub-clause (12) and (13) shall be deemed to empower the Vice-Chancellor to incur any expenditure not duly authorized and provided for in the budget.
- (20) Where the exercise of the power by the Vice-Chancellor under sub-clause (18) involves the appointment of an officer or a teacher, such appointment shall terminate an appointment being made in the prescribed manner or on the expiry of a period of six months from the date of the order of the Vice-Chancellor, whichever is earlier.
- (21) The Vice-Chancellor shall exercise such other powers as may be laid down by the Statutes and Ordinances.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 4: Appointment, Powers & Functions of Pro-Vice-Chancellor (Refer Section 10 (d) and 14 of the Act, 2012)

- (1) The Pro-Vice-Chancellor shall be appointed by the Vice-Chancellor from amongst the Directors/Deans and the Professors of the University and will discharge his duties in addition to his normal duties.

Provided that the Vice-Chancellor may, with the prior approval of the Chancellor of the University, appoint any person, who is a Professor in the University for a term, co-terminus with the Vice-Chancellor.

- (2) The Pro-Vice-Chancellor shall assist the Vice-Chancellor in discharging his day to day duties as and when required by the Vice-Chancellor. He shall preside over the meetings of the University Bodies in the absence of the Vice-Chancellor and shall exercise such powers and perform such duties as may be assigned or delegated to him by the Vice-Chancellor.
- (3) The Pro-Vice-Chancellor shall get honorarium of such amount as may be determined by the Trust.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 5: Appointment of Directors/Deans/Principals/Heads (Refer Section 10 (e) & 10 (h) and 15 & 17 of the Act, 2012)

- (1) The Directors/Deans/Principals/Heads shall be appointed by the Vice-Chancellor from amongst Professors for a term of three years
- (2) The Directors/Deans/Principals/Heads shall be the Chief Executive and Academic Officer of the Faculty/School and shall exercise supervision and control over the affairs of the School. He will be accountable to the Vice-Chancellor.
- (3) The Dean of a Faculty shall preside at all the meetings and shall ensure that various decisions of the Board of Faculty are implemented.
- (4) He/She shall have the right to present and to speak at any meeting of the Board of Studies/Departmental Committee pertaining to his Faculty but shall have no right to vote unless he is a member thereof.
- (5) The Dean of a faculty shall have the following duties and powers:
  - (a) He/She shall preside at all the meetings of the Board of Faculty and shall see that various decisions of the Board are implemented.
  - (b) He/She shall be responsible for bringing the academic, financial and other needs of the Faculty to the notice of the Director who in turn will present these to the Vice-Chancellor.
  - (c) He/She shall be responsible for the organization and conduct of teaching, research & consultancy work of the department comprised in the faculty and for that purpose shall issue such directions as might be necessary in consultation with the Head of the Department concerned.
  - (d) The Dean shall be the Chairman of the Board of the faculty and be responsible for the due observance of the Statutes, Ordinances and Regulations relating to the faculty.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 6: Appointment, Powers & Functions of Registrar (Refer Section 10 (f) and 16 of the Act, 2012)

- (1) The Registrar shall be a whole time officer of the University and shall be appointed by the Chancellor. The Registrar shall be accountable to the Vice-Chancellor and Executive Council.
- (2) The qualifications, selection process, the salary & allowances payable shall be decided by the Chairman, Executive Council, keeping in view the UGC norms with the approval of the Chancellor.

Provided that the first Registrar shall be nominated by the Chancellor of the University.

- (3) The retirement age of a Registrar is 70 years.
- (4) The Chairman of the Executive Council can remove the Registrar with due approval of the Chancellor. In case of misconduct, the Chairman of the Executive Council can suspend the Registrar and order a departmental enquiry against him. The penalties to be imposed will be based on report of the enquiry and as recommended by the enquiry officer.
- (5) The Registrar may resign his office after giving one month notice in advance to the Chairman of the Executive Council, the Vice-Chancellor and shall cease to hold his office on the acceptance of such resignation or on expiry of the notice period, whichever is earlier.
- (6) The Registrar shall enter into agreements, sign documents and authenticate records on behalf of the University as per directions of the competent authority.
- (7) The Registrar shall be responsible for due custody of the records and the common seal of the University. He shall be an ex-officio Secretary of the Executive Council, the Court, the Academic Council and the Admission Committee and shall be bound to place before these authorities all such information as may be necessary for the transaction of their businesses. He shall perform such other duties as may be prescribed by the Statutes and Ordinances or require, from time to time, by the Executive Council or the Vice-Chancellor. He shall not, by virtue of this sub-clause, be entitled to vote.
- (8) The Registrar shall have disciplinary control over all the subordinate officers and non-teaching employees of the University working under various sections/departments/Schools.
- (9) The power to take any disciplinary action under the above sub-clause except to order

dismissal, removal, reduction in rank, reversion, termination or compulsory retirement of an employee referred to in the said sub-clause, shall lie with the Registrar. It shall include the power to suspend such employee during the progress or in contemplation of an inquiry. However, order of dismissal or removal or reduction in rank or reversion or termination or compulsory retirement may be made by the Registrar with the prior approval of the Appointing Authority i.e. the Executive Council.

(10) Subject to the provisions of the Act, it shall be the duty of the Registrar:

- (a) To be the custodian of all properties of the University unless otherwise provided by the Executive Council.
- (b) To issue all notices for convening meetings of various authorities with the approval of the competent Authority concerned and record their proceedings and to keep the minutes of all such meetings in his safe custody.
- (c) To conduct the official correspondence of the Court, the Executive Council and the Academic Council.
- (d) To exercise all such powers as may be necessary or expedient for carrying out the orders of the Chancellor, Vice-Chancellor or various Authorities of the University of which he acts as a Secretary.
- (e) To represent the University in suits or proceedings by or against the University, sign power of attorney and verify the pleadings.

(11) The Registrar in his work would be assisted by a number of other officers including Deputy and Assistant Registrars as prescribed and appointed by the Vice-Chancellor. Their work and conduct shall be supervised by the Registrar and they will continue in their offices at the pleasure of the Vice-Chancellor.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 7: Appointment of Controller of Examination & his Duties (Refer Section 10 (g) and 20 of the Act, 2012)

- (1) The Controller of Examinations will be appointed by the Vice-Chancellor for a period of three years from amongst the senior faculty on the recommendation of the Selection Committee constituted as under:
  - (a) Vice-Chancellor : Chairman
  - (b) The Chancellor's nominee : Member
  - (c) One Director/Dean/professor as Vice-Chancellor's : Member  
Nominee as an expert
- (2) The term of the Controller of Examinations can be extended for one more year by the Vice-Chancellor.
- (3) The Controller of Examinations shall be the principal officer in-charge to conduct examinations and tests of the University and declaration of their results. He shall discharge his functions under the direct superintendence, direction and guidance of the Vice-Chancellor.
- (4) He shall be a whole time salaried officer of the University and shall be directly responsible to the Vice-Chancellor.
- (5) The Controller of Examinations shall be the Member Secretary of the Examination Committee and may be invited to a meeting of the Executive Council, as and when required.
- (6) The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations and tests and timely declaration of their results.
- (7) Subject to prior approval of Vice-Chancellor, the Controller of Examinations shall perform the following duties and responsibilities, namely;
  - (a) To oversee all arrangements concerning holding of examinations in the University.
  - (b) To coordinate setting of Question Papers by the Course Instructors.
  - (c) To arrange the Examiners for evaluation of Answer scripts maintaining the University standards.
  - (d) To arrange for printing and safe keeping of Question papers/Answer books/Marks-sheets and other confidential documents.
  - (e) To arrange to get the performance of the candidates at the examinations properly assessed and to process the results.
  - (f) To arrange for timely declaration of the results and other tests of the University. He can refer the matter to the Examination Committee in special circumstances before

declaration of result if so needed.

- (g) To postpone or cancel examinations in part or in whole, in the event of malpractices or if the circumstances so warrant and take disciplinary action or initiate any civil or criminal proceedings, against any person or group of persons or a school or a Faculty alleged to have committed/ encouraged/ involved in malpractices.
  - (h) To make appraisal from time to time, of the conduct of the University Examinations and to ensure confidentiality wherever required.
  - (i) To submit a report regarding conduct of examination to the Examination Committee and the Academic Council.
- (8) The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Examination Committee and the Vice-Chancellor or any Authority.
- (9) In absence of the Controller of Examinations, his duties shall be performed by the Registrar or as nominated by the Vice-Chancellor.
- (10) The Controller, Additional Controller(s) and Joint Controller(s) of Examinations shall perform their work in addition to their normal teaching work.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 8: Appointment of Dean of Student Welfare (Refer Section 10 (h) and 20 of the Act, 2012)

- (1) The Dean of Students' Welfare shall be appointed by the Vice-Chancellor from amongst the teachers of the University who are not below the rank of an Associate Professor/Reader. The power of his/her removal lies with the Vice-Chancellor.
- (2) The teacher who is appointed as Dean of Students' Welfare shall perform his/her duties in addition to his/her normal duties.
- (3) One Additional Dean of Students' Welfare shall be appointed from amongst the Woman faculty of the University who shall look after the female students if the Dean is a male teacher or vice-versa. The Additional Dean shall be accountable to the Dean of Students' Welfare. Associate/Deputy Deans may be appointed as and when necessary who will work under the guidance of Dean/Additional Dean.
- (4) The term of office of the Dean/Additional Dean of Students' Welfare shall be two years unless fixed otherwise by the Executive Council:
- (5) The Dean and Additional Dean of Students' Welfare may communicate with the guardian of a student in respect of any matter, as and when necessary.
- (6) The Deans of Students' Welfare will help and advice students in:
  - (a) Choice of suitable courses and hobbies,
  - (b) Arranging medical advice and assistance,
  - (c) Securing scholarships, stipends, part time employment and other pecuniary assistance,
  - (d) Counseling them at their difficult times, as and when required,
  - (e) All other activities in the interest of the students,
  - (f) Supervise extra-curricular activities,
  - (g) Obtain travel facilities for students for holidays and educational tours.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 9: Appointment, Powers and Functions of Chief Proctor (Refer Section 10 (j) and 20 of the Act, 2012)

- (1) The Chief Proctor shall be appointed by the Vice-Chancellor from amongst the senior faculty of the University not below the rank of an Associate Professor/Reader. The Chief Proctor shall assist the Vice-Chancellor in exercise of the powers as a disciplinary authority in respect of students of the University and shall also exercise such powers and perform such duties in respect of discipline as may be assigned to him by the Vice-Chancellor in this behalf from time to time.
- (2) The Chief Proctor shall be assisted by Proctors and Assistant Proctors whose numbers shall be fixed by the Vice-Chancellor. At least one of the Proctor/Asst. Proctors will be a female, if the Chief Proctor is male or vice-versa.
- (3) Proctors and Assistant Proctors shall be appointed by the Vice-Chancellor in Consultation with the Chief Proctor.
- (4) The Chief-Proctor, Proctors and Assistant Proctors shall hold office for a period of two years.
- (5) The Chief-Proctor, Proctors and Assistant Proctors shall perform their duties in addition to their normal teaching work.

## VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

### Statute No. 10: Appointment of Finance Officer and his Powers & Duties (Refer Section 10 (l) and 19 of the Act, 2012)

- (1) The Finance Officer will be appointed by the Chairman of the Executive Council in consultation with the Chancellor of the University.
- (2) He/She shall be a whole time salaried officer of the University and shall be directly responsible to the Vice-Chancellor.
- (3) The Chairman of the Executive Council can suspend the Finance Officer, Institute inquiry and take appropriate action against him/her in case of misconduct on his own. The Chairman of the Executive Council can remove the Finance Officer without assigning any reason after giving him due notice period.
- (4) The Finance Officer may resign after giving three month notice to the Chairman of the Executive Council and shall cease to hold his office on the acceptance of such resignation or on expiry of the notice period, whichever is earlier.
- (5) The Finance Officer shall be the ex-officio Secretary of the Finance Committee and ex-officio member of the Executive Council and shall manage the property and investments of the University and advice in regard to the financial matters.
- (6) He shall perform all such duties assigned to him from time to time by the Vice-Chancellor.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 11: The Constitution & Powers of the University Court (Refer Section 21 (a) and 22 of the Act, 2012)

- (1) The Constitution of the Court shall be as follows:
  - (a) The Chancellor of the University shall be the Chairman
  - (b) The Pro Chancellor
  - (c) The Vice-Chancellor
  - (d) The Pro-Vice-Chancellor
  - (e) Four Directors/Deans/Principals/Heads (Maximum-04), nominated by the Vice-Chancellor
  - (f) Finance Officer
  - (g) Three University teachers (One Professor/One Associate Professor/One Asst. Professor) nominated by the Vice-Chancellor
  - (h) One student from each School, having Post graduate program(s), subject to a maximum of three, as prescribed. The Student must have secured the highest marks in the preceding degree examination of this University and is studying in a post-graduate program of this University.
  - (j) Two Members nominated by the Trust
  - (k) Registrar as *ex-officio* non-member Secretary
- (2) The term of the nominated/selected members shall be three years except the 'students' representatives whose term shall be one year.
- (3) The powers and functions of the Court shall be as laid down in the Act.
- (4) The Court shall ordinarily meet once in a year. The interval between two consecutive meetings of the Court shall not ordinarily be more than eighteen months.
- (5) The Chairman of the Court may, whenever he feels exigency, convene a special meeting of the Court.
- (6) A quorum for any regular/special meeting of the Court shall consist of one-third of the total membership of the Court.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 12: The Constitution & Powers of the Executive Council (Refer Section 21 (b) and 23 of the Act, 2012)

- (1) The Executive Council shall be the principal executive body of the University.
- (2) The Constitution of the Executive Council shall be as follows:

- |     |  |             |
|-----|--|-------------|
| (a) | The Chancellor   | : Chairman  |
| (b) | The Vice Chancellor  | : Member    |
| (c) | The Pro-Vice-Chancellor                                      | : Member    |
| (d) | Two Directors/Deans<br>(Nominated by the VC)                 | : Member    |
| (e) | Two Prof. / Assoc. Prof. (one each)<br>(Nominated by the VC) | : Member    |
| (f) | One Trust Nominee  | : Member    |
| (g) | Eminent Academician (Co-opted by the EC)                     | : Member    |
| (h) | Finance Officer  | : Member    |
| (i) | The Registrar  | : Secretary |

(Four members will form the quorum)

- (3) The term of the selected/nominated members shall be two years.
- (4) The Chairman may invite any Officer / Faculty member or any external dignitary as a Special Invitee to a meeting of the Executive Council as and when considered necessary.
- (5) The Executive Council shall have the following duties and powers:
  - (i) To make, amend or repeal Statutes and Ordinances in matters as laid down in the Act.
  - (ii) To manage the property and funds of the University.
  - (iii) To acquire or transfer any movable or immovable property on behalf of the University with the approval of the Trust.
  - (iv) To administer any funds placed at the disposal of the University for specific purpose.
  - (v) To get the annual report, the annual accounts and the balance sheet prepared and get the annual accounts audited for presenting it to the Court.
  - (vi) To consider and approve the minutes of the Academic Council, Finance Committee

and Planning Board of the University.

- (vii) To Institute scholarships, fellowships, medals and other rewards, as recommended by the Academic Council from time to time.
- (viii) To appoint the teachers, academic and other administrative staff including those appointed for a specific period and fixes their emoluments as well as service conditions in the manner as prescribed.
- (ix) To constitute suitable Committees to look into the complaints, if any between employees or students and the University and consider their recommendations for amicable settlements thereof.
- (x) To receive, through proper channel, the appeals of the employees or students, within thirty days, against the action of any Officer or Authority, after exhausting all available channels for redressal of grievances, for consideration and disposal there-of.

The Chairman of the Executive Council may take necessary steps for redressal of any grievance of anyone, if he feels it necessary.

- (xi) To consider and approve the proposals received from the Academic Council for conferment of Honorary Degrees (*HONORIS CAUSA*).
  - (xii) To withdraw the degrees or the academic distinctions granted earlier on the recommendations of the Academic Council from a person on following grounds:
    - a. Conviction by a Court of Law for a serious offence involving moral turpitude.
    - b. Irreproducible result in dissertations of doctoral work amounting to plagiarism.
    - c. Willful default in the payment of the University dues.
  - (xiii) To establish and abolish Schools, Departments, Centers etc. on the recommendations of the Academic Council.
  - (xiv) To maintain discipline among the students through the Proctorial Board.
  - (xv) To decide the fees, emoluments, travelling and other allowances of the examiners, as prescribed.
  - (xvi) To direct the form and use of the common seal of the University.
  - (xvii) To regulate and enforce discipline among members of the teaching, administrative and other staff of the University in accordance with the Statutes and Ordinances.
  - (xviii) To regulate and determine all other matters concerning the University in accordance with the Act.
- (6) The Executive Council may, by a resolution passed by a majority of its total membership, delegate such of its powers as it deems fit to an officer or authority of the

University or to a committee appointed by it subject to such conditions as may be specified in the resolution.

- (7) The meetings of Executive Council shall be called by its Secretary under the directions of its Chairman.
- (8) The Executive Council may create supernumerary post(s) of teachers of the University with a view to enabling a teacher who is for the time being holding a responsible position of importance in educational administration or other similar assignments, to retain his lien and seniority and also to continue to earn increments in his pay scale during the period of his assignment and to contribute towards provident fund and earn retirement benefits, if any.

Provided the post of Professor Emeritus can be created by the Executive Council in acceptance with the terms and conditions, which may be specified in the order.

- (9) The Executive Council shall not take action in regard to the number, qualifications and emoluments of teachers and the remuneration payable to examiners, except after considering the advice of the Academic Council and the Board of Faculty concerned.
- (10) The Executive Council shall give due consideration to every resolution of the Court and take such action thereon as it shall deem fit and report to the Court, the action taken or as the case may be, the reasons for non-acceptance of the resolution.
- (11) The Executive Council shall meet normally once in every three months but at least two meetings of the Executive Council shall be held in a year.
- (12) The Chairman of the Executive Council, may, whenever thinks fit, convene a special meeting of the Executive Council.
- (13) A quorum for any regular/special meeting of the Executive Council shall consist of one-third of the total membership of the Executive Council.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 13: The Constitution, Powers & Functions of the Academic Council (Refer Section 21 (c) and 24 of the Act, 2012)

- (1) The Academic Council shall be the principal academic body of the University.
- (2) The Constitution of the Academic Council shall be as follows :
  - (a) The Vice-Chancellor : Chairman
  - (b) The Pro-Vice-Chancellor : Member
  - (c) All Directors/Deans : Member
  - (d) Two Professors : Member
  - (e) Two Assoc. Professors : Member
  - (h) Two Asst. Professors : Member
  - (i) One eminent Academician - Co-opted by the AC : Member
  - (j) One Industrialist - Co-opted by the AC : Member
  - (l) Registrar : Secretary
- (3) Academic Council shall have the following duties and powers:
  - (a) To institute degrees, diplomas, certificates and distinctions that may be awarded by the University.
  - (b) To control and regulate the maintenance of the standard of instructions, education imparted and research carried out in the University.
  - (c) To scrutinize and make its recommendations to the Executive Council on proposals submitted by the Boards of Faculty concerning the courses of study.
  - (d) To advise the Executive Council on all the academic matters including matters relating to University examinations.
  - (e) To recognize the 10 + 2 examinations, diplomas and degrees of other Boards, Universities & Institutions their equivalence in conformity with Association of Indian Universities.
  - (f) To advise the Executive Council in regard to the qualifications required to be possessed by persons imparting instructions in particular subjects for various degrees and diploma courses of the University.
  - (g) To report on any matter referred or entrusted to it by the Court or the Executive Council; and
  - (h) To perform in relation to academic matters all such duties and to do all such acts as may be necessary for carrying out the provisions of the Act, the Statutes and the Ordinances properly.
- (4) The meeting of the Academic Council shall be called by the Registrar under the

directions of the Vice-Chancellor.

- (5) A quorum for any regular or special meeting of the Academic Council shall consist of one-third of the total membership of the Academic Council.
- (6) The term of office of its members and its powers and functions shall be such as may be prescribed by Vice-Chancellor.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 14: The Constitution, Powers & Functions of the Distance Educational Council of the University (Refer Section 21 (d) and 25 of the Act, 2012)

1. The University shall constitute the Distance Education Council of the University as per the provision in section 21 (d) and section 25 of the Act. The composition of the Council shall be as follows :
  - (i) Director/ Dean of Distance Education : Chairman
  - (ii) Dean Student Welfare : Member
  - (iii) Two Professors nominated by the V.C. : Members
  - (iv) One Assistant Professor from each Dept running academic programs in Distance Mode nominated by V. C. : Members
  - (v) Registrar or his nominee : Members-Secretary
2. The term of nominated members will be two years.
3. One third of the members shall form the quorum.
4. Professors/Associate Professors/Asst. Professors are nominated as per seniority. Any two members of the same category belong to the same subject.
5. Powers & Functions of the Distance Educational Council of the University shall be as follows:
  - (i) The Distance Educational Council of the University (DECU) is the body to run the academic programs in open (distance mode).
  - (ii) The Council shall control the activities relating to planning of academic programmes to be run on distance mode with other schools of Studies or establish its own academic infrastructural facilities.
  - (iii) The University shall establish through its Academic Collaborations across the nation and internationally.
  - (iv) The Academic Collaboration must be registered educational Trust/Society/Company.
  - (v) The Academic Collaborations must have experience of educational administration.
  - (vi) The University will enter in a Memorandum of Understanding with the Academic Collaborator.
  - (vii) The Study Centers shall be appointed and recognized by the University in consultations with approved and recognized Academic Collaborators.
  - (viii) The Academic Collaborators will not have any right to allocate and recognize any Study Centre.
  - (ix) The Study Centre will be authorized by the University only.
  - (x) The Study Centre must have sufficient infrastructure to carry out academic instructions and laboratory space and faculty.
  - (xi) The Council is responsible for preparation of Study material, distribution and

examination at Study Centers. All the valuation work must be carried out centrally at head-quarters of the University.

- (xi) The Study Centre shall be responsible for regular conduct of classes on weekends to solve the difficulties of the students. The decision of the Distance Education Council of the University shall be final and binding on the Academic Collaborators and Study Centers.

6. Any dispute arising shall be subject to Itanagar, Arunachal Pradesh, Jurisdiction.
7. The term of office of its members and powers and functions shall be such as may be decided by the Vice-Chancellor.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 15: The Constitution, Powers & Functions of the Finance Committee

(Refer Section 21 (e) and 26 of the Act, 2012)

- (1) The Constitution of the Finance Committee shall be as follows:
  - (a) The Vice Chancellor : Chairman
  - (b) The Pro-Vice-Chancellor : Member
  - (c) One member nominated by the Chancellor : Member
  - (d) The Registrar : Member
  - (e) The Finance Controller : Secretary
- (2) The term of the membership of the person at 'C', except *ex-officio* members, shall be two years, provided that he/she continue in office till the nomination/selection of his/her successor. No such member shall hold office successively for more than three terms.
- (3) Members of the Finance Committee shall form the Quorum for the meeting of the Committee.
- (4) The Committee shall meet normally once in every four months but at least twice a year.
- (5) The Finance Committee shall guide the Finance Officer on matters relating to the administration of funds of the University. It shall, having regard to the income and resources of the University, fix limits for the total recurring and non-recurring expenditure for the ensuing financial year and may, for any special reasons, revise during the financial year the limits of expenditure approved in the budget. The decision of the Finance Committee shall be binding on the Finance Officer.
- (6) The annual accounts, budget and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and thereafter, before the Executive Council for approval.
- (7) The Finance Committee shall meet to examine the accounts and to scrutinize proposals for expenditure.
- (8) The meeting of the Finance Committee shall be convened under the directions of its Chairman and the notice for convening the meetings shall be issued by the Finance Officer. He will keep the minutes of all such meetings.
- (9) The Chairman, may, if think necessary, convene extra-ordinary meeting of the Finance Committee at any time.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 16: The Constitution, Powers & Functions of the Planning Board

(Refer Section 21 (f) and 27 of the Act, 2012)

- (1) There shall be a Planning Board for the University.
- (2) The Board shall consist of:
  - (a) The Vice-Chancellor : Chairman
  - (b) The Pro-Vice-Chancellor : Member
  - (d) The Director/Dean : Member
  - (f) The Finance Controller : Member
  - (g) One nominee of the Chancellor : Member
  - (h) The Registrar : Secretary
- (3) The Functions of the Board shall, *inter alia*, be as follows:
  - (a) To ensure compliance of the norms laid down the by U.G.C. (University Grants Commission) and other Statutory bodies in respect of infrastructure and supportive teaching aids;
  - (b) To assess the need and plan the utilization of the infrastructure as per the guidelines of the U.G.C. and other statutory bodies;
  - (c) To plan development of the University campus and ensure its implementation;
  - (d) Any other work that might be in the interest of the University.
- (4) The term of office of its members and powers and functions shall be such as may be decided by the Vice-Chancellor.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 17: The Constitution, Powers & Functions of the Board of Faculty (Refer Section 21 (g) and 28 of the Act, 2012)

- (1) The Board of each faculty shall be constituted as follows:
  - (a) The Dean of the Faculty : Chairman
  - (b) All Professors in the Faculty : Members
  - (c) Two Assoc. Professors : Members
  - (d) Two Asst. Professors : Members
  - (e) One external Experts : Member
  - (f) Registrar or his nominee : Secretary
- (2) There shall be eleven members in a concerned Board of Faculty.
- (3) Professors/Associate Professors/Asst. Professors are nominated as per seniority.
- (4) Any two members of the same category belong to the same subject.
- (5) Nominee of the Chancellor ceases to be member of the Board of Faculty as soon as his term in the Executive Council completed.
- (6) Powers & Functions of the Board of Faculty shall be as follows:
  - (a) All the decisions taken by the Boards of Studies shall be considered and shall need to be approved by the Board of Faculty.
  - (b) Normally the Board of Faculty has the power to approve the proposed list of examiners suggested by the Board of Studies. In case of any kind of sub-standard proposition, the Board has every right to suggest changes or modifications to the Vice-Chancellor. However, the Vice-Chancellor shall have the right to change any examiner, if he deems it necessary.
  - (c) All the research proposals of various departments shall be considered by the Board of Faculty and forward to the Vice-Chancellor with its recommendations.
  - (d) The Board of Faculty shall control the activities relating to academic, research or otherwise in the various departments comprised in it.
  - (e) In case a meeting of the Board of Faculty is not possible to hold for any reason, the Dean of the Faculty shall have the powers to exercise the powers of Board of Faculty.
  - (f) All emergency decisions of the Dean shall have to be reported and ratified in the next meeting of the Board of Faculty.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 18: The Constitution, Powers & Functions of the Admission Committee

(Refer Section 21 (h) and 28 of the Act, 2012)

- (1) There shall be an Admission Committee of the University, the constitution of which shall be as follows:
  - (a) The Vice-Chancellor or his nominee : Chairman
  - (b) Two Directors / Deans : Members
  - (c) Registrar or his nominee .: Secretary
- (2) The Admission Committee shall have the power to appoint such number of sub-committees as it deems fit.
- (3) Subject to the superintendence of the Academic Council, the Admission Committee shall lay down principles and norms governing the policy of admission to various courses of studies in the University and may also nominate a person or a sub-committee as the admitting authority in respect of any course of study in a School of the University.
- (4) No student admitted to any course in contravention of the provisions of this sub-clause shall be permitted to take up any examination conducted by the University and the Vice-Chancellor shall have the power to cancel any admission made in such contravention. The decision of the Vice-Chancellor shall be final.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 19: The Constitution, Powers & Functions of the Examination Committee

(Refer Section 21 (i) and 28 of the Act, 2012)

- (1) There shall be an Examination Committee in the University, the constitution of which shall be as follows:
  - (a) The Vice-Chancellor : Chairman
  - (b) The Pro-Vice-Chancellor : Member
  - (c) The Dean of the faculty : Member
  - (d) The Registrar : Member
  - (e) The Controller of Exams : Secretary
- (2) The Committee shall supervise all the examinations of the University, to ensure their proper conduction including tabulation and shall perform the following other functions, namely;
- (3) To review and moderate, if necessary, from time to time, the results of the University examinations and submit reports thereon to the Academic Council.
- (4) To make recommendations to the Academic Council for the improvement of the examination system.
- (5) To scrutinize the list of examiners proposed by the Board of Faculty / Board of Studies and finalize the same.
- (6) To take action wherever necessary against the candidates, paper setters, examiners or any other persons connected with the conduct of examinations and found guilty of using/involving malpractices during the examinations.
- (7) The Examination Committee may appoint such number of sub-committees as it deems fit, and in particular, may delegate to any one or more persons or subcommittees the power to deal with such cases relating to using of unfair means by the examinees.
- (8) Notwithstanding anything contained in these Statutes, it shall be lawful for the Examination Committee or as the case may be, for a sub-committee or any person to whom the Examination Committee has delegated its power in this behalf under sub-clause (iii), and  
as per the Ordinances to debar an examinee from appearance in future examinations of the University, if in its or his opinion, such examinee is guilty of using unfair means/ attempting to use unfair means or in possession of material for unfair means at any such examinations or to inflict any other punishment as deemed fit.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 20: The Constitution, Powers & Functions of the Board of Studies

(Refer Section 21 (j) of the Act, 2012)

- (1) A Board of Studies may be constituted for one or more than one department clubbed together, as may be decided by the Dean of the Faculty concerned.
- (2) It shall comprise of:
  - (a) Head of the Department : Chairman
  - (b) One Professor : Member
  - (c) One Assoc. Professor : Member
  - (d) One Asst. Professor by rotation as per seniority : Member
  - (e) One external expert from other University : Member
  - (f) Registrar or his nominee : Secretary
- (3) The functions of the Board of Studies shall be as follows:
  - (a) The Board shall examine and approve the contents of the courses of each subject prepared and proposed by the Departmental Committee.
  - (b) To propose names of the examiners.
  - (c) To ensure merit of teaching and research in the department(s).
  - (d) Any other matter that may be referred to it by Authorities / Officers of the University.
- (4) All the decisions of the Board shall have to be placed before the Board of Faculty for approval before being sent to higher authorities i.e. Academic and Executive Council.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 21: The Subjects offered by the University (Refer Section 7 (a), (b) & (e) of the Act, 2012)

- |  |                                       |
|--|---------------------------------------|
| 1. Civil Engineering                       | 22. Law                               |
| 2. Automobile Engineering                  | 23. Humanities                        |
| 3. Mechanical Engineering                  | 24. Medical Sciences                  |
| 4. Electronics & Communication Engineering | 25. Behavioral Sciences               |
| 5. Electrical & Electronics Engineering    | 26. Tourism & Hospitality Management  |
| 6. Aeronautical and Space Engineering      | 27. Library Science                   |
| 7. Information Technology                  | 28. Zoology                           |
| 8. Pharmacy                                | 29. Botany                            |
| 9. Computer Science & Engineering          | 30. Indian & other Foreign Languages  |
| 10. Computer Application                   | 31. Journalism and Mass Communication |
| 11. Bio and Para-Medical Sciences          | 32. Advertising                       |
| 12. English                                | 33. Labour & Social Welfare           |
| 13. Management/Business Administration     | 34. Education                         |
| 14. Commerce                               | 35. Secondary & Senior Secondary      |
| 15. Applied Mathematics                    | 36. Agriculture Extension             |
| 16. Applied Physics                        | 37. Agri - Horticulture               |
| 17. Applied Chemistry                      | 38. Basic Sciences in Agriculture     |
| 18. Environmental Science                  | 39. Dairying                          |
| 19. Polytechnic                            | 40. Agronomy and Crop Sciences        |
| 20. Nursing                                | 41. Crop Protection                   |
| 21. Hotel Management & Catering Technology |                                       |

The University shall continue to add and reorganize any Faculty / subjects courses based on the recommendations of the University bodies and approved by the Executive Council on fulfilling all other requirements of UGC and other statutory bodies, in campus, off campus, off shore campus and satellite and on-line centres or by conducting centres or by distance and regular educational programs etc.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 22: The conditions of service of Teachers and Non-Teaching Staff of University (Refer Section 29 (e) and 33 of the Act, 2012)

### (A) Faculty and Administrative Officers:

- (1) **Teachers:** Professor, Associate Professor, Assistant Professor, Lecturers specified by the Executive Council except the Teaching Assistants shall be the teachers of the University.
- (2) **Administrative Officers:** Registrar, Finance Officer, Deputy Registrar, Assistant Registrar, Librarian, Deputy Librarian, Assistant Librarian, Medical Officer, Sports Officer, Engineers, Assistant Engineers, Estate Officer, Store & Purchase Officer, Training & Placement Officer or any other Post / person specified by the Executive Council shall be the Administrative Officers of the University.
- (3) The Constitution of the selection committee for the appointment of faculty and officers shall be as follows:
  - (a) The Chancellor or his nominee : Chairman
  - (b) The Vice Chancellor : Member
  - (c) The Pro-Vice-Chancellor : Member
  - (d) The Dean of the concerned faculty : Member
  - (e) Two external experts : Member
  - (f) The Registrar : Member Secretary
- (4) Qualification of teachers and administrative officers of different categories shall be adopted by the University as per norms laid down by UGC, AICTE, PCI and any other Statutory Body from time to time and where not so specified by any Statutory Bodies, as may be approved by the Executive Council.
- (5) The pay and service conditions of the teachers and administrative officers will be decided by the Executive Council keeping in view the pay scales recommended by the UGC/AICTE/State Govt. or any other Statutory body.
- (6) Recruitment shall be filled through an open door policy, vide all India advertisements and a duly constituted selection process. The procedure for appointment/selection of teachers and administrative officer shall be as prescribed.

### (B) Non-Teaching Staff:

- (1) The qualification and experience for appointment of other academic and administrative staff positions shall be such as may be approved by the Executive Council from time to

time.

- (2) The pay and service conditions of other academic and administrative staff, including provision for retirement benefits, insurance and provident fund, the manner of termination of service and disciplinary actions and the principles governing seniority of service of employees will be as decided by the Executive Council.
- (3) Every employee of this category shall be appointed/engaged through a process of selection, as prescribed and wherever not prescribed, as decided by the Vice-Chancellor with the approval of the Executive Council.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 23: The Constitution, Powers & Functions of the Redressal or Grievances Committee

(Refer Section 29 (h) 33 of the Act, 2012)

- (1) Any dispute arising between the University and any of the employees appointed substantively, shall be settled by the appropriate authority through appropriate channel which shall settle the dispute within three months from the date of its reference after providing an opportunity to the employees in accordance with the procedure prescribed.
- (2) An aggrieved employee may file an appeal against the order of the appropriate authority to the Executive Council.
- (3) Any dispute in respect of any teacher and administrative officer (as defined in Clause 6 as above) engaged on regular/temporary/*ad hoc*/part-time/casual basis shall be heard and settled finally by the Vice-Chancellor in accordance with the procedure prescribed.
- (4) Any dispute in respect of any other academic and administrative staff (as defined Clause 7 as above) engaged on regular/temporary/*ad hoc*/part-time/casual basis shall be heard and settled finally by the Registrar in accordance with the procedure prescribed.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 24: Conferment and Withdrawal of Honorary Degrees (Refer Section 29 (j) of the Act, 2012)

- (1)
  - (a) The degree of Doctor of Literature {D.Litt.}, Honoris Causa, may be conferred upon such person(s) as have contributed substantially to the advancement of Literature, Philosophy, Art, Music, Painting or any other subject assigned to the Faculty or for conspicuous services rendered by them to the cause of education.
  - (b) The degree of Doctor of Science {D.Sc.} Honoris Causa, may be conferred upon such person(s) as have contributed substantially to the advancement of any branch of Science, Medicine or Technology or to planning, organizing of developing scientific and technological institutions in the country.
  - (c) The degree of Doctor of Laws {LLD} Honoris Causa, may be conferred upon person(s), who are distinguished lawyers, judges or jurists or Statesmen who have made noteworthy contribution to the public good.
- (2) The Executive Council may, *suo motu*, or on the recommendation of the Academic Council by a resolution passed by a majority of its total membership and also of not less than two-third of the members present and voting, submit a proposal to the Chancellor for Conferment of an Honorary degree / "Honoris Causa", seeking his approval prior to conferment.  
  
Provided that no such proposal shall be submitted in respect of a person who is a member of any authority or body of the University.
- (3) The University shall have the power to withdraw the degrees so conferred if it is so desirable. Before taking any action for the withdrawal of any such degrees, conferred or granted by the University, the person concerned shall be given an opportunity to explain the charges against him. The charges framed against him shall be communicated by the Registrar through a registered post and the person concerned shall be required to submit his explanation within a period of not less than fifteen days from the date of receipt of the charge-sheet.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 25: Conferment of Degrees, Diplomas and Certificates (Refer Section 7 (d) of the Act, 2012)

- (1) The University shall have the power to award Degrees, Diplomas and Certificates to students admitted in different courses in the Colleges/ Schools/ Faculties/ Departments/ Study Centers in the state and outside the state under Distance Education Council of the University under section 25 of the Act, 2012 in accordance with law and who have been declared eligible thereof on the basis of the results of the examinations conducted by the University as per its Statutes and Ordinances.
- (2) The Degrees, Diplomas or Certificates shall be as constituted by the Academic Council in accordance with the law.
- (3) The Honorary and the Doctoral Degrees shall be conferred at Convocation by the Chancellor and the Pro-Chancellor in absence of the Chancellor. However in their absence, Vice-Chancellor shall confer these degrees.
- (4) All other degrees shall be conferred at Convocation by the Vice-Chancellor or by the Pro-Vice-Chancellor, in absence of the Chancellor.

### **School of Secondary and Senior Secondary Education :**

Secondary and Senior Secondary Examinations offered by Venkateshwara Open University is equivalent to the X, XI and XII standard which are being conducted in all major discipline including Arts, Commerce and Science streams.

The University provides quality education at the door steps of the candidates and have adopted the syllabi and schemes of the examination of NIOS (National School of Open Schooling) with some more flexibility.

The study material in all the subjects is available on the website and the students can download the study material and study on-line. If a student wants to purchase the printed study material he/she can get the printed study material on a minimal payment from the University office. The University has also add the special arrangement for its learner through coaching in the collaborative institutes set-up in reputed schools having infrastructure like regular school. On-line support through e-learning the audio and video CDs are also provided to learners.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 26: The Convocation

- (1) (a) A Convocation for Conferring Degrees, Diplomas and other academic distinctions may be held by the University normally once in a year on such date and at such time as the Executive Council may decide.
  - (b) A special Convocation may be held by the University with the prior approval of the Chancellor.
  - (c) The Convocation shall consist of the persons specified as constituting the body corporate of the University.
- (2) The procedure to be observed at the Convocations referred here shall be similar to that followed by other Universities of repute. The detailed procedure will be prepared by the Academic Council & got approved from the Executive Council prior to holding the first Convocation.
  - (3) Where the University does not find it convenient to hold the Convocation in accordance with the Statutes, the degree, diplomas and other academic distinctions may be dispatched to the candidates concerned by registered post or candidates may collect from the University office.

# **VENKATESHWARA OPEN UNIVERSITY, ITANAGAR**

**Statute No. 27: Conferment of satellite and on-line centres**

**(Refer Section 7(b) of the Act, 2012)**

It shall be open to the University to run satellite and online courses through open and distance learning and regular education in conformity with U.G.C. guidelines and norms laid down by the Distance Education bureau.

# VENKATESHWARA OPEN UNIVERSITY, ITANAGAR

## Statute No. 28: Miscellaneous

### 1. ESTABLISHMENT OF NEW CENTRES / INSTITUTION / DEPARTMENTS / SCHOOLS

Nothing in these Statutes shall come in the way of the University in establishment of new departments, Institutions, Schools or center of study by making amendments in any of the statutes.

### 2. INDUSTRY UNIVERSITY INTERFACE & FOREIGN COLLABORATION

The University is laying tremendous emphasis to provide industry based job oriented and value oriented education to its students. Therefore, we have collaborated with various reputed industrial organizations to fulfill the objective and other certificate diploma, undergraduate, post graduate and research programmes.

The University actively pursues collaborative ventures with leading foreign Universities to assimilate new developments in academics and create better avenues for students. The University make sustained efforts to arrange student exchange programmes with domestic and foreign Universities so as to empower the students with the best possible exposure to education process in leading institutions. The University can also start Industries Integrating Programmes as per UGC norms.

### 3. ABOLITION OR CENTRES/INSTITUTIONS/DEPARTMENTS/SCHOOLS

Nothing in these Statutes shall come in the way of the University in abolition of established departments, institutions, schools or center of study by making amendments in any of the statutes.

### 4. PROVISIONS RELATING TO WOMEN AND OTHER DISADVANTAGED STUDENTS

Consistent with the provisions of the Article 15(3) of the Constitution of India as well as the directions of the State Government and UGC guidelines, it shall be open to the University to make special arrangement in respect of women and other disadvantaged students, as it may consider desirable.

### 5. PROVISIONS RELATING TO DISCIPLINE

- (i) The University shall lay down by Ordinances the ways and means to enforce discipline among the students, whether day scholar or hostellers, irrespective of their caste, color, sex, religion, citizenship or place of birth.

- (ii) Ragging in any form, by whatever name called, shall be punishable in accordance with the provisions so made in the Ordinances following the guidelines of UGC and the State Government.
- (iii) The University shall make Ordinances to regulate and enforce discipline among the employees including the officers and teachers of the University.

## **6. HEALTH AND GENERAL WELFARE OF THE EMPLOYEES**

The University shall make provisions through Ordinances for the purpose of promoting health and general welfare of the teachers, students and employees of the University.

## **7. DISPUTES AS TO THE CONSTITUTION OF AUTHORITIES AND BODIES**

- (i) If any question arises as to whether any person has been duly elected nominated or appointed as or is entitled to be a member of any authority or other Body of the University, the matter shall be referred to the Executive Council, whose decision thereon shall be final.
- (ii) Where any Authority of the University is given power under the Act, Statutes or Ordinances to appoint Committees, such Committees shall, save as otherwise provided, consist of members of the Authority concerned and of such other persons as the Authority in each case may think fit.

## **8. JURISDICTION**

All disputes will be subject to the jurisdiction of Hon'ble High Court, Arunachal Pradesh.

## **9. OTHERS**

- (i) If anything is contradictory in the Act and the Statutes, interpretation of the Act will prevail.
- (ii) The salary, terms and conditions of service of the officers/employees of the University, wherever not specified, will be decided by the Executive Council.
- (iii) The minimum qualifications/eligibility for any job, if not specified, will be decided by the Executive Council.
- (iv) Any other matter which is either specified but not clear or not specified, decision of the chairman of the executive council will be final.

## **10. AMENDMENT**

The Executive Council of the University shall have the power to amend, add, annul, repeal or modify any of the provisions of these Statutes in accordance with the Law.