

STATUTES OF THE UNIVERSITY



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(UNDER SECTION 34 OF THE U.P. PRIVATE UNIVERSITIES ACT, 2019)

Registrar
SKS International University
Mathura

SKS INTERNATIONAL UNIVERSITY

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SKS International University, Mathura**Relevant portion of the Statutes of the University for composition
of the Executive Council, Academic Council, Faculty of Board
and Board of Studies****20. THE EXECUTIVE COUNCIL**

- i. The Executive Council shall be the principal Executive Authority of the University and shall meet at least twice in each Academic year
- ii. The Vice-Chancellor shall be the Chairperson of the Executive Council, which shall consist of the following other members, namely:
 - a. Three members to be nominated by the Governing Body,
 - b. Two eminent educationists nominated by the Chancellor;
 - c. One officer of the State Government not below the rank of Joint Secretary to the Government of Uttar Pradesh;
 - d. One Professor and one Associate Professor of the University in order of seniority on rotation basis for a period of one year;
 - e. 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;
 - f. The Registrar who shall be ex-officio Member Secretary, and
 - g. The Finance Officer shall have the right to speak in and otherwise to take part in the Proceedings of the Executive Council but shall not be entitled to vote,
- iii. 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.
- iv. A member of the Executive Council, other than the state nominees, may be removed by the Governing Body.
- v. 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.
- vi. 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.
- vii. 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.
- viii. 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.


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

- ix. 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.
- x. The ruling of the Chairman in regard to all questions of procedure shall be final
- xi. 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
- xii. The decisions taken by the Executive Council shall be placed before the Governing Body for information.
- xiii. The Executive Council, may authorise 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.

21. THE ACADEMIC COUNCIL

- i. The Academic Council shall be the principal Academic Authority of the University and shall meet at least twice in each academic year.
- ii. The Academic Council shall be constituted as under:
 - a. The Vice-Chancellor - Chairman;
 - b. The Pro-Vice-Chancellor(s);
 - c. All Deans of the Colleges of Studies;
 - d. Dean Academic Affairs;
 - e. Dean Research and Development;
 - f. All Heads of Department;

Provided that the Departments having less than 250 students shall be represented in Academic Council by Dean of the College or a Head of the Department, nominated by the Dean; Provided further that the Departments with more than 750 students shall have another Professor/Associate Professor nominated as a member of Academic Council,

 - g. Five members nominated by the Vice-Chancellor, other than Heads of the Departments, at the level of Professors, Associate Professors or Assistant Professors;
 - h. Three distinguished professionals representing academia, trade, industry, science and technology, nominated by the Chancellor;
 - i. The Vice-Chancellor may co-opt up to three students as members in each Academic year; and
 - j. The Registrar-ex-officio Secretary.

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iii. 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, the nominated students shall have a term of one year only.

- a. The meetings of the Academic Council shall be convened by the Vice-Chancellor *suomotu* on a requisition signed by not less than 25% members of the Academic Council.
- b. The quorum of the meeting shall be one third of the total strength of the Academic Council.
- c. 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.

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

iv. The Academic Council may authorise the Vice-Chancellor to exercise the powers vested in the Academic Council in an emergency situation;

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

v. 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.

vi. 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.

vii. Subject to the provisions as laid down in the University Act, the Academic Council shall have the following powers and perform the following functions:

- a. consider and approve the proposals received from the Colleges of Studies with respect to the course structures, credit details and syllabi and the programmes proposed to be offered by the College;

- b. exercise general control over the academic policies of the University, in the direction on methods of instruction, quality of question paper, co-ordination of teaching amongst various Colleges, maintenance and improvement of academic standards and evaluation of research undertaken at the Colleges of Studies;

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- c. make proposals to Executive Council for establishment of new Colleges, Departments, Specialized Centres and Laboratories;
- d. recommend to the Executive Council institution of the Degrees, Diploma, Certificates and other academic distinctions, to be awarded by the University; and
- 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;

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25. THE FACULTY BOARD

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

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

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 having no Associate professor as well, an Assistant Professor may represent the Department till appointment of a Professor/Associate Professor;

- d. Two out side 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.
- ii. Powers & Functions of the Faculty Board:

- a. The Faculty Board shall control and guide the Academic, Research and other activities of the various Departments of the College and shall:
 1. Consider and approve the decisions taken by the Board of Studies of a Department;
 2. approve the names of the examiners in each subject recommended by the Board of Studies of a Department; and
 3. 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 of the College 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 before the next meeting of the Faculty Board for ratification.

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26. THE BOARD OF STUDIES

- i. The Board of Studies shall normally be constituted for each of the Departments of a College;

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

- ii. 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 Department, 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 of the College.

- 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


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nominate all the teachers of such Departments to the Board of Studies.

- c. Two experts from another University/Institution, nominated by Vice-Chancellor.
- d. Two Experts 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.

iii. The Board of Studies shall be authorised 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 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.

iv. All the decisions of the Board of Studies shall be placed before the Faculty Board of the College for approval/ recommendations to the Academic Council,



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