

INSTITUTE OF LIVER AND BILIARY SCIENCES

(A Deemed-to-be-University under the UGC Notification)

New Delhi



RULES OF ILBS DEEMED-TO-BE-UNIVERSITY, NEW DELHI



RULES
OF
ILBS DEEMED-TO-BE-UNIVERSITY, NEW DELHI

Name of the Society: Institute of Liver and Biliary Sciences, New Delhi

Name of the ILBS Deemed-to-be-University along-with its Constituent units: ILBS Deemed-to-be-University

Office of the Society and Deemed to be University: D-1, Vasant Kunj, New Delhi – 110070

Definitions

- I. "Act" means the University Grants Commission Act, 1956 [Act 3 of 1956].
- II. "Academic Council" shall mean the Academic Council of the ILBS Deemed-to-be-University.
- III. "Board of Management" shall mean the Board of Management of the ILBS Deemed-to-be-University.
- IV. "Board of Studies" shall mean the Board of Studies of the ILBS Deemed-to-be-University.
- V. "Campus" means Campus of the ILBS Deemed-to-be-University at its headquarters, wherein its major facilities, faculty, staff, students and its academic Departments are located in a city /town /village in India. While 'off-Campus centre' means an approved (by the Central Government) centre of the ILBS Deemed-to-be-University beyond its Campus in the country, an 'offshore Campus' means an approved by the Central Government centre of the ILBS Deemed-to-be-University beyond its Campus and outside India.
- VI. 'Chairman' shall mean the Chairman of the Governing Council of the ILBS Society.

- VII. "Chancellor" shall mean Chancellor of the ILBS Deemed-to-be-University.
- VIII. "Commission" shall mean the University Grants Commission (UGC) constituted under the Act or any other body empowered to regulate ILBS Deemed-to-be-University under any law for the time being in force.
- IX. "Committee of Experts" means a Committee appointed by the Commission consisting of academics, researchers or other experts in the relevant fields of knowledge and notified under these Regulations for such purpose as it may specify; and there may be as many Committees of Experts as the Commission may determine for different purposes.
- X. "Constituent Institution" means an institution operating under the administrative, academic and financial control of the sponsoring body and declared as such under the Notification.
- XI. "Constituent Unit" means those units of the Institution which were existing at the time of submission of proposal to be declared as ILBS Deemed-to-be-University.
- XII. "De-novo Institution" means an institution devoted to innovations in teaching and research in unique and 'emerging areas of knowledge', so determined by eminent peers of the academic community in the concerned disciplines.
- XIII. "Director" shall mean the Director of the ILBS Society appointed under the byelaws of the ILBS Society.
- XIV. "Emerging area of knowledge" in the context desirable and useful but not currently taught in the country."
- XV. "Finance Committee" shall mean Finance Committee of the ILBS Deemed-to-be-University.
- XVI. "Financial Year" shall mean the period of 12 months commencing

from first day of April and ending on 31st day of March in the year succeeding.

- XVII. "Central Government." shall mean the Government of India.
- XVIII. "State Government" means Lieutenant Governor of the National Capital Territory of Delhi appointed by the President under article 239 and designated as such under article 239AA of the Constitution.
- XIX. "Governing Council" shall mean the Governing Council of the ILBS Society.
- XX. "ILBS Deemed-to-be-University" means ILBS as an Institution for higher education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the UGC Act, 1956.
- XXI. "ILBS Society" shall mean the Sponsoring Society registered as 'Institute of Liver and Biliary Sciences' with Registrar of Societies, GNCT of Delhi.
- XXII. "The Institute" shall mean Institute of Liver and Biliary Sciences.
- XXIII. "Institution" means an institution for higher education engaged in teaching and research of high academic standards at the undergraduate, post-graduate or higher levels.
- XXIV. "Necessary Infrastructure" means infrastructure as required under the norms of concerned Statutory Body/Commission.
- XXV. "Planning and Monitoring Board" shall mean Planning and Monitoring Board of the ILBS Deemed-to-be-University.
- XXVI. "Processing Fee" means the charges that have to be paid by the ILBS to the Commission along with the application for processing such application. This amount shall take into account the expenditure to be incurred by the Commission for processing an application that shall

include onsite visits of Expert Committees of the Commission. The Commission shall prescribe the processing fee and revise it from time to time.

XXVII. "Notification" means a notification issued by the Central Government in the Official Gazette declaring an Institution for higher education, as ILBS Deemed-to-be-University u/s 3 of the UGC Act, 1956.

XXVIII. "Registrar" shall mean the Registrar of the ILBS Deemed-to-be-University.

XXIX. "Regulations" shall mean the UGC (Institutions Deemed-to-be-Universities) Regulations, 2016.

XXX. "Rules of the Institution Deemed to be University" shall mean the Rules of the ILBS Deemed-to-be-University to be framed by the Board of Management subject to the provisions of the Regulations and Rules of the Commission.

XXXI. "Sponsoring body" means ILBS Society being an autonomous Society registered under the Societies Registration Act 1860, which is making an application for declaring an institution under its administrative, academic and financial control as a Deemed to be University.

XXXII. "Statutory body" means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education and bodies known as All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teacher Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), etc. shall be the Statutory bodies for the purposes of these Regulations.

XXXIII. "Vice-Chancellor" shall mean Vice-Chancellor of the ILBS Deemed-to-be-University.

1. Board of Management of the ILBS Deemed-to-be-University

Institute of Liver and Biliary Sciences (ILBS) is a separately registered society under Society Registration Act.

The highest governing body of the ILBS Deemed-to-be-University shall be a Board of Management to be headed by the Vice Chancellor. This body shall consist of a minimum of ten members and a maximum of fifteen members. The Board of Management of the ILBS Deemed-to-be-University shall be independent of the sponsoring Society/Trust/Company and managing Society/Trust/Company with full autonomy to perform its academic and administrative responsibilities. The number of representative(s)/nominee(s) of the Sponsoring Society/Trust/Company on the Board of Management shall be limited to a maximum of four. The Board of Management shall consist of eminent persons capable of contributing to and upholding university ideals and traditions.

Composition of the Board of Management:-

- Vice-Chancellor.....Chairperson.
- Deans of Faculties not exceeding two (by rotation based on seniority).
- Three eminent academics as nominated by the Chancellor, who shall have worked at the rank of professor and shall neither be from the Institution or the sponsoring body nor be their relatives.
- A representative of the State Govt.
- Two teachers (from Professors, Additional Professors) by rotation based on seniority
- One teacher by rotation of the rank of Associate/Assistant Professor.
- Maximum of four nominees of the ILBS Society
- The Registrar, who shall be the Secretary.

2. Management of the ILBS Deemed-to-be-University:

- ♦ The names, addresses, and occupation of the members of the first Board of Management to whom the management of the institution is entrusted till the various authorities are constituted in accordance with the Rules, shall be furnished at the time of application along with their letter of consent.
- ♦ The Board of Management shall be a compact and homogeneous body enabling it to promptly take and implement well considered decisions and to effectively handle crisis situations.
- ♦ The Governance system and management structure of the ILBS Deemed-to-be-University being a Delhi Government controlled institution would be in accordance with the decision of the State Govt.
- ♦ There would be representation of Faculty members i.e. Professors, Additional Professors, Associate/Assistant Professors of ILBS society in the Board of management and other committees of the ILBS Deemed-to-be- University.

3. The term of membership of the Board of Management shall be as follows:

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

3.2 Members of teaching staff in the Board of Management shall hold office for a period of 2 years or till such time as they continue to be members of the teaching staff, whichever is earlier.

4. Powers of the Board of Management:

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

- ♦ To establish, on the advice of the Academic Council, Divisions and

Departments for the academic work and functions of the ILBS Deemed-to-be-University and to allocate areas of study, teaching and research to them;

- ♦ To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the Commission, and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee;
- ♦ To appoint such Professors, Additional Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary on the recommendation of the Selection Committee;
- ♦ To lay down the duties and conditions of service of the Sr. Professors/Professors, Additional Professors, Associate Professors and Assistant Professors and other academic staff of the ILBS Deemed-to-be-University in consultation with the Academic Council;
- ♦ To provide for appointment of Visiting fellows and Visiting Professors;
- ♦ To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;
- ♦ To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the ILBS Deemed-to-be-University;
- ♦ To regulate and enforce discipline among the employees of the ILBS Deemed-to-be-University and to take appropriate disciplinary action, wherever necessary;
- ♦ To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the ILBS Deemed-to-be-University;

- ♦ To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence.
- ♦ To approve the award of Degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;
- ♦ To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;
- ♦ To Institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;
- ♦ To advise the Society/Trust/Company (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the ILBS Deemed-to-be-University;
- ♦ To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the ILBS Deemed-to-be-University, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);
- ♦ To transfer or accept transfers of any movable property on behalf of the ILBS Deemed-to-be-University; Provided that the Board of Management shall not transfer or alter ownership in any manner whatsoever of any movable or immovable property of the ILBS deemed to be university without the approval of the sponsoring Society;
- ♦ To execute in consultation with the ILBS Society, conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the ILBS Deemed-to-be-University or to be acquired for the purposes of the ILBS Deemed-to-be-University. However, in case

of immovable property, the State Govt shall also be consulted, beforehand;

- ♦ To issue appeals for funds for carrying out the objectives of the ILBS Deemed-to-be-University and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.
- ♦ To raise and borrow in consultation with the Society/Trust/Company (if any) money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the ILBS Deemed-to-be-University, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the ILBS Deemed-to-be-University, all expenses incidental to the raising of money and to repay and redeem the money borrowed;
- ♦ To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;
- ♦ To maintain a fund to which shall be credited: (a) all moneys provided by the Central or State/UT Government(s) /University Grants Commission; (b) all fees and other charges received by the ILBS Deemed-to-be-University; (c) all money received by the ILBS Deemed-to-be-University as grants, gifts, donations, benefactions, bequest or transfers and (d) all money received by the ILBS Deemed-to-be-University in any other manner or from any other source;
- ♦ To open account or accounts of the ILBS Deemed-to-be-University with anyone or more scheduled banks and to lay down the procedure for operating the same;
- ♦ To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;
- ♦ To invest the funds of the ILBS Deemed-to-be-University or money

entrusted to the ILBS Deemed-to-be-University in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;

- ♦ To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations;
- ♦ To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the ILBS Deemed-to-be-University and for that purpose to appoint such agent or agents as it may deem fit;
- ♦ To provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the ILBS Deemed-to-be-University;
- ♦ To establish, maintain and manage residencies for faculty and staff and hostels for the students of the ILBS Deemed-to-be-University;
- ♦ To recognize and maintain control and supervision on hostels owned by Institute and/or managed by other agencies for the students of the ILBS Deemed-to-be-University and to rescind such recognition;
- ♦ To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit;
- ♦ To appoint in order to execute an instrument or transact any business of the ILBS Deemed-to-be-University, any person as attorney of the ILBS Deemed-to-be-University with such powers as it may deem fit;
- ♦ To appoint Auditor(s) for the ensuing year;
- ♦ To select an emblem and to have a common seal for the ILBS Deemed-to-be-University and to provide for the custody and use of such seal;

- ♦ To delegate all or any of its powers to any Committee or sub-Committee constituted by it or the Vice-Chancellor of the ILBS Deemed-to-be-University or any other person;
- ♦ To conduct all administrative affairs of the ILBS Deemed-to-be-University not otherwise specifically provided for;
- ♦ To take all necessary decisions for the smooth and efficient functioning of the ILBS Deemed-to-be-University.

5. Meetings of the Board of Management

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

6. Termination of Membership:

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

7. Constitution of Standing Committee and Ad-hoc Committee by the Board of Management

- ♦ Subject to the provision of the Rules of the ILBS Deemed-to-be-University, the Board of Management may, by a resolution, constitute such Standing Committee(s) or Ad-hoc Committee or Committees for such purposes and with such powers as the Board of Management may think fit for discharging any function of the "ILBS Deemed-to-be-University" or for inquiring into, reporting and advising upon any matter of the ILBS Deemed-to-be-University.
- ♦ The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees, as it may consider suitable.

8. Delegation of Powers of the Board of Management

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

9. ILBS Deemed-to-be-University shall –

- ♦ maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years;
- ♦ exhibit such records on its website; and

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

10. ILBS Deemed-to-be-University shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its courses or programmes of study, a prospectus containing the following for the purposes of informing those persons intending to seek admission to ILBS

Deemed-to-be-University and the general public, namely :-

- ♦ each component of the fee, deposits and other charges payable by the students admitted to such ILBS Deemed-to-be-University for pursuing a course or a programme of study, and the other terms and conditions of such payment;
- ♦ the percentage of tuition fee and other charges refundable to a student admitted in ILBS Deemed-to-be-University in case such student withdraws from ILBS Deemed-to-be-University before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the student;
- ♦ the number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;
- ♦ the conditions of eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or programme of study, where so specified by the ILBS Deemed-to-be-University;
- ♦ the educational qualifications specified by the relevant statutory authority/body, or by the ILBS Deemed-to-be-University, where no such qualifying standards have been specified by any statutory authority;
- ♦ the process of admission and selection of eligible candidates applying

for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;

- ♦ details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is on regular basis or visiting basis;
- ♦ the minimum pay and other emoluments payable for each category of teachers and other employees;
- ♦ the ranking of the ILBS Deemed-to-be-University under National Institutional Ranking Framework for the last three years (if available)
- ♦ information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library, hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the ILBS Deemed-to-be-University;
- ♦ broad outline of the syllabus specified by the appropriate statutory body or by ILBS Deemed-to-be-University, as the case may be, for every course or programme of study, including the teaching hours, practical sessions and other assignments;
- ♦ all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the ILBS Deemed-to-be-University, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the University Grants Commission Act, 1956 or any other law for the time being in force.

Provided that the ILBS Deemed-to-be-University shall publish information referred to in items (i) to (xi) of this clause on its website,

and the attention of the prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in the different newspapers and through other media;

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

11. ILBS Deemed-to-be-University shall fix the price of each printed copy of the prospectus, being not more than reasonable cost of its publication and distribution and no profit be made out of this publication, distribution or sale of prospectus.
12. ILBS Deemed-to-be-University shall not, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a course or programme of study conducted by it.
13. No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any seat or seats in a course or programme of study in any in ILBS Deemed-to-be-University.
14. ILBS Deemed-to-be-University shall not, who has in its possession or custody, of any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in ILBS Deemed-to-be-University, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue or avail any facility in ILBS Deemed-to-be-University.
15. In case a student, after having admitted to an ILBS Deemed-to-be-University, for pursuing any course or programme of study in ILBS Deemed-to-be-University, subsequently withdraws from ILBS Deemed-to-be-University, in that case shall not refuse to refund such percentage of

fee deposited by such student and within such time as has been mentioned in the prospectus of ILBS Deemed-to-be-University.

16. ILBS Deemed-to-be-University shall not, issue or publish-

- (a) any advertisement for inducing students for taking admission in the ILBS Deemed-to-be-University, claiming to be recognized by the appropriate statutory authority where it is not so recognized; or
- (b) any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the ILBS Deemed-to-be-University, or person authorized to issue such advertisement on behalf of the ILBS Deemed-to-be-University knows to be false or not based on facts or to be misleading.

17. ILBS Deemed-to-be-University, ILBS shall admit students to its approved academic programme, under its enrolment, only from the academic session that follows the Notification issued by the State/Central Government:

Provided that enrolment of students to the ILBS Deemed-to-be-University, for any reason whatsoever, in anticipation of the declaration as deemed to be university or inclusion of the institution under the ambit of an ILBS Deemed-to-be-University, shall render the application invalid:

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

**18. NEW COURSES/PROGRAMMES/,
DEPARTMENTS/SCHOOL/CENTRE, OFF-CAMPUS CENTRES
AND OFF-SHORE CAMPUSES**

18.1. ILBS Deemed-to-be-University shall normally operate within its own main Campus as is declared by the Government in the notification and conduct approved programmes of study falling within the area of its specialization.

18.2. If ILBS Deemed-to-be-University, accredited by NAAC with highest grade or all eligible courses accredited with the highest grade of NBA, wishes to start new Course/Programme/ Department/ School/Centre in its existing campus/off-campus in areas and disciplines that form a part of its existing academic framework, it may do so in such allied fields. The new course/programme/Department/School shall be started after the approval of the respective authorities of the Deemed to be University and the concerned Statutory Council(s), wherever required, and after creating all the necessary infrastructure and other facilities as per the norms of concerned statutory council(s). ILBS Deemed-to-be-University shall inform the Commission about starting of a new course/programme/department/school/centre in its existing campus/off-campus within one month of the grant of approval by the competent authorities of the Deemed to be University and concerned Statutory Council(s).

In all other cases, prior approval of Commission shall be required to start/establish a new course/programme/Department /school/centre, which shall be given within 60 days of the application made to it.

18.3. The ILBS Deemed-to-be-University may be allowed to operate beyond its approved geographical boundaries and start Off-Campus(es)/off-shore campus(es) under the following conditions:

18.3.1 It has been in existence as ILBS Deemed-to-be-University for a minimum period of five years;

18.3.2 It has been conducting post-graduate programmes and research;

18.3.3 It has earned a reputation for excellent and innovative teaching, which, inter alia, includes practicing academic and

examination reforms like introducing modular structure, continuous internal evaluation, etc. and for meaningful and purposeful research and extension activities;

18.3.4 It has a good track record of conforming to the relevant Regulations/norms of the Commission and other Statutory/Regulatory bodies regarding minimum standards of instruction, qualification of faculty, merit-based admission of students on an all India basis and reasonable fee structure;

18.3.5 It has obtained prior approval of the Statutory/Regulatory body to start the new course/department/ programme/ school/centre, wherever applicable, and undertakes to comply with all the requirements of the said body;

Provided if the Statutory/Regulatory body requires a No Objection Certificate from the Commission before giving its approval, the same shall be given by the Commission within 30 days of receipt of such request.

18.3.6 It has a currently valid accreditation from National Accreditation and Assessment Council (NAAC) with the highest grade offered;

18.3.7 It has adequate financial resources for starting the proposed off-Campus Centre/off-shore campus;

18.3.8 It has not entered into any franchise agreement, either overtly or covertly, with any other organization for establishing and running the off-Campus Centre/off-shore Campus of the ILBS Deemed-to-be-University;

18.3.9 Land, Infrastructure, faculty and other facilities at the off-campus centre(s) shall satisfy the requirements of the Statutory/Regulatory Council(s) concerned. The following shall be the minimum requirement in the off campus centre:-

- ♦ Administrative Building of at least 500 sq. meters.

- ♦ Academic Building, including library, lecture theatres and laboratories, of at least 5,000 sq. meters.
- ♦ Some residential accommodation for teachers and hostel accommodations for students. The floor area for hostel facilities shall be 10 sq. meters per student proposed to reside.
- ♦ Other central facilities including sports facilities for faculty, students and non-teaching staff.
- ♦ The Institute shall have barrier free approach and appropriate safety measures (fire fighting, etc.).
- ♦ The ILBS Deemed-to-be-University shall have adequate health care facility within the campus for students, faculties, staff or any other members.

18.3.10. The ILBS Deemed-to-be-University shall be allowed to open an off-campus not before five years of getting a deemed university status and shall be allowed to create not more than two off-campus in any period of five years beyond its approved geographical boundaries.

Provided that the above restriction with regard to the number of off-campus in a period of five years shall not apply to the Institutions Deemed to be Universities that are established and managed by the Government.

Provided further that approval for next set of off-campus would be given only if the ILBS Deemed-to-be-University and the off-campus approved earlier also have valid highest grade of accreditation from NAAC/NBA (all eligible courses).

Provided further that those units which were notified by the Government as Constituent Units at the time of first notification shall not be treated as off-campus. Campuses (whether off-campus or other) in the same city/town/village shall be treated as one off-campus/campus.

18.4. An off-Campus Centre campus shall be established by ILBS

Deemed-to-be-University with the prior approval of the Central Government, on the recommendation of the Commission. The Central Government shall also consider the views of the State/UT Government concerned where the off-Campus Centre is proposed to be established.

18.5. An off-shore Campus of ILBS Deemed-to-be-University shall be established with the prior permission of the Central Government, on the recommendation of the Commission:

Provided that such off-shore campus shall be proposed only five years after the ILBS Deemed-to-be-University has attained a deemed University status.

Provided that there is No Objection from the Ministry of External Affairs and Ministry of Home Affairs.

Provided that the country, where such off-shore Campus is proposed to be established, requires grant of approval by it for such establishment, then the application to the Central Government for permission shall be made along with the approval granted by that country:

Provided further that if the country where such off-shore Campus is proposed to be established requires prior concurrence of the Government of India for the approval, referred to the above proviso, of that country to be granted, then the Central Government, on the recommendation of the UGC, may give a 'No Objection' to the proposal but such 'No Objection' shall not be construed as permission of the Central Government to the ILBS Deemed-to-be-University to establish an off-shore Campus. Such ILBS Deemed-to-be-University shall also submit an undertaking that it shall comply with all laws, norms or standards prescribed by that country where the off-shore Campus is proposed to be established. Provided further that the ILBS Deemed-to-be-University shall maintain the standards at the off-shore campus as similar to that at its main campus.

18.6.1. The ILBS Deemed-to-be-University intending to start a new off-Campus Centre/off-shore campus and, if it has already created

infrastructure and other facilities including appointment of faculty, then, it shall apply to the Government in the prescribed proforma, in duplicate, at least six months prior to the proposed date of starting the Centre in hard copies as well as online on the UGC website. The Government after preliminary scrutiny of application shall, within 60 days of receipt, reject/return or forward the proposal to the Commission for its advice.

18.6.2. In case, the institution proposes to establish an off-campus and has not yet created its infrastructure, then it should submit a detailed proposal (in duplicate) including details of proposed infrastructure, funds, land, financial viability, etc. to the Government in hard copies as well as online on the UGC website. The Government would, after preliminary scrutiny of the application, shall, within 60 days of receipt, reject/return or forward the proposal to the Commission for its advice.

18.7.1. In case of application made under Clause 12.06.1 of the UGC [Institutions Deemed to be Universities] Regulations, 2016, the Commission shall undertake a spot visit /verification of the proposed off-Campus(es) to verify the infrastructure facilities, programmes, faculty, financial viability, etc. before sending its advice to the Central Government. The Commission should follow the procedure laid down in Clause 8.05, 8.06, 8.07, 8.07.1, 8.08, 8.09 and 8.10 of the UGC Regulation 2016.

18.7.2. In case of application made under Clause 12.06.2, the Commission shall follow the procedure given in 9.5.3 to 9.5.5 and MHRD shall issue LOI, or otherwise. On getting of LOI, the procedure as mentioned in 9.5.7 to 9.5.9 shall be followed of the UGC Regulation 2016.

18.8. In case such permission is not granted, the ILBS deemed to be university may re-apply for such permission, but not before two years from the date of rejection of its earlier application.

18.9. The off-Campus Centre/off-shore campus shall be directly administered by the parent ILBS Deemed-to-be-University in all the academic, administrative and financial matters.

18.10. The new Department/off-Campus Centre/off-shore campus shall

offer only those programmes of study which are approved by the appropriate authorities of the ILBS deemed to be university and the statutory/regulatory body concerned such as All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), Pharmacy Council of India (PCI), National Council for Teachers Education (NCTE), Indian Nursing Council (INC), etc. wherever applicable. In case of any new or existing institution of higher learning proposed to be brought under the ambit as a constituent institution of any existing ILBS Deemed-to-be-University, only those students who were admitted in such institutions on a date subsequent to the date of notification of the declaration under Section 3 of the UGC Act 1956 in regard to bringing the institution under the ambit of the existing ILBS Deemed-to-be-University, shall be eligible for being examined by the ILBS Deemed-to-be-University and therefore, for the award of degree or any other qualification by the ILBS Deemed-to-be-University on successful completion of their respective courses or programmes of study.

18.11. The over-all performance of an off-Campus/Centre Campus/off-shore campus shall be monitored by the Commission biennially for six years and subsequently after five years and whose directions on management, academic development and improvement shall be binding on the Campus.

18.12. In the case of an off-shore Campus, the remittances of funds from/to the main Campus shall be governed by the Reserve Bank of India rules.

18.13. If the functioning of the Campus/off-Campus Centre of ILBS Deemed-to-be-University does not meet the standards stipulated by the Commission and remains unsatisfactory for two consecutive reviews, as assessed by the Commission, the ILBS Deemed-to-be-University may be instructed by the Central Government, on the advice of the Commission, to close down the off-Campus Centre/Campus concerned. The Commission may initiate action against erring institutions deemed to be universities even on the basis of complaints received against such Centres/Campuses. In the interest of the students, the Commission may allow the Centre/Campus to function till the last batch of students enrolled therein, as on the date of such instruction, passes out. The ILBS deemed to be university shall take

appropriate steps to safeguard the interests of the faculty/staff at the Centre/Campus. In the event of closure of the Centre/Campus, the assets and liabilities thereof shall revert to the ILBS deemed to be university.

18.14. The Ministry of Human Resource Development may give an 'in-principle No Objection' to the ILBS Deemed-to-be-University for establishing an off-Campus Centre/off-shore campus, wherever required by the Statutory Councils. The ILBS Deemed-to-be-University shall apply to the Ministry of Human Resource Development for the 'in-principle No Objection'. The Ministry shall forward, normally within thirty days of receipt, the request to the Commission for its advice. The Commission, after satisfying itself about the viability of the proposal, shall forward, normally within 60 days of receipt of Ministry's letter, its advice to the Ministry of Human Resource Development for issuance of 'in-principle No Objection'. Such 'No Objection' shall not be construed as permission of the Ministry of Human Resource Development to the ILBS Deemed-to-be-University to establish an off-Campus Centre/off-shore campus. In all such cases, formal proposal(s) shall be examined by the Commission under these Regulations. The ILBS deemed to be universities shall not admit student(s) to its course(s) in such off-Campus Centre(s)/off-shore campus before the permission is granted by the Ministry of Human Resource Development to such proposal(s).

18.15. The ILBS Deemed-to-be-University shall mention the name with location of campus/off campus /constituent unit/Constituent institution on degree/diploma/certificate/any other award given to the student.

19. Joint Programmes

19.1. The ILBS Deemed-to-be-University may conduct joint academic programme(s) with other Universities/institutions deemed to be universities in India and abroad with the prior approval of the Commission. The proposed joint programme(s) shall conform to the Acts and Rules of the Commission that shall apply to such programmes from time to time.

Provided that no such permission shall be required in case the ILBS Deemed-to-be-University goes for collaboration with industry or for research purposes.

19.2. There shall be sufficient safeguards so as to protect the interests of students enrolled in such programmes.

19.3. The joint programmes shall be subjected to mandatory assessment and accreditation.

20. ILBS Deemed-to-be-University Open To All

20.1 ILBS Deemed-to-be-University shall be open for admission and employment to all citizens of India regardless of race, religion, caste or creed and the area/place of residence in India.

20.2 All policies and procedures, as applicable to the university level institutions of public and privately funded institutions respectively, shall apply to the appropriate category of institutions deemed to be universities.

21. ILBS Deemed-to-be-University To Be Unitary

ILBS Deemed-to-be-University shall be Unitary in nature and shall not affiliate any other institution.

22. Reservation Policy

The ILBS Deemed-to-be-University shall implement the reservation policy in admissions and recruitment, in accordance with any Act of Parliament for the time being in force.

23. Distance Education

ILBS Deemed-to-be-University shall not offer courses in the open and distance learning mode.

24. Meetings of University Authorities

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

25. Use Of The Word 'University'

ILBS Deemed-to-be-University shall not use the word 'University' suffixed to its name but may mention the words "deemed to be university" within parenthesis suffixed thereto.

26. Other Authorities of the ILBS Deemed-to-be-University

1. Academic Council
2. Planning and Monitoring Board
3. Finance Committee
4. Board of Studies
5. Such Other authorities as may be declared by the Rules to be authorities of the ILBS Deemed-to-be-University.

27. Academic Council

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

28. Composition of the Academic Council

The Academic Council shall consist of the following persons, namely:-

1. Vice Chancellor – Chairperson;
2. Pro Vice-Chancellor (if any)
3. Dean(s) of Faculties;
4. Heads of the Departments;
5. All Sr. Professor/Professor other than the Heads of the Departments, (by rotation of seniority);
6. Two Associate Professors from the Departments other than the Heads of the Departments (by rotation of seniority);
7. Two Assistant Professors from the Departments (by rotation of seniority);

8. Three persons from amongst educationists of repute or persons from any other field related to the activities of the ILBS Deemed-to-be-University who are not in the service of the ILBS Deemed-to-be-University, nominated by the Vice-Chancellor;
9. Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge
10. The Registrar, who shall be the Secretary of the Academic Council

(Who shall not be deemed to be a member of the Academic Council)

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

29. Term of Membership

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

30. Powers and Functions of the Academic Council

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

- I. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/faculties and to take proper action thereon,
- II. To exercise general supervision over the academic work of the "ILBS Deemed-to-be-University" and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- III. To promote research within the ILBS Deemed-to-be-University, acquire reports on such researches from time to time;
- IV. To prescribe courses of study leading to degrees and diplomas of the ILBS Deemed-to-be-University;
- V. To make arrangements for the conduct of examinations in

- conformity with the Bye-laws;
- VI. To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- VII. To maintain proper standards of the examinations;
- VIII. To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the Institutions deemed to be university;
- IX. To suggest measures for departmental co-ordination;
- X. To make recommendations to the board of management on:
 - (a) measures for improvement of standards of teaching research and training;
 - (b) institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;
 - (c) to recommend to the Board of Management, the establishment or abolition of departments/ centres; and
 - (d) To frame rules covering the academic functioning of the ILBS Deemed-to-be-University, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
- XI. To appoint sub-committees to advice on such specific matters as may be referred to it by the Board of Management;
- XII. To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- XIII. To take periodical review of the activities of the Departments/ Centres and to take appropriate action with a view to maintaining and improving standards of instruction;
- XIV. To recommend institution of teaching posts (Sr. Professors, Professors, Additional Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- XV. To exercise such other powers and perform such other duties as

may be conferred or imposed upon it by the Rules of the ILBS Deemed-to-be-University and in conformity with UGC Regulations.

31. Meeting of the Academic Council

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

32. Planning and Monitoring Board

- a. The Planning & Monitoring Board shall be the principal Planning Body of the ILBS Deemed-to-be-University and shall be responsible for the monitoring of the development programmes of the ILBS Deemed-to-be-University.
- b. The Vice-Chancellor shall be the Chairman of the Planning & Monitoring Board. The Registrar shall be its Secretary. It may include seven internal members and three outside eminent experts,

including one nominee of the UGC.

- c. The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules of the ILBS Deemed-to-be-University framed by the Board of Management.
- d. The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter, which it considers necessary for the fulfilment of the objectives of the Institutions deemed to be university.
- e. The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

33. Finance Committee

The ILBS Deemed-to-be-University shall have a Finance Committee to consider important financial matter and make its recommendations to the Board of Management

34. Composition of the Finance Committee

The Finance Committee shall consist of the following members

- ♦ Vice Chancellor–Chairperson
- ♦ Pro Vice-Chancellor.
- ♦ A person nominated by the Governing Council of the ILBS Society,
- ♦ Two nominees of the Board of Management, one of whom shall be a member of the Board
- ♦ A representative of the State Government (as the institution receiving grants from the State Government).
- ♦ Finance Officer- Secretary

35. Terms of Office of the Finance Committee

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

36. Powers and functions of the Finance Committee

- i. To consider the annual accounts and financial estimates of the ILBS Deemed-to-be-University and submit them to the Board of Management for approval;
- ii. To consider and recommend the annual budget and revised estimates to the Board of Management;
- iii. To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the ILBS Deemed-to-be-University.

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

37. Meetings of the Finance Committee

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

38. Board of Studies

- a. There shall be one Board of Studies for each Department of the ILBS Deemed-to-be-University.
- b. The Board of Studies of each faculty Department shall consist of:
 - i. Dean of faculty/ Head of the Department – Chairperson
 - ii. All Sr. Professors/Professors of the faculty/ Department
 - iii. Two Associate Professors of the faculty/ Department by rotation of seniority
 - iv. Two Associate/Assistant Professors of the faculty/Department by rotation of seniority

- v. Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned
- c. The powers and functions of the Board of Studies shall be prescribed by the Rules of the ILBS Deemed-to-be-University.

39. Selection Committee

There shall be a Selection Committee for making recommendations to the Board of Management for appointment to the post of Sr. Professors, Professors, Additional Professors, Associate Professors, Assistant Professors and such other posts.

Every selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time. However, norms of MCI in this regard shall also be duly complied with.

40. Meetings of the Selection Committees

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

41. Officers of the ILBS Deemed-to-be-University

The following shall be the officers of the ILBS Deemed-to-be-University:

- a. Chancellor
- b. Vice-Chancellor
- c. Pro Vice- Chancellor

- d. Registrar
- e. Finance Officer
- f. Controller of Examinations
- g. Dean of Faculties
- h. Head of Department
- i. Such other officers as may be prescribed in the Rules of the ILBS deemed to be university

42. Chancellor

Chancellor: The ILBS Deemed-to-be-University shall have a Chancellor who shall, when present, preside over the convocations of the ILBS Deemed-to-be-University but shall not be the Chief Executive Officer.

The Chancellor shall be appointed by the sponsoring Society i.e. the Institute of Liver and Biliary Sciences and shall hold office for a period of 5 years and shall be eligible for one more term.

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

Expl: if a person holds the post for a term less than five years then also it shall be treated as a term for this purpose.

Till such time, a full time Chancellor of ILBS Deemed-to-be-University is appointed or in absence of the Chancellor, Chairman, ILBS shall discharge additional function as Chancellor of the ILBS Deemed to be University.

43. Vice-Chancellor

- i. The Vice Chancellor shall be a person of the highest level of competence, integrity, morals and institutional commitment. He/she shall be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and/or academic administrative organization.

The Vice - Chancellor of the ILBS Deemed-to-be-university shall be appointed by the Administrator on the recommendations of the Governing Council of ILBS. For the purpose, a panel of three (3) names shall be provided by the Governing Council

- ii. The Vice-Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case, shall he hold office beyond the age of 70 years.
Provided, that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.
- iii. In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, in his/her absence, the Pro-Vice Chancellor and if both are not available, Director/ Senior Professor, as decided by Administrator shall perform the duties of the Vice -Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.
- iv. The terms and conditions of the appointment of Vice- Chancellor including benefits and perquisites, which shall not be less than that of Director, ILBS, shall be fixed by the Governing Council with the concurrence of the State Government.

44. Powers of the Vice-chancellor

- i. The Vice-Chancellor shall be the Principal Executive Officer of the ILBS Deemed-to-be-University and shall exercise general supervision and control over the affairs of the Institution and shall be mainly responsible for implementation of the decisions of all the authorities of the ILBS Deemed-to-be-University.
- ii. The Vice-Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning Monitoring Board and the Selection Committees.

- iii. The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the ILBS Deemed-to-be-University.
- iv. The Vice-Chancellor may, if he/ she is of the opinion that immediate action is called for on any matter, he / she shall exercise any power conferred upon any authority of the ILBS Deemed-to-be-University under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

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

Provided further that if any person in the service of the ILBS Deemed-to-be-University is aggrieved by the action taken by the Vice-Chancellor under the said clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon, the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- v. It shall be the duty of the Vice-Chancellor to ensure that Rules & Regulations of the ILBS Deemed-to-be-University are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
- vi. All powers relating to the proper maintenance and discipline of the ILBS Deemed-to-be-University shall be vested in the Vice-Chancellor.
- vii. The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.

- viii. The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- ix. The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Rules, Regulations, and Byelaws of the ILBS Deemed-to-be-University.

45. Removal of Vice-Chancellor:

The removal of the Vice-Chancellor would be as per the norms to be laid down by the Governing Council of the ILBS Society.

46. Pro Vice - Chancellor

- i. The Pro Vice-Chancellor of the ILBS Deemed -to-be-University shall be appointed by the Administrator on the recommendations of the Governing Council of ILBS. For the purpose, a panel of 3 names shall be provided by the Governing Council.
- ii. The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the Deemed-to-be-University

47. Registrar

- i. The Registrar shall be a whole time salaried officer of the ILBS Deemed-to-be-University and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-
 1. Vice Chancellor - Chairperson
 2. One nominee of the Chancellor
 3. One nominee of the Board of Management.
 4. One expert appointed by the Board of Management who is not an employee of the ILBS Deemed-to-be-University.
 5. Secretary (H&FW) or his nominee
- ii. The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the ILBS Deemed-to-be-University.

- iii. When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- iv. The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.
- v. The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his/her direction.
- vi. The following shall be the duties of the Registrar: -
 - 1. To be the custodian of the records and the funds and such other property of the ILBS Deemed-to-be-University as the Board of Management may commit to his/her charge;
 - 2. To conduct the official correspondence on behalf of the authorities of the ILBS Deemed-to-be-University;
 - 3. To issue notices convening meetings of the authorities of the ILBS Deemed-to-be-University and all Committees and sub-Committees appointed by any of these authorities;
 - 4. To maintain the minutes of the meetings of all the authorities of the ILBS Deemed-to-be-University and of all the Committees and sub-committees appointed by any of these authorities;
 - 5. To make arrangements for and supervise the examinations conducted by the ILBS Deemed-to-be-University;
 - 6. To represent the ILBS Deemed-to-be-University in suits or proceedings by or against the ILBS Deemed-to-be-University, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;

- 7. To enter into agreement, sign documents and authenticate records on behalf of the ILBS Deemed-to-be-University;
- 8. To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the ILBS Deemed-to-be-University;
- 9. To perform such other duties as may be specified in the Rules of the ILBS Deemed-to-be-University or as may be assigned by the Board of Management or the Vice-Chancellor from time to time.

48. Finance Officer

- i. The Finance Officer shall be a whole time salaried officer of the ILBS Deemed-to-be-University and shall be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the ILBS Deemed-to-be-University.
- iii. The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- iv. He/she shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.
- v. He/she shall be responsible for the management of funds and investments of ILBS Deemed-to-be-University, subject to the control of Board of Management.

49. Controller of Examinations

- i. The Controller of Examinations shall be appointed by the Board of

Management.

- ii. The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the ILBS Deemed-to-be-University.
- iii. The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice- Chancellor in respect of examination and evaluation are complied with.
- iv. The Controller of Examinations shall be a permanent invitee to the Board of Management.

50. Dean

The Departments dealing with allied subjects could be grouped into faculties. There shall be a Dean (Academics) and Dean/Sub-Dean (Research).

51. Head of the Department

- i. There shall be a Head of the Department for each of the Departments in the ILBS Deemed-to-be-University who shall be appointed by the Vice-Chancellor from amongst the Sr. Professors/ Professors of the Department.
Provided that if there is no Sr. Professor/ Professors in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Additional/ Associate Professor as Head of the Department.
- ii. The term of the Head of the Department shall be decided by the Board of Management/as per MCI Regulations.

52. Delegation of Powers

Subject to the provisions of UGC Regulations and Rules, any authority or officer of the ILBS Deemed-to-be-University, with the approval of Board of

Management, may delegate its power to any other authority or officer or person under their respective control and subject to the conditions that the overall responsibility for exercising the powers so delegated shall continue to rest in the authority or officer delegating such powers.

53. Seniority List

- a. Whenever in accordance with these Rules, any person is to hold an office or to be a member of an authority of the ILBS Deemed-to-be-University by rotation of seniority, such seniority shall be determined according to the length of the continuous service of such person in the grade in the ILBS Deemed-to-be-University in accordance with such other principles as the Board of Management may from time to time prescribe.
- b. It shall be the duty of the Registrar to prepare and maintain in respect of each class/cadre of persons to whom the provisions of these Rules apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
- c. If two or more persons have equal length of continuous service in a particular grade/cadre or the relative seniority of any person or persons is in doubt, the Registrar may on his/her own notion and shall at the request of any such person, submit the matter to the Board of Management whose decision shall be final and binding.

54. Dispute as to Membership

If any question arises, whether any person has been duly nominated or appointed, as or is entitled to be a member of any authority or any committee of the ILBS Deemed-to-be-University, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.

55. Grievances Redressal Mechanism

For individual grievances and complaint(s), the ILBS Deemed-to-be-University shall have a Grievance Redress Mechanism as may be prescribed by the UGC.

56. Special Provisions

56.1 The ILBS Deemed-to-be-University shall have the following special provisions as per UGC norms:-

- i. Anti Ragging Cell
- ii. Anti discrimination Cell
- iii. Gender Sensitization Cell
- iv. Internal Complaints Committee for prevention of Sexual Harassment
- v. Barrier Free access in all places

56.2 ILBS Deemed-to-be-University shall be allowed to take credits earned from other institutions under Choice Based Credit System as per the norms of UGC.

56.3 ILBS Deemed-to-be-University shall review the syllabus every three years keeping in view the developments in the domains of knowledge.

56.4 ILBS Deemed-to-be-University shall adhere to all the Rules, Regulations, norms, guidelines, directions, etc. issued/notified by the UGC/Government of India from time to time.

56.5 The Commission can issue directions to ILBS Deemed-to-be-University for implementation of any law or Government Policy or in case of any violation of any law or policy.

57. Resignation

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

58. Acting Chairman of the Meetings

Where no provision is made for a Chairman to preside over a meeting of an

authority of the ILBS Deemed-to-be-University or any committee of such authority, the members present may select one from amongst them to preside at such meeting subject to fulfilment of the quorum of the meeting.

59. Validation of certain actions, decisions:

No action or proceedings of any authority or anybody or any committee of the institution deemed to be university shall be invalid merely by reason of any vacancy therein.

60. Disqualification

- a. A person shall be disqualified for being chosen as and for being a member of any of the authorities of the ILBS Deemed to be University:
 - i. if he/she is of unsound mind
 - ii. if he/she is an un-discharged insolvent.
 - iii. if he/she has been convicted by a court of law of an offence involving moral turpitude.
 - iv. if he/she has not been appointed as per the provisions of UGC Regulations.
- b. If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor and its decision shall be final.

61. Filling of Casual Vacancies

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

62. Review of the Academic Activities of the ILBS Deemed-to-be-University

The functioning of the ILBS Deemed-to-be-University may be reviewed after a period of every 5 year or earlier if necessary, by a Committee appointed by the Commission.

63. Inspection of the ILBS Deemed-to-be-University by the Commission

- i. The Commission may cause an inspection, to be made by such person or persons as it may direct, of the ILBS Deemed-to-be-University, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the ILBS Deemed-to-be-University.
- ii. The Commission shall, in every case, give notice to the ILBS Deemed-to-be-University (ILBS) of its intention to cause an inspection or inquiry to be made and on receipt of such a notice, the ILBS Deemed-to-be-University shall have the right to make such representations to the Commission as it may consider necessary.
- iii. Where an inspection or inquiry has been caused to be made by the Commission, the ILBS Deemed-to-be-University shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.
- iv. The Commission may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the ILBS Deemed-to-be-University to the Vice-Chancellor who shall communicate the same to the Board of Management.
- v. The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the ILBS Deemed-to-be-University and

communicate to the Commission the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.

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

64. Income and Property of the ILBS Deemed-to-be-University to be utilized for its objectives only

The income and property of the ILBS Deemed-to-be-University shall be utilized solely for promoting the objectives of the ILBS Deemed-to-be-University.

65. Ban on payment or transferring of Income and Property of the ILBS Deemed-to-be-University by way of Profit

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

66. Funds, Accounts, Audits and Annual Report

- i. The accounts of the ILBS Deemed-to-be-University shall be maintained in the name of the ILBS Deemed-to-be-University. The accounts of the ILBS Deemed-to-be-University shall be kept in such forms as may be laid down by the Board of Management and shall conform to the rules, if any, prescribed by the Commission. The

accounts of ILBS Deemed- to-be-University shall be open for examination by the State Govt, Comptroller & Auditor General of India as well as the UGC.

- ii. The annual financial statements and accounts shall be audited by the Chartered Accountant of the ILBS Deemed-to-be-University.

Provided that in case of reasonably credible reports being received of financial impropriety or of embezzlement or of illegal diversion of funds from the accounts of the University/Managing Society or of fees being collected against the provision of the regulations, then the Commission may order an additional audit to be done by a Chartered Accountant selected by the Commission and take further action as deemed fit under the Regulations based on the audit report.

- iii. Annual Reports and the Audit Reports shall be submitted by the ILBS Deemed-to-be-University to the Commission within nine months of the closure of the accounting year.

67. Rules of the ILBS Deemed-to-be-University

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

- I. establishment of Departments of teaching ;
- II. courses of study to be laid down for all degrees, diplomas and certificates of the ILBS Deemed-to-be-University;
- III. grant of academic awards (such as degrees and diplomas) distinctions;
- IV. admission of students to the ILBS Deemed-to-be-University and their enrolments as such;
- V. fee to be charged for courses of study and for admission to the

examinations, degrees, diplomas and certificates of the ILBS Deemed-to-be-University.

- VI. conduct of examinations, appointment of examiners and approval and publication of results thereof;
- VII. institution of award of fellowships, scholarships, studentships, medals and prizes and prescription of the conditions thereof and incentives to the staff and students;
- VIII. maintenance of discipline among the students;
- IX. maintenance of discipline among the employees;
- X. establishment of halls of residence and conditions of residence and health of the students;
- XI. classification, emoluments, method of appointment and determination of the terms and conditions of service of the staff;
- XII. such other powers, functions and duties of the Academic Council as are not mentioned elsewhere;
- XIII. constitution, powers and functions of the Planning & Monitoring Board
- XIV. Powers and functions of the Board of Studies;
- XV. composition, powers and functions of the Grievance Redress Mechanism;
- XVI. prescribing persons as such other officers of the ILBS Deemed-to-be-University;
- XVII. such other powers and functions of the Vice-Chancellor as are not specified elsewhere;
- XVIII. emoluments, terms and conditions of service of the Registrar;

- XIX. emoluments, terms and conditions of service of the Finance Officer;
- XX. constitution of pension, provident fund, insurance etc for the benefit of the officers, teachers, and the other staff;
- XXI. establishment of special centers;
- XXII. creation, composition and functions of any committees or body, which is considered necessary for the work of the ILBS Deemed-to-be-University;
- XXIII. procedure for preparation and submission of budget estimates;
- XXIV. procedure for convening of meeting of any authority or committee;
- XXV. laying down of procedures to be observed at any meeting of any authority or any committee;
- XXVI. constitution of any other body as an authority of the ILBS Deemed-to-be-University;
- XXVII. delegation of powers to any authority or officer;
- XXVIII. all other matters by the Regulation or the Rules may be provided but no rule shall be made affecting the condition of residence, health, discipline, admission, enrolment of students, conditions, mode of appointments, duties of examiners, conduct of and standard of examinations or any course of study without consulting the Academic Council.

68. Interpretation Clause

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

69. Legal Proceedings

1. For the purpose of the Section 6 of the Societies Registration Act, 1860, the person in whose name the ILBS Deemed-to-be-University may sue' or be sued shall be the Registrar.
2. No suit or legal proceedings shall lie against the Government or the Commission or the ILBS Deemed-to-be-University or an Officer of the ILBS Deemed-to-be-University or a member of the authority of the ILBS Deemed-to-be-University in respect of anything done or purported or intended to be done in pursuance of any of the Regulations.

70. Alteration, Amendments and Additions to the Rules governing the functioning of the ILBS Deemed-to-be-University"

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