

From

Director Higher Education, Haryana.
Panchkula.

To

✓ Vice-Chancellor,
Apeejay Stya University,
Village Silani, Tehsil Sohna,
Distt. Gurgaon

Memo No: KW 20/10-2007 UNP (5)

Dated, Panchkula the - 07-8-2015

Subject: - First Statutes of Apeejay Stya University.

Kindly refer to the subject cited above.

Kindly find enclosed herewith 1 copy of First Statutes published
in the Haryana Government Gazette.

D.A.-As stated above.

Humant
Deputy Director-VII
for Director Higher Education,
Haryana, Panchkula. 7/8

HARYANA GOVERNMENT

DIRECTORATE OF CONSOLIDATION OF HOLDINGS

Notification

The 29th April, 2015

No. EA4/1244.—With the object of Consolidation of Holdings in the under mentioned estate for the purpose of better cultivation of lands therein, the Director General, Consolidation of Holdings, Haryana, in exercise of powers conferred by Sub-section (1) of the Section 14 of the East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948 as delegated to him/her by the Punjab Government Notification No.3/35-D-5G/3155 dated 22nd July, 1950 hereby declares the intention of the State Government to take up a scheme for Consolidation of Holdings of the following estate.

Sr. No.	Name of village	H.B. No.	Area in Acres	Name of District
1	Badoli	24	251	Sonapat

Panchkula:
The 29th April, 2015.

DR. SUPRABHA DAHIYA,
Director General, Consolidation of Holdings,
Haryana, Panchkula.

HARYANA GOVERNMENT

HIGHER EDUCATION DEPARTMENT

Notification

The 24th April, 2015

No. KW 20/10-2007 UNP (5).— In exercise of the powers conferred by Sub-section (5) of Section 30 of Haryana Private Universities Act, 2006 and all other powers enabling him in this behalf, the Governor of Haryana hereby allows Apeejay Styra University, Gurgaon to frame its First Statutes.

VIJAI VARDHAN,
Additional Chief Secretary to Government of Haryana,
Higher Education Department, Chandigarh.

First Statutes**Apeejay Stya University**

Apeejay Stya University

Sohna, Gurgaon, Haryana

The First Statutes

[As prescribed under Section 32 (1) of the Haryana Private Universities Act
32 of 2006]

First Statutes**Apeejay Stya University**

The Apeejay Stya University is born out of our love and commitment for providing high quality education with Liberal Arts philosophy in its Core. We recognize that holistic education for 'Man-making and Nation-building' must be blended with compassion, humour, transparency, research, freedom and human values.

Mrs. Sushma Berlia
Chancellor
Apeejay Stya University

First Statutes**Apeejay Stya University****INDEX**

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First Statutes**Apeejay Styia University****APEEJAY STYA UNIVERSITY, SOHNA,
DISTRICT GURGAON, HARYANA**

(Established under Haryana Act No. 10 of 2010 of the Haryana Private Universities (Amendment) Act, 2010)

THE FIRST STATUTES

In the matter of the Apeejay Styia University established under the Haryana Private University Act, 2006 (Haryana Act No. 32 of 2006) along with Haryana Private University (Amendment) Bill, 2010 (Haryana Act No. 10 of 2010) published in the Haryana Govt. Gazette (Extraordinary) dated 26th April, 2010 and as amended further vide Haryana Govt. Gazette (Extraordinary) dated 14th July, 2010 referred to as the "University".

First Statutes**Apeejay Stya University****Chapter-I****SHORT TITLE, SCOPE AND COMMENCEMENT**

These Statutes shall hereinafter be called "THE FIRST STATUTES". The First Statutes are applicable to 'APEEJAY STYA UNIVERSITY' and any matter relating to and/or incidental thereto.

The First Statutes shall come into force from the date of publication of the First Statutes by the Government of Haryana in its Official Gazette.

DEFINITIONS

In the First Statute made hereunder, unless the context otherwise requires:

- (a) "Act" means The Haryana Private Universities Act, 2006 as amended from time to time.
- (b) "Academic Council" means the Academic Council of the University;
- (c) "All India Council for Technical Education" means All India Council for Technical Education established under the All India Council for Technical Education Act, 1987 (Central Act 52 of 1987);
- (d) "Academic Staff" means such categories of staff as designated by the statutes to be the academic staff of the University.
- (e) "Authorities" means the authorities of the University;
- (f) "Advisory Board" means the Advisory Board of the University;
- (g) "Board of Management" means the Board of Management of the University;
- (h) "Board of Studies" means the Board of Studies of the school / Department of the University;
- (i) "Chancellor", "Pro-Chancellor", "Vice-Chancellor", "Pro-Vice-Chancellor", "Registrar", "Controller of Examinations" and "Chief Finance and Accounts Officer" and Joint Registrar" mean respectively the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar, the Controller of Examinations and Chief Finance and Accounts Officer and Joint Registrar of the University ;
- (j) "Council of Scientific and Industrial Research" means the Council of Scientific and Industrial Research, New Delhi, an agency of the Central Government;
- (k) "Constituent Institutions/Colleges" means the Constituent Institutions/Colleges established, run and managed by Apeejay Education Society and Apeejay Stya Education Foundation.
- (l) "Department of Science and Technology" means the Department of Science and Technology of the Central Government;
- (m) "Employee" means any person which includes teaching and non-teaching staff to whom letter of appointment is issued by the University but shall not include such person (s) engaged through a contractor/ outsourcing agency;
- (n) "Fee" means collection made by the university from the students by whatever name it may be called, which is not refundable;

First Statutes**Apeejay Stya University**

- (o) "Government" means the Government of the State of Haryana;
- (p) "Governing Body" means the Governing Body of the University;
- (q) "Higher Education" means study of a curriculum or course for the pursuit of knowledge and learning through different approaches including research beyond school level.
- (r) "Honorary Advisor" means a person of eminence and/or eminent educationist and/or a Head/Teacher imparting education and/or guiding research and/or helping in putting together the curriculum and/or rendering guidance in any other form to the students for pursuing a course of study in any of the Constituent Institutions/Colleges;
- (s) "Hostel" means a place of residence for the students of the university;
- (t) "National Council of Assessment and Accreditation" means the National Council of Assessment and Accreditation, Bangalore, an autonomous institution of the University Grants Commission;
- (u) "National Council of Teacher Education" means the National Council of Teacher Education, Delhi;
- (v) "Off Campus Centre" means a centre of the University established by it outside the main campus but within the state of Haryana operated and maintained as its constituent unit, having the university's complement of facilities, faculty and staff;
- (w) "Off-Shore Campus" means a campus of the University established by it outside the country, operated and maintained as its constituent unit and having its complement of facilities, faculty and staff;
- (x) "Pharmaceutical Council of India" means Pharmaceutical Council of India, Delhi;
- (y) "Regulating Body" means a body established by the Central Government for laying down norms and conditions for ensuring academic standards of higher education;
- (z) "Rules" means the Rules made by the University under the Act from time to time.
- (ab) "School" means a School of Studies of the University;
- (ac) "Seal" means the common seal of the University.
- (ad) "Sponsoring Body" in relation to Apeejay Stya University means Apeejay Stya Education Foundation (ASEF), a company registered under section 25 of the Companies Act, 1956 (Central Act 21 of 1956).
- (ae) "Statutes", "Ordinances" and "Regulations" mean respectively, the Statutes, Ordinances and Regulations of the University made under the Act;
- (af) "Student" means a person enrolled in the university for taking a course of study for a degree, diploma or other academic distinction duly instituted by the university;
- (ag) "Teacher" means a Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study of the University;

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- (ah) "University" means the Apeejay Styia University incorporated under the Haryana Private Universities Act 32 of 2006 and Haryana Private Universities (Amendment) Act 2010.
- (ai) "University Grants Commission" means the University Grants Commission, established under the University Grants Commission Act, 1956 (Central Act 3 of 1956);
- (aj) "Visitor" means the Visitor as defined in the Act.
- (ak) Wherever the context permits in the statutes, 'he' includes 'she' and 'his' includes 'her'.
- (al) Any reference to "any Officer, authority, body, committees" in this Statute unless the context otherwise allows, may include amongst others the following:
 - (i) Any Officer of the University within the meaning of Section 14 of the Haryana Act;
 - (ii) Any authority of the University within the meaning of Section 21 of the Haryana Act;
 - (iii) Any Committee of the University within the meaning of Section 29 of the Haryana Act;
 - (iv) Any School/ Departments of the University;
 - (v) The Library of the University;
 - (vi) Bodies managing Students Residences;
 - (vii) The internal Audit Unit.

First Statutes**Apeejay Styra University****Chapter No.II****Seal of the University**

- (1) The University shall have a common seal to be used for the purposes of the University. The design of the seal shall be as decided by the University after obtaining approval of the Sponsoring Body. The design of the seal may be changed/modified as deemed necessary from time to time with the approval of the Sponsoring Body. The University after obtaining the approval of the Sponsoring Body may also decide to make and use such as:

Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary and which are permissible by the State or the Central Government.

First Statutes**Apeejay Styra University****Chapter NO. III****Objects of the University**

The objects of the university are:

- (1) to provide instructions, teaching and training in higher education and make provisions for research, advancement and dissemination of knowledge in such branches of knowledge as it may deem fit;
- (2) to create higher levels of intellectual abilities;
- (3) to ensure that the founding philosophy (and as modified from time to time) of the Sponsoring Body/Promoters of the University shape the university to form its direction and policy and assure that the university remains aligned and true to its mission and vision.
- (4) to take appropriate measures for promoting innovations in teaching-learning process and inter/trans-disciplinary studies and research;
- (5) to establish state of the art facilities for education and training;
- (6) to carry out teaching, research and offer continuing education programmes;
- (7) to create centres of excellence for research and development and for sharing knowledge and its application;
- (8) to establish examination centres;
- (9) to institute degrees, diplomas, certificates and other academic distinctions on the basis of examination, or any such other method;
- (10) to ensure that the standard of degrees, diplomas, certificates and other academic distinctions are not lower than those laid down by All India Council for Technical Education, National Council of Teacher Education, University Grants Commission, Medical Council of India, Pharmaceutical Council of India, and other similar agency/agencies established by the Central Government for regulation of education;
- (11) to set up off-campus centre within the State of Haryana with the prior approval of the University Grants Commission and that of the concerned State Government;
- (12) to open off-shore campus in foreign countries after obtaining due permission from University Grants Commission, the Government, the Government of India and also from the Government of the host country;
- (13) to foster relationships/partnerships/collaborations with industry/research institutes/laboratories in promoting the cause of education, research, extension and in mobilizing resources for the objects of the University;
- (14) to undertake extramural studies, extension programmes and field outreach activities to contribute to intellectual, academic & cultural development of society, improvement of the social and economic conditions and welfare of the people of the area under its jurisdiction.

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- (15) to bring in flexibility, transparency and reforms as per the best practices prevailing in the areas of teaching, research, consultancy at the global level;
- (16) to cooperate and enter in collaboration with foreign, national & state universities or other Centres of Excellence in education and other related areas for mutually beneficial relationship;
- (17) to convert the University into one of the vibrant Innovative University by gradually focusing on emerging Areas of Knowledge; and
- (18) to do all such things as are incidental, necessary or conducive to the attainment of all or any of the objects of the University from time to time and those approved by the State Government.

First Statutes**Apeejay Stya University****Chapter No.-IV****Powers of the University**

The University shall have amongst other the following powers:-

- (1) to provide for instruction in such branches of learning as the University may, from time to time, determine and to make provision for research and for the advancement and dissemination of knowledge;
- (2) to take such academic steps as would contribute to the improvement of the economic conditions and welfare of the people belonging to the areas falling under its jurisdiction;
- (3) to grant, subject to such conditions as the University may determine, diplomas or certificates to, and confer degrees and other academic distinctions on the basis of examinations, evaluation or any other method of testing, on persons, and to withdraw some such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;
- (4) to organise and to undertake extra-mural studies and extension services;
- (5) to confer honorary degrees or other distinction in the manner prescribed by the first statutes;
- (6) to institute Professorships, Associate Professorships, Assistant Professorships and other teaching or academic posts required by the University and to appoint persons to such Professorships, Associate Professorships, Assistant Professorships or other posts;
- (7) to create chairs of Professorships, Research Scholarships etc. in India and abroad for the advancement of education including dance, music, fine arts and other cultural activities;
- (8) to appoint such person(s) as may be required for the smooth functioning of the University ;
- (9) to create administrative, ministerial and other posts and to make appointments thereto;
- (10) to co-operate or collaborate with any other University or authority in such manner and for such purposes as the University may determine;
- (11) to establish such campuses, centres, specialised laboratories or other units for research and instruction as per the provision of the Act & are, in the opinion of the University, necessary for the furtherance of its objects;
- (12) to establish libraries, print, publish and build up collections of educational books, periodicals and Papers for the advancement of knowledge in the educational field;
- (13) to cooperate, collaborate, takeover, manage, acquire other educational societies, associations, institutions, trusts and "Not for Profit" companies in India and abroad with the intention of furthering the

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objectives of the University and/or with this end in view to affiliate groups and bodies, as also to entrust the management of the institutions run by the University to any other Association(s), Trusts, not for profit companies;

- (14) to institute and award fellowships, scholarships, studentships, medals and prizes;
- (15) to determine standards for admission into the University, which may include examination, evaluation or any other method of teaching;
- (16) to fix, demand and receive fees and other charges;
- (17) to supervise the residences of the students of the University and to make arrangements for promoting their health and general welfare;
- (18) to make special arrangements in respect of students such as women, disabled as the University may consider desirable;
- (19) to regulate and enforce discipline among the employees and students of the University and take such disciplinary measures in this regard as may be deemed necessary;
- (20) to make arrangements for promoting the health and general welfare of its employees;
- (21) to acquire, hold, manage and dispose of property, movable or immovable, including trust and endowment properties for the purpose of the university
- (22) to purchase, take on lease or accept as gift or otherwise, movable, immovable including trust and endowment or intellectual property and other rights which may be necessary or convenient for the purposes of the University on such terms and conditions as it may deem proper;
- (23) to sell, exchange, lease out or otherwise dispose of any movable or immovable including trust and endowment or intellectual property and other rights of the institutions run by the University on such terms as it may deem fit;
- (24) to execute conveyances, transfer of Government securities, re-conveyances, mortgages, leases, bonds and agreements in respect of movable and immovable or intellectual property and other rights belonging to the institutions run by the University; if permitted by the Act.
- (25) to raise and borrow money on bonds, mortgages, including notes, promissory notes or other obligations or securities founded or based upon all or any of the properties or assets of the University or without any securities, upon such terms and conditions as it may deem fit;
- (26) to invest the funds of the University in such securities as it may deem fit and from time to time transpose any investment;
- (27) to make such grants as it may deem fit for the benefit of the employees of the University;
- (28) to determine and receive payment for any special work done or service rendered by the University;
- (29) to open/close any School/ Department /Institution/ Foundation/ Center or other such units;

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- (30) to frame and amend from time to time service & leave rules and code of conduct for itself and the Institutions run by it; and
- (31) to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects.

First Statutes**Apeejay Styia University****Chapter No. V****Officers of the University****Chapter No. V-A****Appointment, Functions and Powers of the Chancellor**

- (1) The Chancellor shall be appointed by the Sponsoring Body (Apeejay Styia Education Foundation) for a period of three years with the approval of the Visitor by following such procedure & on such terms and conditions as may be prescribed in the Act.
Provided that the Chancellor shall, notwithstanding the expiry of the term, continue to hold his office maximum for a period of one year until either he is reappointed or his successor enters upon his office.
- (2) The Sponsoring Body shall forward the name, along with bio-data of the proposed Chancellor, to the Visitor
- (3) The Sponsoring Body at any time may withdraw the earlier nomination for the post of the Chancellor and accordingly nominate and appoint a new Chancellor as per 4(1) above.
- (4) The Chancellor shall be entitled to receive an honorarium, allowances and reimbursements of expenses and will be governed by the terms and condition as may be decided by the Sponsoring Body from time to time.
- (5) The Chancellor shall be the Head of the University and shall exercise overall control over the affairs of the University.
- (6) The Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, preside over the convocation of the University for conferring degrees, diplomas or other academic distinctions.
- (7) The Chancellor shall amongst others have the following powers:-
 - (a) to call for any information or record,
 - (b) to appoint the Vice-Chancellor,
 - (c) to remove the Vice-Chancellor in accordance with the provisions of sub-section (7) of section 17 of the Act,
 - (d) to appoint Pro-Chancellor, Pro-Vice-Chancellor(s), Honorary Advisor(s) and other officials, as required by the Act/ Statutes/ Ordinances/ Rules & Regulations;
 - (e) to appoint any officer(s) of the University if in his opinion, appointment(s) are in the interest of the University ; and
 - (f) Any other powers as may be necessary, incidental or conducive for the proper management, administration and for the attainment of all or any of the objects of the University with due consultation of sponsoring body as may be provided for.
- (8) The decision of the Chancellor in consultation with the Sponsoring Body shall be final and binding on:-
 - (a) any representation by persons aggrieved by the decision of the University;

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- (b) the recommendations/suggestions of any officer(s) of the University;
 - (c) Constitution of committee(s) /sub-committee(s) to review the recommendations of any officer(s) of the University and/or to review the operation of the University from time to time;
 - (d) Constitution, power and functions of the authorities and other bodies of the University, as may be constituted from time to time.
- (9) The Chancellor shall have the right to cause an inspection to be made by such person or person(s) as he may direct, of the University, a school or off campus centre or off shore campus or study centre maintained and/or operated by the University, their buildings, laboratories and equipment, and also of the examination, teaching and other work conducted or done by the University, college or institution, as the case may be, and to cause an enquiry to be made in the like manner in respect of any matter connected with the administration or finances of the University, as the case may be;
- (10) No assets of the University and/or its funds, deposits, investments of any nature whatever can be pledged and /or dealt with and /or be given as securities/guarantees and /or lien can be created in any assets of the university and / or its funds, in any manner to anybody including Financial Institutions/ Banks etc. without the prior approval of the Sponsoring Body on the recommendation of the Chancellor;
- (11) The Chancellor of the University may make Rules & Regulations or cause to make Rules & Regulations in the manner as he deems fit consistent with the Act, Statutes and the Ordinances on all Academic/Non Academic matter that are not provided for in the Act;
- (12) If at any point of time it appears to the Chancellor that any University authority or committee other than Governing Body and Board of Management is consistently and regularly contravening the provision of this Act, Statutes, Ordinances or Regulation or is involved in financial mismanagement or mal-administration, he may dissolve that body on receipt of report of inquiry officer(s) or committee constituted for that purpose by the Chancellor suo motto or on getting specific complaint. However the Chancellor shall ensure that dissolved authority or body is reconstituted within 6 months and till than affairs of that authority and body shall be looked after by the Administrator(s) appointed by the Chancellor for this purpose;
- (13) In case of any dispute and/or difference of opinion between officers of the University, the decision of the Chancellor shall be final and binding on all concerned;
- (14) If, in case, it appears to the Chancellor that any decision or order of any officer, authority, committee or board should be modified, annulled, reversed or remitted for reconsideration by such officer, authority, committee or board, the Chancellor may pass orders accordingly;

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- (15) The Chancellor, at his discretion, may delegate his powers to any Officer(s), Authorities(s) or any assignee(s);
- (16) The Chancellor by writing under his hand, addressed to the Sponsoring Body, may resign from his/her office. The Sponsoring Body may also ask the Chancellor at any time during his tenure to relinquish his charge as may be provided for.

First Statutes**Apeejay Styra University****Chapter No. V-B****Appointment, Functions and Powers of the Vice-Chancellor**

- (1) The Vice-Chancellor shall be appointed by the Chancellor from a panel of three persons recommended by the Governing Body and shall, subject to the provisions contained in sub-section (7), hold office for a term of three years:

Provided that, after the expiry of the term of three years the Vice-Chancellor shall be eligible for re-appointment for another term of three years:-

Provided further that a Vice-Chancellor shall continue to hold the office even after the expiry of his term till new Vice-Chancellor joins. However, in any case this period shall not exceed one year.

Provided further that, in case of an emergency like illness, long absence, resignation or due to any other reason the Chancellor may assign the duties of the Vice-Chancellor temporarily to Pro-Chancellor(s) and/or Pro-Vice-Chancellor(s) and/or Professor(s) and/or Registrar and/or Honorary Advisor(s) and/or Any Dean(s), Officer(s) and/or any competent authority(s) and/or any assignees of the University;

Provided further the Chancellor may discharge the Vice-Chancellor forthwith if in his opinion the continuation of the Vice-Chancellor is not in the interest of the University.

- (2) The Vice-Chancellor shall be entitled to receive remunerations, expenses and allowances and will be governed by the terms and condition as may be decided by the Chancellor from time to time;
- (3) The Vice-Chancellor shall be the principal executive and academic officer of the university and shall exercise general superintendence and control over the affairs of the university and shall execute the decisions of various authorities of the university;
- (4) to ensure that the founding philosophy (and as modified from time to time) of the Sponsoring Body/Promoters of the University shape the university to form its direction and policy and assure that the university remains aligned and true to its mission and vision.
- (5) In the absence of both the Visitor and the Chancellor, the Vice-Chancellor shall preside over the convocation of the university;
- (6) If, in the opinion of the Vice-Chancellor, it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under the Act, he may take such action as he may deem necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter.

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor then

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such case shall be referred to the Chancellor, whose decision thereon shall be final.

Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the university, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Board of Management and the Board of Management may confirm or modify or reverse the action taken by the Vice-Chancellor;

- (7) If, in the opinion of the Vice-Chancellor, any decision of any authority of the university is beyond (not superior to him) the scope of the powers conferred by the Act, Statutes, Ordinances, Regulations or Rules or is likely to be prejudicial to the interests of the university, he shall direct the concerned authority to revise its decision within fifteen days from the date of such direction and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the Chancellor and his decision thereon shall be final;

- (8) The Vice-Chancellor shall exercise such other powers and perform such other duties and discharge responsibilities as may be specified by the Statutes, Ordinances, Rules & Regulations and as assigned by the Chancellor/Governing Body from time to time in addition to the following duties:-

- (a) to advise the Governing Body on planning and development of the University, particularly in respect of the norms and standards of education, teaching and research in the University and ensure compliance of the same.
- (b) to coordinate and promote collaboration with any University/Research Institution/Centres of the country and/or abroad from time to time with prior approval of the Chancellor.
- (c) to provide academic leadership and motivation for excellence.
- (d) to see that the provisions of Act, the Statutes, the Ordinances and the Rules & Regulations are duly observed.

- (9) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such power to such officer or officers as he may deem fit. He shall be responsible for taking disciplinary action, whenever needed, against the faculty, Technical/Administrative Staff of the University/maintained institutions as per rules and as per Statutes.

Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action(s) as he may deem appropriate for the maintenance of discipline, the Vice-Chancellor may, in exercise of his powers, by order, direct that any student or students be expelled or rusticated for a specified period and not admitted to a course or courses of study in the University or for a stated period, or be punished with a fine for an amount to be specified in the order, or debarred from an examination or examinations conducted by the University or an affiliated college or institution for

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one or more years or that the result of the student or students concerned in the examination or examinations, in which he has or they have appeared, to be cancelled.

- (10) The Vice-Chancellor shall have the power to convene or cause to be convened the meeting of the Board of Management, Academic Council or any other body and committee of the University with the approval of the Chancellor.
- (11) The Vice-Chancellor may delegate any of his power to any officer(s)/assignee(s) of the university as he deems fit with the prior approval of the Chancellor.
- (12) To get all necessary approvals and to ensure statutory compliance with the academic norms and standards of the Government/UGC/Accreditation or any other body (as applicable) pertaining to the courses of study offered or to be offered by the University within and outside the country.
- (13) To ensure high standards of education imparted at the University and to obtain accreditation/ approvals/ rankings/ etc.
- (14) The Vice Chancellor by writing under his hand, addressed to the Chancellor, may resign from his / her office. The Chancellor may also ask the Vice Chancellor at any time during his tenure to relinquish his charge in accordance with the terms and conditions of his appointment.

First Statutes**Apeejay Styra University****Chapter No. V-C****Appointment, Functions and Powers of the Registrar**

- (1) The appointment of the Registrar shall be made by the Chairperson of the Sponsoring Body on the recommendation of the Selection Committee constituted for the purpose as per the qualifications prescribed by like UGC, State Govt. in a transparent manner.
- (2) The qualifications, terms of appointment, pay and other allowances of the Registrar shall be as approved by the Sponsoring Body.
- (3) When the office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person(s) as the Chancellor may appoint for the purpose in consultation with the sponsoring Body.
- (4) The Chairperson of the sponsoring Body may discharge the Registrar forthwith if in his opinion the continuation of the Registrar is not in the interest of the University.
- (5) All contracts on behalf of the University shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (6) The Registrar shall be the Member-Secretary of the Governing Body, Board of Management and Academic Council but shall not have a right to vote.
- (7) It shall be the duty of the Registrar
 - (a) to be the custodian of the records, the common seal and such other property of the University as the Governing Body/Board of Management shall commit to his charge;
 - (b) to represent the University as may be authorized in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
 - (c) to perform such other duties as may be specified in the Statutes, the Ordinances or the Rules & Regulations or as may be required, from time to time.
- (8) The Registrar may be delegated such powers of disciplinary action as may be laid down in the Rules & Regulations.
- (9) Any such powers, functions and duties of the Registrar may be assigned to any person/Officer(s), as deem fit by the Chairperson of the Sponsoring Body/Chancellor.
- (10) The Registrar by writing under his hand, addressed to the Chairperson of the sponsoring Body may resign his office. The Chairperson of the Sponsoring Body may also at any time for any reason whatsoever ask the Registrar to relinquish his charge.

First Statutes**Apeejay Stya University****Chapter No. V-D****Appointment, Functions and Powers of the Chief Finance & Accounts Officer**

- (1) The Chief Finance & Accounts Officer (CFAO) shall be appointed by the Chancellor in consultation with the sponsoring Body while considering the recommendation of the Selection Committee constituted for the purpose or as per the qualifications prescribed by the UGC/ State Government in a transparent manner.
- (2) When the office of the Chief Finance & Accounts Officer falls vacant or when the Chief Finance & Accounts Officer is, by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person(s) as the Chancellor may appoint for the purpose.
- (3) The Chief Finance & Accounts Officer shall be paid a salary and allowances as may be decided by the Chancellor in consultation with the sponsoring body.
- (4) The Chancellor in consultation with the sponsoring Body may discharge the Chief Finance & Accounts Officer (CFAO) forthwith if in his opinion the continuation of the Chief Finance & Accounts Officer (CFAO) is not in the interest of the University.
- (5) The Chief Finance & Accounts Officer shall :
 - (a) exercise general supervision of the accounts and funds of the University and advise on financial policies;
 - (b) perform other such financial functions as may be assigned to him by the Chancellor;

Provided that the Chief Finance and Accounts Officer shall ensure that expenditure and investment do not exceed the budgets and the limit as approved by the Sponsoring Body/Chancellor. Further if any expenditure or investment is likely to exceed the fixed budgets and the limit then Chief Finance and Accounts Officer shall ensure that the prior approval of the Sponsoring Body/Chancellor is taken.

Subject to the control and the approval of the Finance Committee and the Chancellor, the Chief Finance and Accounts Officer shall:-

- (c) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted;
- (d) be responsible for the preparation of the annual accounts and the budget of the University and for their presentation to the Governing Body;
- (e) keep a constant watch on the cash and bank balance;

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- (f) watch the progress of collection of revenue and advise on the methods of collection.
 - (g) ensure that the registers of properties of the University are maintained properly and the stock-checking of equipment and other materials in the offices of the University including Off Campus, Off Shore Campus and other Institutions & Foundations maintained by the University is conducted regularly and on timely intervals;
 - (h) bring to the notice of the Chancellor any unauthorised expenditure or other financial irregularities and suggest appropriate action; and
 - (i) perform such other functions as may be specified in the Statutes, Ordinances or Rules & Regulations or as may be required from time to time.
- (6) He will ensure that adequate controls commensurate with the size of financial operations are in place.
 - (7) He shall ensure all relevant statutory and timely compliances of Govt. /Taxation Departments/etc.
 - (8) He shall be responsible for timely compliance of Audit requirements.
 - (9) He shall be responsible for all financial matters of the University as assigned to him and also for liaisoning with Financial Institutions/Bank.
 - (10) Maintain all accounts & records as per regulating standards.
 - (11) He shall have power to call from any office of the University including Off Campus, Off Shore Campus and other Institutions & Foundations, any information, Records, Statements and reports that he may consider necessary for the performance of his functions.
 - (12) Any such powers, functions and duties of the Chief Finance & Accounts Officer may be assigned to any person(s) as deem fit by the Chancellor.
 - (13) The Chief Finance & Accounts Officer by writing under his hand, addressed to the Chancellor, may resign his office. The Chancellor may also at any time for any reason whatsoever ask the Chief Finance & Accounts Officer to relinquish his charge.

First Statutes**Apeejay Styra University****Chapter No. VI****Other Officers of the University**

- (1) The following shall be the other Officers of the University with the sanction of the sponsoring body as per the provisions in clause 14(6) and 20(1) and (2) of the Act:-
- (a) Pro-Chancellor
 - (b) Pro-Vice-Chancellor
 - (c) Controller of Examinations
 - (d) Joint Registrar

First Statutes**Apeejay Stiya University****Chapter No. VI-A****Appointment, Terms & Conditions, Power and Functions of the Pro-Chancellor(s)**

- (i) In accordance with the Section 20 of the Act, under the category of other officers, one or more Pro-Chancellor shall be appointed by the Chancellor for a period of three years with the prior approval of the Sponsoring Body. The Chancellor shall finalise the name of the Pro-Chancellor(s) and process their approval by the Sponsoring Body. After the approval of the Sponsoring Body, the Pro-Chancellor(s) shall be appointed by the Chancellor.
- (ii) The Pro-Chancellor shall hold office for a period of three years and shall be eligible for reappointment, with the approval of the Sponsoring Body following the procedure laid down above under sub clause (a) (i) above.
Provided that the Pro-Chancellor shall, notwithstanding the expiry of the term, continue to hold his office until either he is reappointed or his successor enters upon his office but not more than one year.
- (iii) The Chancellor with prior approval of the Sponsoring Body may discharge the Pro-Chancellor forthwith if in his opinion the continuation of the Pro-Chancellor is not in the interest of the University.
- (iv) In case of an emergency like illness, absence or death of the Chancellor, one of the Pro-Chancellor(s) after approval from Sponsoring Body shall perform his routine duties till the Chancellor reassumes his office or the new Chancellor is appointed.
- (v) The Pro-Chancellor(s) shall discharge any academic/ administrative/ financial/ developmental and/or any other responsibility specifically assigned by the Chancellor/Sponsoring Body.
- (vi) The Pro Chancellor(s) shall be entitled to receive an honorarium, expenses and allowances and governed by the terms and conditions as may be decided by the Chancellor with the prior approval of the Sponsoring Body from time to time.
- (vii) The Pro-Chancellor may delegate any of his power to any officer(s)/assignee(s) of the university as he deems fit with the prior approval of the Chancellor.
- (viii) Any such powers, functions and duties of the Pro-Chancellor may be assigned to any Officer (s)/assignee(s), as deemed fit by the Chancellor
- (ix) The Pro Chancellor(s) by writing under his hand, addressed to the Chancellor, may resign his office. The Chancellor may also ask the Pro Chancellor(s) at any time during his tenure to relinquish his charge in accordance with the terms and conditions of his appointment.

First Statutes**Apeejay Stya University****Chapter No. VI-B****Appointment, Functions and Powers of the Pro-Vice Chancellor (s)**

- (i) The Pro-Vice Chancellor shall be appointed for a period of three years by the Chancellor, on the recommendation of a search committee constituted of three persons by the Chancellor including at least one member of Governing Body and one nominee of the Sponsoring Body.
- (ii) There may be more than one Pro-Vice-Chancellor of the University.
- (iii) The Pro-Vice-Chancellor shall be eligible for reappointment for subsequent terms by following the procedure laid down above in the sub clause (b) (i).
- (iv) In the absence of the Vice-Chancellor, the Pro-Vice Chancellor(s) shall perform the duties of the Vice-Chancellor to dispose of only assigned routine matters of the University; unless otherwise directed by the Chancellor.
- (v) The Chancellor may discharge the Pro- Vice-Chancellor forthwith if in his opinion the continuation of the Pro- vice-Chancellor is not in the interest of the University.
- (vi) When the office of the Pro-Vice-Chancellor (s) falls vacant or when the Pro-Vice-Chancellor (s) is, by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person(s)/Officers as the Chancellor may appoint for the purpose.
- (vii) The Pro-Vice-Chancellor(s) shall be entitled to receive pay and other allowances and governed by the terms and conditions as may be decided by the Chancellor/Sponsoring Body from time to time.
- (viii) The Pro-Vice Chancellor(s) shall discharge the responsibilities and duties as assigned by the Chancellor/ Vice-Chancellor from time to time.
- (ix) Any such powers, functions and duties of the Pro-Vice-Chancellor (s) may be assigned to any Officer (s)/assignee(s) as deemed fit by the Chancellor/ Sponsoring Body.
- (x) The Pro-Vice-Chancellor(s) may delegate any of his power to any officer(s)/assignee(s) of the university as he deems fit with the prior approval of the Chancellor.
- (xi) The Pro Vice Chancellor(s) by writing under his hand, addressed to the Chancellor, may resign his office. The Chancellor may also at any time for any reason whatsoever ask the Pro- Vice Chancellor(s) to relinquish his charge.

Chapter No. VI-C**Appointment, Functions and Powers of the Controller of Examinations**

- (i) The appointment of the Controller of Examinations shall be made by the Chancellor on the recommendations of the Selection Committee constituted for the purpose by the Chancellor.
- (ii) The qualifications, terms of appointment, pay and other allowances of the Controller of Examinations shall be as approved by the Chancellor.
- (iii) The Chancellor may discharge the Controller of Examinations forthwith if in his opinion the continuation of the Controller of Examinations is not in the interest of the University.
- (iv) The Controller of Examinations shall have all such powers, duties and functions as are delegated and assigned to him by the Vice Chancellor/Chancellor.
- (v) When the office of the Controller of Examinations falls vacant or when the Controller of Examinations is, by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person(s)/Officer(s) as the Chancellor may appoint for the purpose.
- (vi) Any such powers, functions and duties of the Controller of Examination may be assigned to any Officer (s)/assignee(s), as deem fit by the Vice Chancellor/ Chancellor.

The Controller of Examinations by writing under his hand, addressed to the Chancellor, may resign from his office. The Chancellor may also at any time for any reason whatsoever ask the Controller of Examination to relinquish his charge.

Chapter No. VI-D**Appointment, Functions and Powers of the Joint Registrar**

- (i) The appointment of the Joint Registrar shall be made by the Chancellor on the recommendations of the Selection Committee constituted for the purpose by the Chancellor.
- (ii) The qualifications, terms of appointment, pay and other allowances of the Joint Registrar shall be as approved by the Chancellor.
- (iii) The Chancellor may discharge the Joint Registrar forthwith if in his opinion the continuation of the Joint Registrar is not in the interest of the University.
- (iv) The Joint Registrar shall have all such powers, duties and functions as are delegated and assigned to him by the Vice Chancellor/Chancellor.
- (v) When the office of the Joint Registrar falls vacant or when the Joint Registrar is, by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person(s) as the Chancellor may appoint for the purpose.
- (vi) Any such powers, functions and duties of the Joint Registrar may be assigned to any Officer (s)/assignee(s), as deemed fit by the Vice Chancellor/Chancellor.

The Joint Registrar by writing under his hand, addressed to the Chancellor, may resign from his office. The Chancellor may also at any time for any reason whatsoever ask the Joint Registrar to relinquish his charge.

The Chancellor may at its discretion and based on the needs of the University appoint other officers. These officers may be appointed by the Chancellor as per the provisions of clause 14(6) and 20(1) and (2) of the Act or on the terms and conditions as may be approved by the Chancellor in consultation with the Sponsoring Body.

First Statutes**Apeejay Styra University****Chapter No.VII****The Authorities of the University****Chapter No.VII-A****Constitution and Powers of the Governing Body**

- (1) The Governing Body shall consist of the following members:-
 - (a) the Chancellor;
 - (b) the Vice-Chancellor;
 - (c) the Secretary to the Government, Haryana, Education Department, or in his absence, Director General Higher Education, Haryana;
 - (d) five persons nominated by the sponsoring body out of whom two shall be eminent educationists;
 - (e) one expert of management or technology from outside the university, nominated by the Chancellor; and
 - (f) One expert of finance, nominated by the Chancellor.
 - (g) Registrar will be the Member-Secretary of the Governing Body.
- (2) The Chancellor shall be the Chairperson of the Governing Body.
- (3) All members of the Governing Body other than the ex-officio members shall hold office for a term of 3 years. The nominated members may at any time be withdrawn or substituted during their tenure. Further the Ex officio members of the University may at any time be withdrawn or substituted during their tenure.
- (4) The Governing Body shall be the supreme authority of the University. All the movable and immovable property of the university shall vest in the Governing Body. It shall have amongst other the following powers, namely: -
 - (a) to provide general superintendence and directions and to control the functioning of the university by using all such powers as are provided by the Act, Statutes, Ordinances, Regulations or Rules;
 - (b) to review the decisions of other authorities of the university in case they are not in conformity with the provisions of the Act, Statutes, Ordinances, Regulations or Rules;
 - (c) to approve the budget and annual report of the university;
 - (d) to lay down the extensive policies to be followed by the university;
 - (e) to recommend to the sponsoring body for the dissolution of the university if a situation arises when there is no smooth functioning of the university in spite of best efforts; and
 - (f) such other powers as may be specified by the Statutes;Provided that the Secretary to the Government of Haryana, Education Department or in his absence, Director General

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Higher Education shall be present in each meeting in which decisions on issues involving Government policies/ instructions are to be taken.

- (5) The Governing Body shall meet at least three times in a calendar year.
- (6) The quorum for meetings of the Governing Body shall be four.
- (7) The detailed rules and procedures for functioning of the Governing Body will be as per the rules of business approved by the Governing Body.
- (8) The Governing Body shall review from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University.
- (9) Form any committee(s), subcommittee(s) required for the day to day activities of the University which may be necessary to achieve the objectives of the University and may delegate any other such powers to these committees(s) as may be considered necessary with the approval of the Chancellor.
- (10) Exercise such powers and perform such duties as may be necessary or expedient for the attainment of the objectives of the University.
- (11) To delegate such powers to officers, committee(s) and such other bodies as may be considered with the prior approval of the Chancellor.
- (12) In case of emergency, if the Chancellor is convinced that any decision is required to be taken falling within the Jurisdiction of Governing Body, the Chancellor may sue motto do so, however the same shall be ratified either by circulation amongst the members of the Governing Body or in the next meeting of the Governing Body.
- (13) In case of emergency, if the Vice Chancellor is convinced that any decision is required to be taken falling within the Jurisdiction of Governing Body, Vice Chancellor with the prior approval of the Chancellor may do so, however the same shall be ratified either by circulation amongst the members of the Governing Body or in the next meeting of the Governing Body.
- (14) The Chancellor may constitute an executive committee to act on behalf of the Governing Body in anticipatory approval of Governing Body whenever urgent decisions are required and the matter be reported to the Governing Body for approval.
- (15) To exercise such other powers and perform such other duties as may be conferred or imposed on it by the Act/Statutes/Ordinances.

First Statutes**Apeejay Styu University****Chapter No. VII-B****Constitution, Functions and Powers of the Board of Management**

- (1) The Board of Management shall consist of the following members: -
 - (a) the Vice-Chancellor;
 - (b) the Secretary to the Government of Haryana, Education Department, or in his absence, Director General Higher Education, Haryana;
 - (c) two members of the Governing Body, nominated by the sponsoring body;
 - (d) three persons, who are not the members of the Governing Body, nominated by the sponsoring body;
 - (e) three persons from amongst the teachers, nominated by the sponsoring body; and
 - (f) Two teachers, nominated by the Vice-Chancellor.
- (2) The Vice-Chancellor shall be the Chairperson of the Board of Management.
- (3) All members of the Board of Management other than the ex officio members shall hold office for a term of 3 years. The nominated members may at any time be withdrawn or substituted during their tenure.
- (4) The Board of Management shall meet once in every two months.
- (5) The quorum for the meetings of the Board of Management shall be five:
Provided that the Secretary to the Government of Haryana, Education Department, or in his absence, Director General Higher Education, Haryana, shall be present in each meeting in which decisions on issues involving Government policies/instructions are to be taken.
- (6) The Powers and Functions of the Board of Management shall be:-
 - (a) to have the annual accounts including the Balance Sheet together with Audit Report prepared under its directions.
 - (b) to adopt and follow the approved Budget for expenditure as per the guidelines laid down by the Sponsoring Body.
 - (c) to prepare First ordinances of the University under its direction with the consultations of the Vice Chancellor and approval of the Chancellor and get subsequent Ordinances of the University prepared from Academic Council with due consultation of the Vice Chancellor and approval of the Chancellor.
 - (d) to prepare subsequent Statutes of University other than the First Statutes of the University under its direction with the approval of the Chancellor/Governing Body.
 - (e) to prepare the Annual Report of the University with the approval of the Chancellor, which shall include among other matters, the steps taken by the university towards the fulfillment of its objects.
 - (f) to regulate enforcement of discipline amongst the employees in accordance with the Statutes, Ordinances, Rules & Regulations;

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- (g) to work towards achieving international quality standards in teaching and research, through partnership collaborations/ exchange programme with renowned international universities;
 - (h) to oversee the management of general fund as per Section 12 & 13 of the Act in consultation with the Finance Committee;
 - (i) to recommend to the Governing Body the date of Convocation and take steps for successful organization of the same;
 - (j) to exercise such other powers and perform such other functions as may be conferred on it by the Act or the Statutes or as prescribed by the Chancellor/ Governing Body/Sponsoring Body.
 - (k) to delegate any such of its powers to the Pro-Chancellor, the Vice – Chancellor, the Pro-Vice-Chancellors, the Registrar, the Chief Finance Officer or any other officer, assignee(s) or authority of the University, or to a committee appointed by it with the prior approval of the Chancellor;
- (7) The Vice-Chancellor may take any decision in anticipatory approval of the Board of Management; however, the same is required to be placed for approval of Board of the Management in its next meeting.

First Statutes**Apeejay Styra University****Chapter No. VII-C****Constitution, Powers and Functions of Academic Council**

- (1) The Academic Council shall be constituted by the Chancellor and its composition shall be such as notified from time to time and subject to change as deemed fit by the Chancellor/Sponsoring body.
- (2) The Vice-Chancellor shall be the Chairperson of the Academic Council.
- (3) The Registrar shall be member secretary of the Academic Council without any voting right.
- (4) All members of the Academic Council, other than the ex-officio members shall hold office for a term of three years. The nominated members may at any time be withdrawn or substituted during their tenure.
- (5) The Academic Council shall be the principal academic body of the university to render advice from time to time and shall, subject to the provisions of the Act, Statutes, Ordinances, Rules and Regulations, co-ordinate and exercise general supervision over the academic policies of the University.
The Academic Council as principal Advisory body on Academic Matters may render its advice on such matters as referred to it by any officer(s) and authorities of the University,
- (5) One fifth of the total members of the Academic Council shall form a quorum for a meeting of the Academic Council. The quorum may be modified by Chancellor/ Governing Body from time to time.
- (6) The meeting of Academic Council will be conducted as per rules approved by the Governing Body.
- (7) Subject to the Act, the Statutes and the Ordinances, the Academic Council, on reference from designated Officer(s) and Authorities of the university may perform the following functions:
 - (a) to review and recommend curricula and syllabi on reference for the courses of studies for the various Schools/Departments;
 - (b) to promote, coordinate and encourage interdisciplinary, disciplinary and transdisciplinary studies;
 - (c) to make suggestion and advice for the conduct of examinations and on other matters relating to the examinations;
 - (d) to advice/suggest the guidelines for declaration of results of the examinations or to appoint committees or officers to do so and to make recommendations to the Governing Body for conferment of or grant of degrees, diplomas and other academic distinctions or titles;
 - (e) to recommend the appointment of Advisory Committees or Expert Committees or both for the Schools/Departments of the University on academic matters connected with the working of the Schools/Departments;
 - (f) to recommend promotion and development of the Library;

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- (g) to promote research and academic development activity within the University and seek reports on such research or academic development or activity from the persons engaged therein;
 - (h) to suggest/advice plan for co-curricular activities of the students of the University;
 - (i) to make recommendation for award of stipends, scholarships, medals and prizes on reference from any appropriate authorities of the University ;
 - (j) to promote the health and welfare of students and to recommend the constitution of a Council of Students Affairs.
- (8) In case of non-unanimity of any issue the decision will be approved by one third majority of the members & voting present. However this provision is subject to modification from time to time if deemed fit by Chancellor/Governing Body.

First Statutes**Apeejay Stya University****Chapter No. VII-D****Constitution, Powers and Functions of the Finance Committee**

- (1) The Finance Committee shall be constituted by the Chancellor and its composition shall be such as notified from time to time and subject to change(s) from time to time as deemed fit by the Chancellor/Sponsoring body.
The Finance Committee shall be principal financial advisory body of the University to render its advice from time to time.
- (2) The Chancellor shall be the Chairperson of the Finance Committee
- (3) In the absence of the Chancellor; Pro- Vice-Chancellor or any member nominated by the Chancellor shall preside over the meeting.
- (4) All members of the FC other than ex-officio-member shall hold the office for a term of three years.
- (5) The nominated members may at any time be withdrawn or substituted during their tenure.
- (6) The finance committee shall meet at least twice in each academic year.
- (7) The quorum at the meetings will be such as decided by Finance Committee.
- (8) The Finance Committee shall perform the following duties:
 - (a) to consider the annual estimates of income and expenditure(Budget) of the University and to put up to the Governing Body/Sponsoring Body / Chancellor for its approval;
 - (b) to examine the annual accounts of the University and to scrutinize the proposals for expenditure to be put up to the Governing Body/Sponsoring Body/ Chancellor for its approval;
 - (c) to submit a copy of the annual accounts and audit report along with its observations to the Governing Body / Sponsoring Body/ Chancellor;
 - (d) to make its recommendations to the Sponsoring Body to accept bequests and donations of the property to the University on such terms as it may deem proper.
 - (e) to recommend mechanisms and ways and means to augment the financial resources for the University.
 - (f) to consider any other matter referred to it.
 - (g) to observe that the Rules & Regulations relating to the maintenance of accounts of the income and expenditure of the University are followed.
 - (h) to consider the annual budget and put it up to the Governing Body/Sponsoring Body / Chancellor for consideration.
 - (i) To recommend the appointment of Auditors of the University with their remuneration to the Chancellor for approval.
 - (j) to review and evolve fee structure from time to time and make recommendations to the Chancellor for its approval.
 - (k) to recommend to the Chancellor and the Sponsoring Body the making of capital expenditure/ long term and short term investments.

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- (l) to recommend to the Chancellor and the Sponsoring Body all steps to ensure continued availability of short term/long term funds and their application and optimum utilisation.
 - (m) any other matter as may be delegated by the Chancellor /Sponsoring Body from time to time.
- (9) In case of non-unanimity on any issue the decision will be taken in such a manner as finalized by the Chancellor/Sponsoring Body.

Chapter No. VII-E

**Disqualification for membership of an Authority or Body,
Validity of Proceedings and Filling up of Vacancies**

- (1) The following shall apply to all the Authorities and Bodies of the University constituted as per the Act/ Statutes or Ordinances of the University:
- (a) A person shall be disqualified for being a member of any of the authorities or bodies of the university, if he/she.
- (i) is of unsound mind and stands so declared by a competent court or
 - (ii) is an undischarged insolvent declared by a competent Court or
 - (iii) has been convicted of any offence involving moral turpitude or
 - (iv) is charge sheeted by a court of competent jurisdiction in a criminal matter or
 - (v) is involved in financial misconduct(s)/irregularities/misappropriation of funds, fraud(s), breach of trust, cheating and similar type of cases or
 - (vi) has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere or
 - (vii) In the event it is found that any member other than the ex officio- member(s) and the Government nominee(s) has not in any manner participated and/or contributed to the cause and/or the objects of the University and/or any like cause and/or not attended three consecutive meetings of the concerned authority(ise)/body (ies) shall cease to be its member unless otherwise condoned.
 - (viii) No act or proceeding of any authority or body of the university shall be invalid merely by reason of any vacancy or defect in the constitution thereof
 - (ix) Any vacancy which may occur in the membership of the authorities or bodies of the university due to death, resignation or removal of a member or due to change of capacity in which he was appointed or nominated, shall be filled up as early as possible by the person or the body who had appointed or nominated such a member.
- Provided that the person appointed or nominated as a member of an authority or body of the university on an emergent vacancy, shall remain a member of such authority or body only for the unexpired tenure of the member, in whose place he is appointed or nominated.

Chapter No. VIII**Schools of Studies**

- (1) The University may establish the following Schools:-
 - (a) School of Engineering & Technology
 - (b) School of Computational Sciences
 - (c) School of Bio-Sciences
 - (d) School of Pharmaceutical Sciences
 - (e) School of Education
 - (f) **School of Design & Visual Arts**
 - (g) School of Management Sciences
 - (h) School of Journalism & Mass Communication
- (2) In addition to the above Schools any other school may be created. Further any school(s) may be abolished/renamed/restructured/merged from time to time.
- (3) The University may also establish amongst other inter-disciplinary/multi-disciplinary/trans-disciplinary schools/ Departments/Centres/Institutes/Units/foundations/colleges to promote teaching, industry interface and research & development.
- (4) Each School may have various departments/centers assigned to it from time to time.
- (5) The functioning of each school including its course curriculum, degree awarded by it, intake, teaching learning process, evaluation, credit system, etc. will be such as laid down by Ordinances/Rules and Regulations and subject to modification from time to time as per the need of the hour and as approved by the Vice Chancellor/Chancellor.
- (6) The University may also establish incubation centre, innovation centre, R & D Centre, Centre of Excellence, etc.
- (7) The University may also establish and accreditate Community Colleges, vocational centres etc. providing associate degrees, diplomas, certificates etc.

First Statutes**Apeejay Styu University****Chapter No.IX****Boards Committee of the University****Chapter No. IX-A****Constitution, Power and Functions of the Advisory Board**

- (1) The Chancellor may constitute if he so deem fit an Advisory Board for the University and/or each School and/or each department and/or each centre, Unit etc.

The Chancellor may accordingly provide for the constitution, Power and the functioning of the Advisory Body.

First Statutes**Apeejay Styaa University****Chapter No. IX-B****Constitution, Power and Functions of the Board of Studies**

- (1) The University with the approval of the Chancellor may have a Board of Studies for each school and/or each department and/or each Centre, Unit etc.

The constitution, Power and functioning of the Board of Studies may be such as approved by the Chancellor

First Statutes**Apeejay Styra University****Chapter No. IX-C****Constitution, Power and Functions of the Quality Assurance Committee**

- (1) There shall be a Quality Assurance Committee.
- (2) The Chancellor may constitute or cause to constitute the Quality Assurance Committee with such composition, tenures & terms of office of the member(s), quorum of meeting etc. as finalized and notified from time to time.
- (3) The Quality Assurance Committee will be performing the following functions:
 - (a) to lay down principles, policies and procedures for quality assurance in relation to teaching, research, examination processes and learning outcomes; and to assist the Academic Council in the maintenance of quality of the academic standard in such matters;
 - (b) to advise the measures required for achieving quality in infrastructure and campus development
 - (c) to suggest measures to improve quality in academic/non academic matter(s); and
 - (d) to perform such other tasks pertaining to Quality assurance as required by the Chancellor from time to time.
 - (e) The Committee may be renamed as deemed fit from time to time by the competent authority.

First Statutes**Apeejay Styu University****Chapter No. IX-D****Constitution, Power and Functions of the University
Research Committee**

- (1) There shall be a University Research Committee.
- (2) The Chancellor may constitute or cause to constitute University Research Committee with such composition, tenures & terms of office of the member(s), quorum of meeting etc. as finalized and notified from time to time.
- (3) The University Research committee will be performing the following functions:-
 - (a) to advise the University on research funding policies and procedures in the University;
 - (b) to oversee the allocation of research funds to academic staff;
 - (c) to approve other applications for external research funding submitted by academic staff of the University;
 - (d) to review and report on the University's research activities;
 - (e) to perform such other tasks pertaining to research and development as required from time to time.
- (4) The committee may be renamed as deemed fit from time to time by the competent authority.

First Statutes**Apeejay Stya University****Chapter No. X****Services in the University****Chapter No. X-A****Appointment, Powers, Functions and Terms and Conditions of services of the Teachers of the University**

- (1) For teaching positions in the University the Vice Chancellor will prepare the detailed requirements from time to time and recommend to the Chancellor for sanctioning the positions and/or filling up of the vacancies available in different Schools/departments of the University and/or requisitioning of faculty from time to time. If required the Chancellor may if he deemed fit suo motto direct the Vice Chancellor to have and/or to fill any teaching position.
- (2) The Chancellor after assessing the recommendation in consultation with the sponsoring body may sanction the various teaching positions for filling up through proper procedure.
- (3) The Chancellor may constitute a Screening Committee if required directly or on the recommendation of the Vice Chancellor for the purpose.
- (4) The teaching staff shall be appointed by a selection committee constituted under the UGC / State Government regulations as per the procedure prescribed by the UGC /State Govt in a transparent manner.
- (5) A selection committee may be constituted by Chancellor if required to interview and recommend suitable applicant(s). The Selection committee may be approved by the Chancellor either on one time The basis or it may be having validity as provided for.
- (6) The Selection Committee can also consider candidates in absentia only in case of Professor.
- (7) In case a selection committee is constituted, the Selection Committee will forward its recommendation to the Chancellor for its consideration.
- (8) The policies, manner and service of the Teaching employees of the University shall be as laid down in the Rules & Regulations with the prior approval of the Chancellor/Sponsoring Body. The terms and conditions of appointment thereon will be as detailed in the appointment letter.
- (9) The Chancellor may also appoint persons of eminence with outstanding academic and research achievements as Professors of Eminence, Professor Emeritus, Distinguished Professors, Adjunct Professors, Industry professional, Advisors and fellows etc in the University as may be provided for. The honorarium perks; terms and conditions for these positions shall be such as decided and finalized by the Chancellor.

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- (10) In addition to full-time teachers, the Chancellor may also direct the Vice Chancellor to engage for a fixed period, part-time, Ad-Hoc, Visiting, Guest, contractual and/or on assignment basis persons or professional faculty, etc. All such engagements and its terms and conditions will be decided by the Chancellor of the University from time to time.

First Statutes**Apeejay Stya University****Chapter No. X-B****Appointment and Terms and conditions of services of Non-teaching employees of the University**

- (1) For non-teaching positions in the University, the Vice Chancellor will prepare the detailed requirements and recommend it to the Chancellor for sanctioning the positions and/or filling up of the vacancies available at different level in Schools/departments/Administration of the University and / or outsourcing the requirement from time to time. If required the Chancellor may as if deemed fit suo motto direct the Vice Chancellor to have and/or to fill any non-teaching position and/or outsourcing any requirements of the University.
- (2) The Chancellor in consultation with the Sponsoring Body after assessing the recommendation may sanction the various non-teaching positions for filling up through proper procedure.
- (3) The Chancellor may constitute a Screening Committee if required directly or on the recommendation of the Vice Chancellor.
- (4) A selection committee may be constituted by Chancellor, if required, to interview and recommend suitable applicant(s). The Selection committee may be approved by the Chancellor either on one time basis or it may be having validity as provided for.
- (5) In case a selection committee is constituted, the Selection Committee will forward its recommendation to the Chancellor for its consideration.
- (6) In addition to full-time non-teaching staff, the Chancellor with prior approval of the Sponsoring Body also direct the Vice Chancellor to engage for a fixed period, part-time, adhoc, contractual and/or on assignment basis persons or professionals, etc., either through direct recruitment or through out-sourcing agencies on such terms and conditions as may be decided by the Chancellor with the prior approval of the Sponsoring Body from time to time.
- (7) The policies, manner and service of employees of the University shall be as laid down in the Rules & Regulations with the prior approval of the Chancellor/Sponsoring Body. The terms and conditions of appointment thereon will be as detailed in the appointment letter.

First Statutes**Apeejay Styra University****Chapter No. XI****Standing Committee and Boards of the University****Standing Committee of Governing Body/ Board of Management/****Academic Council**

- (1) The Governing Body, may constitute its standing committee (s).
- (2) The Board of Management and Academic Council through the Vice-Chancellor with the prior approval of the Chancellor may constitute its respective standing committee(s).
- (3) The Registrar shall act as the Member Secretary of these Standing Committee(s).
- (4) Meetings of the Standing Committee (s) shall be convened as and when required.
- (5) The quorum of the Standing Committee meetings shall be such as finalized by respective bodies/authorities.
- (6) Notice, agenda etc. and other conduct business of the Standing Committee (s) shall be as finalized by respective bodies/ authorities.
- (7) All authorities in clause (2) above can delegate any power vested in them to the standing committee with the approval of the Chancellor.

First Statutes**Apeejay Styra University****Board and Committees**

- (1) The Governing Body may constitute boards or committees of the University with the approval of the Chancellor as its chairperson. The Board of Management, Academic Council and the School of Studies through the Vice Chancellor with prior approval of Chancellor may constitute boards or committees of such members as it deemed fit for proper and smooth functioning and which may also carry out some specific or assigned task.
- (2) The task and duties assigned to the constituted board and committees shall be as such as finalized by the authorities which have appointed it with the approval of the Chancellor. The constitution of all boards and committees of the respective bodies shall also be notified to and approved by the Chancellor.

Chapter No. XII**Administration of Endowment for the Award of Fellowships, Scholarships, Medals and Prizes in the University**

- (1) The Governing Body may accept donations for creation of endowment fund for the award of Fellowships, Scholarships, Stipends, Medals, Prizes and other awards of the recurring nature; it can also establish the same on its own initiative with the approval of the Sponsoring Body.
- (2) The Finance Committee shall administer all the endowments under supervision of the Chancellor/Sponsoring Body.
- (3) The award shall be made out of the annual income accruing from the endowments. Any part of the income which is not so utilised shall be added to the endowment if so provided for by the terms of the endowment.
- (4)
 - (a) The Finance Committee shall prescribe the mode & manner of investment in the matter of endowment.
 - (b) The value of endowment necessary for instituting an award shall be prescribed by the Chancellor/ Sponsoring Body.
- (5) In case any endowment is accepted by the Governing Body, it shall make Rules & Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment, terms and condition etc on the recommendation of the Chancellor/Finance Committee.
- (6) Approval of awardees for fellowships, scholarships, medals and prizes as per the specific regulations(s) for specific endowment will be given by the Chancellor/Sponsoring Body.

First Statutes**Apeejay Styra University****Chapter No.XIII****Admissions and Regulation of Reservation of the Seats****Admission Policy**

- (a) The Admission Policy of the University shall be consistent with its philosophy and educational objectives of the University.
- (b) The Admission to the University shall be merit based in consonance with the Philosophy and Objectives of the University.
- (c) The Merit for admission in the University may be determined on the basis of grades obtained in basic eligibility examination and / or the qualifying examination together with the performance in co-curricular and extra-curricular activities etc and / or on the basis of marks or grades obtained in the entrance test conducted at the state level either by an association of the universities conducting similar courses or by an agency of the state.

Provided that admission in the professional and technical courses shall be made only through an entrance test.

The University may provide relaxations except in professional & technical courses from the entrance test, and provide weightage in terms of co-curricular & extra-curricular activities and/or interview/group discussion to the students from Apeejay Schools/Colleges/Institutes based on provisions as laid down in the Rules & Regulations.

- (d) The University shall be entitled to reserve seats and give admissions to students from Apeejay & Svan Schools/Colleges/Institutions into the various programmes of the University based on laid down processes and procedures as approved by the Governing Body from time to time.
- (e) Admissions to the University will be open to all persons regardless of Caste, Creed, Gender, Race, Religion and Nationality and place of birth.
- (f) Applicant must meet:
 - (i) The Minimum Entry Qualification Requirements laid down by the Statute, Ordinances, and Rules & Regulations as made from time to time;
 - (ii) Programme Specific Requirements set by the Statute, Ordinances, and Rules & Regulations from time to time; and
 - (iii) Any other requirements that the University may impose from time to time.

Reservation of Seats

- (a) A minimum of 25% seats for admissions in the University shall be reserved for students of the State of Haryana, out of which 10%

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seats shall be reserved for students belonging to scheduled castes of the state of haryana.

- (b) Where any seats for admission in the University are reserved for students domiciled in Haryana or belonging to the Scheduled Castes of the State of Haryana are not filled by persons who are domiciled in Haryana or belong to the Scheduled Castes of the State or Haryana, they shall be filled by other students according to the general admission policy.
- (c) Where there are more applicants belonging to the Scheduled Caste of the State of Haryana than the number of reserved seats prescribed under section 35(3) of the Act then their admission to these reserved seats shall be on competitive basis amongst such applicants.

The Number of Seats in Different Programmes

- (1) The University practices the flexible academic system and the intake in each programme of the University shall be determined as finalized by the Governing Body from time to time.

First Statutes**Apeejay Styaa University****Provision for Scholarships, Fellowships, Fees to be charged and Exemption from Tuition Fees**

- (1) The students admitted to the University shall be awarded scholarships, fellowships and financial assistance under various schemes.
- (2) The Scholarships, Fellowships and various schemes of the financial assistance will be such as laid down in the Rules & Regulations of the University as approved and finalized by Chancellor with the approval of the Sponsoring body.
- (3) The provision regarding fees to be charged shall be such as laid down in Section 36(1) of the Act.
- (4) The provision regarding Exemption of student (s) from payment of tuition fees shall be such as laid down in Section 36 (2) of the Act.

First Statutes**Apeejay Styra University****Chapter No. XIV-A****Annual Report**

- (1) The annual report of the university shall be prepared by the Board of Management which shall include among other matters, the steps taken by the university towards the fulfilment of its objects and shall be approved by the Chancellor/ Governing Body and a copy of the same shall be submitted to the sponsoring body.
- (2) Copies of the annual report prepared under sub-section (1) shall also be made available to the Visitor and the Government.

First Statutes**Apeejay Styra University****Chapter No. XIV-B****Convocation**

- (1) The Convocation of the University for conferring Degrees, Diplomas, certificates and other distinctions shall normally be held annually in the manner as may be specified by the statutes.
- (2) The matter relating to the format of the Degree and Diploma, Documents, Certificates and Citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding convocation and all other details shall be such as laid down in Ordinances/Rules & Regulations.
- (3) Special convocations may also be arranged with approval of the Chancellor to award Honorary degrees/ Academic distinctions to distinguished persons.

First Statutes**Apeejay Styra University****Chapter No. XIV-C****Conferment of Honorary Degrees and Academic Distinctions**

- (1) Proposal of conferring an Honorary Degree or Academic Distinction to a distinguished personality shall be made in writing, along with the Bio-data of the proposed recipient, by a Faculty(s) or any other officer(s) to the Chairman of the Academic Council.
- (2) On receipt of the proposal, a special meeting of the Academic Council will be called to consider the proposal.
- (3) The recommendation of the Academic Council will be referred to the Governing Body for according its final consent.
- (4) On receipt of the consent from Governing Body the Honorary Degree or Distinction shall be conferred subject to the prior approval of the Visitor.

First Statutes**Apeejay Styra University****Chapter No. XIV-D****Arbitration of Dispute between the University and Employees or between Officers, Teachers and Employees**

- (1) Appointment of an Arbitrator:
 - (a) In case of any dispute between University and its officers, teachers and employees, the same shall be adjudicated upon by the Committee constituted by the Board of Management in this regard. If dispute(s) are not resolved to the satisfaction of the parties, the aggrieved party may invoke the arbitration clause and request to the Chancellor in writing for appointment of a sole Arbitrator to be appointed by the Chancellor only.
 - (b) The Chancellor shall appoint a sole Arbitrator within 30 days of the receipt of such request.
 - (c) The provisions of the Arbitration and Conciliation Act, 1996 or any other statutory amendment made thereto would be applicable to the Arbitration proceedings. The place of arbitration shall be Gurgaon.

First Statutes**Apeejay Styra University****Chapter No. XIV-E****Maintenance of Discipline among the Students of the University**

- (1) The Vice-Chancellor shall have all necessary powers relating to the discipline and disciplinary action in relation to students of the University.
- (2) The Vice-Chancellor may delegate all or any of his powers as he deems proper to any such officers as he may specify in this behalf with the prior approval of the Chancellor.
- (3) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action, as may seem to him appropriate for the maintenance of discipline, the Vice-Chancellor may, in the exercise of his powers, by order, direct that any student or students be expelled, or rusticated, for a specified period, or be not admitted to a course or courses of study in a School/Department of the University and the Institutions maintained by the University for a stated period, or be punished with fine for an amount to be specified in the order, or be debarred from taking an examination or examinations conducted by the University, School/Department or an Institution maintained by the University for one or more years, or that the results of the student or students, concerned in the examination or examinations in which he or they have appeared be cancelled.
- (4) The Deans of Schools of Studies, Heads of Departments, Directors/Principals of Institutions, Heads of Special Centres in the University or any other officer(s) and authorities(s) as may be specified by Vice Chancellor with the prior approval of the Chancellor shall have the authority to exercise all such disciplinary power over the students in their respective Schools and Teaching Departments, Institutions, Colleges and Special Centres in the University as may be necessary for the proper conduct of such Schools, Teaching in the Departments Institutions and Special Centres,.
- (5) Without prejudice to the powers of the Vice-Chancellor, the Deans and other persons specified in clause (4), detailed rules of discipline and proper conduct shall be made by the University from time to time. The Deans of Schools of Studies, Heads of Teaching Departments, Directors of Institutions, Heads of Special Centres and Principal of the College in the University may also make the supplementary rules subject to the prior approval of the Vice Chancellor/Chancellor as they deem necessary for the aforesaid purposes.
- (6) At the time of admission, every student shall be required to sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University.

First Statutes**Apeejay Stya University****Chapter No. XIV-F****Regulations**

- (1) The authorities of the university may, subject to the prior approval of the Board of Management, make regulations, consistent with the Act, Statutes, Ordinances and Rules for the conduct of their business and that of the committees appointed by them.

First Statutes**Apeejay Styra University****Chapter No. XIV-G****Misconduct by a Teaching Staff**

- (1) Where there are allegations(s) of misconduct against a teacher, the Vice Chancellor shall constitute an enquiry committee to enquire into the misconducts against the delinquent teacher. The Vice Chancellor may appoint any officer (s) of the University (not lower in rank to the delinquent teacher or any outsider(s) as an Enquiry Officer(s) to conduct the aforesaid enquiry and to submit the enquiry report.
- (2) Upon findings of the Enquiry, the Vice Chancellor with prior approval of Pro- Chancellor / Designated person of the Sponsoring Body may decide the action to be taken against the delinquent teacher after giving him a proper chance of hearing.
- (3) An appeal against any action taken by the Vice-Chancellor can be made to the Chancellor within 30 days from the date of receiving the communication of the action taken.

First Statutes**Apeejay Styia University****Chapter No. XIV-H****Misconduct by a Non-Teaching staff**

- (1) Where there are allegations(s) of misconduct against an employee (other than a teacher), the Registrar or any authority higher than him shall constitute an enquiry committee to enquire into the misconducts against the delinquent employee. The Registrar may appoint any officer(s) of the University (not lower in rank to the delinquent employee or any outsider(s) as an Enquiry Officer(s) to conduct the aforesaid enquiry and to submit the enquiry report.
- (2) Upon findings of the Enquiry, the Registrar with prior approval of Vice-Chancellor and Pro-Chancellor designated person of the Sponsoring Body may decide the action to be taken against the delinquent employee after giving him a proper chance of hearing.
- (3) An appeal against any action taken by the Registrar can be made to the Chancellor within 30 days from the date of receiving the communication of the action taken.

First Statutes**Apeejay Styra University****Chapter No. XIV-I****Examination and Evaluation System**

- (1) The rules and procedures pertaining to the examination process and the over all evaluation procedure shall be such as laid down in the Ordinance(s)/Rules & Regulations and as modified from time to time.

First Statutes**Apeejay Stya University****Chapter No. XIV-J****Delegation of Powers**

- (1) Subject to the provisions of the Act and the Statutes, any officer or authority of the University may delegate powers to any other officer or authority or person under his, her or its control subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority or person delegating such powers.

First Statutes**Apeejay Stya University****Chapter No. XIV-K****Right to Appeal**

- (1) Every employee or student of the University or of an Institution maintained by the University shall notwithstanding anything contained in this Act have a right to appeal within such time as may be prescribed by the Rules & Regulations, to the Chancellor against the decision of any officer or authority of the University, as the case may be and there upon the Chancellor may confirm, modify or reverse the decision appealed against.

First Statutes**Apeejay Stya University****Chapter No. XIV-L****Presumption of Lawful Exercise of Power**

Subject to the Statutes of the University, where a Statute confers authority upon any person to:

- (a) make any subsidiary legislation;
- (b) make any instrument; or
- (c) exercise any power or function; and

The Statute conferring the power prescribes conditions subject to the observance, performance or existence of which any such power may be exercised, such conditions shall be presumed to have been duly fulfilled if in the document evidencing the exercise of the authority there is a statement that such authority had been conferred by such Statute.

First Statutes**Apeejay Styra University****Chapter No. XIV-M****Presumption of Validity of Appointments and Constitution of University Authorities and Bodies**

- (1) Subject to the Statutes of the University , the appointment made to any post in the University and constitution of any authorities, bodies, boards or committees in the University in accordance with the Statutes, Rules and Regulations shall be deemed to be valid and in accordance with the law.
- (2) If any question arises as to whether any person has been duly elected 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 Chancellor whose decision thereon shall be final.

First Statutes**Apeejay Stya University****Chapter No. XIV-N****Presumption of Validity of Act or Proceedings and Indemnity against General Proceedings**

- (1) Subject to the Statutes of the University, no act or proceeding of the Governing Body, Board of Management or any other officer, authority, body, committee or board of the University shall be invalidated or questioned on the ground merely of the existence of any vacancy or defect in the constitution thereof.
- (2) No suit, prosecution or any other legal proceedings shall lie against the University or for any act or omission of any Officer, authority, body, committee or board or employee of the University in the performance of their powers and functions under the provisions of the Statutes or any Ordinances, Regulations or Rule made there under, provided such act or omission done in good faith.

Anything contrary to the provisions of "The Haryana Private Universities Act, 2006" (as amended from time to time) will be treated as null and void.