



LOK JAGRUTI KENDRA UNIVERSITY

Sponsored by

Lok Jagruti Kendra Trust

FIRST STATUTES

Passed by the Governing Body at its meeting on 15th October 2022



LOK JAGRUTI KENDRA UNIVERSITY

FIRST STATUTES

S.NO.	TITLE OF THE STATUTE	PAGE NO.
1.	Officers of the University	1
2.	Appointment, powers and functions of the President	1
3.	Powers and functions of the provost (Vice Chancellor)	2
4.	Appointment, powers and functions of the Registrar	3
5.	Appointment, powers and functions of the Chief Finance and Accounts Officer	4
6.	Appointment, powers and functions of the Vice-President	5
7.	Appointment, powers and functions of the Controller of Examination	5
8.	Appointment, powers and functions of Directors	6
9.	Authorities of the University	6
10.	Powers and functions of the Governing Body	7
11.	Powers and functions of the Board of Management	8
12.	Composition of the Academic Council	9
13.	Powers and functions of the Academic Council	9
14.	Composition of the Finance Committee	10
15.	Powers and functions of the Finance Committee	10
16.	Composition of the Research Council	11
17.	Powers and functions of the Research Council	11



18.	Schools of Studies	12
19.	Qualifications, terms and conditions of service and code of conduct of the Teaching and Non-Teaching staff	13
20.	Conferment of honorary degrees	13
21.	Policy for admissions and reservation of seats	14
22.	Provisions regarding exemption from payment of Tuition fees and awarding Scholarships and Fellowships to the students	14
23.	Fees to be charged from students	15
24.	Making of Regulations	15
25.	Committees of the University	16
26.	Procedure for Arbitration in cases of disputes between employees and the University	16-17-18



S.1

Officers of the University

under section 13 (e) of the Act

- (1) The following shall be the officers of the University after making addition to those mentioned in Sec. 13 of the Act:
 - (a) The President;
 - (b) The Provost;
 - (c) The Registrar;
 - (d) The Chief Finance and Accounts Officer;
 - (e) Vice- President;
 - (f) Controller of Examinations;
 - (g) Directors;

S.2

Appointment, Powers and Functions of the President

under section 14 (1) & (4) of the Act

- (1) The President shall be appointed by the Sponsoring Body, in consultation with the State Government, on such terms and conditions as may be decided by it.
- (2) The President shall have the following powers and functions in addition to those mentioned in sub-section (4) of Section 14 of the Act:-
 - (a) to call for any information or record;
 - (b) to appoint the Provost;
 - (c) to remove the Provost;
 - (d) to preside over meetings of the Governing Body and the Board of Management.
 - (e) to exercise general supervision and control over the affairs of the University
- (3) In matters of vital importance requiring urgent decision, the President shall take decisions on behalf of any of the Authorities of the University. All such decisions shall be reported at the next meeting of the concerned Authority.



S.3

Powers and Functions of Provost (Vice Chancellor)

under section 15 (5) of the Act

- (1) The Provost shall be the chief executive and academic officer of the University, and shall provide dynamic leadership for realisation of vision, mission and objectives of the University;
- (2) The Provost shall preside over meetings of Authorities as prescribed by the Statute;
- (3) The Provost shall see that the Act, the Statutes, Ordinances and Regulations are duly observed and he/she shall have all the powers necessary to ensure such observance;
- (4) The Provost shall exercise general superintendence and control over the affairs of the University and shall give effect to the decisions of all the authorities of the University;
- (5) The Provost shall convene or cause to be convened the meetings of Board of Management, Academic Council and Finance Committee;
- (6) The Provost shall have all the powers necessary for proper maintenance of discipline in the University and he/she may delegate any such powers to such person or persons as he/she may deem fit;
- (7) The Provost shall make short-term appointments for a period not exceeding six months at a time, of such person or persons as may be considered necessary for the functioning of the University;
- (8) The Provost shall grant leave of absence to any employee of the University in accordance with the rules or may delegate such powers to another officer of the University;
- (9) The Provost shall have the powers to make necessary arrangements for discharging the functions of an officer whose position falls vacant due to resignation, retirement, death or any other reason till regular appointment to such positions is made.



S.4

Appointment, Powers and Function of the Registrar

under section 16(1) & (4) of the Act

- (1) The Registrar shall be appointed by the sponsoring body after receiving recommendation, of the duly constituted Selection Committee, placed before it for consideration and approval.
- (2) The Registrar, in addition to the powers and functions mentioned in sub-section (2) of Section 16 of the Act, shall:
 - (a) be the custodian of the records, the common seal of the University and such other properties of the University as the Governing Body may commit to his charge;
 - (b) issue notices and convene meetings;
 - (c) draft the minutes of meeting and get them approved by respective Chairpersons;
 - (d) circulate minutes of meeting to all members of respective bodies;
 - (e) initiate actions on decisions taken by the respective bodies by communicating the decision to respective departments;
 - (f) obtain action taken reports from respective departments and place them before the concerned authorities;
 - (g) keep records of all movable and immovable property of the University;
 - (h) maintain records of all the students of the University;
 - (i) maintain service records of all the employees of the University;
 - (j) represent the University in suits or proceedings, by or against the University;
 - (k) perform such other functions as may be specified in the Statutes, Ordinances or Regulations or as may be required by the Board of Management or the President or the Provost.



S.5 Appointment, Powers and Function of the Chief Finance and Accounts Officer

under section 17(1) & (2) of the Act

- (1) The appointment of the Chief Finance Officer and Accounts Officer shall be made by the President on the basis of the recommendation of the Selection Committee in a manner prescribed by the Governing Body.
- (2) Subject to the control of the President and the Board of Management, the Chief Finance and Accounts Officer shall:
 - (a) exercise general supervision of the funds of the University and advise it as regards its financial policies;
 - (b) hold and manage the properties and investments of the University for fulfilling any of the objects of the University;
 - (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;
 - (d) examine all claims relating to the payments and their admissibility;
 - (e) prepare the annual estimated budget of the University and place it before the concerned authority for approval, and circulate to all departments with necessary guidelines;
 - (f) ensure proper and regular maintenance of accounts;
 - (g) ensure budgetary control and expenditure control through periodic reviews
 - (h) prepare Annual Statement of Accounts after the end of a financial year;
 - (i) bring to the notice of the Provost any unauthorised expenditure or other financial irregularities and suggest appropriate remedial action;
 - (j) keep a constant watch on the cash and bank balances and investments;
 - (k) exercise such powers and perform such other functions as may be prescribed by the statutes/ordinances or as may be assigned by the President or the Provost.



S.6 Appointment, Powers and Functions of the Vice-President

under section 26(1)(d) of the Act

- (1) The appointment of the Vice President shall be made by the President, in consultation with the sponsoring body.
- (2) The Vice-President shall perform the routine functions of the President during his absence.
- (3) The Vice-President shall exercise such powers and perform such functions as may be prescribed by Ordinance.

S.7 Appointment, Power and Functions of Controller of Examination

under section 26 (1)(d) of the Act

- (1) The Controller of Examinations shall be appointed by the President on the basis of recommendation of the Selection Committee in a manner prescribed by the Governing Body.
- (2) The Controller of Examinations shall have the following powers/functions:-
 - (a) to make all necessary arrangements for conduct of examinations for various programmes offered by the University;
 - (b) to prepare the panel of Examiners for the various subjects offered in the different degree programmes and get it approved by the President;
 - (c) to maintain records pertaining to examination;
 - (d) to perform such other functions as may be assigned from time to time by the Authorities.



S.8

Appointment, Powers and Functions of Directors

under section 26(1)(d) of the Act

- (1) There shall be Director for each program/course/faculty, who shall be appointed by the President on recommendation of
 - (a) the Provost, in case of the candidate to be appointed is already a teacher of the University; and
 - (b) a Selection Committee as approved by the Board of Management.
- (2) A Director shall have the following powers and functions:
 - (a) shall be responsible for planning, execution and monitoring of all activities of the unit headed by him/her;
 - (b) to ensure that the decisions of the Board of Management and the Academic Council for long-term and short-term development plans for his/her unit are duly processed and implemented;
 - (c) shall exercise general supervision and control over the academic/administrative staff of his/her unit;
 - (d) to promote research and development activities in the unit;
 - (e) to submit an annual report on the progress achieved in different developmental and collaborative activities to the President and the Provost.

S.9

Authorities of the University

under section 19 (d) of the Act

- (1) The following shall be the authorities of the University after making addition to those mentioned in Sec. 19 of the Act:
 - (a) The Governing Body;
 - (b) The Board of Management;
 - (c) The Academic Council;
 - (d) **The Finance Committee;**
 - (e) **Research Council;**
 - (f) **Schools of Studies**



S.10

Powers and Functions of the Governing Body

under section 20 (5) (f) of the Act

- (1) The Governing Body shall have the following powers and functions after making addition to those mentioned in sub - section (5) of Section 20 of the Act:
- (a) to administer and manage the University;
 - (b) to provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by the Act or the statute, Ordinances, Regulations or Rules made there under ;
 - (c) to review the decisions of the other authorities of the University in case they are not in conformity with the provisions of the Act or the Statutes, Ordinances, Regulations or Rules made there under;
 - (d) to approve the budget and annual report of the University;
 - (e) to lay down the policies to be followed by the University;
 - (f) to recommend to the sponsoring body about the voluntary liquidation of the University;
 - (g) to make, amend or repeal the statutes;
 - (h) to receive funds, movable and immovable properties, equipments, software and other resources from business, industry, other sections of society, national and international organization or any other source by transfers or as gifts, donations, benefactions or bequests for the purpose and object of the University;
 - (i) to purchase or to take on lease or accept as gifts, bequests, legacies or otherwise any land or building or works which may be necessary or convenient for the purpose of the University and on such terms and conditions as it may think fit and proper and to construct or alter and maintain any such building or works;
 - (j) to manage and regulate finances, accounts, investments, property of the University and all other affairs of the University and to appoint such agents as may be considered fit;
 - (k) to invest any money belonging to the University, including any unapplied income, in such stocks, funds, shares or securities as it thinks fit or in the purchase of immovable property after duly consulting the Finance Committee;
 - (l) to select the common seal of the University and to provide for the use of the seal;



- (m) to draw and accept, to make and endorse, to discount and negotiate promissory notes, bills of exchange, cheque and other negotiable instrument;
- (2) The Governing Body shall exercise all the powers of the University not otherwise provided for by the Act, Statutes, Ordinances and the Regulations for the fulfilment of the objects of the University.

S.11

Powers and Functions of the Board of Management

under section 21(3) of the Act

- (1) The Board of Management shall have the following powers and functions after making addition to those mentioned in sub-section (3) of section 21 of the Act:
 - (a) to make Regulations;
 - (b) to create and abolish posts of teachers and other employees of the University;
 - (c) to appoint qualified persons as Professors, Associate Professors, Assistant Professors, as teachers and researchers or other officers of the University
 - (d) to provide for disciplinary measures as it may deem fit and necessary in matters referred to it by the Provost;
 - (e) to declare as constituent college any college, centre institution imparting education as are in the opinion of the University, necessary for the furtherance of its objects or to establish a new constituent college, centre, institution for the purpose;
 - (f) to establish campuses including virtual campus for the purpose of achieving the objectives of the University;
 - (g) to construct, manage and maintain centres, complexes, auditoria, buildings, stadium for the advancement of sport, culture, co-curricular and extra-curricular activities;
 - (h) to create academic, technical, administrative, ministerial and other posts as per the procedure laid down by the Ordinance;
 - (i) to institute fellowships, scholarships etc., and
 - (j) to exercise such other powers and perform such other functions as may be conferred or imposed on it by the Act or the Statutes.



S.12

Composition of the Academic Council

under section 22(1)&(4) of the Act

- (1) The Academic Council of the University shall consist of the following members:-
 - (a) The Provost ;
 - (b) Directors of all schools of the University;
 - (c) Two eminent educationists to be nominated by the Board of Management;
 - (d) One member of Board of Management to be nominated by the President
 - (e) Two Professors to be nominated by the Provost
 - (f) Two Associate professors to be nominated by the Provost
 - (g) Two Assistant Professors to be nominated by the Provost
 - (h) Two professionals from industry to be nominated by the President
 - (i) One eminent social worker to be nominated by the President
- (2) Quorum : Two third of the members shall constitute the quorum at meetings.

S.13

Powers and Functions of the Academic Council

under section 26(1)(a) of the Act

- (1) The Academic Council shall have the following powers and functions after making addition to those mentioned in sub- section (3) of section 22 of the Act:
 - (a) to prescribe courses, curricula and methodologies including electronic and distance learning and provide for flexibility in the delivery of education;
 - (b) to hold examinations and confer degrees, titles, diplomas and other academic distinctions;
 - (c) to institute professorships, associate professorships, assistant professorships, readerships, lectureships and any other teaching, academic or research posts and **to prescribe**, the qualifications for the persons to be appointed on such posts;
 - (d) to consider and approve norms and mechanism for collaboration with institutions/organisations/industries in India and abroad.



S.14

Composition of the Finance Committee

under section 26(1)(a) of the Act

(1) The Finance Committee of the University shall consist of the following members:-

- (a) Provost ;
- (b) Chief Finance and Accounts Officer;
- (c) Registrar;
- (d) One Director to be nominated by the President;
- (e) Two professional experts, including one Chartered Accountant, to be nominated by the President;

S.15

Powers and Functions of the Finance Committee

under section 26(1)(a) of the Act

(1) The Finance Committee shall have the following powers and functions subject to the approval/ratification by Board of Management:

- (a) to approve the annual budget of the University, and to exercise budgetary control through periodical reviews;
- (b) to regulate the expenditure and to manage the finances and to maintain the accounts of the University;
- (c) to approve the annual accounts of the University;
- (d) to make recommendations to the Board of Management on all matters pertaining to receipts and expenditure;



S.16

Composition of the Research Council

under Section 26(1) (a) of the Act

- (1) The Research Council of the University shall consist of the following members:-
- (a) Provost
 - (b) Directors of all constituent institutes **of the University**;
 - (c) Three faculty members, including two Professors to be nominated by the President/Provost;
 - (d) Two eminent researchers to be nominated by the President;
 - (e) Registrar - Member Secretary

S.17

Powers and Functions of the Research Council

under section 26(1)(a) of the Act

- (1) The Research Council shall have the following powers and functions subject to the approval/ratification by Academic Council:
- (a) to promote, strengthen and support research as a regular activity in the University and its constituent institutes;
 - (b) to identify facilities and resources for both academic and applied research;
 - (c) to create mechanism for collaboration with industries/institution/organisations for research, both in India and abroad;
 - (d) to consider and approve proposals for minor and major research projects.



S. 18

Schools of Studies

Under Section 26(1) (a) of the Act

- (1) The University shall have the following Schools of Studies, namely:
 - (a) School of Commerce & Professional Education
 - (b) School of Management Studies
 - (c) School of Computer and Information Sciences
 - (d) School of Pharmacy
 - (e) School of Engineering and Technology
 - (f) School of Architecture
 - (g) School of Law
 - (h) School of Applied Sciences
 - (i) School of Media Studies
 - (j) School of Sports Education & Management
 - (k) School of Health Sciences
 - (l) School of Extension and Development Studies
 - (m) School of Performing Arts
 - (n) Such other Schools as may be set up by the Statutes.
- (2) Every School of Studies, hereinafter called "School", shall have a School Advisory Board under the Chairmanship of its Director.
 - (a) The composition of the School Advisory Board shall be decided by the Academic Council
 - (b) Provided that at least five persons, who are not the employees of the University, shall be co-opted by the Board for their expertise in any discipline assigned to the School or in any allied branch of knowledge.
- (3) The powers and functions of the School Advisory Board shall be to
 - (a) organise developmental and research work in the School;
 - (b) approve the draft syllabi for consideration of the Academic Council;
 - (c) lay down the objectives, outcomes, detailed delivery strategy and evaluation system for every course proposed by the School;
 - (d) formulate proposals for Faculty Development Programmes;
 - (e) explore and propose arrangements for collaboration and networking for every stage of academic programmes;
 - (f) consider all such matters as may be referred to it by the President, the Board of Management, the Academic Council or the Provost.



S. 19 Qualifications, Terms and Conditions of Service and Code of Conduct for Teaching and non Teaching Staff

under section 26(1)(e) of the Act

(1) Qualifications for

- (a) all teaching Posts shall be as prescribed by the UGC and other Regulatory Authorities from time to time, provided that the Board of Management shall be competent to make such additions to qualifications of specific posts as may be necessary in view of specific requirement of innovative programmes launched by the University;
- (b) all non-teaching posts shall be as prescribed by the Board of Management.

- (2) Terms and conditions of service and code of conduct for teaching as well as the non- teaching staff shall be prescribed by Regulations

S.20

Conferment of Honorary Degrees

under section 26(1)(g) of the Act

- (1) The proposals for conferment of honorary degrees shall be initiated by the Provost/President.
- (2) These names will be placed before the Academic Council and thereafter the Board of Management for consideration and approval.
- (3) The names approved by the Board of Management shall be submitted to the Governing Body for approval.



S.21

Policy for Admission and Reservation of Seats

under section 26(1)(i) of the Act

- (1) The policy of admission in respective programmes shall be formulated by the Academic Council.
- (2) Rules of reservation of seats in various programmes shall be framed by the Governing Body which shall be consistent with the rules made by the State Govt in this regard from time to time.

S.22

**Provisions regarding exemption from payment of Tuition fees and
awarding Scholarships and Fellowships to the students**

under section 26(1)(h) of the Act

- (1) The University shall award scholarships and fellowships to meritorious students of different programs as per the rules to be framed by the Academic Council and approved by the Board of Management.
- (2) The University may exempt exceptionally talented students from socially and economically backward classes as per norms and procedure to be laid down by the Academic Council and approved by the Board of Management.



S.23

Fees to be charged from Students

under section 26(1)(j) of the Act

- (1) Fees for different program shall be proposed by respective schools.
- (2) The proposals shall be considered and fees shall be finalised by the Academic Council/Board of Management.

S.24

Making of Regulations

under section 30 of the Act

- (1) Authorities of the University may make Regulations consistent with the Act, the Statutes and the Ordinances for the following:
 - (a) Laying down the procedure to be observed at their meeting and the number of members, including members attending online from remote locations in India and abroad, required to constitute quorum;
 - (b) Providing for notice of the meetings to be given to its members, the manner in which the business at its meeting shall be conducted, and the manner in which the records of any proceedings of meeting shall be kept;
 - (c) Providing for all matters which are required by the Act, the Statutes or the Ordinances to be prescribed by Regulations;
 - (d) Providing for all such matters as are necessary to be provided by Regulations for the functioning Authorities or committees appointed by them.
- (2) The Board of Management shall have the power to amend or annul any Regulation which is not consistent with the provisions of the Act, the Statutes and the Ordinances.
- (3) All Regulations shall come into force from the date of their approval by the Board of Management.



S. 25

Committees of the University

under section 25 of the Act

- (1) Any authority of the University may constitute as many Standing or Special Committees as may be necessary for specific tasks
- (2) Standing Committees shall have members of the concerned authority only.
- (3) The Special Committees shall have members with expertise/experience in the specific task-areas assigned to them. Members of such committees need not be members of the specific authority.
- (4) The terms of reference of the Committee, including its powers and duties, shall be laid down by the respective Authority.

S.26 Procedure for arbitration in cases of disputes between employees and the University

Under Section 26(1) (f) of the Act

In this Statute, unless the context otherwise requires,

- i) "Tribunal" means the Tribunal of Arbitration
- ii) "Party" means either the employee or the Lok Jagruti University as the case may be, whose dispute is referred to the Tribunal of Arbitration.

- (1) Any dispute arising out of the terms and conditions of appointment of an employee with the University shall, at the request of either party, be referred to a Tribunal of Arbitration which shall consist of one member nominated by the Governing Body, one member nominated by the employee concerned and an umpire to be nominated by the President.
- (2) **The procedure:**
 - (a) The parties shall be treated with equality and each party shall be given a full opportunity to present his/her case.
 - (b) The Tribunal may conduct the proceedings in the manner it considers appropriate and such procedure shall be binding on the Parties. The power of the Tribunal includes the power to determine the admissibility, relevance, materiality and weight of any evidence.
 - (c) The place of arbitration shall be at any of the offices of the University.
 - (d) The parties may agree upon the language to be used in the proceedings of the Tribunal. However, in the absence of such an agreement, the proceedings of the Tribunal shall be conducted either in English or in Hindi or in Gujarati.



- (e) The parties may state the facts supporting their respective claims.
- (f) The parties may submit with their statements all documents they consider to be relevant or may add a reference to the documents to other evidence they will submit.
- (g) Unless otherwise agreed by the parties, either party may amend or supplement his/her claim or defence during the course of proceedings unless the Tribunal considers it inappropriate to allow the amendment or supplement having regard to the delay in making it.
- (h) Hearings and written proceedings:
 - i) Unless otherwise agreed by the parties, the Tribunal shall decide whether to hold oral hearings for the presentation of evidence or for oral argument, or whether the proceedings shall be conducted on the basis of documents and other materials.
 - ii) The parties shall be given sufficient advance notice of any hearings and of any meeting of the Tribunal for the purpose of inspection of documents and other relevant material.
 - iii) All statements, documents or other information supplied to or applications made to Tribunal by one party shall be communicated to the other party, and any expert report or documents on which the Tribunal may rely in making its decision shall be communicated to the parties.
- (i) Default of a party:

Unless otherwise agreed by the parties, where, without showing sufficient cause

1. The Claimant fails to communicate his/her statement of claim in accordance with Sub-clause (d) of Clause (2), the Tribunal shall terminate the proceedings;
2. The Respondent fails to communicate his/her statement of defence in accordance with Sub-clause (d) of Clause (2), the Tribunal shall continue the proceedings without treating the failure in itself as an admission of allegations by the claimant;
3. A party fails to appear at an oral hearing or to produce documentary evidence. The Tribunal may continue the proceedings and make the award on the evidence before it.



- (j) Expert appointment by the Tribunal:
 - (A) Unless otherwise agreed upon by the parties, the Tribunal may
 - (a) appoint one or more experts to report to it on specific issues to be determined by the Tribunal, and
 - (b) require a party to give the expert any relevant information or to produce, or to provide access to any relevant documents and materials for his inspection.
 - (B) Unless otherwise agreed by the parties, if a party so requests or if the Tribunal considers it necessary, the expert shall, after delivery of his/her written or oral report, participate in an oral hearing where the parties have the opportunity to put questions to him and to present expert witnesses in order to testify on the points at issue.
 - (C) Unless otherwise agreed by the parties, the expert shall, on the request of a party, make available to that party for examination all documents, relevant material in the possession of the expert, with which he was provided in order to prepare his report.
 - (k) The meetings of the Tribunal shall be conducted by the Umpire nominated by the President on a Tribunal.
- (3) The decision of the Tribunal of Arbitration shall be final and binding on the parties, and no suit shall lie in any court in respect of the matters decided by the Tribunal.