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# The Gujarat Government Gazette

## EXTRAORDINARY

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Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

#### PART IV-B

**Rules and Orders (Other than those published in Parts I, I-A, and I-L) made  
by the Government of Gujarat under the Gujarat Acts**

#### EDUCATION DEPARTMENT

##### Notification

Sachivalaya, Gandhinagar, 5<sup>th</sup> October, 2017.

#### Gujarat Private Universities Act, 2009.

**No: GH/SH/89/EPU/2017/47/KH1:-** In exercise of the powers conferred by the Section 26 of the Gujarat Private Universities Act, 2009 (Gujarat Act No.8 of 2009), the Government of Gujarat hereby approves the First Statutes of the G.S.F.C. University, Vadodara as proposed by the Governing Body of the G.S.F.C. university in its meeting held on 19th January, 2017.

By order and in the name of the Governor of Gujarat,

**NIKUNJ JANI,**  
Under Secretary to Government.



**In exercise of the power assigned through Section 26 of the Gujarat Private Universities Act, 2009, the Governing Body of GSFC University, Vadodara submits the First Statutes of the GSFC University for the approval of the Government of Gujarat.**

### **First Statutes**

#### **PREAMBLE:**

The historical city of Vadodara has not only been known for its rich heritage in art, culture and education but also known for industrial activities. In the field of education, a need has been felt to establish a world class educational institute, which can provide industry ready students. For the purpose of filling this gap, GSFC University has been established where student is at the centre of every action plan, leading to all-round development of the student including inculcating entrepreneurship virtues. This has sought to be achieved by drawing at least 30% faculty from the industry, regular monitoring and evaluation of performance of the students and faculty and mandatory exposure of faculty to industry. It will be ensured that no admitted student is performed to give up studies for want of economic resources.

With a view to offer the student a platform and tools to develop requisite skills to become industry ready, an approach of meticulous development of course curriculum, which not only provides a academic knowledge but will ensure a hands on practical experience, will be followed. For accomplishing this, a robust industry connect structure will be developed, which will also support the industry in general and local industry in particular. The industries will be supported by leveraging expertise of the faculties of the University in the technical as well as management field. The industries would be supported by the Executive Development Centre (EDC) of the University by way of providing in-service training, innovative and useful training programmes, R&D collaborations, creating a network of global R&D centres for sharing experiences, knowledge and resources. A special focus will be given to the small scale industry by providing access to R&D facilities of the University. The University will also support the industry by providing consultancy services.

The University is committed to provide support to the neighbourhood by increasing economic opportunities and working closely with the local community. The approach towards this commitment and the goal will be decided by Governing Body. The University is also committed to the city of Vadodara by extending support to the local body and offering concessional technical support, and improving skill-set of self-employed professionals and small entrepreneurs. And will also create a knowledge base through a well-endowed library and arranging series of popular lectures, seminars, etc.

The aforesaid aims and purpose has sought to be achieved by way of organizing the university structure as mentioned in the Statutes, as otherwise it would be difficult to realize these objectives. A novel approach has been adopted by setting up the Quality Control Cell (QCC) in EDC which will pioneer modern industry quality practices in academics and its training programmes. It will concurrently evaluate the quality of students, faculty and assets of the University, apart from assessing the quality of sponsored R&D activities by faculty and the training imparted by EDC.

Thus, by following this unique structure and approach, the University aims to develop into a world class University and also to become self-reliant by generating adequate economic resources for supporting its operations.

#### **(1) Short Title and Commencement**

These Statutes shall be called the '**First Statutes**' of the GSFC University. The First statutes are applicable to GSFC University and any matter relating to and/or incidental thereto.



These statutes shall come into force with effect from the date of publication by the Government of Gujarat in its Official Gazette.

## (2) Definitions

The definitions given in Section 2 of Gujarat Private Universities Act, 2009 shall be deemed to be incorporated by reference herein and, in the event of conflict, the definitions provided hereunder shall prevail. Additionally, the following capitalised terms used in the Statutes of GSFC University shall have the following meaning -

- (i) **'Act'** means the Gujarat Private Universities Act, 2009 and any amendments thereto;
- (ii) **'University'** means the GSFC University; it includes teaching, administrative and technical departments, Schools of Study, Constituent Colleges, Distance Education and Online Learning Units, Off-campus Centres and other institutes or Units established / maintained by GSFC University by itself or pursuant to a collaborative arrangement;
- (iii) **'Section'** means a Section of the Act;
- (iv) **'Sponsoring Body'** in relation to the GSFC University means GSFC Education Society, a Society formed under Societies Registration Act, 1960 and Trust registered under Gujarat Public Trust Act, 1950 having its office at Fertilizernagar, District Vadodara - 391750.
- (v) **'Teaching Staff'** means Deans, Directors, Principals, Heads of Institutions, Professors, Associate Professors, Assistant Professors or any other person employed or engaged to impart education, or to guide/conduct industry relevant research programs / projects or to run training programs for the students/trainees for pursuing a program or course or study/training in the University;
- (vi) **'Technical Staff'** means the staff with technical capabilities and/or competence employed to lead or support the delivery process or skill inculcation through laboratories, workshops, media units, counsellors for rendering guidance to the students/trainees, etc. and such other staff as may be specifically declared by the Governing Body of the University and such posts as may be declared by the Governing Body as a technical staff; and
- (vii) **'Administrative Staff'** means all employees excluding those defined as Teaching Staff and Technical Staff; it includes the Heads of the units such as Registrar, Chief Finance and Accounts Officer, Controller of Examinations and the like and their subordinate staff working for the provision of administrative and support services in the University.

Provided that the senior level functionaries like Provost, Registrar and Deputy Registrar, Chief Finance and Accounts Officer, Director (Executive Development Centre), Director (Administration and Enabling Functions), all teaching faculty (including those working at EDC), Students' Counsellors and all other personnel directly dealing with the students will be considered as **'Exempt Staff'** and will be subjected to further restrictions as may be decided by the Governing Body from time to time.

## (3) Objects of the University

In addition to the Objects stated in Section 4 of Gujarat Private Universities Act, 2009 as may be in force from time to time, the Objects of the University will include the Objects stated as follows:



The main Object of the GSFC University is to develop into a student focussed 'Teaching Only' academic institution and to provide for qualitative and industry relevant higher education, seeking to enhance the academic, personal and professional development of its students to meet dynamic needs of present days of employers, economy and society at large and to prepare industry ready technical manpower through a process of regular monitoring and evaluation of performance of students and faculty. The Objects of the University also include to provide highly useful in-service continuing education and skill enhancement programmes to the employed professionals at all levels, convertible into certificates, diplomas, degrees or fellowships.

The objects of the University shall be to create, organize, preserve and disseminate knowledge in the fields of science, technology, humanities, social sciences, education, management, commerce, law, pharmacy, healthcare and any other field for the advancement of mankind in general and includes without limiting the other objects as follows:

- (a) To provide for instruction, teaching and training in the University in the field of higher education and make provisions for industrial research, advancement and dissemination of knowledge;
- (b) To establish, maintain and manage institutions and centres of excellence, to create, organize, preserve and disseminate knowledge in the fields of sciences, technology, humanities, social sciences, education, management, commerce, law, pharmacy, healthcare and any other field and to provide research, higher education, professional education, distance learning and e-learning facilities of high order, as per their current status or as they may develop in future;
- (c) To develop infrastructure for industry relevant research and development, higher education, professional education, teaching, training, extension and outreach, including continuing education, distance learning and e-learning, to create capabilities for upgrading infrastructure to global standards;
- (d) To set up off-campus centres, study centres and examination centres within the State, subject to the permission of the regulatory bodies under any law made by the parliament and any regulation, rules, etc. made by the regulating bodies;
- (e) To create higher levels of intellectual abilities;
- (f) To establish state of the art facilities for education and training;
- (g) To carry out teaching, industry relevant research & development, and offer continuing education programmes;
- (h) To create industry centric centres of excellence for research and development and for sharing knowledge and its application;
- (i) To provide consultancy to the industry and public organisations as per the consultancy guidelines framed by the Governing Body;
- (j) To establish main campus or infrastructure in the State of Gujarat necessary for the furtherance of its objects;
- (k) To establish examination centres;
- (l) To confer degrees, diplomas, grant certificates and other academic distinctions on the basis of examination or any other method of evaluation subject to the guidelines of the UGC;
- (m) To develop training facilities in the field of higher education;
- (n) To provide for arrangement for national and global participation in the field of higher education;
- (o) To develop educational programmes for certificates, diplomas, degrees and post-graduate courses, doctorate degrees and postdoctoral programmes and to maintain a high standard of education, to collaborate with national and global institutions, to



offer programmes and to create capabilities for upgrading programmes to the global standards subject to the guidelines of the UGC;

- (p) To ensure that the standard of the degrees, diplomas, certificates and other academic distinctions are not lower than those laid down by AICTE, NCTE, UGC, MCI and Pharmacy Council, and any other similar agency established by the Central Government for regulating the standard of education;
- (q) To establish close linkage with the industry, business, educational institutions and other sections of the society to make teaching, industry relevant research, training, documentation, publication, use of various media and outreach activities at the University relevant to the needs of the University and society, at national and international level; and
- (r) To pursue any other objectives as may be approved by the State Government.

#### (4) Powers and Functions of the University

The University shall exercise the following Powers and perform the following functions, namely:-

- (i) to administer and manage the University, establish, administer and manage its constituent colleges and centres for industry relevant research and development, education, training, extension and outreach including continuing education, distance learning and e-learning at its campus within the State of Gujarat;
- (ii) to provide for industry relevant research and development, higher education, professional education, teaching, training, extension and outreach including continuing education, distance learning and e-learning in the fields of science, technology in the fields of science, technology, humanities, social sciences, education, management, commerce, law, pharmacy, healthcare and any other fields;
- (iii) to conduct innovative experiments in educational technologies, teaching and learning methods, to collaborate with national and international institutions and to offer joint programmes with such institutes to constantly improve the delivery of education and to achieve international standards of education;
- (iv) to prescribe courses, curricula and methodologies including electronic and distance learning and provide for flexibility in the delivery of education;
- (v) to hold examinations and confer degrees, diplomas or grant certificates and other academic distinctions or titles on persons subject to such conditions as the University may determine and to withdraw or cancel any such degrees, diplomas or certificates and other academic distinctions or titles in the manner prescribed by the Regulations;
- (vi) to establish schools, centres, institutes, colleges and conduct the programmes and courses of study as are in the opinion of the University, necessary for the furtherance of its objects;
- (vii) to declare as a 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;
- (viii) to provide for printing, publication and reproduction of research, educational material and other works and to organize exhibitions, conferences, workshops and seminars;
- (ix) to establish knowledge research centre;
- (x) to sponsor and undertake research relevant to the industry and educational programmes in the fields of science, technology, humanities, social sciences, education, management, commerce, law, pharmacy, healthcare and any other allied areas;
- (xi) to collaborate or associate with any educational institution with like or similar objects;
- (xii) to establish campuses including virtual campus for the purpose of achieving the objectives of the University;



- (xiii) to undertake industry relevant research and to obtain registration in respect of such research in the nature of patents, design rights and such or similar rights with the competent authorities;
- (xiv) to maintain linkages and collaborate with educational or other institutions in any part of the world having objects wholly or partially similar to those of the University, through exchange of students, researchers, faculty and staff and generally in such manner as may be conducive to their common objects;
- (xv) to render services of industrial relevant research, training, consultancy and such other services as required for the purposes of the University;
- (xvi) to develop and maintain relationships with faculty, researchers, administrators and domain experts in science, technology, humanities, social sciences, education, management, law, incidental to the raising of money, and to repay and redeem any money borrowed;
- (xvii) to invest the funds of the University in or upon such securities and transpose any investment from time to time in such manner as it may deem fit in the interest of the University;
- (xviii) to execute conveyances, regarding transfers, mortgages, leases, licenses, agreements, and other conveyances in respect of property, movable or immovable including Government securities belonging to the University or to be acquired for the purpose of the University;
- (xix) to admit students for the courses offered by the University in the manner prescribed by the Ordinances;
- (xx) to create academic, technical, administrative, ministerial and other posts prescribing qualifications by the Ordinances and to make appointments thereto;
- (xxi) to regulate and enforce discipline among the students, employees of the University and to provide for such disciplinary measures as may be prescribed by the Regulations;
- (xxii) to institute professorships, associate professorships, assistant professorships, readerships, lectureships, and any other teaching, academic or research posts and to prescribe by the Statutes, the qualifications for the persons to be appointed on such posts;
- (xxiii) to appoint qualified persons as professors, associate professors, assistant professors, readers, lecturers or as teachers and researcher or other officers of the University by following the selection procedure as may be decided by the Governing Body;
- (xxiv) to co-operate with other Universities, and acquire membership of , bodies, authorities, or associations, which may have been formed for the advancement of learning, science or research, or for the dissemination of knowledge or for the physical and moral welfare of students, in such manner and for such purpose as the University may determine by Statutes;
- (xxv) to delegate all or any of its powers (except the power to make regulations) to any officer or authority of the University;
- (xxvi) to take loan, grant, donation, create corpus for scientific purposes; and
- (xxvii) to do all such acts and things as the University may consider necessary conducive or incidental to the attainment or enlargement of all or any of the objects of the University.

##### **(5) Organization Structure of the University**

Subject to the provisions of the Act and all other applicable provisions, the University shall operate under the superintendence, control and direction of the Governing Body, which will be the supreme authority of the University.

The Governing Body shall have such powers and functions as provided in the Statutes. To support the Governing Body, there shall be a Board of Management as provided under the Act. The Board of Management shall have such powers and functions as provided in the



Statutes and such other powers as may be delegated by the Governing Body from time to time.

There shall be a President as provided under the Act and shall be the Head of the University and will possess such powers as provided in the Act, Statutes and such other power as may be delegated by the Governing Body/Board of Management. The Provost, Director (Executive Development Centre) and Director (Administration & Enabling Functions) shall report to the President who shall have their respective role and responsibility as provided in the Statutes and/or such duties as may be assigned by the Governing Body/Board of Management for efficient functioning and realizing the objects of the University.

The academic wing of the University functioning under the Provost shall be organized into various Schools headed by the respective Deans and there shall not be any department across the University/within the School

**(6) The Officers of the University**

The following shall be the officers of the University, namely -

- (i) The President;
- (ii) The Provost;
- (iii) The Registrar;
- (iv) The Chief Finance Officer;
- (v) The Director (Executive Development Centre);
- (vi) The Director (Administration & Enabling Functions)
- (vii) Chief Law Officer; and
- (viii) Such other officers as may be considered and approved by the Governing Body of the University from time to time.

**(7) Terms and Conditions of Appointment, Powers, Duties and Functions of the President**

**(a) Terms and Conditions of Appointment**

- (i) The President shall be appointed by the Sponsoring Body in consultation with the State Government for a period of three years;
- (ii) After the completion of the tenure of three years, he/she shall be eligible for reappointment by the Sponsoring Body;
- (iii) The pay and emoluments shall be fixed by the Sponsoring Body and all the expenses shall be met from the General Fund of the University;
- (iv) The Sponsoring Body, on representation made to it or otherwise and after making such enquiry as may be necessary, and if it is of the opinion that the continuance of the President in office is not in the interests of the University, by an order in writing stating the reasons therein, may direct the President to relinquish his/her office from the date specified. Provided that, before issuance of such an order, the Sponsoring Body shall consult the Government, and the President shall be given an opportunity of being heard;
- (v) The President by writing under his/her hand, addressed to the Chairperson, Sponsoring Body, may resign his/her office, but shall continue till the resignation is accepted; and
- (vi) Provided that if the President has been appointed by virtue of being the officer of Gujarat State Fertilizers & Chemicals Ltd. (GSFC) or its affiliate body/institution, he/she shall resign from the position of a President within 30 days from the date of ceasing to be in employment of GSFC or its affiliate body/institution. Provided further that if he/she fails to resign as stated hereinbefore, on expiration of 30 days, he/she shall cease to be the President and the same would be considered as a resignation.



**(b) Powers, Duties and Functions**

The President shall have the following powers:

- 1) The President shall be the head of the University and will have the power of general superintendence and management under the overall supervision of the Governing Body. The President shall preside at the meetings of the Governing Body and at the convocation of the University for conferring Degrees, Diplomas or other academic distinctions. In the absence of the President, such functions shall be carried out by any other member of the Governing Body nominated by it. The President shall have a casting vote in case of a tie in regard to any of the decisions taken by the Governing Body;
- 2) In case of any disputes and/or differences of opinion, the decision of the President shall be final and binding on all concerned;
- 3) The President is the Chairperson of the Governing Body and Board of Management; In addition, the President shall have the following powers -
  - 1) To call for any information or record;
  - 2) To appoint the Provost and to appoint other officers of the University;
  - 3) To act as Appellate Authority for Associate Professor and non-teaching administrative staff drawing the similar gross emoluments in case of disciplinary proceedings;
  - 4) To remove Provost in accordance with the provisions of Sub-section (6) of Section 15 of the Act and Sub-section (a) (v) of Section 7 of the First Statutes;
  - 5) Subject to the provisions of the Act and rules made thereunder and any other applicable provisions, if any, the President will have the power and authority to re-organize/re-structure the role and responsibility of Provost, Director (Executive Development Centre), Director (Administration and Enabling Functions), Registrar and Chief Finance and Accounts Officer for efficient functioning of the University;
  - 6) The President shall have the power to take decision on any important and immediate issue that may arise, which will be subject to ratification by the Board of Management and/or Governing Body, as the case may be, in its immediate next meeting;
  - 7) To exercise such other powers as may be delegated by the Governing Body and Board of Management from time to time and he is empowered to take decision on any residual matter not specifically included in the Statutes in the overall interest of the University; and
  - 8) To exercise such other powers as may be prescribed in the subsequent Statutes from time to time.

**(8) Terms and Conditions of Appointment, Powers, Duties and Functions of the Provost;****(a) Terms and Conditions of Appointment**

- (i) The Provost shall be appointed by the Governing Body of University out of the panel of three persons recommended by the Search Committee consisting of the following members, and shall, subject to the provision stated in Sub-section (6) of Section 15 of the Act and Sub-Section (a) (v) of Section 7 of the First Statutes *hereof*, hold the office for a term of three years:

- 1) An eminent professional to be nominated by the Board of Management;
- 2) An eminent educationist to be nominated by the Board of Management; and
- 3) One member of the Board of Management to be nominated by the President, who will also act as the Chairperson of the Committee.

Provided that the Search Committee may, at its discretion, decide the appropriate mode of selection, either by giving open advertisement or any other method of seeking nomination or both of them.



- (ii) If the President does not approve any of the persons so recommended, he/she shall record the reasons thereof and call for fresh recommendations;
- (iii) The Provost shall hold the office for a term of three years and is eligible for re-appointment for another term provided that he/she shall demit the office on attaining maximum age prescribed by UGC or any equivalent higher education regulator body;  
Provided further that a Provost may continue to hold the office even after the completion of his/her term till a new Provost takes charge of the office; but, in any case, this period shall not exceed one year;  
Provided further that the President may, at his discretion, decide about making alternate arrangement in such situation and assign the charge of Provost either to Director (Executive Development Centre) or Director (Administration and Enabling Functions);
- (iv) The Provost shall be a whole-time salaried officer of the University and draw such emoluments which shall not be less than the emoluments prescribed by the UGC from time to time;
- (v) The President may, on representation made to him/her or otherwise and after making such inquiry as may be necessary, and is of the opinion that the continuance of the Provost in office is not in the interests of the University, by an order in writing stating the reasons therein, direct the Provost to relinquish his/her office from the date specified in the order; Provided that before taking an action under this sub-section, the Provost shall be given an opportunity of being heard; and
- (vi) The Provost by writing under his/her hand, addressed to the Chairperson of the Governing Body, may resign his/her office, but shall continue till the resignation is accepted

**(b) Powers, Duties and Functions**

- (i) The Provost shall be the principal executive and academic officer of the University and shall exercise general superintendence and Control over the academic affairs of the University and will report to President and to Governing Body/Board of Management through President;
- (ii) The Provost shall execute the decisions of the various authorities of the University and take actions to execute the duties assigned by the President and the authorities of the University;
- (iii) Where, in the opinion of the Provost 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/she may take such action as he/she deems necessary and shall at the earliest opportunity thereafter report his/her action to such officer or authority as would have in ordinary course dealt with the matter;  
Provided that if in opinion of concerned officer or authority such action should not have been taken by the Provost, then such case shall be referred to the President, whose decision thereon shall be final;  
Provided further that where any such action taken by the Provost 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/her, an appeal to the Board of management and it may confirm or modify or reverse the action taken by the Provost;
- (iv) Where, in the opinion of the Provost, decision of any authority of the University is not within the powers conferred by the Act or the Statutes or the Ordinances of the Regulations or the Rules or is likely to be prejudicial to the interests of the University, he/she shall request the concerned authority to revise its decision within



fifteen days from the date of its decision 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 President and his/her decision thereon shall be final;

- (v) The Provost shall be the Chairperson of the Academic Council. The Provost shall have a casting vote in case of a tie in regard to any of the decisions taken by the Academic Council;
- (vi) The Provost shall exercise such powers and perform such duties and functions as may be delegated by the Governing Body, Board of Management and President and as may be prescribed by the Ordinances;
- (vii) In addition, the Provost shall have the following duties :
  - 1) 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;
  - 2) To provide academic leadership and motivation for excellence;
  - 3) To ensure adherence to quality control norms and be responsible for achieving quality control standards pertaining to academic activities as also industry relevant research programs and courses of study offered or to be offered by the University;
  - 4) To interact and liaise with the local industries and industries in Gujarat;
  - 5) To ensure to meet every student in every semester;
  - 6) To ensure that students are provided with 2 months' structured industrial internship so that the desired level of employability of the student is achieved;
  - 7) To ensure that academic calendars and syllabus are in place and examinations are held in time as per the schedule and degrees are awarded in time;
  - 8) To ensure that the soft skills are imparted among the students including the inculcation of values for their all-round development;
  - 9) To interact with the parents by holding parents meeting at least once in every semester;
  - 10) To implement the decisions of Governing Body, Board of Management and President;
  - 11) To ensure high grading in NAAC/NBA accreditation;
  - 12) Organizing studies/external evaluation for quality control of academic issues;
  - 13) To delegate and re-delegate his/her powers subject to the approval of the President;
  - 14) To ensure quality norms and standards pertaining to the courses of study offered or to be offered by the University within and outside the country; and
  - 15) To execute the Institutional Development Plan.

**(9) Terms and Conditions of Appointment, Powers, Duties and Functions of the Registrar**

**(a) Terms and Conditions of Appointment**

- (i) The Registrar shall be appointed by the President of the University;
- (ii) He/she shall report to the Provost;
- (iii) He/She shall be a whole-time salaried officer of the University and draw such emoluments as may be decided and approved by the Governing Body which will not be inferior than the UGC norms prescribed from time to time;
- (iv) He/She shall be appointed for a term of three years and shall be eligible for re-appointment; Provided that the Registrar shall demit the office after the tenure is complete or on the completion of maximum age prescribed by Governing Body;
- (v) The President may, on representation made to him/her or otherwise and after making such inquiry as may be necessary, and is of the opinion that the continuance of the Registrar in office is not in the interests of the University, by an order in writing stating the reasons therein, direct the Registrar to relinquish his/her office from the date specified in the order;



Provided that before taking an action under this sub-section, the President shall ensure that it gets the approval of the Chairperson of the Sponsoring Body, and that

- (vi) The Registrar by writing under his/her hand; addressed to the President, may resign his/her office, but shall continue till the resignation is accepted.

**(b) Powers, Duties and Functions**

- (i) The Registrar shall be the Member Secretary of the Governing Body, Board of Management and Academic Council but he/she shall not have a right to vote;
- (ii) All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University;
- (iii) In Addition, the Registrar shall exercise and perform the following powers and functions -
- 1) To function as the custodian of the records, minutes of the meetings of the authorities of the University, the common seal and all properties of the University;
  - 2) To submit information, reports, and documents to the Government and conduct liaison with the local and central Government as also with any regulatory bodies, including UGC;
  - 3) To place before the President, Provost or any authority of the all such information and documents as may be necessary for transaction of their business;
  - 4) To conduct official correspondence on behalf of the University and be responsible for the proper maintenance of all the records of the University, subject to the provisions of the Act, the Statutes, the Ordinances, Regulations and Rules;
  - 5) To act as a chief compliance officer in letter and spirit in respect of all regulatory affairs including fee regulatory committee/ACPC;
  - 6) To act as a custodian of all records, all lecture videos, photographs, films, documents, files and develop appropriate system for the same;
  - 7) To perform duties of CLO in his/her absence;
  - 8) To associate and work with Quality Control Officer;
  - 9) To develop internship protocol for students as also for faculty for providing industrial exposure;
  - 10) To ensure that all the seats are filled and for the purpose develop and implement the administrative plan and strategy after the Board of Management's approval;
  - 11) To interact and co-ordinate with local schools in and around Baroda for arranging summer courses for students and teachers;
  - 12) To design and get prepared e-learning teaching material by the faculty;
  - 13) To procure teaching resources from other Universities/ Institutions;
  - 14) To maintain a register of all registered graduates of the University in the specified form and host the same on the website of the University;
  - 15) To maintain a register of all Degrees, Diplomas and Certifications conferred by the University and host the same showing the grades on the website of the University;
  - 16) To have disciplinary control over the employees working under him as per powers delegated by the Provost;
  - 17) To render to the President/Provost such assistance as may be desired by him/her in the performance of his/her official duties;
  - 18) To act as a nodal officer for liaisoning and dealing with the Sponsoring Body; To organize a campaign/various programmes for the purpose of raising the funds;
  - 20) To prepare annual calenders of various activities of the University;
  - 21) To develop administrative manual for faculty and students and ensure its compliance / enforcement;
  - 22) To ensure compliance of working hours and other stipulations of faculty annual performance norms;
  - 23) To assess the requirement of new laboratories;
  - 24) To closely associate and co-ordinate for new courses and obtain requisite approvals and ensuring necessary human resource and physical infrastructure;



- To perform such other duties as may be specified by the Governing Body or the Board of Management or the President or the Provost from time to time; and
- 25) To exercise such powers and perform such duties as may be specified in the Statutes, Ordinances, Regulations and Rules of the University.

**(10) Terms and Conditions of Appointment, Powers, Duties and Functions of the Chief Finance and Accounts Officer**

**(a) Terms and Conditions of Appointment**

- (i) The appointment of the Chief Finance and Accounts officer shall be made by the President;
- (ii) He/she shall report to the Director (Administration & Enabling Functions) or such other officer as may be decided by the President;
- (iii) He/she shall be a whole-time salaried officer of the University and draw such emoluments which shall not be less than the emoluments prescribed by the UGC from time to time for the role of Deputy Registrar;
- (iv) The term of office for the Chief Finance and Accounts Officer shall be prescribed by the Governing Body or by the President, as the case may be;
- (v) The President may, on representation made to him/her or otherwise and after making such inquiry as may be necessary and, is of the opinion that the continuance of the Chief Finance and Accounts Officer in office is not in the interests of the University, by an order in writing stating the reasons therein, direct the Chief Finance and Accounts Officer to relinquish his/her office from the date specified in the order;  
Provided that before taking an action under this sub-section, the President shall ensure that it gets the approval of the Governing Body/Board of Management, and that the Chief Finance and Accounts Officer is given an opportunity of being heard; and
- (vi) The Chief finance and Accounts Officer by writing under his/her hand; addressed to the Provost, may resign his/her office, but shall continue till the resignation is accepted.

**(b) Powers, Duties and Functions**

- The Chief Finance and Accounts Officer shall be the Member Secretary of the Finance Committee, but he/she shall not have a right to vote. In addition, he/she shall exercise and perform the following powers and functions
- (i) To exercise general supervision over the funds of the University and to advise it as regards its financial policy and the measures to develop the financial resources of the University;
  - (ii) To prepare the annual accounts and the budget of the University for presentation to Finance Committee and then to the Board of Management;
  - (iii) To ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and the stock-checking is conducted annually of equipment, non-consumable items and other consumable materials in the University;
  - (iv) To bring to the notice of the Director (Administration and Enabling Functions) or such other officer designated by the President, unauthorized expenditure and other financial irregularities and suggest disciplinary action against the persons at fault;
  - (v) To keep a constant watch on the state of the cash and bank balances and on the state of investments;
  - (vi) To ensure that adequate controls commensurate with the size of financial operations are in place;
  - (vii) To ensure timely compliances to all statutory and audit requirements of Government / Taxation Departments, etc. and to represent the University in all legal matters pertaining to finance and taxation;



- (viii) To be responsible for other financial matters and liaison with financial institutions / Banks;
- (ix) To maintain all accounts and records as per regulatory standards;
- (x) To ensure that the accounts of the University are properly kept and audited;
- (xi) To ensure that the income and fees due to the University are collected and the salaries and other amounts due to the employees of the University and others are paid promptly;
- (xii) To advise and install a suitable system of accounting and business procedure and keep an Accounts Manual for use in the University;
- (xiii) To develop and operate internal audit systems so that the record of all officers and employees responsible for receipt and expenditure, maintenance of accounts, and property registers may be verified by the audit;
- (xiv) To provide for at least one annual audit of all the accounts of the University;
- (xv) To specify financial forms to be used in the University;
- (xvi) To have powers to pass bills and sign cheques for payments of contingent charges, pay and allowances etc. of all employees of the University after getting the approval from the competent authority, subject to the exceptions, if any, provided for in the Statutes;
- (xvii) To take cognisance of the fact that the receipt of the Chief Finance and Accounts officer, or of the person or persons, duly authorised in his behalf by the Governing Body for any money payable to the University shall be sufficient discharge for such sum payable;
- (xviii) To exercise powers of drawing, disbursing and collection of money under relevant Statutes, Ordinances and Regulations with respect to the employees working in the University;
- (xix) To call from any segment of the university any information or reports that he/she may consider necessary for the performance of his/her functions;
- (xx) To ensure and be responsible for safety and custody of the funds, cheque books;
- (xxi) To ensure timely recoveries of fees and other dues;
- (xxii) To ensure that the loans and its installments and other outstanding are paid in time;
- (xxiii) To ensure all statutory duties, taxes and other dues of government are paid as per the respective law, rules and regulations;
- (xxiv) To develop appropriate concurrence system;
- (xxv) To bring any re-appropriation to the Governing Body for its approval at the earliest opportunity;
- (xxvi) To ensure timely payment of bills, salaries and taxes;
- (xxvii) To bring financial affairs/situation of the University to the notice of Governing Body;
- (xxviii) To perform such other financial functions as may be assigned to him/her by the Governing Body or the Board of Management or the Finance Committee or the President or the Director (Administration and Enabling Functions); and
- (xxix) To exercise such powers and perform such duties as may be specified in the Statutes, Ordinances, Regulations and Rules of the University.

**(11) Terms and Conditions of Appointment, Powers, Duties & Functions of Director (Executive Development Centre)**

**(a) Terms & Conditions of appointment:**

- i) The appointment of Director (Executive Development Centre) shall be made by the President;
- ii) He/she shall report to the President or such other officer as may be designated by the President;



- iii) He/she shall be a wholetime salaried officer of the University and will be equal to the Provost and Director (Administration & Enabling Functions) in the rank and will hold the rank of Professor;
- iv) The President or such other designated officer may, on representation made to him / her or otherwise and after making such inquiry as may be necessary, and is of the opinion that the continuance of the Director (Executive Development Centre) in office is not in the interests of the University, by an order in writing stating the reasons therein, direct the Director (Executive Development Centre) to relinquish his/her office from the date specified in the order; provided that before taking an action under this sub-section, the Director (Executive Development Centre) shall be given an opportunity of being heard; and
- v) The Director (Executive Development Centre) by writing under his/her hand, addressed to the Chairperson of the Governing Body, may resign his/her office and will be relieved on acceptance of the resignation as per the terms and conditions of his/her appointment.

**(b) Powers, Duties & Functions:**

- 1) The Director (Executive Development Centre), subject to the provisions of the Act, and the rules made thereunder, if any, shall be responsible for establishing Executive Development Centre, to provide technical and training related support to the industry in Gujarat by leveraging the strength of the University;
- 2) He/she will be responsible for designing and executing training programmes based on training need assessment for executive trainees, graduate engineer trainees and management trainees employed by any industrial undertaking;
- 3) He/she also will design and execute in service training for officers and non-management staff working in industries based on training need assessment;
- 4) He/she will also design and execute specialized in-service customized training programmes for large scale employers based on training need assessment;
- 5) He/she shall also devise and organize business related training programmes for potential young entrepreneurs and self-employed professionals based on training need assessment;
- 6) Management of apprentices and ensuring high quality of training for GSFC and other industries;
- 7) Networking with industries, universities and other institutes;
- 8) To develop co-branded programmes, entrepreneurship development courses;
- 9) To develop and operationalize the quality control cell and carry out related functions of quality control;
- 10) To carry out performance evaluation of faculties of Executive Development Centre and its staff and external faculties;
- 11) To design, develop and conduct summer workshop for teaching staff of school and colleges on chargeable basis;
- 12) To ensure financial efficiency in Executive Development Centre;
- 13) To prepare separate budget for Executive Development Centre;
- 14) To support industries, more focussing on small scale industries on a paid basis by leveraging the skill of industry faculty of the University;
- 15) To carry out data analysis; and
- 16) To perform such other duties as may be assigned by Governing Body, Board of Management and the President.

**(12) Terms and Conditions of Appointment, Powers, Duties & Functions of Director (Administration & Enabling Functions)**

**(a) Terms & Conditions of appointment:**



- i) The appointment of Director (Administration and Enabling Functions) shall be made by the President;
- ii) He shall report to the President or such other officer as may be designated by the President;
- iii) He/she shall be a wholetime salaried officer of the University and will be equal to the Provost and Director (EDC) in the rank and will hold the rank of Professor;
- iv) The President or such other designated officer may, on representation made to him/her or otherwise and after making such inquiry as may be necessary, and is of the opinion that the continuance of the Director (Administration & Enabling Functions) in office is not in the interests of the University, by an order in writing stating the reasons therein, direct the Director (Administration & Enabling Functions) to relinquish his/her office from the date specified in the order; provided that before taking an action under this sub-section, the Director (Administration & Enabling Functions) shall be given an opportunity of being heard; and
- v) The Director (Administration & Enabling Functions) by writing under his/her hand, addressed to the Chairperson of the Governing Body, may resign his/her office and will be relieved on acceptance of the resignation as per the terms and conditions of his/her appointment.

**(b) Powers, Duties & Functions:**

- 1) The Director (Administration & Enabling Functions), subject to the provisions of the Act, and the rules made thereunder shall be the principal administrative officer of the University and shall exercise general superintendence and control over the affairs administration of the University;
- 2) The Director (Administration & Enabling Functions) will be responsible for planning and management of various projects, specifically relating to developing infrastructure for academic, cocurricular and administrative purpose;
- 3) He/she also will be responsible for administrative activities, viz. recruitment of various positions including career planning, training of faculties and other teaching and non-teaching staff and other HR related matters like suspension, termination, etc., public relations and marketing activities; framing of various policies and grievance handling; liaison with various educational institutions, external agencies, government departments; organizing and facilitating educational/social activities;
- 4) He/she will be responsible for ensuring that all faculties and staff are fully aware of their obligations of complying with University's policies and procedures;
- 5) He/she shall be responsible for co-ordination with Sponsoring Body, Executive Development Centre, Industries, etc.;
- 6) He/she will be responsible for development of co-curricular activities including infrastructure, support to the students club;
- 7) He/she will be responsible for managing all the assets and properties of the University and their repair and maintenance;
- 8) He/she shall be responsible for non-academic statutory compliances, filing of returns, etc.;
- 9) He/she shall be responsible for procurement of all items, materials, stationeries, IT consumables, laboratory equipment and chemicals, etc. generally required for efficient functioning of the entire educational campus of the University;
- 10) He/she shall be responsible for creating, operationalizing and maintaining the IT infrastructure for the University;
- 11) To appoint persons to the posts below Officer level among the Administrative Staff and Technical Staff in accordance with the recruitment policies and process of the University;
- 12) To maintain service records of all the employees of the University;



- 13) To generally supervise the administrative functions of the University;
- 14) To process disciplinary action, whenever needed, against the Teaching Staff, Technical Staff, Administrative Staff and Students of the University as per the Statutes, Ordinances, Regulations and Rules;
- 15) To develop and manage data management centre including personnel data;
- 16) He will be responsible for HR management, i.e. recruitment, performance evaluation including Annual Performance Linked Incentives (APLI) and other related HR functions;
- 17) To outsource such activities or functions as may be necessary;
- 18) To ensure payment to the guest faculty;
- 19) To award Annual Rate Contracts/Annual Maintenance Contracts for procurement of various items and services;
- 20) To ensure timely preparation of Annual Report;
- 21) To ensure that the website of the University is properly managed and kept up-to-date;
- 22) To carry out public relations functions and corporate communications;
- 23) To ensure that the students are provided with internship in the industries and interact with the industries;
- 24) To set up the campus placement cell; and
- 25) To perform such other duties as may be assigned by Governing Body, Board of Management and the President.

**(13) Terms and Conditions of Appointment, Powers, Duties & Functions of Chief Law Officer**

**(a) Terms & Conditions of appointment:**

- i) The appointment of Chief Law Officer shall be made by the President;
- ii) He/she shall report to the officer designated by the President;
- iii) He/she shall be a wholetime salaried officer of the University;
- iv) The President or such other designated officer may, on representation made to him/her or otherwise and after making such inquiry as may be necessary, and is of the opinion that the continuance of the Chief Law Officer in office is not in the interests of the University, by an order in writing stating the reasons therein, direct the Chief Law Officer to relinquish his/her office from the date specified in the order; provided that before taking an action under this sub-section, the Chief Law Officer shall be given an opportunity of being heard; and
- v) The Chief Law Officer by writing under his/her hand, addressed to the Chairperson of the Governing Body, may resign his/her office and will be relieved on acceptance of the resignation as per the terms and conditions of his/her appointment.

**(b) Powers, Duties & Functions:**

- 1) To take care and deal with all legal matters by or against the University;
- 2) To deal with various statutory authorities like co-ordination and liaison with Education Department, Govt. of Gujarat, AICTE, UGC, Admission Committee, Pay Committee and Sectoral Council and other statutory authorities;
- 3) To study and analyse guidelines of statutory authorities for their impacts on the University and devise/establish necessary framework across the University for its compliance / implementation;
- 4) Developing the mandatory statutes, ordinances, rules if any, etc. as required under the Private Universities Act or under other statutory authorities and assist in preparations of various manuals and guidelines for efficient conduct of functioning of the University;



- 5) Drafting of agreements, contracts, MoUs, service bonds, undertakings as required for efficient functioning of the University;
- 6) Provide legal advice to various authorities like President, Provost, Registrar, Board of Management, Governing Body, etc. as and when required;
- 7) Assisting in organizing the meetings of Board of Management and Governing Body of the University, if so desired;
- 8) Act as a custodian of all original documents of the University;
- 9) To issue notices concerning all meetings of the Governing Body, Board of Management, Academic Council and any other Committees or bodies constituted as per instructions of the President or Provost;
- 10) To represent the University in suits or proceedings by or against the University, sign powers or attorney and plead in such cases or depute his/her representative for this purpose;
- 11) To submit information, reports, and documents to the Government and conduct liaison with the local and central Government as also with any regulatory bodies, including UGC;
- 12) To take charge of the Registrar during his absence;
- 13) Any other duty as may be assigned by the Management from time to time during the engagement period;

**(14) The following shall be the authorities of the University, namely:-**

- (a) The Governing Body;
- (b) The Board of Management;
- (c) The Academic Council; and
- (d) Such other authorities as may be declared by the Statutes to be the authorities of the University.

**(15) Constitution, Powers and Functions of the Governing Body**

**(a) Constitution**

- (i) The Governing Body of the University shall consist of the following members, namely –

- 1) The President;
- 2) The Provost;
- 3) Four Persons to be nominated by the Sponsoring Body out of whom two shall be eminent educationists;
- 4) Two Deans or Directors of the Constituent Schools or Centres or the University, by rotation, to be nominated by the Provost;
- 5) One expert of Management or Information technology from outside the University to be nominated by the Governing Body;
- 6) Three experts representing other disciplines such as Finance, Legal and Social Sector to be nominated by the Governing Body;
- 7) One eminent industrialist to be nominated by the Governing Body; and GSFC Education Society Page 31
- 8) Secretary to the Government of Gujarat, Higher and Technical Education or his/her representative not below the rank of Deputy Secretary to Government or the Deputy Commissioner-*ex-officio*.

- (ii) The President shall be the Chairperson of the Governing Body. In his/her absence, a member of the Governing Body nominated by it shall chair its meeting;
- (iii) Save as otherwise provided in this section, the term of the nominated members of the Governing Body shall be three years from the date of nomination;
- (iv) An *ex-officio* member shall continue so long as he/she holds the office by virtue of which he/she is such a member;



- (v) As nearly as one third of the nominated members, except the exofficio member shall retire by rotation each year. In the first two instances, the Governing Body may decide the procedure to identify the members who will retire;
- (vi) A member may be re-nominated for the next term;
- (vii) A member may resign his/her office by writing under his/her hand, addressed to the Chairperson, but he/she shall continue in office until his/her resignation has been accepted by the Chairperson;
- (viii) Subject to the provisions of the Act, the casual vacancies arising due to any reason whatsoever among the members (other than exofficio members) can be filled by way of a nomination by the Governing Body so as to maintain the constitution of the Governing Body. Provided that a person nominated for filling up the casual vacancy will be a member for the unexpired period of three years;
- (ix) The Registrar is the Member-Secretary of the Governing Body without voting rights;
- (x) The Governing Body shall meet at least three times in a calendar year; and
- (xi) Minimum four members shall form a quorum for a meeting of the Governing Body; the members may participate in person or through GSFC Education Society Page 32 teleconferencing or video conferencing or any other form of distance participation.

**(b) Powers, Duties and Functions**

- (i) The Governing Body shall be the supreme authority of the University. All movable and immovable property of the University shall vest in the Governing Body;
- (ii) The Governing Body shall exercise following powers and functions,
  - 1) 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 Statutes, Ordinances, Regulations or Rules made there under;
  - 2) To review the decision 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;
  - 3) To approve the budget and annual report of the University;
  - 4) To lay down the extensive policies to be followed by the University;
  - 5) To create a special fund for the purposes of installing prizes, awards, medals, etc. and providing financial aid in various forms and authorize Board of Management to administer the same;
  - 6) To create or abolish posts as deemed necessary for the functioning of the University;
  - 7) To appoint statutory auditors of the University;
  - 8) To delegate such powers as it may deem fit to the Board of Management and other authorities or officers of the University subject to the provisions of the Act and Statutes; GSFC Education Society Page 33
  - 9) To submit to the state government proposals for subsequent Statutes and/or amendment or repeal of the existing Statutes;
  - 10) To take all such actions those are deemed necessary to fulfil the objects of the University as mentioned in the Act;
  - 11) To exercise and execute all such powers and functions of the University as mentioned in the Act;
  - 12) To recommend to the Sponsoring Body about the voluntary liquidation of the University;
- (iii) The Governing Body shall exercise such other powers and functions as may be prescribed by the Statutes, Ordinances from time to time; and
- (iv) If any urgent decision/actions which requires approval of Governing Body and the Meeting of Governing Body is not scheduled to be held in near future, with the permission of Chairperson, such business can be transacted and approved by circulation of papers to the Members. Such business/transaction will be deemed to be



approved on receipt of assent/ s/approval from the majority of the members of Governing Body and the same would be considered as having been approved by the Governing Body in its meeting.

**(16) Constitution, Powers and Functions of the Board of Management**

**(a) Constitution**

(i) The Board of management shall consist of the following persons, namely –

- 1) The President;
- 2) The Provost;
- 3) Two members of the Governing Body to be nominated by the Sponsoring Body;
- 4) Two persons who are not members of Governing Body to be nominated by the Sponsoring Body; GSFC Education Society Page 34
- 5) Three persons from amongst the faculty members of the University to be nominated by the Sponsoring Body; and
- 6) One faculty member, to be nominated by the President.

(ii) The President shall be the Chairperson the Board of Management. Provided that President may at his/her discretion, nominate any other member of the Governing Body to be the Chairperson of the Board of Management. Provided further that the Chairperson of Board of Management is unable to attend the meeting of Board of Management for any reason, the members present at the meeting may elect any one of them to be the Chairman of that meeting;

(iii) The term of nominated members of the Board shall be three years from the date of nomination;

(iv) A member may be re-nominated for the subsequent term;

(v) A member may resign his/her office by writing under his/her hand, addressed to the Chairperson, but he/she shall continue in office until his/her resignation has been accepted by the Chairperson;

(vi) Subject to the provisions of the Act, the casual vacancies arising due to any reason whatsoever among the members (other than exofficio members) can be filled by way of a nomination by the Board of Management so as to maintain the constitution of the Board of Management. Provided that a person nominated for filling up the casual vacancy will be a member for the unexpired period of three years;

(vii) The Registrar is the Member-Secretary of the Board of Management without voting rights;

(viii) The Board of Management shall meet once in every two months; and

(ix) Minimum four members shall form a quorum for a meeting of the Board of Management; the members may participate in person or through teleconferencing or video conferencing or any other form of distance participation. GSFC Education Society Page 35

**(b) Powers and Functions**

(i) Subject to the Provisions of the Act, Statutes and Ordinances, and the control and supervision of the Governing Body, the Board of management will administer and execute the following powers and functions:

- 1) To make recommendations to the Governing Body on policy matters;
- 2) To take measures for offering programs focusing on all segments of the population and for fulfilling the objects of the Univesity;
- 3) To address professional, technical and vocational skill and competence needs of organised and unorganised sectors of employment;
- 4) To conduct all administrative affairs of the University;
- 5) To take measures to collaborate with Industry, Universities and Institutions in India and abroad for offering/facilitating academic programs, consultancy, training, research and development;



- 6) To discuss and submit the budget and other financial proposals to the governing Body for approval;
- 7) To manage and regulate the finance, accounts, investments, property and all other administrative affairs of the University and for that purpose to appoint such agents as it may deem fit;
- 8) To open account or accounts of the University with any one or more scheduled banks/unscheduled banks/post offices or in any other financially sound institutions and to lay down the procedure for operating the same;
- 9) To draw, accept, make, endorse, discount and negotiate securities of the Government, promissory notes, bills of exchange, cheques or other negotiable instruments; GSFC Education Society Page 36
- 10) To issue appeals for raising funds for carrying out the objects of the University;
- 11) To receive grants, donations, contributions, gifts, prizes, scholarships, student fees, fee for consultancy schemes, sponsored and research projects, infrastructural support and other similar kinds;
- 12) To institute and award prizes, medals, scholarships, fellowships and studentships, etc.;
- 13) To purchase, take on lease or accept as gift or otherwise or sell any land or buildings or works which may be necessary or convenient for the purposes of the University and on such terms and conditions as it may deem fit and proper and to construct or alter and maintain buildings or works;
- 14) To examine and accord approval of building plans and award building contracts and/or authorise constructions;
- 15) To approve provision of buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying out the work of the University;
- 16) To administer the revenues and properties of the University;
- 17) To acquire intellectual property rights, copyrights, trademarks and the like from any institution or organization on such terms and conditions as the Board of Management may determine and pay such compensation for the acquisition as may be just and equitable;
- 18) To execute conveyance, transfer, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property movable or immovable belonging to the University or to be acquired for the purpose of the University;
- 19) To appoint, in order to execute an instrument or transact any business of the University, any person or agency as attorney of the University with such powers as it may deem fit;
- 20) To invest the funds of the University or money entrusted to the University, in such stocks, funds, shares or securities and GSFC Education Society Page 37 in such manner as it may deem fit or in the purchase of immovable property within the State or in India with like power of varying such investment from time to time to transpose any investment;
- 21) To invest the surplus funds of the University, in such securities and in such manner as it may deem fit and from time to time in the modes or forms as prescribed under Section 11(5) or as per the provisions of Section 10(23C) of the Income Tax Act, 1961;
- 22) To raise and borrow money on bonds, mortgages, promissory notes, or other obligations or securities by providing properties and assets of the University as security, or borrow money without any securities, and upon such terms and conditions as it may deem fit and to pay out of the funds of the University, all expenses, incidental to the raising of money and to repay and redeem any money borrowed;
- 23) To maintain and operate the General Fund and Special Fund;



- 24) To maintain proper accounts and other relevant records and prepare annual statements of accounts including the Balance Sheet for every previous financial year and submit the same to the Governing Body for perusal;
- 25) To incur expenditure towards maintenance of the properties of the University, taxes, electricity, water and other charges, repayment of any borrowings, and expenses incurred by the members of the authorities of the University, employees and various units of the University towards the fulfilment of the objects of the University;
- 26) To insure and keep insured, if deemed necessary, all or any of the buildings, assets of the University;
- 27) To incur expenditure in relation to salaries and allowances of the employees, management contribution to provident fund, gratuity, etc. purchase of library books, equipment, laboratory and workshop articles and furniture, etc; GSFC Education Society Page 38
- 28) To appoint Internal Auditor to conduct periodical and concurrent audit;
- 29) To consider creation or closure of academic or other units or programs or courses;
- 30) To submit the recommendations to the Governing Body regarding creation or abolition of posts for the categories of Teaching Staff, Administrative Staff and Technical Staff;
- 31) To define the functions, conditions of services, emoluments, selection criteria and process for the categories of Teaching Staff, Administrative Staff and Technical Staff;
- 32) To approve the list of selected candidates for appointments to the posts of Teaching Staff, Administrative Staff and Technical Staff;
- 33) To specify the manner of appointment to temporary vacancies and positions of all categories of staff;
- 34) To provide for the appointment of Visiting Professors, Adjunct Professors, Emeritus Professors, Fellows, Consultants, Advisors, Artists, Writers, and determine the terms and conditions of such appointments;
- 35) To regulate and enforce discipline amongst the employees and students in accordance with the Statutes and Ordinances;
- 36) To transfer or accept transfers or any immovable or movable property on behalf of the University;
- 37) To entertain, adjudicate upon, or redress the grievances of the employees and the students of the University who may, for any reasons, feel aggrieved;
- 38) To fix the remuneration payable to course writers, counsellors, examiners and invigilators and travelling and other allowances payable;
- 39) To select common seal of the University and to provide for the use of such seal; GSFC Education Society Page 39
- 40) To delegate any of its powers to the President, Provost, Director (Administration & Enabling Functions), Director (Executive Development Centre), Registrar, Chief Finance and Accounts Officer or to any other officer or to employees of the University or to a Committee appointed by it as it may deem fit;
- 41) To authorise the Registrar or Chief Law Officer or any other officer, authority, body, committee or board to institute, conduct, defend, compound, withdraw, compromise, adjust, refer to arbitration or abandon legal proceedings or claims or disputes by or against the University or its officers and to sign and verify vakalats, complaints, written statements, execution petitions, affidavits and other documents;
- 42) To decide the seniority for nomination to the various authorities or bodies of the University;
- 43) To establish and regulate the maintenance of hostels, resident halls for the students of the University and recognise hostels established by outside parties on the basis of the recommendations of a committee established for the purpose;



- 44) To consider and approve the acts of the Academic Council and the Finance Committee and other committees or authorities constituted by it;
- 45) To formulate Subsequent Statutes of the University and place them before the Governing Body for its approval;
- 46) To consider and submit to the Government of Gujarat for approval the first Ordinances made by the President;
- 47) To consider and submit to the Government of Gujarat for approval the Subsequent Ordinances made by the Academic Council;
- 48) To Prepare Annual Report containing:
  - a) A review of progress made in different spheres and steps taken towards the fulfilment of the objects of the University; GSFC Education Society Page 40
  - b) The amount of receipts and disbursements and the purpose for which they were made;
  - c) The number and position of Teaching Staff, Administrative Staff and Technical Staff;
  - d) The number of students program-wise and course-wise;
  - e) Appointment of Dean and Professors;
49. To form Sub-Committee of the Board of Management with such terms of reference as may be considered expedient in respect of the matters relating to finance, human resources, institution of development plan, students' welfare and their development or any other matters/issues requiring focussed attention;
50. To approve formation/dissolution of students managed club and to allocate the fund for their functioning;
51. To approve intra and inter university competitions, allocate fund and review its performance;
52. To form activity specific committees comprising of officers and faculties of the University and review their performance;
53. To act as an appellate authority in respect of the matters arising from admission, discipline, conduct and academic performance of students;
54. To act as appointing, terminating and disciplinary authority for all employees (Officers and Staff) excluding those falling within the purview of Governing Body;
55. To decide the amount of Annual Performance Linked Incentives (APLI) and the manner in which the said amount be apportioned;
- ii) The Board of Management shall exercise such other powers and functions as prescribed by the Statues from time to time; and
- (iii) If any urgent decision/actions which requires approval of Board of Management and the Meeting of Board of GSFC Education Society Page 41 Management is not scheduled to be held in near future, with the permission of Chairperson, such business can be transacted and approved by circulation of papers to the Members. Such business/transaction will be deemed to be approved on receipt of assent/approval from the majority of the members of Board of Management and the same would be considered as having been approved by the Board of Management in its meeting.

#### **(17) Constitution, Powers and Functions of the Academic Council**

##### **(a) Constitution**

The Academic Council shall be the principal academic body of the University.

##### **(i) The Academic Council of the University shall consist of the following members –**

- 1) The Provost;
- 2) All Directors of the University;
- 3) Two persons from among the Teaching Staff having excellent API score, to be nominated by the Provost;
- 4) Two eminent educationists from outside the University to be nominated by President; and



- 5) Five persons from Industry to be nominated by Board of Management. Provided that the course co-ordinator of the concerned course can be invited as per the need; Provided further that in the constitution of the Academic Council, not less than 40% members should comprise of the persons from the industry. Provided further that for any reason, the constitution of the Academic Council is not maintained as per the proviso, the Board of Management shall have a power to nominate and appoint such number of members from the industry including consideration GSFC Education Society Page 42 of nominee, so as to comply the requirement of having not less than 40% members in the Academic Council from the industry;
- (ii) The Provost shall be the Chairperson of the Academic Council.
  - (iii) The terms of nominated members shall be three years from the date of nomination;
  - (iv) A member may be re-nominated for the subsequent terms;
  - (v) A members may resign his/her office by writing under his/her hand, addressed to the Chairperson, but he/she shall continue in office until his/her resignation has been accepted by the Chairperson;
  - (vi) The casual vacancies shall be filled up by nomination by the respective authorities mentioned in Sub-Clause (a) of Clause 16. Provided that a person nominated for filling up the casual vacancy will be a member for the unexpired period of three years;
  - (vii) The Registrar is the Member-Secretary of the Academic Council without voting rights;
  - (viii) The Academic Council shall meet at least two times in an academic year;
  - (ix) Minimum four members shall form a quorum for a meeting of the Academic Council; the members may participate in person or through teleconferencing or video conferencing or any other form of distance participation.
- (b) Powers and Functions**
- (i) Subject to the Provisions of the Act, Statutes, the Ordinances, and the Rules made thereunder, the Academic Council will administer and execute the following powers and functions:
    - 1) To coordinate and exercise general supervision over the academic policies and to give directions to the University in relation to methods of Instruction, Training Assessment, Research and improvement in academic standards; GSFC Education Society Page 43
    - 2) To initiate measures to offer programs and courses to fulfil the objects of the University;
    - 3) To facilitate offer of academic programs in which employers are at the heart of curriculum design, implementation, internship, assessment and job placements;
    - 4) To deliver education via multiple modes – face-to-face teaching, hands on work, distance learning, e-learning and on-job-training as per program requirement;
    - 5) To facilitate offer of learner-centric programs using modular approach with multiple entry-exit routes;
    - 6) To report and act on any matter referred or delegated to it by the Governing Body or the Board of Management;
    - 7) To lay down the curriculum and frame syllabus for the programs and courses offered by the University;
    - 8) To publish books, journals, reports and electronic media material for instructional and research purposes;
    - 9) To promote industrial research & development activities and programs and to direct for submission of reports on such issues from time to time;



- 10) To consider proposals submitted by the faculties relating to instructional strategies, teaching facilities, faculty training etc.;
- 11) To appoint committees and consider their reports on aspects related to admission, examination and such other activities;
- 12) To recognise certificates, diplomas, degrees, courses and periods of study completed from other universities and statutorily recognised institutions and to award the status of equivalence in relation to certificates, diplomas, degrees or any part thereof of the University;
- 13) To recognise the programs, courses and periods of study in academic, technical, vocational and professional streams conducted under statutorily established boards, statutorily GSFC Education Society Page 44 established councils, sector skill councils and other statutory bodies and to award the status of equivalence in relation to the certificates, diplomas, degrees or any part thereof of the University;
- 14) To approve conferment of certificates, diplomas, degrees and other academic distinctions on the basis of examination or any other method of evaluation;
- 15) To prepare guidelines for the award of fellowships, stipends, scholarships, medals and prizes, etc. and empower the Provost or any other officer of the University to approve the eligible candidates for such awards;
- 16) To prepare such forms and registers as are, from time to time, prescribed by the Rules and to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out the provisions of the Act, Statutes, Ordinances, Regulations and the Rules;
- 17) To make recommendations to the Board of Management on
  - a) Measures for improving standards of teaching, training, industrial research and examinations;
  - b) Institution of Fellowships, Studentships, Exchange Programs, Scholarships, Medals, Prizes, etc.;
  - c) Ordinances and Regulations covering the academic functioning of the University;
- 18) To suggest from time to time measures for organising and grouping basic and applied disciplines of study as Departments, Schools of Study, Faculties, Institutes and the like;
- 19) To finalize and approve internship protocol;
- 20) To review the outcome of industry related courses in three years frequency;
- 21) To review employers' suggestions;
- 22) To consider alumni's suggestions; GSFC Education Society Page 45
- 23) To define, from time to time, the requirement of laboratories in line with the courses offered or introduction of new courses;
- 24) To review performance and contribution of students counsellors and to devise their career growth plan;
- 25) To formulate guidelines for computing credits from internship and club activities;
- 26) To appoint Committees, consisting of such members as the Academic Council may deem fit to deal with any of the matters ordinarily dealt with by the Academic Council;
- (ii) The Academic Council will exercise such other powers and perform such other functions as may be conferred or imposed upon it by the Act, Statutes and Ordinances from time to time; and
- (iii) If any urgent decision/actions which requires approval of Academic Council and the Meeting of Academic Council is not scheduled to be held in near future, with the permission of Chairperson, such business can be transacted and approved by circulation of papers to the Members. Such business/transaction will be deemed to be approved on receipt of assent/approval from the majority of the members of Academic Council and the same would be considered as having been approved by the Academic Council in its meeting.



**(18) Constitution, Powers and Functions of the Finance Committee****(a) Constitution**

(i) The Finance Committee of the University shall consist of the following members –

- 1) The President;
- 2) The Provost;
- 3) Director (Administration & Enabling Functions);
- 4) Director (Executive Development Centre); GSFC Education Society Page 46
- 5) One person nominated by Board of Management having experience of finance;
- 6) One member of Governing Body having experience of finance;
- 7) The Registrar; and
- 8) The Chief Finance and Accounts Officer (Member Secretary).

(ii) The President shall be Chairperson of the Finance Committee; Provided that President may nominate a member of the Board of Management to be the Chairperson;

(iii) The term of nominated members shall be three years from the date of nomination;

(iv) The Finance Committee shall meet at least two times a year for preparation of budget for submission to Board of Management/ Governing Body for their approval and to examine the accounts and scrutinize the expenditure; and

(v) Three members of the Finance Committee shall form a quorum for the meeting.

**(b) Powers and Functions**

Subject to the Provision of the Act, Statutes and Ordinances, and the control and supervision of the Governing Body and the Board of Management, the Finance Committee will administer and execute the following powers and functions:

(i) To scrutinize the annual accounts and the financial estimates of the University;

(ii) To review the financial position of the University from time to time and recommend to the Board of Management regarding any action to be taken;

(iii) To make recommendations to the Board of Management on all proposals involving raising of funds, receipts and expenditure; GSFC Education Society Page 47

(iv) To provide guidelines for investment of surplus funds;

(v) To make recommendations to the Board of Management on all proposals involving expenditure for which no provision has been made in the budget or for which expenditure has been incurred in excess of the amount provided in the budget;

(vi) To consider all proposals relating to revision of grades, enhancement of pay-scales and those items which are not included in the budget;

(vii) To fix the limits for the total recurring and non-recurring expenditure for the year based on income and resources of the University and to ensure that no expenditure is incurred by the University in excess of the limits so fixed;

(viii) To devise the purchase policy for procurement of various items/ goods and services;

(ix) To consider the internal audit report and implement the suggestions of the auditors, if feasible; and

(x) To exercise such other powers and perform such other functions as may be conferred or imposed upon it by the Act, Statutes and Ordinances, Governing Body, Board of Management, President and Provost.

**(19) Selection Committee****(a) For Teaching Staff**

(i) The selection committee for appointment to the posts of professors, associate professors, assistant professors, heads of institutions and other Teaching Staff shall consist of –

- 1) The Provost (Chairperson);
- 2) The Dean nominated by the President;
- 3) Director (Administration & Enabling Functions); GSFC Education Society Page 48



- 4) A nominee of the President who will be an outsider expert on the subject;
- (ii) Provost is empowered to co-opt one additional member having subject expertise as may be required for smooth conduct of selection process;
- (iii) The selection committee will make the recommendations to the Board of Management for appointment to the posts of professors, associate professors, assistant professors, heads of institutions and other Teaching Staff maintained by the University;
- (iv) If the Board of Management is unable to accept therecommendations made by a selection committee, it shall record the reasons for such non-acceptance and submit the case to the President whose decision in the matter shall be final;
- (v) The procedures to be followed by the selection committee constituted under this statute shall, in making recommendations, be such as laid down in the Ordinances; and Provided that the appointment shall be made only against the approved posts by giving open advertisement having minimum 3 stages of interview. Provided further that during the first 5 years of operations, upto 20% of the positions can be filled up on a contract by following the same criteria of selection while conducting the interview.

**(b) For Officers among Administrative Staff and Technical Staff**

- (i) The selection committee for appointment to the posts of officers among Administrative Staff and Technical Staff shall consist of –
  - 1) Director (Administration & Enabling Functions);
  - 2) The Provost;
  - 3) A nominee of the President; GSFC Education Society Page 49
- (ii) Director (Administration & Enabling Functions) is empowered to coopt one additional member having expertise in the relevant field as may be required for smooth conduct of selection process;
- (iii) The selection committee will make the recommendations to the Board of Management for appointment to the posts of Officers among the Administrative Staff and Technical Staff of the University;
- (iv) If the Board of Management is unable to accept the recommendations made by a selection committee, it shall record the reasons for such non-acceptance and submit the case to the President whose decision in the matter shall be final;
- (v) The procedures to be followed by the selection committee constituted under this statute shall, in making recommendations, be such as laid down in the Ordinances; and Provided that the appointment shall be made only against the approved posts by giving open advertisement having minimum 2 stages of interview. Provided further that upto 20% of the authorized strength can be filled up on a contract basis on a maximum duration of 2 years by following the same criteria of selection while conducting the interview.

**(20) Advisory Committee:**

**Constitution:**

Advisory Committee will comprise of five members as follows:

- i. Two members, one each from among the Members of Governing Body and Board of Management, shall be nominated by Governing Body and Board of Management respectively; and
- ii. Three independent members shall be nominated by Board of Management drawn from industry, government or service sector.

**Role and Functions:**

- i. To assist and support the Board of Management for providing directions and guidelines to Executive Development Centre;



- ii. To approve, if so authorised by the Board of Management, in service training courses, trade based specialized courses, customized programmes on industry related subject and other short-term/long-term courses organized by Executive Development Centre;
- iii. To advise and assist the Board of Management for establishment, operationalization and evaluation of Quality Control Cell;
- iv. To review the budget and other financials including revenue generation plan of Executive Development Centre and provide guidelines, give suggestions for efficient functioning of Executive Development Centre;
- v. To formulate general guidelines and suggest measures for efficient and profitable functioning of Executive Development Centre;
- vi. To carry out in-depth assessment of Executive Development Centre;
- vii. To recommend partnership for co-branded courses; and
- viii. To review Institutional Development Plan.

**(21) Other Committees**

- (i) The authorities of the University may constitute gender equality committee and such other committees with such terms of references as may be necessary for specific tasks to be performed by such committees. The constitution of such committees, powers to be exercised and duties to be performed shall be such as may be prescribed by the statutes and ordinances; and
- (ii) Any committee constituted under clause (i) may deal with any subject delegated to it and before taking action, if any, shall seek confirmation of it from the authority appointing it.

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

- (1) A person shall be disqualified for being a member of any of the authorities or bodies of the university, if he –
  - i. Is of unsound mind and stands so declared by a competent court; GSFC Education Society Page 51
  - ii. Is an undischarged insolvent;
  - iii. Has been convicted of any offence involving moral turpitude
  - iv. Is conducting or engaging himself in private coaching classes; or
  - v. Has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere;
  - vi. Is chargesheeted by the University;
  - vii. His API has dropped below 60% of the acceptable level; and
  - viii. Is undergoing any punishment as a result of disciplinary inquiry.
- (2) 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;
- (3) 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; and 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.

**(23) Manner and Terms and Conditions of Appointment of officers and teachers and their duties and functions.**



- 1) Every employee of the University shall be appointed under written contract and such contract shall not be inconsistent with the Act and the rules made thereunder and the Statutes and Ordinances; and
- 2) Subject to the provisions of the Act and rules made thereunder, Statutes and Ordinances, the Governing Body and or the Board of Management shall make and approve the manner and the terms and conditions of appointment of officers and teachers and their duties and functions.

**(24) Dispute Resolution Mechanism**

Any dispute arising out of contract between the University and any officer/employee or teacher irrespective of any title of the University shall on the request of the officer/employee or teacher concerned, be referred to a tribunal of arbitration consisting of one member nominated by Board of Management, one member nominated by the officer/employee or teacher concerned and an empaneled member nominated by the President. The decision of the tribunal shall be final and binding to both the parties and no suit shall lie in any civil court in respect of the matter decided by the tribunal. Every such request shall be deemed to be submission to arbitration upon terms of this provision within the meaning of the Indian Arbitration and Conciliation Act 1996 as amended from time to time, and the provisions of that Act shall apply accordingly.

**(25) Convocation**

- 1) Certificates, Degrees and Diplomas shall be conferred by the University only on successful completion of the academic requirements for a given program;
- 2) Convocation for conferring its degrees, diplomas, and other academic distinctions may be held by the University as the Board of Management may fix;
- 3) A special Convocation to award Honorary Degrees/Academic distinctions to distinguished persons may be held by the University with the prior approval of the President; GSFC Education Society Page 53
- 4) The Board of Management shall frame Regulations 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
- 5) Where the University does not find it convenient to hold the convocation in accordance with Statutes, the degrees diplomas and other academic distinctions may be handed over personally or dispatched to the candidates concerned by registered post.

**(26) Accreditation of University**

The University shall obtain accreditation from National Council of Assessment and Accreditation (NAAC) within five years of its establishment and such other regulating bodies of Government of India which are connected with the courses taken up by the University and inform the State Government about the grade provided to the University. The University shall get renewed such accreditation from time to time.

**(27) Appointment of Auditors**

The Governing Body shall appoint a qualified firm of Chartered Accountants to undertake the statutory audit of the accounts of the University.

**(28) Accounts, Audit and Annual Report**

**Annual Report**

The Annual Report of the University will be prepared by the University which shall include among other matters, the steps taken by the University towards the fulfilment of its objects and shall be submitted to the Government of Gujarat.



**Annual Accounts and Audit**

The Annual accounts including balance sheet of the University will be prepared by the University and the annual accounts will be audited at GSFC Education Society Page 54 least once in every year by the auditors appointed by the University for this purpose.

**(29) Powers to Amend Statutes**

The Governing Body shall make, amend, alter, modify these First Statutes as and when deemed necessary and required for the administration of the University and submit the same to the Government for approval. Thereafter, the Governing Body will have powers to make amend and add new statutes from time to time.

**(30) General Fund**

- 1) The University shall have a General Fund to which the following shall be credited, namely:-
  - (a) Fees and other charges received by the University;
  - (b) Any contributions made by the Sponsoring Body;
  - (c) Any Income received from consultancy and other work undertaken by the University in pursuance of its objectives;
  - (d) Trusts, bequests, donations, endowments and may any other grants; and
  - (e) all other sums received by the University

**(31) Application of General Fund**

The general Fund shall be utilized for the following objects, namely:-

- (a) For the payment of debts including charges thereto incurred by the University for the purposes of this Act and the Statutes, the Ordinances, the Regulations and the Rules made thereunder with the prior approval of the Governing Body;
- (b) To upkeep assets of the University; GSFC Education Society Page 55
- (c) For the payment of the fee for audit of the funds created under sections 36 & 37 of the Gujarat Private University Act, 2009;
- (d) to meet with expenses of any suit or proceedings by or against the University;
- (e) For the payment of salaries; allowances, Provident Fund contributions, gratuity and other benefits to officers, employees and members of the teaching and research staff;
- (f) For the payment of travelling and other allowances of the members of the Governing Body, the Board of Management, the Academic Council, other authorities and the members of any committee appointed by any of the authority or the chairperson of the Sponsoring Body or the Provost;
- (g) For the payment of fellowships, freeships, scholarships and other awards to the students belonging to economically weaker sections of the society or research associates, trainees or as the case may be, to any student otherwise eligible for such awards under the Statutes, the Ordinances, the Regulations or the Rules;
- (h) For the payment of any expenses incurred by the University in carrying out the provisions of the Act or the Statutes, the Ordinances, the Regulations of the Rules;
- (i) For the payment of charges and expenditure relating to the consultancy work undertaken by the University in pursuance of the provisions of this Act and the Rules, the Statutes or the Ordinances made thereunder;
- (j) For the payment of any other expenses including service fee payable to an organization charged with the responsibility of providing any specific service, including the managerial services to the University, as approved by the Board of Management to be an expense for the purposes of the University;
- (k) For furtherance of any of the objects of the University and for implementing and or executing any of the powers and functions of the University. and
- (l) Any surplus fund will be ploughed back to the University and will not be transferred to the Sponsoring Body.



**(32) Interpretation**

In the event of conflict of opinion with regard to the interpretation of the Statutes and Rules and Regulations of this University, the decision of the Governing Body on interpretation shall be final and binding.