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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, 21st August, 2023

THE GUJARAT PRIVATE UNIVERSITIES ACT, 2009.

No:GH/SH/32/EPU/2022/1085/KH-1:- In exercise of the powers conferred by 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 Swarnim Startup & Innovation University, Gandhinagar as proposed by the Governing Body of the Swarnim Startup & Innovation University, Gandhinagar in its meeting held on 13th October, 2022.

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

B. S. PARMAR,

Under Secretary to Government.



FIRST STATUTES

Swarnnim Startup & Innovation University, Gandhinagar (Gujarat)
Established under the Gujarat Act No.10 of 2017

SPONSORING BODY:

G P JAIN CHARITABLE TRUST
(Gaya Prasad Jain Charitable Trust)

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CHAPTER 1: PRELIMINARY:**1.1 SHORT TITLE, SCOPE AND COMMENCEMENT:**

- 1.1.1 The “Statutes” means the Statutes of Swarnim Startup and Innovation University.
- 1.1.2 These Statutes shall come into force with effect from the date of publication of the same in the Official Gazette by the State Government under section 26(5) of the Gujarat Private Universities Act, 2009.

1.2 DEFINITIONS:

In these Statutes unless the context otherwise requires:

- 1.2.1 “Act” means the “Gujarat Private Universities Act 2009”, as amended from time to time;
- 1.2.2 All words and expressions used herein and defined in the Gujarat Private Universities Act 2009 and the statutes shall have the meanings respectively assigned to them in the Gujarat Private Universities Act 2009 and the Statutes;
- 1.2.3 “Academic Year” means a period of twelve months devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) for the year and apportioned into “terms” dissimulated in the Ordinances;
- 1.2.4 “Board of Studies” mean the Board of Studies of the University departments/faculties/Constituent colleges/Centers/Institutions;
- 1.2.5 “Convocation” means the convocation of the University, where Degrees, Diplomas, Academic Distinctions, Honorary Degrees and Certificates are awarded, to the students for completing the courses satisfactorily and as per passing requirements of the University;
- 1.2.6 “Course(s)” means prescribed area(s) or course(s) of study or program(s) and / or any other components leading to the conferment or award of degree, diploma, certificate or any academic distinction of the University;
- 1.2.7 “Employee” means regular or permanent person working on the payroll of the University;
- 1.2.8 “Faculty” means Faculty of the University;
- 1.2.9 a) “Campus” means the area of the university in which it is established and functioning;
b) “Off Campus Centre” means a centre established by the University outside the Main Campus and maintained as its constituent Unit, having the University’s complement of facilities, faculty and staff as per norms of UGC & Gujarat Private Universities act 2009;
- 1.2.10 “Regular education” means delivering instruction and includes teaching, learning, education, training and related activities directly by the teacher synchronously to student in the classes or on virtual platform/classrooms, cloud computing, digital mode/classrooms, broadcasting/electronic media or otherwise at the Campus/campuses of the University;
- 1.2.11 “Regulations” mean regulations of the University;
- 1.2.12 “Rules” means the rules framed by the state government under the “Gujarat Private Universities Act 2009” under section 44.
- 1.2.13 “Scheme and Curriculum” means nature, duration, pedagogy and includes syllabi eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University;
- 1.2.14 “Common Seal” means the seal of the University;
- 1.2.15 “Subject” means the basic unit(s) of instruction, teaching, training, research etc. by whatever names it may be called, as prescribed under the scheme and Curriculum;
- 1.2.16 The terms “he”, “him” and “his” include the feminine gender also;
- 1.2.17 “Course” means a subject with a title taught for a Term or a Semester or a Quarter, in periodically an academic year carrying designated credit hours;
- 1.2.18 “Credit Hour” means a course taught for one hour each week for the duration of the Term or Semester or Quarter or as decided by the Academic Council. “Credit” in terms of academic credit for courses taught or for

Practicum means the number of hours per week the course is taught for the full term. Credit for Practicum is granted as per the rules of UGC & concern Statutory Council for Practice, Internship or on-the-job-training, if included as an integral part of the curriculum for the Academic Program;

- 1.2.19 “Equivalent Credit” means credit granted for Assignments, Seminar, Workshop etc. maybe decided from time to time by each Academic Department and/or Faculty through the Head of Department or Dean of Faculty and as approved by the Academic Council.

1.3 SEAL OF THE UNIVERSITY:

- 1.3.1 The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University subject to further change or amendment as deemed necessary from time to time;
- 1.3.2 The University may also decide to make and use of such Flag, Anthem, Insignia, Mace, Medal, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time and which are permitted by the state government on the recommendation of Governing Board/Board of Management.

CHAPTER 2: ESTABLISHMENT OF THE SWARNIM STARTUP & INNOVATION UNIVERSITY:

2.1 ACT AND NOTIFICATION:

The Government of Gujarat, in accordance with the provisions of Section 10 of the Gujarat Private Universities Act 2009 established Swarnim Startup & Innovation University, Bhoyan Rathod as the State Private University of the sponsoring body, the G P Jain Charitable Trust (Gaya Prasad Jain Charitable Trust).

2.2 OBJECTIVES OF THE UNIVERSITY:

Apart from the objects of the University described in Section 4 of the Gujarat Private Universities Act 2009, the University shall also have the following objectives:

- 2.2.1 To collaborate with other recognized Universities, Research Institutions, Industries, Government and Non-Government organizations of the country and abroad towards the fulfillment of the University objectives;
- 2.2.2 To pursue any other objectives as laid down under relevant guidelines of the central government or state government in that regards, from time to time;
- 2.2.3 To offer Joint Degree Programs jointly with other Degree granting institutions; both, Indian or Foreign, provided that such institution(s) is/are properly accredited in their home country & with the prior approval of the State Government and the UGC;
- 2.2.4 To provide for instruction, teaching and training in the University in the field of higher education and make provisions for research, advancement and dissemination of knowledge;
- 2.2.5 To establish maintain and manage institutions and centers of excellence, to create, organize, preserve and disseminate knowledge in the fields of Sciences, technology, Medical, Paramedical, Homoeopathy, Ayurveda, Physiotherapy, Nursing, Agriculture, Humanities, Social sciences, Education, Management, Commerce, Law, Pharmacy, Dental, Healthcare, and any other field beneficial to human development 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;
- 2.2.6 To develop infrastructure for research, higher education, professional education, teaching, extension and outreach, including continuing education, distance learning and e-learning, to create capabilities for upgrading infrastructure to global standard;
- 2.2.7 To offer academic programme of the University through distance education, online education, correspondence and any other mode matching with the environmental developments such as technology after obtaining appropriate approvals from the regulatory bodies;
- 2.2.8 To set up off-campus centres, study centres, training Centres and examination centres within 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;

- 2.2.9 To create higher levels of intellectual abilities;
- 2.2.10 To establish state of the art facilities for education and training;
- 2.2.11 To carry, out teaching and research and offer continuing education programmes;
- 2.2.12 To create centres of excellence for research and development for sharing knowledge and its application;
- 2.2.13 To provide consultancy to the industry and public organizations;
- 2.2.14 To establish main campus and other campuses or infrastructure in the State of Gujarat necessary for the furtherance of its objects;
- 2.2.15 To establish examination centres;
- 2.2.16 To confer degrees, diplomas, grant certificates and other academic distinctions and titles on the basis of examination or any other method of evaluation subject to guidelines of UGC;
- 2.2.17 To develop training facilities in the field of higher education;
- 2.2.18 To provide for arrangement for national and global participation in the field of higher education;
- 2.2.19 To develop educational programmes for certificates, diplomas, degrees and post graduates courses, doctorate degrees and post-doctoral 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 standard subject to guidelines of UGC;
- 2.2.20 To ensure that the standard of the degrees; diploma, certificates and other academic institutions are not lower than those laid down by AICTE, NCTE, UGC, MCI, COA and Pharmacy Council and any other similar agency established by the Central Government and/the State Government for regulating the standard of education;
- 2.2.21 To establish close linkages with the industry, business, educational institutions and other sections of the society to make teaching, research, training, documentation, publication, use of various media and outreach activities of University relevant to the needs of the University and society, at national and international level;
- 2.2.22 To pursue any other objectives as may be approved by state government, from time to time.

2.3 POWERS AND FUNCTIONS OF THE UNIVERSITY:

- 2.3.1 To administer and manage the University, establish, administer and manage its constituent colleges and centres for research, education, training, extension and outreach including continuing education, distance learning and e-learning at its any of campuses within the State of Gujarat;
- 2.3.2 To provide for research, higher education, professional education, teaching, training, extension and outreach including continuing education, distance learning and e-learning in the fields of science, technology, humanities, social sciences, education, management, commerce, law, pharmacy, healthcare and any other fields;
- 2.3.3 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;
- 2.3.4 To prescribe courses, curricula and methodologies including electronic and distance learning and provide for flexibility in the delivery of education;
- 2.3.5 To hold examinations and confer degrees, diplomas or grant certificates and other academic distinctions or titles on persons subject to such condition as the University may determine and to withdraw or cancel any such degrees, diplomas or certificates and other academic distinctions or titles in their manner prescribed by the Regulations;
- 2.3.6 To confer honorary degrees or other distinctions or titles in the manner prescribed by the Statutes;
- 2.3.7 To establish schools, centers, 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;
- 2.3.8 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;

- 2.3.9 To provide for printing, publication and reproduction of research, educational material and other works and to organize exhibitions, conferences, workshops and seminars;
- 2.3.10 To establish knowledge resource centre;
- 2.3.11 To sponsor and undertake research and educational programmes in the fields of science, technology, humanities, social science, education, management, commerce, law, pharmacy, healthcare and any other allied and emerging areas;
- 2.3.12 To collaborate or associate with any educational institution with like or similar objects;
- 2.3.13 To establish campuses including virtual campus for the purpose of achieving the objectives of the University;
- 2.3.14 To undertake 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;
- 2.3.15 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 maybe conducive to their common objects;
- 2.3.16 To render services of research, training, consultancy and such other services as required for the purposes of the University;
- 2.3.17 To develop and maintain relationships with faculty, researchers, administrators and domain experts in science, technology, humanities, social sciences, education, management, law, commerce, pharmacy, healthcare and allied area for achieving the objects of the University;
- 2.3.18 To regulate the expenditure and to manage the finances and to maintain the accounts of the University;
- 2.3.19 To receive funds, movable and immovable properties, equipments, software and other resources from business, industry, other sections of society, national and international organization or any other source by transfers or as gifts, donations, benefactions or bequests for the purposes and objects of the University;
- 2.3.20 To establish, maintain and manage halls, hostels for students and quarters for the residence of faculty and staff;
- 2.3.21 To construct, manage and maintain centers, complexes, auditorium, buildings, stadium and any other amenities for the advancement of sports, cultural, co-curricular and extra-curricular activities;
- 2.3.22 To supervise and control the residence and regulate the discipline of students, faculty and staff of the University and to make arrangement for promoting their health, general welfare, social and cultural activities;
- 2.3.23 To fix, demand and receive or recover fees and such other charges as may be prescribed by the Statutes;
- 2.3.24 To institute and award fellowships, scholarships, prizes, medals and other awards;
- 2.3.25 To purchase or to take on lease or accept as gifts, bequests, legacies or otherwise any land or building or works which may be Accessory or convenient for the purpose of the University and on such terms and conditions as it may think fit and proper and to construct or alter and maintain any such building or works;
- 2.3.26 To sell, exchange, lease or otherwise dispose of all or any portion of the properties of the University, movable or immovable, on such terms as it may think fit and consistent with the interest, activities and objects of the University;
- 2.3.27 To draw and accept, to make and endorse, to discount and negotiate promissory notes, bills of exchange, cheque and other negotiable instruments;
- 2.3.28 To raise and borrow money on bond, mortgages, promissory notes or other obligations or securities founded or based upon all or any of the properties and assets of the University or without any securities and upon such terms and conditions as it may think fit and to payout of the funds of the University, all expenses incidental to the raising of money, and to repay and redeem any money borrowed;
- 2.3.29 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;
- 2.3.30 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;

- 2.3.31 To admit students for the courses offered by the University in the manner prescribed by the Ordinances;
- 2.3.32 To create academic, technical, administrative, ministerial and other posts, prescribing qualifications by the Ordinances and to make appointments thereto;
- 2.3.33 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;
- 2.3.34 To institute professorships, associate professorships, assistant professorships, 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;
- 2.3.35 To appoint qualified persons as professors, associate professors, assistant professors, or as teachers and researchers or other officers of the University;
- 2.3.36 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;
- 2.3.37 To delegate all or any of its powers (except the power to make regulations) to any officer or authority of the University, and;
- 2.3.38 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.
- 2.3.39 Wherever there is no clarification in Statutes of this University any disputed matters deal in accordance with state government rules.

CHAPTER 3: OFFICERS OF THE SWARNIM STARTUP & INNOVATION UNIVERSITY:

- 3.A** Sr. No. 1 to 4 are the Officers of the Swarnim Startup & Innovation University as per the Gujarat Private Universities act 2009, section 13 a, b, c & d.
- 1. President;
 - 2. Provost;
 - 3. Registrar;
 - 4. Chief Finance & Accounts Officer;
- 3.B** Sr. No. 5 to 10 are the Officers of the Swarnim Startup & Innovation University as per the Gujarat Private Universities act 2009, section 13 (e) & University declared the officers of the University by this statutes chapter 3.B
- 5. Vice President;
 - 6. Director General;
 - 7. Pro Vice Chancellor
 - 8. Controller of Examination;
 - 9. Deans;
 - 10. Principals/Directors of constituent Institutes and Centers;

Other Officers of the Swarnim Startup & Innovation University will be appointed as required as per the guidelines of UGC, AICTE and other regulatory bodies and as per the provisions in Section 18 of the Gujarat Private Universities Act 2009.

3.1 APPOINTMENT, TERMS & CONDITIONS AND POWERS OF THE PRESIDENT:

- 3.1.1** The President shall be nominated by the Sponsoring Body as per the section 14 of the Gujarat Private Universities Act 2009.
- 3.1.2** The President will preside at all convocations of the University and the meetings of Board of Governance.

3.1.3 The President shall have such powers conferred on him by the Gujarat Private Universities Act 2009 or the Statutes madethere under, which shall include and not limited to the following powers, namely:

- a) To function as the Head of the University;
- b) He will be the highest academic and executive authority of the University;
- c) To create positions in the university as deemed required;
- d) To call for any information and records;
- e) To diversify & enhance the streams of academic programs and constituent institutions with the consent of the sponsor;
- f) To approve, appoint or re-appoint or terminate the appointment of the Provostin accordance with the provisions of this Gujarat Private Universities Act 2009 & the Statutes or opinion of the Board of Governance;
- g) To approve the appointment, of the Chief Finance & Account Officer;
- h) To approve the Agenda matters of Board of Governance in the mannerprovided for in the Gujarat Private Universities Act 2009 and to decide about tabled agenda if deemed to be necessary at the time of meeting;
- i) To resolve any conflict, as per the Gujarat Private Universities Act 2009, Governing body will resolve the issue by majority of votes. In case of any conflict, whenever equal voting on both sides, then the President has power for casting vote.

3.1.4 It shall be the duty of the President to ensure that the Gujarat Private Universities Act 2009, the Statutes, the Ordinances and the Regulations are faithfully observed.

3.1.5 The President shall exercise general control over the affairs of the University and have powers as prescribed under the Gujarat Private Universities Act 2009.

3.2 APPOINTMENT, TERMS & CONDITIONS AND POWERS OF THE VICE- PRESIDENT:

1. The President may appoint at his discretion a Vice President who shall hold office at the pleasure of the President on such terms and conditions which may be decided from time to time. Such an appointee as Vice-President shall be entitled to reimbursement of the expenditure such as travelling etc., from time to time after having approval from the President.
2. Vice-president is direct report to the President.
3. He exercises the financial executions with concern of the president.
4. He shall be responsible for Daily execution of the management activities from the level of admin presidential office.

3.3 APPOINTMENT, TERMS & CONDITIONS AND POWERS OF THE PROVOST:

Provost shall be appointed by the Governing body from a panel of three persons recommended by the Search Committee to be considered for such person must-

- I. An eminent professional to be nominated by the Board of Management;
- II. An eminent educationalist to be nominated by the Board of Management; and
- III. One member of the Board of Management to be nominated by the President;

3.3.1 The term of the office of the Provost shall be for three years.

3.3.2 He may be reappointed for a subsequent term of three years and as per section 15(1) of Gujarat Private Universities act 2009.

3.3.3 He shall be a whole-time salaried officer of the University;

3.3.4 Provost of the University will serve as Chairman of the Academic Council. He will also be nominated as Chairman of other committees as per the directions of the Board of Governance and Board of Management;

3.3.5 The Provost shall exercise general supervision and control over the affairs of the University and shall give effect to the decisions of the various authorities of the University, and shall exercise such powers and perform such duties as may be prescribed by the Gujarat Private Universities Act 2009, the Statutes or the Ordinances;

- 3.3.6** If 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 this Gujarat Private Universities Act 2009, he may take such action as he deems necessary' and shall at the earliest opportunity thereafter report his action to such officers or authority as would have, in the ordinary course, dealt with the matter;
- (a) Provided that if in the opinion of the concerned authority such action should not have been taken by the Provost, then such case shall be referred to the President, whose decision there on shall be final;
- (b) 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, an appeal to the Board of Management and the Board of Management may confirm or modify or reverse the action taken by the Provost;
- 3.3.7** If in the opinion of the Provost any decision of any authority of the University is outside the powers conferred by this Gujarat Private Universities Act 2009, Statutes or is likely to be prejudicial to the interest of the University he shall request the concerned authority to revise its decision within reasonable time from the date of his decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within reasonable time, then such matter shall be referred to the President and his decision thereon shall be final and binding;
- 3.3.8** At any time upon representation being made by the Provost or otherwise, and after making such enquiries as may be deemed necessary, the President by an order in writing stating the reasons therein, may ask the Provost to relinquish his office from such date as may be specified in the order after giving due considerations of natural justice to represent himself before an authority constituted by the sponsoring body;
- 3.3.9** If in the opinion of the Governing body, the actions of the Provost are found to be in any way detrimental to the interests of the University, the Governing body shall appoint such other person as may be found appropriate in the position of Provost to succeed the person so acting after proper enquiry. The Governing body may stipulate the date from which such other person shall assume the office of the Provost;
- 3.3.10** The Governing body may from time to time decide on the honorarium and/or the pay and/or allowances and/or perquisites to be paid to the Provost;
- 3.3.11** Provost will be reporting to President of the University.
- 3.4 A. APPOINTMENT, TERMS & CONDITIONS AND POWERS OF THE DIRECTOR GENERAL:**
1. President may appoint a director general for a period of three years & he will be reappointed for number of times for a period of three years.
 2. Director general will exercise the duties of External stakeholder tie-ups like industry, NGO's, Research organization & Government organization for betterment of the university.
 3. Director general is authorized for new course establishment.
- B. APPOINTMENT, TERMS & CONDITIONS AND POWERS OF THE PRO VICE CHANCELLOR:**
1. The Pro Vice Chancellor shall be the academic officer next to the Provost having purview of the entire University.
 2. The Pro Vice Chancellor shall be a full-time salaried officer of the university and shall work directly under the superintendence, direction and control of the provost.
 3. The president may appoint pro-vice chancellor with the approval of governing body for a period of 3 years and reappointed for other tenure.
 4. Every Pro Vice Chancellor shall assist the Provost in respect of such matters as may be specified by the Provost in this behalf from time to time and shall also exercise such powers and perform such functions as may be delegated to him by the Provost.
- 3.5 APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR UNDER THE GUJARAT PRIVATE UNIVERSITIES ACT 2009:**
- 3.5.1** The Registrar shall be a full time salaried officer of the University and shall discharge his duties under the general superintendence and control of the Provost.

3.5.2 The qualification of the Registrar shall be as per the UGC norms.

3.5.3 The appointment of the Registrar shall be as per the provisions of section 16 of the Gujarat Private Universities Act 2009. Registrar shall be appointed by the Governing Body on the recommendations of a Selection Committee constituted for the purpose as per UGC norms.

3.5.4 Selection Committee for the selection of Registrar shall be as per UGC norms.

3.5.5 Selection Procedure is to be followed as per UGC norms.

3.5.6 The following shall be the duties and powers of the Registrar, besides the powers and duties laid down in the Gujarat Private Universities Act 2009:

- a) He shall be responsible for the safe custody and maintenance of all the University records and other such property of the University as the Governing Body may decide;
- b) He shall conduct official correspondence of the University, Governing Body, Board of Management, Academic Council and any other statutory body or committee;
- c) He shall issue notices conveying the dates of meetings of the University authorities to the members and shall make necessary arrangements for the conduct of the meetings and for other assigned duties by the Board of Management or Committees of which he is the Member Secretary as per the Gujarat Private Universities Act 2009;
- d) The Registrar shall provide the copies of Agenda of the meeting of the Governing Body, Board of Management, Academic Council and such other bodies which are formed under the direction of the President, Provost and to record the proceedings and minutes and send the same to the Governing Body, President, and Provost;
- e) The Registrar may speak at a meeting of a Body of which he is the Member Secretary without the right of voting, with the permission of the Chairman;
- f) It shall be the responsibility of the Registrar to execute the decisions taken in the meetings of the Governing Body, Board of Management, Academic Council and other Committees/Bodies of which he is the Member Secretary;
- g) The Registrar shall make available such papers and documents and other information as the Governing Body/President/Provost may desire;
- h) The Registrar shall discharge all such functions as assigned to him by the President, Provost of the University and entrusted as per the Statutes, Ordinances and Regulations;
- i) The Registrar shall render such assistance as may be desired by the President/Provost in performing official duties;
- j) The Registrar shall supervise and control the work of the staff working in different offices/units of the University and shall write their confidential reports which will be reviewed and endorsed by the Provost/President;
- k) All Examinations of the University shall be conducted by the Controller of Examinations under the monitoring and supervision of the Registrar who may give suggestions, advices and necessary orders to the Controller of Examinations and Examination Committee regarding the procedures of the Examination which shall be obligatory to them.

3.6 APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF CHIEF FINANCE AND ACCOUNTS OFFICER:

The Chief Finance and Accounts Officer shall be appointed by the President based on the recommendation of the selection committee appointed for the purpose;

3.6.1 The selection committee shall consist of: -

- 1) Provost;
- 2) Two nominees of the President.

- 3.6.2** The Chief Finance and Accounts Officer shall have such qualifications and experience as may be prescribed by the Board of Management from time to time in accordance with regulatory body norms;
- 3.6.3** The term of office and the terms of appointment of the Chief Finance and Accounts Officer shall be prescribed by the President;
- 3.6.4** The President may appoint a person to officiate as the Chief Finance and Accounts Officer in the event of temporary absence of the Chief Finance and Accounts Officer;
- 3.6.5** The Chief Finance and Accounts Officer shall exercise general supervision over the funds of the University and shall have such powers and responsibilities as may be delegated or assigned to him by the Board of Finance and Accounts or President;
- 3.6.6** The Chief Finance and Accounts Officer reporting will be defined in appointment letter.

3.7 APPOINTMENT OF PRINCIPALS/DIRECTORS CONTROLLER OF EXAMINATION:

- 3.7.1** The Controller of Examination will be an officer of the University and shall be appointed by the Provost from amongst the Teachers/Officers of the University for a period of three years;
- 3.7.2** It will be mandatory for the Controller of Examination to issue Mark Sheets, Migration Certificates and other relevant important documents with his seal and signature. He will also record his signature with the seal of his office on the back of the degree certificate before issue;
- 3.7.3** When the office by the Controller of Examinations is either vacant due to reasons of either illness or absent because of any other cause and unable to perform the duties of the office, the duties of the office shall be performed either by the Registrar or by such person as the Provost may appoint from among the teachers/officers for the purpose;
- 3.7.4** The Controller of Examination shall control the conduct of Examination and all other necessary arrangements and execute all processes connected with examinations and declaration of results after approval from the competent authority under the supervision of the Registrar;
- 3.7.5** The powers and duties of the Controller of Examinations shall be the same as specified in the Regulations of the University;
- 3.7.6** The controller of Examinations shall work under the direct supervision and subordination of the Registrar.

3.8 APPOINTMENT, TERMS & CONDITIONS AND POWERS OF THE DEANS:

There shall be initially following Deans: -

- 3.8.1 Dean of Academics OR Academic Director;**
- 3.8.2 Dean of Research OR Director Research;**
- 3.8.3 Non-Academic Dean OR Functional Head.**

As per the growth and requirements of university additional deans will be identified by the Provost and will be submitted to President for approval.

3.8.1 Dean of Academics

- 3.8.1.1.** Dean Academics shall be appointed by the Provost from among the Professors or the Directors of the Constituent Institutes and Centers for such term as he deems fit after prior approval of President;
- 3.8.1.2.** The Dean of Academics will provide effective leadership to the following main tasks of the Academic Process of the University;
- 3.8.1.3.** He will be the Chairman of the Board of Studies;
- 3.8.1.4.** He shall report to the Provost;
- 3.8.1.5.** He shall be responsible for preparation of the annual expense and capital budget for academic aspects and all other needs of different departments, centers and other constituent institutions of the University for Submission to the Provost;

- 3.8.1.6. He shall take necessary measures for the proper custody and maintenance of section libraries, laboratories, and other assets of the different departments, centers and other constituent institutions of the University;
- 3.8.1.7. He shall submit periodical progress reports of different academic activities, result analysis and other performance related reports to the Provost with clear recommendations of actions needed for continuous improvement;
- 3.8.1.8. He shall deal with such other matters as required by the Academic Council and/or the Provost.

3.8.2 Dean of Research (R&D)

- 3.8.2.1. Dean Research shall be appointed by the Provost from among the Professors or the Directors of the Constituent Institutes and Centers for such term as he deems fit after prior approval of President;
- 3.8.2.2. Dean Research will provide effective leadership to the following main tasks related to research, publications, testing, continuing education, conferences, workshops and such other technical training activities;
- 3.8.2.3. Formulate and implement the research policy and guidelines of the university;
- 3.8.2.4. Create and manage exhaustive data base of various research sponsoring agencies, their schemes, thrust areas of research in different disciplines;
- 3.8.2.5. Co-ordinate development of research resources including books, periodicals, relevant journals, digital resources, laboratory equipment, special centralized supports like precision measurements, fabrications, erection and commissioning of special equipment, translation and review of journal articles, publication support, patenting support etc;
- 3.8.2.6. Develop testing potential of various departments and centers in coordination with the Dean Academics and other officers and authorities of the University;
- 3.8.2.7. Design and conduct in consultation and coordination with Dean Academics, need based continuing education programmes for the benefit of in-service employees of Govt. and Private Sector of different organizations and industries;
- 3.8.2.8. Identify potential research collaborations with industries and other organization for collaborative research and facilitate collaborative research projects from departments and centers of university;
- 3.8.2.9. Encourage, motivate and guide faculty to successfully submit research and other financial support project proposals to various national and international funding/sponsoring agencies;
- 3.8.2.10. Encourage, motivate and guide faculty and students to publish papers in reputed international and national journals of good impact factor, publish books through standard and reputed publishers and any other similar activities;
- 3.8.2.11. Dean Research will be member of the Academic Council and Board of Studies;
- 3.8.2.12. Dean Research will report to the Provost;
- 3.8.2.13. He shall be responsible for submitting the annual budget for research and other technical activities like conferences, seminars, workshops, technical competitions etc;
- 3.8.2.14. He shall submit semester wise progress report related to all the activities cited above to the Provost including clear recommendation of actions to be initiated for continuous improvement of research and related activities of the University.

3.8.3 Non-Academic Dean

The University will appoint following deans as non-academic deans too look after various activities associated with students, faculty members and others as follow:

- A. Dean of Students affairs;
- B. Dean of Faculty affairs;
- C. Dean of Cultural Activities;
- D. Dean of Startup;
- E. Dean of Skill Development.

3.9 APPOINTMENT OF PRINCIPALS/DIRECTORS OF CONSTITUENT INSTITUTES AND CENTERS. -

There shall be a Principal/Director for each constituent institute or School/Institute/Faculty.

- 3.9.1** The Principal/Director will be recommended by search committee constituted by Board of Management of the university and approved by the President;
- 3.9.2** Board of Management will identify the suitable qualifications and experience criteria as per the nature of institute or centre and give guidelines to search committee;
- 3.9.3** Principal/Director will be member of the Academic Council and Board of Studies;
- 3.9.4** Principals/Directors will report to the Provost;
- 3.9.5** Powers and Functions of Principal/Directors will be defined in the appointment letter as approved by Board of Management.

3.10 APPOINTMENT OF LIBRARIAN:

- 3.10.1** The librarian shall be a full-time salaried officer of the University and his appointment will be made following the procedure as laid down for the teachers;
- 3.10.2** The qualification of Librarian shall be as per UGC norms and approved by the Governing Body/Academic Council from time to time;
- 3.10.3** The powers and responsibilities of the Librarian Shall be as specified in the Regulations of the University;

Chapter 4: AUTHORITIES OF THE UNIVERSITY

As per Gujarat Private Universities Act 2009, followings will be the various statutory bodies of the Swarnim Startup & Innovation University: -

- a) **The Governing Body;**
- b) **Board of Management;**
- c) **Academic Council;**
- d) **Finance Committee;**
- e) **Board of Studies.**

4.1 POWERS AND FUNCTIONS OF THE GOVERNING BODY:

- 4.1.1** The formation of the Governing Body shall be as per provisions of the Gujarat Private Universities Act, 2009.
- 4.1.2** The tenure of the Governing Body shall be three years and may be reconstituted with the same members in accordance with Gujarat Private Universities Act 2009.
- 4.1.3** The Governing Body shall be supreme authority of the University. Apart from the powers vested in the Governing Body according to the provisions under the Gujarat Private Universities Act 2009, the Governing Body of the University shall have the following powers and functions:
 - a) To make, review and approve, from time to time, the policies, plans and procedures and suggest measures for improvement and development of the University;
 - b) To consider and approve the recommendations made by the Board of Management, Academic Council, President, Provost;
 - c) The Governing Body shall meet at least three times in a calendar year and the quorum shall be of four members;
 - d) In case of difference of opinion amongst the members of Governing Board, with regards to any matter, the decision of the President shall remain binding to all.

4.2 POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT:

- 4.2.1** The President shall be an ex-officio member and Chairperson of the Board of Management.
- 4.2.2** The formation and functions of the Board of Management shall be the same as laid down under the Gujarat Private Universities Act 2009.

4.2.3 The term of the nominated members of the Board of Management shall be of three years.

4.2.4 Powers and Functions of the Board of Management shall be:

- a) To accept financial accounts together with audit report;
- b) To prepare the Annual and Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval;
- c) To adopt and follow the Budget for Expenditure as approved by the Governing Body;
- d) To perform any other function that may be assigned by the Governing Body, Chairman of the Board of Management;
- e) To create new posts of teachers, other officers and staff of the University and recommend the same to the Governing Body for approval;
- f) To get the approval of the Governing Body before the implementation of such decisions of the Board of Management that may be having a bearing on the finances of the University;
- g) To consider and approve the minutes of the selection committee and forward the same to the Governing Body for information;
- h) To monitor, control and administer the general activity of the University;
- i) To frame the fee structure as per faculties to be levied from the students in consultation with Fee Regulation guidelines as available from time to time from state government.

4.3 FORMATION, POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL:

The Academic Council shall be the principal academic body of the University and shall coordinate and exercise general supervision over the academic policies and programs of the University.

4.3.1 The Academic Council shall consist of the following members:

1. **Provost (Chairman);**
2. **All the Heads of the Institutes and all Deans of Faculties;**
3. **All Professors of the University Teaching Departments;**
4. **Special invitee as nominated by the President.**

4.3.2 The term of the nominated members of the Academic Council will be for three years.

4.3.3 The Provost, as the Chairman, shall preside over the meetings of the Academic Council and in his absence any other person nominated by the President shall preside over the meeting.

4.3.4 The Registrar shall be the Member-Secretary of the Academic Council in the absence of the Registrar, any other person authorized by the Provost shall Gujarat Private Universities Act 2009 as the Member Secretary.

1. One half of the members of the Academic Council including the Chairperson shall form the quorum at a meeting, provided that no quorum shall be necessary for adjourned meetings. Ordinarily seven clear days' notice shall be given for all meetings of the Academic Council and the agenda papers shall be issued at least seven days before the date of the meeting. The notice for emergency meetings shall ordinarily be three days.
2. Subject to the provisions of the Gujarat Private Universities Act 2009, the Academic Council shall have the following powers and functions; namely,
 - a) To co-opt members, persons having, special knowledge or experience in the subject matter of any particular business that may come before the Council for consideration;
 - b) The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co- opted;
 - c) To promote teaching and research and related activities in the University;
 - d) To make recommendations to the Governing Body on proposals received from the different Faculties of the University for the Conferment of degrees, honorary degrees or any such other distinction or honour of the University;

- e) To exercise general supervision over the academic policies and programs of the University and to give directions regarding the methods of instruction, teaching and evaluation of research or improvements in academic standards;
- f) To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or the Board of Management or the Governing Body and to take appropriate action thereon;
- g) To make proposals to the Governing Body for allocating departments to the faculties;
- h) To make proposals to the Governing Body for the institution of fellowships, scholarships, studentships, exhibitions, medals and prizes and to make rules for their award;
- i) To formulate, modify or revise schemes for the organization and assignment of subjects to the Faculties/Institutes/Departments, and to report to the Governing Body as to the expediency of abolition, reconstitution or division of any Faculty/Institute/Department of the University;
- j) To recognize the Certificates, Diplomas and Degrees of other Universities and Institutions and to determine their equivalence;
- k) To make special arrangements, if any, for the teaching of female students and for prescribing special courses of study for them;
- l) To consider academic related proposals submitted by the Faculties, Departments of the University;
- m) To approve the syllabus of different courses/subjects submitted by the Faculties, Departments and to arrange for the conduct of the examinations according to the Ordinances made for the purpose;
- n) To award stipends, scholarships, medals and prizes, and to make awards in accordance with the Ordinances and other such conditions as may be attached to the award from time to time;
- o) To publish syllabi of various courses of study and list of prescribed or recommended text books for subjects;
- p) To appoint committees for admission of students in different Faculties'/ Institutes/ Departments of the University;
- q) To recommend to the Governing Body, the rates of remuneration and allowances for examination work;
- r) To delegate such of its powers to the Dean of Faculty, as it may deem fit;
- s) To exercise such other powers and perform such other duties as may be prescribed from time to time;
- t) To report or to make recommendations on any matter referred to it by the President or the Governing Body or the Board of Management, as the case may be.

4.4 POWERS AND FUNCTIONS OF THE FINANCE COMMITTEE:

The Finance Committee shall consist of the following persons, namely:

- (a) The President - Chairman
- (b) The Vice President - Member
- (c) The Provost - Member
- (d) Two members nominated by the President - Member
- (e) One person nominated by the Sponsoring Body - Member
- (f) Chief Accounts Officer - Member Secretary

4.4.1 The tenure of the members of the finance committee, other than ex-officio members (Nominated Members) shall be of three years. The finance committee shall meet at least twice in each academic year. A notice for the meeting of the finance committee shall be given as to reach the committee members at least fifteen days in advance of the meeting and the agenda for the meeting shall be sent to the members at least seven days in advance of the meeting.

4.4.2 Four members of the finance committee including the Chairman shall constitute the quorum for the meetings. The functions and powers of the Finance Committee shall be:

- a) To prepare the annual estimates of income and expenditure of the University and to put up to the Governing Body for its consideration and approval;

- b) To consider the annual accounts of the University prepared under the direction of the President and to put up to the Governing Body for its consideration and approval;
- c) To make its recommendations to the Governing Body to accept bequests and donations of the property to the University on such term, as it deems proper;
- d) To recommend the mechanism and ways and means to generate resources for the University;
- e) To consider any other matter referred to it by the Governing Body and makes its recommendations thereon;
- f) To advise the University on any matter affecting finances;
- g) To fix and approve various allowances to the officers and staff of the University;
- h) To ensure that the Regulations relating to the maintenance of accounts of the income and expenditure of the University are followed.

4.5 POWERS AND FUNCTIONS OF BOARD OF STUDIES

4.5.1 There shall be a Board of Studies for each department comprising:

- (a) ~~The Head of the Faculty/Centre/Department/School – hairperson;~~
- (b) ~~All teachers of the concerned department or as may be decided by the Academic Council from time to time;~~
- (c) ~~Two experts of the concerned faculty/department to be nominated as members by the Provost on the recommendation of the Chairman, Board of Studies from outside the University from academia/Industries.~~

4.5.2 The term of the members of the Board of Studies shall be three years.

4.5.3 The Provost can constitute the Board of Studies for the faculties/departments to be started by the University as and when required.

4.5.4 Detailed syllabus of the different courses of the department shall be prepared by the Board of Studies and be submitted to the Academic Council for its approval and publication.

4.5.5 Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be submitted to Academic Council for approval.

4.5.6 The meetings of the Board of Studies shall be arranged at least twice during an academic year.

CHAPTER 5: LIST OF CONSTITUENT OF SCHOOLS/FACULTIES/INSTITUTES OF SWARNIM STARTUP & INNOVATION UNIVERSITY AND SPONSORING BODY:

5.1 A) LIST OF INSTITUTES MANAGED BY SPONSORING BODY BEFORE ESTABLISHMENT OF UNIVERSITY. NOW BELOW 1 TO 5 ARE CONSTITUENT INSTITUTES OF SWARNIM STARTUP & INNOVATION UNIVERSITY

Sr. No.	Name of Institute	Affiliated University	Campus Address
1	Aadiswar College of Technology-Venus	Gujarat Technological University	At-Bhoyan Rathod, Opp: IIFCO, Adalaj-Kalol Highway, ONGC WSS, Gandhinagar, Gujarat
2	Jain Institute of Technology-Diploma	Gujarat Technological University	At-Bhoyan Rathod, Opp: IIFCO, Adalaj-Kalol Highway, ONGCWSS, Gandhinagar, Gujarat
3.	Venus Institute Design & Architecture	Gujarat Technological University	At-Bhoyan Rathod, Opp: IIFCO, Adalaj-Kalol Highway, ONGCWSS, Gandhinagar, Gujarat
4.	Venus Institute of Physiotherapy	Gujarat University	At-Bhoyan Rathod, Opp: IIFCO, Adalaj-Kalol Highway, ONGCWSS, Gandhinagar, Gujarat
5.	Venus Academy of Design Technology	Gujarat University	At-Bhoyan Rathod, Opp: IIFCO, Adalaj-Kalol Highway, ONGCWSS, Gandhinagar, Gujarat

5.1 B) INSTITUTE MANAGED BY SPONSORING BODY

Sr. No.	Name of Institute	Affiliated University	Campus Address
1	Arihant School of Pharmacy & Bio-Research Institute	Gujarat Technological University	At: Uvarsad Square, Opp: Sarkhej-Gandhinagar Highway, Adalaj, Gandhinagar

5.1 C) LIST OF VARIOUS FACULTY/SCHOOL/INSTITUTE AFTER ESTABLISHMENT OF UNIVERSITY:

The University shall include the Faculties/School/Institute/Courses in the stream of Sciences, Technology, Medical, Paramedical, Homoeopathy, Ayurveda, Physiotherapy, Nursing, Agriculture, Humanities, Social sciences, Design, Architecture, Education, Management, Commerce, Law, Pharmacy, Dental, Healthcare, Skill development, Startup, Entrepreneurship & Innovation and any other stream & Faculties/Institute/School/Course as per the requirement.

And such other Faculties/Institute/School/Course as may be deemed important shall be added from time to time.

- Each Faculty shall have such departments as may be assigned to it by the Academic Council from time to time;
- Each Faculty will be headed by a Dean of the Faculty who will liaise with the Dean Academics. In case of non-appointment of Dean Academics, the faculty will directly liaise with the Provost;
- After Completion of 5 years of University after establishment, the Swarnim Startup & Innovation University is free to establish its “off-campus centre/off-shore campus/study Centre as per the guidelines of UGC under the section 3.3 of UGC (Establishment of and Maintenance of Standards in Private Universities) Regulation, 2003 & as per the Gujarat Private Universities act 2009 under the section 4 (e) of Gujarat Act No. 8 of 2009.

5.2 CONSTITUTION, POWERS AND FUNCTIONS OF FACULTIES:

Each Faculty/Institute/School shall consist of the following members, namely:

- Dean/Director/Principal of each Faculty;
- The Director/Principal of the Institute/College/School(s) for each faculty;
- All Professors of the Faculty;
- One Reader/Associate Professor and one Asst. Professor/Lecturer, by rotation according to seniority from each Department in the Faculty with respect to joining date or as suggested by the Provost from time to time;
- The term of the Faculty shall be three years. The university may add, modify, rename, reorganize or merge faculties from time to time as deemed appropriate at the discretion of the Provost, on recommendations of Academic Council;
- Cross faculty programmes/inter-disciplinary programmes may be put in one faculty as per the discretion of the Provost.

5.3 POWER AND FUNCTIONS OF THE FACULTIES:

- To consider and approve the syllabi prepared by the Board of Studies;
- To co-opt eminent academicians/Industrialists/Scientists as the members of the Faculty;
- To recommend proposals received from the Board of Studies and standing committee/other academic bodies to the Academic Council;
- The Faculty shall have such powers and shall perform such duties as may be assigned by the Statutes and the Ordinances from time to time and appoint such Boards of Studies in different subjects as may be prescribed by the Ordinances;
- The Faculties shall also consider and make such recommendation to the academic Council on any questions pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to the Academic Council.

5.4 POWERS & FUNCTIONS OF THE DEAN OF FACULTY:

There shall be a Head for each Faculty or a group of academic areas as designated by the Provost from time to time. The Dean of the concerned Faculties shall be appointed by the President on the recommendation of the Provost, provided that:

- a) The Dean of any Faculty shall be a Professor by designation at the time of appointment;
- b) The Dean of each faculty shall be the Chairman of the Faculty and shall be responsible for the observance of the statutes, the Ordinance and the Regulations relating to the Faculty;
- c) The Dean shall be responsible for the overall supervision and control of the Faculty and the conduct of teaching and research work in the Institutes;
- d) The Dean of the Faculty shall exercise such other powers and perform such other functions and duties as may be assigned by the Governing Body/President/Provost;
- e) The Dean of the Faculty shall be responsible for the academic performance of the Faculty and shall be subject to activity audit;
- f) The Dean of each Faculty shall be responsible for making monthly, semester or term wise, and annual activity and financial budgets for the Faculties/Faculties under his control;
- g) The Dean of each Faculty has administrative, financial and academic responsibility;
- h) The Dean may receive a special pay over and above his regular salary for the duration of the appointment;
- i) The term of the office of the Dean shall be for three years. After expiry of the term, he may be considered for reappointment, if recommended by Provost.

CHAPTER 6: TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES OF THE SWARNIM STARTUP & INNOVATION UNIVERSITY**6.1 APPOINTMENT OF TEACHERS OF THE UNIVERSITY:**

- (1) For the teaching positions in the University, namely Professors, Associate Professors, Assistant Professors or any such similar nomenclatures like Readers, Sr. Lecturers and Lecturers, the academic Council may recommend to the Governing Body for filling up the vacancies available in different departments of the University from time to time, in two categories namely annual requirement based on Academic and Financial Budgets, and for Replacement due to attrition, resignation and termination during the academic year;
- (2) The board of management shall assess the recommendations of the Academic Council and approve filling up of teaching vacancies through an open advertisement and selection process from time to time for annual forecast requirement;
- (3) Teaching positions (Professors, Associated Professors, Assistant Professors or any such similar nomenclatures like Reader, Sr. Lecturers and Lecturers) shall be advertised in the daily newspapers of wide circulation, clearly mentioning the essential qualifications and payscale for each advertised post as per the norms prescribed by the University Grants Commission (UGC) or any other concerned Regulatory Body and approved by the Governing Body;
- (4) A Screening Committee consisting of three members, appointed by the Provost shall screen all the application and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview;
- (5) A summary of all the screened application shall be, made available to the selection Committee at the time of interview;
- (6) The selection Committee for appointment of Regular Teacher shall consist as per UGC norms;
- (7) The Selection Committee shall recommend to the governing Body/Board of Management the names, arranged in order of merit, if any, of the persons whom it consider suitable for the faculty positions;
- (8) After the approval of appointment, as recommended by the Selection Committee and approved by the Governing Body/Board of Management, the Registrar shall issue appointment letters to the selected candidates under his seal and signature;

- (9) In case of any dispute with regard to selection of candidates or any dissenting note by any member of the selection Committee, the matter will be referred to the President, whose decision shall be final;
- (10) In addition to the regular teachers, the President/Board of Management may appoint the persons of eminence with outstanding Academic and Research Achievements as the Professor of Eminence, Professor Emeritus, Distinguished Professors, Adjunct Professors, and Advisers/Directors/Director General in the University for introducing Academic Excellence in research, teaching and extension. The honorarium perks, terms and condition for these positions shall be decided by the President. Appointment letters for such persons shall be issued by the Registrar in the University letter head under his seal and signature;
- (11) In addition to full-time teachers, the Provost may decide to engage for a fixed period part time, contractual and/or assignment based positions, either through direct recruitment or out-sourcing. The terms and conditions (such as honorarium, TA/DA, conveyance charges etc.) of such engagements shall be decided by the President of the University from time to time such appointment letters shall be issued by the Registrar under his seal and signature;
- (12) The terms and conditions specified in the appointment letters shall govern the service of the teachers;
- (13) Any dispute/legal matter in his regard shall be subject to the jurisdiction of the Courts at Gandhinagar;
- (14) In case of immediate requirement of replacement during an Academic Year, the Registrar, in consultation with the Provost, may appoint suitable persons to fill the vacancy, subject to prior approval by the president;
- (15) University shall make provisions relating to service conditions of the teaching and non-teaching staff of the university in accordance with the prevailing policies of the UGC from time to time.

6.2 TERMS AND CONDITIONS OF THE EMPLOYEES:

1. The Provost in consultation with the Board of Management and with the approval of the President shall formulate the policies and terms and conditions of appointment and service of faculty members and employees;
2. The Registrar shall issue the appointment orders of all the employees of the University under his seal and signature;
3. Approval of the Provost in accordance with the policies and procedures shall be as formulated by the President/Governing Body, for all the teaching & non-teaching staff.

6.3 CATEGORIES OF NON-TEACHING EMPLOYEES:

6.3.1 The Following types of non-teaching employees will be employed by the University: -

- (a) Permanent/Probationary/General Employees;
- (b) Contractual Employees;
- (c) Casual Employees.

6.3.2 Permanent/Probationary/General Employees means an employee who is appointed against a clear vacancy. The probationary period for such employees will be two years, which can be extended, if necessary.

6.3.3 Contractual employee means an employee who is appointed on contract for a specific period.

6.3.4 Casual employee means an employee who is engaged on the basis of a Muster Roll.

CHAPTER 7: PROCEDURE FOR ARBITRATION IN CASE OF DISPUTES BETWEEN EMPLOYEES OR STUDENTS AND THE SWARNIM STARTUP & INNOVATION UNIVERSITY

7.1 ACTION AGAINST TEACHERS AND OTHER STAFF:

- (1) The conduct of all the staff (teaching and non-teaching), Management and administrative staff including all officers below the rank of Provost and Director General is based on Honour, Trust and Mutual Respect;

- (2) If the Provost is of the opinion that an inquiry into the misconduct alleged against any teaching or non-teaching staff of the University is necessary, the Provost may constitute a Departmental Inquiry Committee comprising of minimum three and maximum five persons. The Departmental Inquiry Committee so constituted shall submit its report to the Provost on the issue of misconduct alleged against the concerned staff after affording an opportunity of hearing to the concerned staff in consonance with the principles of natural justice;
- (3) The Provost may take necessary disciplinary action against the concerned staff on the basis of the report of the Departmental Inquiry Committee;
- (4) An appeal against any action taken by the Provost can be made to the President within 30 days from the date of receiving the communication of the action taken;
- (5) All disputes, legal matters in such cases shall be subject to the jurisdiction of the civil courts of Gandhinagar city.

7.2 ACTION AGAINST STUDENTS:

- (1) Where there is an allegation of misconduct against a student, the Dean/Director/Principal shall constitute a Disciplinary Committee and, if necessary, based on the finding of the Committee, may later constitute an Inquiry Committee for the purpose;
- (2) In case any student is accused of conduct not becoming the standards prescribed by the university, a Disciplinary Committee will be formed by the Dean/Director/Principal. The Disciplinary Committee shall have up to five members. The Accuser(s) and the member(s) accused of misconduct shall appear before the Disciplinary Committee. The Disciplinary Committee shall decide, based on representation and evidence presented before the Committee, whether there was an incidence of misconduct or not;
- (3) Based on the Disciplinary Committee report, the Dean/Director/Principal may decide the course of action depending on the severity of the misconduct;
- (4) An appeal against any action taken by the Dean/Director/Principal can be made to the Registrar within 30 days from the date of receiving the communication of the action taken;
- (5) All disputes, legal matters in such cases shall be subject to the jurisdiction of the Civil Courts of Gandhinagar city.

CHAPTER 8: CONFERMENT OF DEGREES

8.1 CONVOCATION:

- (1) The Convocation for award of Degrees, Diplomas, Certificates and other Distinction of the University shall normally be held annually;
- (2) The academics council Shall Frame Regulation relating to the formats of the Degree, Diploma, Documents, Certificates and Citations, their texts, issuance of these documents in absentia, duplicates degree and the procedure for holding the Convocation.

8.2 WITHDRAWAL OF DEGREES:

The Academic Council shall have right to withdraw the Degree, Diploma, Documents, Certificates, Honorary Degree and Academic Distinction, etc., if the council finds that the same is achieved by the person on wrong ground, qualifications, eligibility criteria, or in violation of the norms and standards prescribed by the regulatory authorities from time to time, etc. after providing opportunity of being heard.

8.3 CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS:

- a) The Proposal of conferring any Honorary Degree or Academic Distinction to some distinguished Personality shall be made in writing, along with the Bio-data of the proposed recipient, by the Faculty to the Chairman of the Academic Council;
- b) On receipt of the proposal a special meeting of the Academic Council shall be called to consider the proposal;

- c) At such special meeting of the Academic Council, the Provost shall call upon the members to indicate their opinion about the proposal. If the proposal is passed by the Academic Council, it shall be placed before the Governing Body for the approval;
- d) Every proposal for conferment of any Honorary Degree or Academic Distinction shall be made separately and considered in respect of a proposal recipient;
- e) No employee, trustee or Officer holding any position in the sponsoring body is eligible for an honorary degree.

CHAPTER 9: SCHOLARSHIP AND FELLOWSHIPS TO THE STUDENTS OF SWARNIM STARTUP & INNOVATION UNIVERSITY

9.1 ADMINISTRATION OF ENDOWMENT FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY:

1. The Board of Management may accept donations for creation of endowment funds and for the award for Fellowships, Scholarships, Stipends, Medals and Prizes of a Recurring nature;
2. The Board of Management shall administer all the endowments;
3. The award shall be made out of the annual income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment;
4. (a) The Board of Management shall prescribe the conditions of depositing the endowment in a national Bank;
(b) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
5. No endowment shall be accepted in contravention of the award, and effect shall be given to the wishes of the donor as far as possible;
6. In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it, giving such details as the name of the donor, name of the endowment, initial value, the purposes of the endowment, etc;
7. Approval of the names awardees for fellowships, scholarships, medals and prizes as per the specific Regulation(s)/Ordinance(s) belonging to the specific endowment will be given by the Board of Management.

CHAPTER 10: ADMISSION POLICY OF SWARNIM STARTUP & INNOVATION UNIVERSITY

10.1 ADMISSIONS OF STUDENTS:

- (1) Admission to various courses shall be governed as prescribed in the Ordinance framed for the concerned subjects;
- (2) The University may conduct its own entrance test, if necessary, or may utilize the list of results of such examinations/tests conducted by different State/National Professional Bodies;
- (3) The University may admit the students on the basis of merit, wherever entrance test is not essentially required;
- (4) The University shall follow the reservation guidelines as per prevailing government norms;
- (5) As and when necessary, the guidelines of the different regulatory bodies of State/Centre shall be taken into account.

10.2 NUMBER OF SEATS IN DIFFERENT COURSES / SUBJECTS:

- (1) The number of seats in different courses/subjects for an academic year shall be determined by the Board of Management in consultation with the Academic Council/ relevant institution/ faculty/ school/ department /Centre and such other offices, authorities, bodies, committees or boards as the Board of Management considers appropriate to consult.

CHAPTER 11: FEES**11.1 PROVISION REGARDING FEES TO BE CHARGED FROM THE STUDENTS:**

- (1) All the Courses in University will run on self-finance mode. The following types of general or common fees may be charged from the students;

i	Prospectus & Registration Form
ii	Entrance Examination
iii	Admission Fee (where applicable)
iv	Tuition Fees
v	Examination Fee
vi	Library Fee
viii	Development / Amalgamated Fund
ix	Laboratory Fee
x	Caution Money (refundable), Library Deposit
xi	Hostel Fee
xii	Transportation (Bus) Fee
xiii	Uniform Fee
xiv	Convocation Fee
xv	Industrial / Academic Tour Fee
xvi	Summer Training Arrangement / Supervision Fee
xvii	Social Project Supervision Fee
xviii	Finishing School Fee
xix	Yoga/Meditation Training Fee
xx	Physical Training & Sports Fee
xxi	Education Tour fee
xxii	Study Material Fee
xxiii	Stationery Fee
xxiv	Students' Welfare Fee
xxv	Culture/ Co-curricular Activities Fee
xxvi	Extra Classes Fee
xxvii	Duplicate Document(s) Fee
xxviii	Migration Fee
xxix	Verification Fee
xxx	Compliance Fee
xxxi	Re-evaluation Fee
xxxii	Name Change Fee
xxxiii	Medical/Group Insurance Fee
xxxiv	Personality Development Fee
xxxv	Soft Skills Training Fee
xxxvi	Alumni Fees
xxxvii	Collegiate Women Development Council (CWDC) Fees
xxxviii	Profile and Placement Fees
xxxix	Any other(s)

- (2) The University can have minor changes in the fee structure. However, the major changes, if any, shall subject to the approval of the Governing Body/Academic Council;

- (3) Fees for duplication mark-sheets, re-evaluation, issuance of degree and such other matters may be charged from the students, as prescribed by the Governing Body/Academic Council;
- (4) The components of Fee may be more and vary from course to course and shall be decided by the Governing Body/Academic Council for each course from time to time. The Governing Body/Academic Council can also propose minor changes in the fee structure;
- (5) The fees for the courses wherever required, shall be in conformity with those proposed by the concerning regulatory bodies;
- (6) The fee structure of various courses and provision of exemption from tuition fee shall be decided by Academic Council from time to time.

