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Sri Kanchi Kamakoti Peetam
Charitable Trust.

S. Saraswathi
S. SARASWATHI
STAMP VENDOR
13. L. B. H. ROAD,
ADYAR, MADRAS-600 020.

DEED OF SRI KANCHI KAMAKOTI PEETAM CHARITABLE TRUST.

THIS DEED OF TRUST, executed at Madras, on this 27th day of November 1987 by Sri T.J.Mani, son of Sri T.Jagannathan, aged about 49 years, residing at No.1, Baleji Street, Kodambakkam, Madras, hereinafter called the "SETTLOR OF THE TRUST"

WHEREAS the Settlor of the Trust was attracted by the spiritual fervour and has desired to create a Trust for charitable purposes which include Relief of the poor, Education, Medical relief and any other objects of general public utility, with the Blessings of His Holiness Sri Jayendra Saraswathi Swamigal of Sri Kanchi Kamakoti Peetam and has set apart already and handed over to the Trustees;

(1)Sri T.N.Krishnamurthy, son of Sri K.Narayanaswamy Iyer, aged 85 years, residing at No.4, 2nd Link St., C.I.T.Colony, Mylapore, Madras-600004.

P. Neelakantan

I hereby certify that on the production of the original instrument, I have satisfied myself that the stamp duty of Rs. 70/- has been paid thereto

R. O. Madras South.
Date 29 JUN Joint Sub-Registrar

Presented in the Office of the District Registrar of Madras South and fee of Rs. [illegible] Paid between the hours of [illegible] on the 29 [illegible]

Joint Sub Registrar

EXECUTION ADMITTED BY

D. Mani S/o T. Jayaraman / Balaji Sr / Kodambakkam Madras 24

Dr. Krishnamurthy S/o K. Narayanaswamy
4F Second Street, EIT Colony, Mylapore, Madras 4

[illegible], S/o. V. Balasubramaniam, [illegible],
No. 34, 15th Main Rd, K.K. Nagar, Madras-78.

P. Nalakantan S/o P. Parameswara Jothavallabhar
25 Teachers Colony, Murugan nagar Lawan nagar Post
Mettur Dam-636403

[illegible] S/o V. Deviasamy
116 West Raja St. Kumbakonam

[illegible] S/o T.S. Ramakrishna [illegible]
32/58 Sankaracharya puram, South Mada Street,
Thiruvottiyur, Madras, 600 019.

IDENTIFIED BY

P.K. Gopalakrishna, S/o Late Sri P.J. Krishnamurthi
52, Gt Kovil St., No. 34,
Mannar c/o Gowdem Bus No. 336 Kempt Mds

Joint Sub Registrar
District Registrar Cadre

29/KNN[illegible]

Registered as No. 5400 of 87. 2336246
Volume 51 pages

27th November 1987

Joint Sub Registrar I

Duplicate.

THE SEAL OF THE REGISTRAR OF TRUSTS

Joint Sub Registrar I

(2) Sri S.Chandrasekar,F.C.A., son of Sri V.Balakrishna Sastry, aged 38 years, residing at "Gurukripa" No.34, IV Main Road, Kasturibanagar, Adayar, Madras-600020.

(3) Sri P.Nilakantan, son of Sri Parameswara Jaba Pallavar, aged 66 years, residing at "Kamakoti" No.25, Teachers Colony, Murugan Nagar, Reenagar P.O. Mettur Dam, Salem Dt.,

(4) Sri R.Subbaraya Sukkal, son of Sri T.S.Ramakrishna Sukkal, aged 63 years, residing at No.32/56, Sankaracheryapuram, Thiruvettiyur, Madras 600019, and

(5) Sri P.Ramamurthi, son of Sri V.Periasamy Iyer, aged 65 years,residing at No.116, West Raja St., Kancheepuram]

WHEREAS the Settlor of the Trust has set apart a sum of Rs.501/- (Rupees Five hundred one only) for the above said public charitable purposes and objects of general public utility;

WHEREAS the aforesaid persons have agreed and accepted the said sum and to be the Trustees of the Trust;

[illegible] No. 570 [illegible] 4

[illegible] 24 [illegible]

[illegible] 2 [illegible]

[illegible]

AND WHEREAS the Settlor of the Trust is desirous of executing these presents;

NOW THEREFORE THIS DEED Witnesseth as follows:-

1. The Trust shall be known as SRI KANCHI KAMAKOTI PEETAM charitable trust

2. The office of the Trust shall be situated at No.4, 2nd Link Street, C.I.T.Colony, Mylapore, Madras-600004 or at such other place or places as the Trustees may decide from time to time.

3. The Trustee of Sri Kanchi Kamakoti Peetam Charitable Trust are authorised to utilise the funds, properties, assets and all other resources, present and future of the Trust, for all or any of the charitable purposes as hereinafter mentioned viz.,

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(i) To grant donations and other kinds of financial assistance to Schools, Colleges, Universities and educational institutions, training centres and societies/associations/institutions founded for the cause of education and training.

(ii) To establish, manage and run schools, colleges, training institutions, Patasalas to import education, training in the different fields of education.

(iii)To grant loan/scholarship to needy and/or deserving students in pursuing their educational career,

(iv) To make pecuniary grants by way of donations, prizes, stipends, allowances, subscriptions, fees, guarantee or otherwise to and for the benefit of students, Scholars, Pandits, Vidwans etc.,

(v) To establish,promote and maintain libraries, reading rooms, lecture halls, auditoriums, educational and research institutions and premises for the promotion, instructions, propagation, diffusion and preservation of knowledge in general and in Science, Literature, Fine Arts, Philosophy, Culture, research in various fields of education and training for the welfare of and utility to the general public.

(vi) To organise and hold lecturers, seminars, conferences,workshops and other media of propagation for the promotion, instruction, diffusion and preservation of knowledge in general and in literature, science, philosophy, vedas, sastras, Agamas, Srothas etc., arts, culture research etc., in various fields of educational and training.

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Sub Registrar

(vii) To print, publish, aid, buy and distribute free of cost or sell at concessional rateseuch literatures, journals, periodicals, books etc., as may be thought subservient to the objects of the Trust.

(viii) To grant donations and other kinds of financial assistance to Hospitals, Clinics, Dispensaries, Maternity houses and other institutions for affording treatments, cure, rest, recuperation and other advantages in the way of alleviating the sufferings of humanity.

(ix) To establish, manage and run Hospitals, dispenceries, clinics in alpathic, Ayurvedic, Homepathy, Natural cure or in any recognised methods/fields for the relief of the sufferings of humanity.

(x) To establish, promote and maintain Medical Aid facilities such as Dispensaries, Medical Camps in rural and urbam areas.

(xi) To grant donations or other kinds of financial assistance to a)persons requiring medical aid(b) persons who are poor, indigent, economically vulnerable or destitute and in particular such of those who are aged, widous and young in age; (c) persons in distress caused by the elements of nature and to extend assistance to societies/associations/institutions engaged in the relief of such persons.

(xii) To foster,propagate, maintain and develop the greatness of ancient traditional Indian Arts, music and culture, monuments, archological interest of historical values and also to donate/contribute for the fulfilment of the said objects.

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(xiii) The Advancement of any other objectof general public utility and which is not restricted to or for the benefit of any particular religious community or caste and which does not involve the carrying on of any ~~xixi~~ activity for profit.

(xiv) The establishment and conduct of the Oriental High Schools and Colleges and other Vidyalayas and institutions offering more particularly instructions and research in Vedas, Nyaya, Vyakarana, Mimamsa, Agama and other Sastras, Kavyas, Srouthas, Vedantha Philosophy and such other philosophical studies.

(xv) Providing academic background for persons to serve as Pandits, Vidwans, Scholars and such others.

(xvi) Grant of financial aids, donations, stipends to persons engaged in the promotion, propagation, pursuit and study of Vedas, Sastras and allied ancient and modern subjects.

(xvii) Celebration of the birthdays and anniversaries and festivals in memory of saints and philosophers.

(xviii) To organise specific programme, scheme for suitably organising, developing and carrying out the whole or any of the above said objects particularly in the rural areas, among the illeterates, economically poor people, destitutes war refugees etc.,

(xix) Other charitable purposes as are permissible under the provisions of Section 80 G of the Income Tax, Act 1961 or any statutory modification or re-enactment thereof for the time being in force.

D. Jayam

Prabhakanta

Prabhakanta

Bombay.

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(xx) To work in conjunction and association with other allied organisations having similar objects;

(xxi) To do such other things which are in the opinion of the Trustee and in their discretion relevant to protect the proper growth and propagation of our traditional art, culture, education, philosophy, archeological interests, and to further the objects of the Trust mentioned above;

(xxii) To acquire, build possess and maintain properties as Memorials in commemoration of great saints who have contributed to the growth of the above said objects and to have periodical celebrations in their honour;

(xxiii) To accept and receive properties, funds and assets from other Trusts/Societies/Institutions having similar objects by virtue of their merger/ dissolution or winding up;

(xxiv) To do all such other things as may be necessary incidental, conducive or convenient to the attainment of the above objects.

4. The above objects shall be independent of each other and the Board of Trustees herein after constituted may, from time to time, apply the funds of the Trust in carrying out all or any of the aforesaid objects of the Trust, as it may, in their absolute discretion, deem fit.

5.(a) The Trustees herein above mentioned shall appoint a Managing Trustee among themselves, in consultation with

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His Holiness Sri Jayandra Saraswathi Swamigal of Sri Kanchi Kamakoti Mutt(hereinafter called the "His Holiness"). Such Mana ing Trustee shall function as Trustee in his individual capacity only.

(b) In the event of vacancy that may be caused in the Managing Trustee, the remaining Trustee shall lookafter the Trust interim administration till the new Managing Trustee is appointed in consultation with His Holiness.

(c) The Managing Trustee shall have absolute authority to mana e, administer and conduct the affairs of the Trust, as if the authority and the powers of the Board of Trustees mentioned hereinafter, are fully conferred on the Managing Trustee.

(d) The Managing Trustee shall have power and authority as he deems fit to appoint Advisory Council/s to advise him on matters concerning the Trust either generally as a Standing Council or on specific matters referred to by the Managing Trustee. The Advisory Council shall give their advise and the decision shall vest only with the Managing Trustee. The Managing Trustee shall have po er to dissolve and reconstitute the Advisory Council as he deems fit and necessary.

8. (a) The minimum number of Trustees shall be five and maximum shall be eleven.

(b) Additional Trustees shall be appointed in consultation of His Holiness and such appointment shall be made in a valid Trustees Board Meeting only.

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7. His Holiness shall have power to have any Trustee including the Managing Trustee to resign or to remove from the Trusteeship in the interests of Trusts and its objects, without however requiring to assign any reasons for the same.

8. The Trustees are not liable to retirement; but may resign from the post at will, if unable to function, by a written intimation to the Managing Trustee or to the Board of Trustees.

9. All the Trustees, who are for the time being, and from time to time in office, shall constitute and be referred to collectively as the"Board of Trustees" or the "Board"

10. The vacancies caused by resignation, retirement or otherwise of the Trustees may be filled in by the Trustees in office in whom shall be vested the authority to appoint or co-opt additional trustees in consultation with His Holiness.

11. Subject to provisions of clause 12, the Board shall be competent to transact all and every one of the affairs of the Trust notwithstanding any vacancy or vacancies in the Board.

12. If at any time, the number of the Trustees falls below the minimum 6, the continuing Trustee including Managing Trustee, can act only for the purpose of filling the vacancy or vacancies in the Board.

13. The administration, direction and management of the properties of the Trust and of the institutions and

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Actual Sub [redacted]

establishments mentioned or run by the Trust hereby created shall, subject to the supervision, control and direction of the Board, be with the Managing Trustee. The Board may also appoint President, Vice President, Secretary and Treasurer if the Managing Trustee feels it fit and necessary.

14. The funds and properties of the Trust shall be the said sum of Rs.501/- vested with the Trustees as stated in clause 1 and all and every other monies and properties (including a right in or to any business undertaking or shall therein) gifted, conveyed and transferred to the Trust for the purpose of carrying out the objects of the Trust hereby created and all or any other income derived from the said sum, monies and properties and the additions, accretions and augmentations thereto and the investments thereof as set out infra.

15. The Trustees shall have power to augment the funds of the Trust from any source whatsoever by accepting donations, voluntary contributions of any kind or help, if the opinion of the Board, such acceptance will be in the interest of the Trust.

16. For the effective carrying out of the above objects on behalf and for the trust, the Trustees may:

(a) acquire, receive and hold property of any kind;

(b) collect dividens, interests, rent and other income;

(c) construct and maintain buildings;

(d) manage, sell, transfer, exchange or otherwise dispose of or deal with property of any kind belonging to

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Assist Sub Inspector

the Trust at such time and for such items of contribution that the Trustees may deem fit, in so far as any such transaction does not offend the provisions of Section 13 of the IncomeTax Act, 1961, or any statutory modification or reenactment thereof for the time being in force.

(e) Invest the monies of the Trust in such manner as the Trustees deem fit in their absolute discretion subject to the requirements of Section 13 of the Income Tax Act, 1961, or any statutory modification or re-enactment thereof for the time being in force.

(f) recall, vary or realise all or any of the investments from time to time.

(g) enter into agreements for and in connection with any of the purposes of the Trust;

(h) raise funds and receive donations,receive grants or contributions, conditional or otherwise;

(i) supervise all institutions and establishments that may be established, maintained, managed and/or controlled or conducted in terms of this Deed of Trust

(j) borrow moneys or otherwise raise moneys at any time and from time to time such sums of money and upon such terms and conditions as the Trustees may deem fit without security or on the security of all or any of the assets of the Trust.

(k) open accounts in any scheduled or cooperative bank or banks and operate upon all such accounts either jointly or severally.

(l) sign, endorse, negotiate all kinds of shares, securities, dividends, interest warrants, cheques and other negociable instruments.

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Legal Field Supervisor

THE SEAL OF THE REGISTRAR NP

(m) engage on such terms and conditions and in their discretion, remove, suspend, dismiss and remunerate such staff as from time to time necessary for the working of the Trust;

(n) appoint auditors, legal advisers and such other professional for the purpose of the Trust and remunerate them for the services rendered by them;

(o) Institute,prosecute and defend all actions and proceedings before the Government, Courts, Tribunals, Revenue Municipal and Local authorities and Taxation authorities including suits, appeals, revieus, revisions executions and the like and represent the Trust before them;

(p) compromise, compound, abandon, submit to arbitration or otherwise settle any debt, account, claim suit proceedings or disputes whatsoever relating to the Trust fund or any part thereof.

(q) accept the management of any trust or endowments whose objects are the same or similar.

17. The Trustee shall have the right to reimburse themselves and pay and discharge out of the Trust funds, costs, charges and expenses incurred in carrying out these presents or in or about the execution of the Trust or their duties under these presents.

18. The Board shall be entitled to take all steps that may be necessary or required for the preservation of the Trust, theTrust properties and of the title of the Trust to the Trust properties.

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Robert Bob Deutschmann

Robert Bob Deutschmann Ⓒ

19. In the aforesaid executions of the Trust and powers hereof, no trustee shall be liable for any loss to thetrust arising by reason of the improper investment made in good faith or for the negligence or fraud of any agent employed by him or them or for any mistake of commission made in good faith by the Trustees or any other matter of thing except wilful and deliberate fraud on the part of the Trustee who is sought to be made liable. The Trustees shall further and at all times be kept indemnified out of the assets of the Trust against all actions, costs, liabilities and claims arising in respect of anything done by them in the course of their duties as Trustees.

20. Whenever it becomes necessary or expedient in order to comply with any rules or regulations governing the matter, to constitute a separate managing body for the management and administration of any institution established or to be established and/or maintained and/or conducted by or under the Trust hereby created and vest the management of the concerned institution in such Managing Body, then in the said event, the Board shall be entitled, notwithstanding anything to the contrary contained in these presents, to constitute a separate Managing Body for the said purpose, determine its strength, appoint members thereto and fix the duration of their offices, admit as members of such Managing body such officials of the institutions as may be required by therules to be admitted as <u>ex-officio</u> members, frame

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rules and regulations for the conduct of the institutions concerned by the said Managing Body and do all other acts and things as are or may become necessary for the proper functioning of such Managing Body, provided that the "Trustees" constitute the majority of such Managing Body.

21. Where no separate body is constituted under clause 20, the Managing Trustee ~~or Secretary~~ shall subject to the Superintendance of the Board and subject to the express provisions herein contained, have all and every power for the purpose of managing, conducting and administering the affairs of the institutions and establishments maintained and/or conducted by the Trust.

22. The Managing Trustee shall have power to purchase from time to time such materials and things as may be necessary for the institutions and establishments maintained and/or conducted by the Trust.

23. The Managing Trustee, if and when he desires, may delegate for a period, ~~his~~ his power and authority in respect of the administration of the said institutions and establishments to other Trustees, with the permission of the Board.

24. No act of the Managing Trustee ~~or Secretary~~ done in exercise of the power hereby specifically conferred on his shall be called in question or interferred with the Board, except on the ground of its manifest impropriety or on the ground that it is gross breach or neglect of duty on the part of the Managing Trustee ~~or Secretary~~.

THE SEAL OF THE REGISTRAR UP

25. The Man ging Trustee ~~and the Secretary~~ shall have power and authority ~~jointly and severally~~ for and on behalf of the Board -

(a) to carry out the resolutions;

(b) to sign papers, receipts and documents;

(c) to pay moneys due by the Trust and demand and get ~~profits~~ receipts thereof;

(d) to demand and receive moneys due to the Trust and issue receipts for the moneys so received;

(e) to open current and/or savings and/or call deposits and/or fixed deposit accounts in the name of the Trust with such bank or banks as the Board may from time to time authorise inthis behalf to deposit the funds of the Trust in such accounts and to operate on such accounts on behalf of the Trust;

(f) to make, draw, endorse, accept, sign, negotiate or transfer cheques, promissory notes, hundies, bills of exchange, bills of lading, railway receipts, warrants and other negotiable or transferable instruments, Government Securities and other securities;

(g) to institute, prosecute and defend, compromise, refer to arbitration or abandon legal proceedings or disputes and to appoint Advocates for the said purposes;

(h) to execute all documents on behalf of the Trust and

(i) generally to do all other acts and things necessary or incidental to the proper day to day management of the institutions and establishments maintained and/or conducted by the Trust.

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26. No act of the Managing Trustee requiring the previous sanction of the Board shall be invalid merely by reason of the reason of the absence of such sanction, if the said act should subsequently be ratified by the Board.

27. It shall be the duty of the Managing Trustee
(a) to call meetings of the Trustees according to rules made by the Trustees;
(b) to maintain under the instructions of the Board, true and full accounts of all the financial transactions funds and property of or under control or administration of the Trust and get them audited by auditors appointed for the purpose;
(c) to keep true and correct minutes of all meetings of the Board;
(d) to keep and preserve the records, documents of title of the properties and all other documents of the Trust;
(e) to submit to the Trustees annual budget estimates of the Trust and other institutions under its control, if any;
(f) to conduct correspondence for and on behalf of the Trust;
(g) generally to do all such things as the Board may , from time to time direct.

28. The accounts of the Trust shall be made up for the first time on 30th September 1984 covering the period from the date of creation of the Trust and thereafter on 30th September every year.

Document No. 2760 of 19[illegible]

Fees paid: 21 Cheque

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29. It shall be lawful and competent for the Managing Trustee ~~and~~ in their discretion to make donation from the Trust properties and/or spend the moneys of the Trust in their discretion in any other manner to carry out the objects of the Trust.

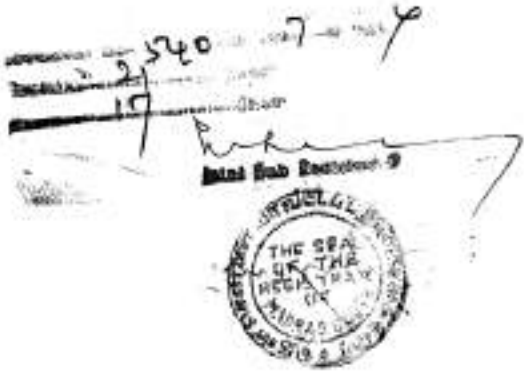
30. (i) The Trustee may meet together for the conduct of business, adjourn and otherwise regulate their meetings and proceedings as they think fit.

(ii) The President or the Managing Trustee on the requisition of two Trustees, shall at any time, summon a meeting of the Board.

(iii) The meeting of the "Board" shall be held at such place and at such time as the President or the Managing Trustee may, from time to time, decide.

(iv) The Notice of the Meeting of the Trustees and all communications shall be sent to the Trustees at their addresses registered for the time being in the office of the Trust.

31. (i) The President shall preside as Chairman at every meetin of the Board but if he is not present within five minutes after the time fixed for the meeting or declines to take the Chair or is unwilling to act at any meeting, the Managing Trustee~~s~~ Vice - President ~~or~~ shall preside over the said meeting. If any of them also is not present within five minutes of the time fixed for the meeting or decline to take



the Chair or is unwilling to act for the said meeting, then the Trustees present shall choose one of them to be the Chairman of the Meeting.

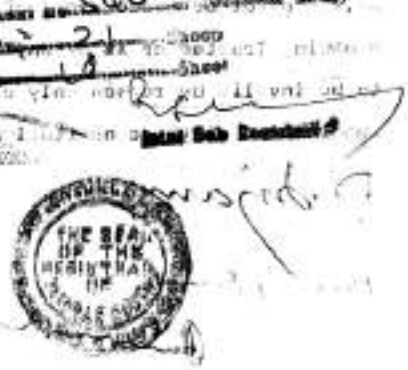
(ii) The quorum for a meeting of the Board shall be two. All questions before a meeting shall be decided upon generally by a consensus of opinion failing which by a simple majority.

(iii) A meeting of the Trustees at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in them by or under these present or otherwise exercisable by them.

(iv) A resolution in writing circulated among all the Trustees and signed by a majority of them present in India shall be as valid and effectual as if it had been duly passed at the meeting of the Board duly called and convened.

32. The minutes of the proceedings of every meeting of the Trustees shall be entered in a book to be kept for that purpose and signed by the Chairman of such Meeting or of the following Meeting when they are read over and shall when so entered and signed be conclusive evidence of the business and other matters transacted at such meeting.

33. No act or proceedings of the Board or President/ Managing Trustee or as of any Trustees shall be deemed to be invalid by reason only of any defect in the appointment or the constitution of the Board or any



member thereof or on the ground that any member of the Board was not entitled to hold or continue in office by reason of any disqualification or by reason of any irregularity in his appointment or by reason of such act having been done or proceedings taken during the period of vacancy in the office of President/Managing Trustee or any other Trustee.

34. If at any time the objects of the Trust should become impossible of fulfilment or fail for any reason the properties and funds belonging to the Trust shall be utilised for such charitable purposes or to amalgamate with any other Trust having the same or similar objects, as the Trustees in office at that time may determine in consultation with His Holiness.

35. Subject to the provisions of the presents, the Board is hereby authorised to and they may from time to time, make and prescribe rules and byelaws for carrying out the objects of the Trust and for the administration of the affairs of the institutions managed, maintained, controlled and/or conducted by the Trust and in connection with the meetings and all other matters incidental to the working of the Trust and from time to time modify, add to alter or amend such regulations and bye-laws. They will also have power to widen the scope of the Trust and add to substract from or alter or modify the existing objects of the Trust for the purpose of carrying on any charitable activity. Such act of the Board shall always be in consultation with His Holiness.

THE SEAL OF THE LEGISLATIVE ASSEMBLY OF

36. No part of the Trust funds or income shall be applied for the direct or indirect benefit of the persons referred to in Section 13(3) of the Income Tax Act, 1961, or any statutory modifications or re-enactment thereof for the time being in force.

37. Whenever His Holiness is required to be consulted as mentioned herein above clauses, "His Holiness" shall mean the Plaintiff in charge or the then Peetathipathi of Sri Kanchi Kamakotipeetam Mutt, as successor to His Holiness Sri Jayendra Saraswathi Swamigal to exercise the said powers for advise/consultations

38. It is hereby expressly declared that the Trust is

(a) a Public Charitable Trust and is absolutely irrevocable.

(b) Separate and distinct Charitable Trust to carry out the said objects and run its management and administration independently, not withstanding of the facts that donations/contributions received from or paid to other Institutions/Mutt/Associations/Trusts and/or power to give advice/consultations have been given to His Holiness of Sri Kanchi Kamakoti Mutt.

39. In case the Trust could not continue or pursue its objects, the Trustees in their duly constituted Board meeting and on the advice/consultations of His Holiness may decide to wind up the Trust by amalgamating or merging

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with another Trust/Institution having similar objects: on such winding up and merger, the Trust funds, properties and other assets and liabilities, shall be handed over and vested with the other Trust/Institution:

IN WITNESS WHEREOF THE SETTLOR AND THE TRUSTEES HAVE SET THEIR HANDS THE DAY MONTH AND YEAR FIRST ABOVE MENTIONED.

D. Anjam

S/o (T.JAGANNATHAN) (T.J. MAN)
SETTLOR

Witnesses:

1. P.R. Kapleeswaran
52, Gangadheeswarar Koil St, Parameswaram
Madras - 600084.

2. T. S. Chandra
No 30, Karpagambal Nagar
Madras

1. SRI (T.N.KRISHNAMURTHY)

2. (S.CHANDRASEKAR)

3. (P.NILAKANTAN)

4. (R.SUBBARAYA SUKKAL)

5. (P.RAMAMURTHI)

TRUSTEES.

940 2 4

21 Date

21 Entered

Deputy Registrar

THE SEAL OF THE REGISTRAR OF KIRGAS COUNTY

श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
(शिक्षाविद्यानवधानुदानायोगस्य 1956 नियमे नृतीयविधिमनुसृत्य संस्थापितः विश्वमहाविद्यालयः)
एनाथूर, काञ्चीपुरम् - 631561
SRI CHANDRASEKHARENDRA SARASWATHI VISWA MAHAVIDYALAYA
(Deemed to be University U/S 3 of UGC Act 1956), Accredited with "A" grade by NAAC
ENATHUR, KANCHIPURAM - 631561
Phone : 044 - 27264301, 27264308, 27264293 Fax : 044 - 27264285 Grams : "UNIKANCHI"

REVISED MEMORANDUM OF ASSOCIATION (AMENDED)

As per – Notification of UGC (Institutions Deemed to be Universities) Regulations, 2016

Vide Ref.No. F.6-14/92 (CPP-I/DU) dated 20.02.2018

Memorandum of Association

of

Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya

in conformity with the provisions made in

UGC Regulations (Institutions Deemed to be Universities) 2016

Published in the Gazette of India

1. **Name**

The name of the Institution shall be **Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya** hereinafter referred to as "***Viswa Mahavidyalaya***", sponsored and run by **Sri Kanchi Kamakoti Peetam Charitable Trust.**

2. **Office**

   i. Trust Office: No.1, Salai Street, Kancheepuram – 631 502.

   ii. The Office of the Institution: Sri **Chandrasekharendra Saraswathi Viswa Mahavidyalaya**, Enathur Village, Kancheepuram 631561

3. **Objectives:**

   3.1 To discover, preserve and transmit the vast knowledge of the Vedas, Sastras, Agamas and other traditional arts connected with our culture and civilization.

   3.2 To bring Vedic learning to the status of the University system with a code of syllabus, offering degree programmes leading to Ph. D: to train the students of Sanskrit in contemporary education as well, enabling them to fit into contemporary work situation, should they choose to do so.

   3.3 To develop a unique world-class university of higher learning which will conduct teaching and research programmes in selected areas of knowledge especially in the Vedic System integrating the higher knowledge imparted by the Vedas with Science-based modern knowledge, thereby offering solution to the problems of the modern times and proving the universality and catholicity of the Vedic knowledge and its relevance to the modern times.

   3.4 To create a new generation of scholars who have acquired the skills and competencies for dealing with modern scientific and technological knowledge and integrate such knowledge with Indian ways of thinking and acting.

3.5 To develop a cadre of world-class professionals, who have acquired the competencies for global employment in different disciplines

3.6 To establish special schools of study and research for the revival and re-interpretation of different areas of Indian knowledge like Indian philosophy and Culture, Sanskrit Language and Linguistics, Indian Arts and Architecture, Indian Science and Technology, Indian Social Thought and Epistemology, Indian Social and Institutional Practices thereby making special provisions for offering integrated courses in Vedas, Humanities, Applied Social Sciences and Technology and other allied areas of knowledge in the educational programmes of the Viswa Mahavidyalaya with the permission of the UGC / MHRD.

3.7 To take special measures to facilitate students and teachers from all over India and from other countries as well to join the Viswa Mahavidyalaya and participate in its academic programmes and to provide instruction and training in such branches of learning as it may deem fit.

3.8 To offer programmes of higher education in the major disciplines, their sub-disciplines and their interacting dimensions to represent major areas of knowledge like Humanities and Languages, Basic and Applied Sciences, Engineering and Technology, Agriculture and Animal Sciences, Indian Medicine, Para-medical Sciences, Management Sciences, Educational Sciences, Behavioral and Cognitive Sciences with due representation given to emerging sub-disciplines like Social Planning and Rural Empowerment, Nano Sciences, Business Logistics and Technology Management, Information and Communication Sciences, Atmospheric Sciences and Climatology and Development Planning in addition to unique programmes integrating traditional Sanskrit courses with modern courses such as Ayurveda and conventional medicine; Vastu shastra , Architecture, Computer technology, Astronomy, Physics and Mathematics; Vimana Sastra, Sulba Sastra, Krishi, Vriksha and Silpa Sastra combined with the relevant modern subjects such as chemistry, Metallurgy, Engineering, Architecture and Medicine (human, veterinary and plant), Bio-technology, Genetics, Artha Sastra and Business Administration and Education with the permission of the UGC / MHRD.

3.9 To establish collaboration and working partnership with pace-setting higher education institutions in different parts of the world, and use such collaboration for modernizing the operational strategies of this institution.

3.10 To implement new working modalities for the institution using modern management strategies for system functioning like staff selection and development, curriculum framing, staff and student assessment, system assessment and for ensuring greater social credibility and accountability for the institution.

3.11 To perform such other functions as may be deemed necessary, conducive or incidental for the achievement of the above objectives.

4. Definitions

In these rules unless the context otherwise requires,

a) "***Viswa Mahavidyalaya***"/ "***Institution***" means "**Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya**"

b) "***Academic Council***" means the Academic Council of the Viswa Mahavidyalaya

c) "***Authorities***" means the authorities of the Viswa Mahavidyalaya

d) "***Board of Management***" means the Board of Management of the Viswa Mahavidyalaya

e) "***Chancellor***" means the Chancellor of the Viswa Mahavidyalaya

f) "***Central Government***" means Government of India

g) "***Vice- Chancellor***" means Vice-Chancellor of the Viswa Mahavidyalaya

h) "**Commission**" means the University Grants Commission, an autonomous body of Government of India

5. Powers and Functions of the Viswa Mahavidyalaya.

To achieve the above mentioned objectives, the Viswa Mahavidyalaya shall have the following powers:

5.1 To establish courses of study and research and to provide instruction in such branches of study as the Viswa Mahavidyalaya deems appropriate for the advancement of learning and dissemination of knowledge in such branches with the permission of the UGC / MHRD.

5.2 To confer degrees and to grant Diplomas and/or Certificates to persons who have satisfactorily completed the approved courses of study and/ or research as may be prescribed and shall have passed the prescribed examinations;

5.3 To institute and award visitor ships, fellowships, scholarships, exhibits, medals and prizes;

5.4 To receive donations and endowments;

5.5 To confer honorary degrees or other distinctions;

5.6 To co-operate, collaborate or associate with any other authority or institution in such manner and for such purposes as the Viswa Mahavidyalaya may determine;

5.7 To recognize any institution of higher learning or members or students thereof for such purpose as the Viswa Mahavidyalaya may determine and to withdraw such recognition:

5.8 To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Viswa Mahavidyalaya.

6. Governance System

6.1 The Viswa Mahavidyalaya shall be registered either as a not-for profit Society under the Societies Registration Act, or as a not-for profit Trust under the Public Trust Act with the Society / Trust strictly on accordance with the following provisions.

6.2 Among the authorities of the Viswa Mahavidyalaya, there shall be a Chancellor who shall be appointed by the sponsoring Society / Trust / Company and shall be an eminent educationist or a distinguished public figure other than the President / Trustee / Promoter of the sponsoring Society / Trust / Company or his / her close relative.

6.3 There shall be no position of Pro-Chancellor(s).

6.4 The highest governing body of the Viswa Mahavidyalaya shall be a Board of Management to be headed by the Vice-Chancellor. This body shall consist of a minimum of ten members and a maximum of twelve members.

6.5 The Board of Management of the Viswa Mahavidyalaya shall be independent of the Sponsoring Society / Trust / Company with full autonomy to perform its academic and administrative responsibilities. The number of representative(s) / nominee(s) of the Trust on the Board of Management shall be limited to a maximum of two.

6.6 The Board of Management shall consist of eminent persons capable of contributing to and upholding university ideals and traditions.

6.7 There shall be a Board of Management consisting of the following:

i. Vice-Chancellor – Chairperson

ii. Pro Vice-Chancellor (wherever applicable)

iii. Deans of Faculties not exceeding two (by rotation based on seniority)

iv. Three eminent academicians as nominated by the Chancellor

v. One eminent academician to be nominated by the Central Government in consultation with UGC

vi. Two teachers (from Professors, Associate Professors) by rotation based on seniority

vii. "Maximum of two nominees of the sponsoring society / trust / company"

viii. The Registrar, who shall be the Secretary

6.8 The term of membership of the Board of Management and its powers are as described in the rules.

6.9 The Vice-Chancellor shall be an eminent academic and shall be appointed by the Chancellor on the recommendation of a Search-cum-Selection Committee consisting of a nominee of the Government who shall be nominated in consultation with UGC, a nominee of the Chancellor and that of the Board of Management. The Committee shall be chaired by the nominee of the Chancellor.

6.10 "Notwithstanding anything contained in these Regulations, the governance system and management structure of a public funded Institution Deemed to be University may be in accordance with the decision of the Central Government or the State Government, as the case may be".

6.11 All other statutory bodies of the Viswa Mahavidyalaya shall be as described in the rules.

7. **Admission and fees structure**

7.1 **The Viswa Mahavidyalaya shall not, for admission in respect of any course or programme of study conducted in such institution, accept payment towards admission fee and other fees and charges:-**

(a) Which is a capitation fee or donation in whatever nomenclature or form;

(b) Other than such fee or charges for such admission, which has been declared by it in the prospectus for admission against any such seat, and on the website of the institution;

Provided if there are any fees prescribed in accordance with the Fee regulations framed by the Government or by the Commission in this behalf from time to time, then the fees or other charges for admission shall not exceed the same;

(c) Without a proper receipt in writing issued for such payment to the concerned student admitted in such institution.

7.2 (1) The Viswa Mahavidyalaya shall not charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test:

Provided further that an institution deemed to be university shall not engage in commercialization of education in any manner whatsoever, and shall provide for equity and access to all deserving students.

(2) In case an admitted student does not join the institution within 7 days of opening of the Institution, the Institution shall refund:

a) In case the student informs of his intention not to join the institution at least 7 days before the start of the academic session, then 100% of the fees collected minus the processing charges, which shall not be more than Rs 10000, or any other amount fixed by UGC. The same shall be refunded within 15 days of receipt of information from the student.

b) In case no such information is given by the student but the Institution is able to fill up the seat so vacated, then 100% of the fees collected minus the processing charges, which shall not be more than Rs 10000, or any other amount fixed by UGC. The same shall be refunded within 15 days of request of refund from the student or the expiry of 30 days after opening of academic session, whichever is later.

c) In case no such information is given by the student and the Institution is not able to fill up the seat even by the end of 30 days after the opening of academic session, then 50% of the fees collected minus the processing charges, which shall not be more than Rs 10000, or any other amount fixed by UGC. The same shall be refunded within 15 days of request of

refund from the student or the expiry of 30 days after opening of academic session, whichever is later.

(3) If a student joins the Institution, and then leaves it in mid-session then the entire fees collected shall be forfeited.

7.3 Admission to the Viswa Mahavidyalaya shall be made in the following manner:

(i) In case the appropriate statutory authority has specified the process of selection for admission to any course, or programme of study in any institution which includes conducting competitive admission test for ascertaining the competence of any person to pursue such course or programme of study, in that case, no person shall be admitted to such course or programme of study in such institution, except through an admission test conducted by a recognized body or such institution or a group of institutions if such institution or group of institutions have been so authorised by the Central Government or State Government or any statutory authority.

(ii) In case the process of selection for admission to any course or programme of study in any institution including conducting competitive admission test has not been specified under sub-clause (i), in that case, no person shall be eligible for admission to such course or programme of study in such institution except through inter se merit to be specified in the prospectus of each institution and the inter se merit so arrived at shall be published on the website of the institution, along with the scores attained by all individuals in each of the parameters taken into reckoning for arriving at such inter-se list ;

7.4 Admission of Non-Resident Indians (NRI) / Persons of Indian Origin (PIO) / Foreign Students to the Viswa Mahavidyalaya shall be governed by the guidelines / Regulations framed by the Commission in this behalf from time to time.

7.5 The Viswa Mahavidyalaya shall

(a) Maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years.

(b) Exhibit such records on its website: and

(c) Be liable to produce such record, whenever called upon to do so by any statutory authority or by the Government under any law for the time being in force.

7.6 The Viswa Mahavidyalaya shall publish, before expiry of sixty day prior to the date of the commencement of admission to any of its courses or programmes of study, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such institution and the general public, namely:-

(i) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursing a course a programme of study, and the other terms and conditions of such payment;

(ii) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the student;

(iii) the number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;

(iv) the conditions of eligibility including the minimum and maximum age limit of persons for admission as a student in particular course or programme of study, where so specified by the institution;

(v) the educational qualifications specified by the relevant statutory authority / body, or by the institution, where no such qualifying standards have been specified by any statutory authority;

(vi) the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selection such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;

(vii) details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such, member is no regular basis or visiting basis;

(viii) the minimum pay and other emoluments payable for each category of teachers and other employees;

(ix) the ranking of the Viswa Mahavidyalaya under National Institutional Ranking Framework for the last three years (if available)

(x) information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library, hospital or industry wherein the practice training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institutions;

(xi) board outline of the syllabus specified by the appropriate statutory body or by institution, as the case may be , for every course or programme of study, including the teaching hours, practical sessions and other assignments;

(xii) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the University Grants Commission Act, 1956 or other law for the time being in force.

Provided that the Viswa Mahavidyalaya shall publish information refered to in items (i) to (xi) of this clause on its website, and the attention of the prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in the different newspapers and through other media;

Provided further that the Viswa Mahavidyalaya may publish prospectus in accordance with this clause, at any time before the expiry of sixty days specified under this clause.

7.7 The Viswa Mahavidyalaya shall fix the price of each printed copy of the prospectus, being not more than reasonable cost of its publication and distribution and no profit be made out of this publication, distribution or sale of prospectus.

7.8 The Viswa Mahavidyalaya shall not directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a course or programme of study conducted by it.

7.9 No person shall, directly or indirectly, offer or pay capitation fee or give any donation, by way of consideration either in cash or kind or otherwise, for obtaining admission to any

seat or seats in a course or programme of study in any institution in the Viswa Mahavidyalaya.

7.10 The Viswa Mahavidyalaya, who has in its possession or custody, of any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, shall not refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue or avail any facility in such institution.

7.11 In case a student, after having admitted to Viswa Mahavidyalaya, for pursuing any course or programme of study in such institution, subsequently withdraws from such institution, no institution in that case shall refuse to refund such percentage of fee deposited by such student and within such time as has been mentioned in the prospectus of Viswa Mahavidyalaya.

7.12 The Viswa Mahavidyalaya shall not issue or publish:-

(a) Any advertisement for inducing students for taking admission in the Viswa Mahavidyalaya, claiming to be recognised by the appropriate statutory authority where it is not so recognised; or

(b) Any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the institution, or person authorised to issue such advertisement on behalf of the institution knows to be false or not based on facts or to be misleading.

7.13 On being declared an institution deemed to be university, an institution shall admit students to its approved academic programme, under its enrolment, only from the academic session that follows the Notification issued by the Central Government.

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

Provided further that the students already on the rolls of the institution prior to the date of application for declaration as an institution deemed to be university or its inclusion under

the ambit of an institution deemed to be university shall continue to be students, for all purposes, of the affiliating university with whom they have already been enrolled and shall also be awarded degree only by that affiliating university".

8. Maintenance of Standards

8. 1. The Viswa Mahavidyalaya shall maintain standards of instructions, academic and physical infrastructure, qualifications of teachers prescribed by the Commission or the statutory / Regulatory body concerned and shall obtain their approval for running various programmes of study wherever applicable. This shall be periodically monitored by the duly constituted committee(s) of the commission.

8. 2. There shall be a mandatory intensive external review of the Viswa Mahavidyalaya once in every five years based on the criteria prescribed by the Commission from time to time.

Provided that if the Viswa Mahavidyalaya has been in the highest NAAC/NBA (for all eligible courses) grade for two continuous cycles, the review can be done by the Viswa Mahavidyalaya itself, through external peer review mechanism.

8. 3. The Viswa Mahavidyalaya shall give a regulatory compliance certificate every year in the format prescribed by UGC every year, which shall also be displayed on the subject to approval of the Government.

8. 4. In case there have been found to be persistent or serious complaints being received against the Viswa Mahavidyalaya, the UGC can order an inquiry against the Viswa Mahavidyalaya, after taking approval of the Government, and take further action based on the result of the inquiry.

Provided that Government also can suo moto ask UGC to initiate an inquiry in such cases of malfeasance, cheating, serious student/staff/faculty complaints, etc.

8. 5. The Viswa Mahavidyalaya shall provide to the Government, or to the agencies designated by it, all required details regarding the Viswa Mahavidyalaya for the All India Survey of Higher Education or for posting of specified details on the Know

Your College Portal of the Government or for any other study approved by the Government.

8. 6.The Viswa Mahavidyalaya shall participate in the National Institutional Ranking Framework every year and publish the same on its website prominently.

8. 7.The Viswa Mahavidyalaya shall ensure that degrees/diplomas/certificates/awards are given to the passing out students within 180 days of completion of their academic programme.

9. New Departments, Off-Campus Centres and Off-Shore Campuses.

The Viswa Mahavidyalaya shall operate and conduct programmes falling within the area its specialisation within its own campus. The Viswa Mahavidyalaya shall start new programmes in the field covered under the objectives for which the Viswa Mahavidyalaya was established and with prior approval of the Commission. The Viswa Mahavidyalaya shall establish Off-Campuses / Off-Shore Campuses as per the rules and regulations stipulated in the UGC Regulations.

10. Inclusion of other Institutions under the Ambit of the Viswa Mahavidyalaya

The Viswa Mahavidyalaya shall include existing institutions under the Management of **"Sri Kanchi Kamakoti Peetam Charitable Trust"** as per the provisions stipulated in the UGC Regulations.

11. Joint Programmes

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

11.2 The Viswa Mahavidyalaya shall make sufficient provisions to protect the interest of students enrolled in such programme(s)

11.3 The joint programme(s) shall be subjected to mandatory assessment and accreditation.

12. The Viswa Mahavidyalaya Open to All

Admission and employment in the Viswa Mahavidyalaya shall open to all citizens of India regardless of race, religion, caste or creed and the area / place of residence in India.

All policies and procedures, as applicable to the university level institutions of public and privately funded institutions respectively, shall apply to the appropriate category of Viswa Mahavidyalaya.

13. The Viswa Mahavidyalaya to be unitary

The Viswa Mahavidyalaya shall be a unitary type of institution and it shall not affiliate any other institution.

14. Reservation Policy

The Viswa Mahavidyalaya shall implement the reservation policy in admissions and recruitment, in accordance with any Act of Parliament for the time being in force.

15. Distance Education

The Viswa Mahavidyalaya shall not conduct courses in the Distance mode from any of its off-campus centres / off-shore campus approved subsequent to the UGC Regulation 2010, **"Courses under distance mode would be offered only with the prior approval of UGC".**

16. Meetings of University Authorities

The Viswa Mahavidyalaya shall conduct meetings of all its statutory bodies, like Board of Management, Academic Council, etc. at regular intervals as per the Regulations and the minutes of each such meeting shall be displayed in the website of the Viswa Mahavidyalaya.

17. Use of the Word 'University'

The Viswa Mahavidyalaya shall not use the word 'University' suffixed to its name but shall mention the words "deemed to be University" within parenthesis suffixed thereto.

18. Consequences of Violation of Regulations

18.1 The Central Government / Commission shall have the right to cause an inspection of the Viswa Mahavidyalaya, it buildings, laboratories, its examinations, teaching and other work conducted or done by the Viswa Mahavidyalaya, and to cause an enquiry to be made, if considered necessary by the Central Government / UGC, in respect of any matter of the Viswa Mahavidyalaya.

a. After conducting an inspection of the Viswa Mahavidyalaya by the Commission on its own or on the basis of any other authentic information or report received from any other reliable source(s) and after considering the explanation submitted by the Viswa Mahavidyalaya, if the Commission is satisfied that the Viswa Mahavidyalaya has violated any of the provisions of these Regulations or any directives issued by the Commission, the Commission may direct the Viswa Mahavidyalaya not to admit new students for the period to be decided by the Commission and in case of deliberate continuous violation of these Regulations, may advise the Central Government for withdrawal of the declaration notifying the institution as a deemed-to-be University. In the event of such withdrawal of the declaration, the entire movable and immovable properties of the institution deemed to be university shall stand transferred to the Commission. For first violation, the withdrawal may be restricted to one academic session which can be extended up to five academic sessions for repeated violations. However, for serious and deliberate violation, the status of deemed to be university shall be withdrawn permanently.

b. "Provided that in case of a withdrawal of declaration notifying the institution as Viswa Mahavidyalaya of a public funded deemed to university, the entire movable and immovable properties of the Viswa Mahavidyalaya shall stand transferred to the Central Government or the State Government, as the case may be."

c. Provided further that the above provisions are not to the exclusion of the provision of any punishment given under section 24 of the University Grants Commission, 1956.

d. If on the winding up or dissolution of the Viswa Mahavidyalaya there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be governed by the above provisions.

18.2 In the event of the withdrawal of the deemed university status, action shall be simultaneously initiated to protect the interests of the students according to such precedents and practices as applicable or determined for the specific situation.

18.3 If the Viswa Mahavidyalaya wishes to withdraw itself or its constituents from the status of 'deemed to be university', it may do so with the prior permission of the Central

Government. Such withdrawal shall take effect only after the last batch of students then enrolled, passed out of the Viswa Mahavidyalaya.

Rules of the Viswa Mahavidyalaya

1. Management of the Viswa Mahavidyalaya

2. Authorities of the Viswa Mahavidyalaya

The following shall be the other authorities of the Viswa Mahavidyalaya.

a. Board of Management

b. Academic Council

c. Planning & Monitoring Board

d. Finance Committee

e. Board of Studies

f. Such other authorities as may be declared by the Rules to be authorities of the Viswa Mahavidyalaya.

3. Composition of the Board of Management

The Board of Management of the Viswa Mahavidyalaya shall consist of:

i) Vice-Chancellor – Chairperson

ii) Pro Vice-Chancellor – Member

iii) Deans of Faculties not exceeding two (by rotation based on seniority)

iv) Three eminent academicians as nominated by the Chancellor

v) One eminent academic to be nominated by the Central Government in consultations with UGC

vi) Two teachers (from Professors, Associate Professors) by rotation based on seniority

vii) One Teacher of the rank of Assistant Professor by rotation

viii) "Maximum of four nominees of the sponsoring society / trust / company"

ix) The Registrar who shall be the Secretary

3.1 Term of Membership of the Board of Management

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

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

4. Powers of the Board of Management

The Board of Management shall be the highest governing body of the Viswa Mahavidyalaya and it shall be chaired by the Vice-Chancellor. It shall be in charge of the general management and administration of the Viswa Mahavidyalaya, inclusive of the creation of posts, teaching and non-teaching. It shall also have the power to constitute and lay down the functions and powers of the selection committees for selecting the teaching as well as the non-teaching staff, buildings and works committee, Examination Committee, Research Committee and such other Committees as it may deem necessary.

Without prejudice to the above provision and in particular the Board of Management shall have the following powers.

4.1 To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the Viswa Mahavidyalaya and to allocate areas of study, teaching and research to them;

4.2 To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the University Grants Commission, and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee;

4.3 To appoint such Professors, Readers, Lecturers and other academic staff as may be necessary on the recommendation of the Selection Committee;

4.4 To lay down the duties and conditions of service of the Professors, Associate Professors, Assistant Professors, and other academic staff of the Viswa Mahavidyalaya in consultation with the Academic Council;

4.5 To provide for appointment of Visiting fellows and Visiting Professors;

4.6 To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;

4.7 To constitute, for the benefit of the teaching, academic, technical, administrative and other staff such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the Viswa Mahavidyalaya;

4.8 To regulate and enforce discipline among the employees of the Viswa Mahavidyalaya and to take appropriate disciplinary action, wherever necessary;

4.9 To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Viswa Mahavidyalaya;

4.10 To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his / her functions during the period of absence;

4.11 To approve the award of Degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;

4.12 To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;

4.13 To institute Fellowships, including Travelling Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;

4.14 To advise the Holding Trustees (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the Viswa Mahavidyalaya;

4.15 To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the Viswa Mahavidyalaya, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);

4.16 To transfer or accept transfers of any movable or immovable property on behalf of the Viswa Mahavidyalaya;

Provided that the Board of Management shall not transfer or alter ownership in any manner whatsoever of any movable or immovable property of the Viswa Mahavidyalaya without the approval of the sponsoring Society / Trust / Company.

4.17 To execute in consultation with the Holding Trustees (if any) conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the Viswa Mahavidyalaya or to be acquired for the purposes of the Viswa Mahavidyalaya;

4.18 To issue appeals for funds for carrying out the objectives of the Viswa Mahavidyalaya and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.;

4.19 To raise and borrow in consultation with the Holding Trustee (if any) money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the Viswa Mahavidyalaya, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the Viswa Mahavidyalaya, all expenses incidental to the raising of money and to repay and redeem the money borrowed;

4.20 To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheque or other negotiable instruments;

4.21 To maintain a fund to which shall be credited:

a. All money provided by the Central or State / UT Government(s) / University Grants Commission;

b. All fees and other charges received by the Viswa Mahavidyalaya;

c. All money received by the Viswa Mahavidyalaya as grants, gifts, donations, benefactions, bequest or transfers and

All money received by the Viswa Mahavidyalaya in any other manner or from any other source;

4.22 To open account or accounts of the Viswa Mahavidyalaya with anyone or more scheduled banks and to lay down the procedure for operating the same;

4.23 To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;

4.24 To invest the funds of the Viswa Mahavidyalaya or money entrusted to the Viswa Mahavidyalaya in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;

4.25 To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations /Bye-Laws;

4.26 To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the Viswa Mahavidyalaya and for that purpose to appoint such agent or agents as it may deem fit;

4.27 To provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the Viswa Mahavidyalaya;

4.28 To establish, maintain and manage residencies for faculty and staff and hostels for the students of the Viswa Mahavidyalaya;

4.29 To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the Viswa Mahavidyalaya and to rescind such recognition;

4.30 To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these committees as it thinks fit;

4.31 To appoint in order to execute an instrument or transact any business of the Viswa Mahavidyalaya, any person as attorney of the Viswa Mahavidyalaya with such powers as it may deem fit;

4.32 To appoint Auditor(s) for the ensuing year;

4.33 To select an emblem and to have a common seal for the Viswa Mahavidyalaya and to provide for the custody and use of such seal;

4.34 To delegate all or any of its powers to any committee or sub-committee constituted by it or to the Vice-Chancellor of the Viswa Mahavidyalaya or any other person;

4.35 To conduct all administrative affairs of the Viswa Mahavidyalaya not otherwise specifically provided for;

4.36 To take all necessary decisions for the smooth and efficient functioning of the Viswa Mahavidyalaya

5. Meetings of the Board of Management

5.1 The Board of Management shall meet at least four times a year. Not less than 15 days notice shall be given of a meeting.

5.2 Eight (8) members shall make the Quorum for a meeting of the Board of Management.

5.3 Each member of the above Body including its chairman shall have one vote and decisions at the meeting shall be taken by simple majority. In case of tie, the Chairman shall have a casting vote.

5.4 Every meeting of the Board of Management shall be presided over by its Chairman and his/her absence by a member chosen by the members present from amongst themselves.

5.5 Any business which it may be necessary for the above Body to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.

5.6 If a member other than the Vice-Chancellor does not attend three consecutive meetings of the Board of Management without proper leave of absence, he/she shall cease to be a member of the above Body.

5.7 A copy of the proceedings of each meeting shall be furnished to the Chancellor of the Viswa Mahavidyalaya as soon as possible after the meeting.

6. Termination of Membership

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

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

i. Subject to the provision of the Rules/Bye-laws of the Viswa Mahavidyalaya, the Board of Management may, by a resolution constitute such standing committee or committees or ad-hoc committee or committees for such purposes and with such powers as the Board may think fit for exercising any power or powers or discharging any functions of the Viswa Mahavidyalaya or for inquiring into, reporting and advising upon any matter of the Viswa Mahavidyalaya.

ii. The Board of Management may co-opt such persons on the standing committees or ad-hoc committees as it considers suitable.

8. Delegation of Powers of the Board of Management

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

9. Academic Council (AC)

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

10. Composition of the Academic Council

The Academic Council shall consist of the following persons, namely;

1. Vice-Chancellor - Chairperson
2. Pro Vice-Chancellor - (if any)
3. Dean(s) of faculties
4. Heads of Departments
5. All Professors other than the Heads of the Departments (by rotation of seniority)

6. Two Associate Professors from the Departments other than the Heads of the Departments (by rotation of seniority)
7. Two Assistant Professors from the Departments by rotation of seniority
8. Three persons from amongst educationists of repute or persons from any other field related activities of the Viswa Mahavidyalaya who are not in the service of the Viswa Mahavidyalaya, nominated by the Vice-Chancellor.
9. Three persons who are not members of the teaching staff co-opted by the Academic Council for their specialized knowledge
10. The Registrar, who shall be the secretary of the Academic Council

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

11. Terms of office of the Members of the Academic Council

Members nominated to the Academic Council, other than ex-officio members, will serve for a period of two (2) years with effect from the date of nomination.

12. Powers and Functions of the Academic Council

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

a) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/faculties and to take proper action thereon;

b) To exercise general supervision over the academic work of the Viswa Mahavidyalaya and to give direction regarding methods of instruction, evaluation, and improvements in academic standards.

c) To promote research within the Viswa Mahavidyalaya, acquire reports on such researches from time to time.

d) To prescribe courses of study leading to degrees and diplomas of the Viswa Mahavidyalaya.

e) To make arrangements for the conduct of examinations in conformity with the Bye-Laws;

f) To appoint examiners, moderators, tabulators and such other personnel for different examinations

g) To maintain proper standards of the examinations;

h) To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institutions deemed to be universities;

i) To suggest measures for departmental co-ordination;

j) To make recommendations to the Board of Management on:

   i. measures for improvement of Standards of teaching, research and training;

   ii. Institution of Fellowship, Travel Fellowships, Scholarships, Medals, Prizes etc.

   iii. To recommend to the Board of Management, the establishment or abolition of departments /

   iv. To frame rules covering the academic functioning of the Viswa Mahavidyalaya, admissions, examinations, award of fellowships and studentships, free–ships, concessions, attendance, discipline, residence etc.

k) To appoint sub-committees to advise on such specific matter as may be referred to it by the Board of Management

l) To consider the recommendations of the sub– committees and to take such action as the circumstances of each case may require;

m) To take periodical reviews of the activities of the Departments / Centres and to take appropriate action with a view to maintaining and improving standards of instruction

n) To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management ; and

o) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

13. Meeting of the Academic Council

a) The Academic Council shall meet as often as may be necessary but not less than three times during an academic year. Not less than 15 days notice shall be given of a meeting of the Academic Council.

b) One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.

c) Each member, including the Chairperson, Shall have one vote and decisions at the meetings of the Academic council shall be taken by simple majority and in case of a tie, the Chairman shall have a casting vote.

d) Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

14. Planning and Monitoring Board

14.1 The Planning & Monitoring Board shall be the Principal planning Body of the Viswa Mahavidyalaya and shall be responsible for the monitoring of the development programmes of the Viswa Mahavidyalaya.

14.2 The Vice-Chancellor shall be the Chairperson of the Board and the Board may include six or seven internal members and a few outside experts, including one nominee of the UGC.

14.3 The constitution powers and functions of the Board shall be prescribed by the Rules of the Viswa Mahavidyalaya

14.4 The Planning & Monitoring Board would have the right to advice the Board of Management and the Academic Council on any matter it considers necessary for the fulfilment of the objectives of the Viswa Mahavidyalaya.

14.5 The recommendations of the Planning and Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposal relating to the academic matters may be processed through the Academic Council.

15. Finance Committee (FC)

15.1 Composition of the Finance Committee:

The Finance committee shall consist of the following members;

a) Vice – Chancellor – Chairperson
b) Pro Vice-Chancellor
c) A person nominated by the Sponsoring Trust.
d) Two nominees of the Board of Management, one of whom shall be a member of the Board

e) A representative of Central Government (respective Ministry) not below the rank of Under Secretary to the Government of India, in case the institutions are controlled and managed by Central Government or receiving grants more than or equal to 50% of its expenditure (based on average of previous three year account) from the Central Government directly or through its Agencies. In all other Deemed to be Universities the UGC shall nominate a representative. The UGC will nominate its representative from a panel of names selected through a Search Committee. The Search Committee will be formed as per details & procedure as mentioned in Clause 5.0 of Annexure I for selecting the panel of names.

f) Finance Officer - Secretary

15.2. Term of Office of the Members of the Finance Committee

All members of the Finance Committee other than ex-officio members shall hold office for a term of three (3) years.

15.3 Powers & Functions of the Finance Committee

a) To consider and recommend the annual budget and revised estimates to the Board of Management

b) The annual accounts and financial estimates of the Viswa Mahavidyalaya shall be placed before the Finance Committee for consideration and thereafter submitted to the Board of Management together with the comments of the Finance Committee for approval.

c) The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring of the year based on the income and resources of the Viswa Mahavidyalaya. No expenditure shall be incurred by the Viswa Mahavidyalaya in excess of the limits so fixed.

Note: No expenditure other than that provided in the budget shall be incurred by the Viswa Mahavidyalaya without the approval of the Finance Committee.

15.4. Meetings of the Finance Committee

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

Five members shall constitute the quorum for the meeting.

16. Board of Studies

There shall be one Board of Studies for each Department of the Viswa Mahavidyalaya.

The Board of Studies of each Faculty / Department shall consist of:

1. Deans of Faculty / Head of the Department Chairperson
2. All Professors of the Faculty / Department
3. Two Associate Professors of the faculty / Department by rotation of seniority
4. Two Assistant Professors of the faculty / Department by rotation of seniority
5. Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

The powers of functions of Board of Studies shall be prescribed by the rules of Visva Mahavidyalaya.

The Board of Studies will frame and initiate or revise courses of studies and teaching methods and make suggestions regarding evaluation procedures and other academic matters concerning their subjects.

17. Selection Committee

17.1 There shall be a Selection Committee for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

17.2 Every Selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

17.3 All regular academic posts in the Viswa Mahavidyalaya shall be filled either by open advertisement or by invitation as may be decided by the Board of Management on the recommendation of the Vice-Chancellor. Administrative posts shall be filled either by open advertisement or by deputation or by promotion as may be decided by the Board of Management on the recommendation of the Vice-Chancellor.

17.4 Appointments to the posts of the following cadres shall be made by the Board of Management on the recommendation of the Selection committee constituted as under:

17.5 Committee for selection of Professors / Associate Professors / Assistant Professors

Vice-Chancellor – Chairperson

A nominee of the Chancellor

Dean of faculty

Head of the Department concerned

2 or 3 experts from outside nominated by the Chancellor, as the case may be

Registrar – Secretary

Note: The committee constituted for the selection of Professors shall comprise of 3 outside experts nominated by the Chancellor along with the other members and the committee for selection of Associate /Assistant Professors shall comprise of 2 outside experts nominated by the Chancellor along with other members, as approved by the Board of Management.

17.6 If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons thereof and require an appropriate review by a high power committee.

17.7. Meetings of the Selection Committee:

a) The meeting of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary.

b) Four members of the Selection Committee shall consisting of at least two experts shall form the quorum

c) If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons thereof and require an appropriate review by a high power committee

18. Officers of the Viswa Mahavidyalaya

The following shall be the officers of the Viswa Mahavidyalaya

a) Chancellor

b) Vice-Chancellor

c) Pro-Vice-Chancellor

d) Registrar

e) Finance Officer

f) Controller of Examinations

g) Deans of faculties

h) Heads of the Departments

i) Such other officers as may be prescribed in the Rules of the Viswa Mahavidyalaya.

18.1. Chancellor

The Viswa Mahavidyalaya shall have a Chancellor who shall, when present, preside over the convocations of the Viswa Mahavidyalaya but shall not be the Chief Executive Officer. The Chancellor shall be appointed by the Sponsoring Trust (Sri Kanchi Kamakoti Peetam Charitable Trust), and shall hold office for a period of 5 years and shall be eligible for one more term.

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

18.2 Vice –Chancellor

18.2.1 The Vice-Chancellor shall be a whole time salaried officer of Viswa Mahavidyalaya and shall be appointed by the Visitor/Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.

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

The procedure/composition of Search-cum-Selection-Committee (SCSC) for selection of Vice-Chancellor shall be as under:

I. In case, where Management Control of an Institution Deemed to be University is with the Central Government or the State Government, the Vice-Chancellor shall be appointed in accordance with the procedure laid down by the Central Government or the State Government, as the case may be.

II. In case, where the funding to the Institution Deemed to be University by the Government or by its Agencies is more than or equal to 50% of its expenditure (based on average of previous three year account) the composition of Search-cum-Selection-Committee shall be as under:

a) A nominee of Chancellor

b) A nominee of the Central Government; who shall be an eminent academic nominated by the Government in consultation with UGC

c) A nominee of Board of Management

III. In case, where funding is less than 50% of its expenditure, the composition of Search-cum-Selection Committee shall be as under:

a. A nominee of the Visitor/Chancellor, who shall be the Chairperson of the Committee
b. A nominee of the Chairman, University Grants Commission
c. A nominee of the Syndicate/Executive Council/Board of Management of the Institution Deemed to be University

18.2.2 The Vice –Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years. Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.

18.2.3 In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his / her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his / her absence, the Senior most Dean or, if there is no Dean, the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

18.2.4 The Vice-Chancellor shall not be a member of the sponsoring or managing Society/Trust/Company and/or a close relative of the President or members of the sponsoring or managing society/trust/company

18.3 Powers of the Vice-Chancellor:

18.3.1. The Vice-Chancellor shall be the Principal Executive Officer of the Viswa Mahavidyalaya and shall exercise general supervision and control over the affairs of the Viswa Mahavidyalaya and shall be mainly responsible for implementation of the decisions of all the authorities of the Viswa Mahavidyalaya.

18.3.2. The Vice-Chancellor shall be the Ex-officio Chairman of the Academic Council, the Finance Committee, the Planning and Monitoring Board and Selection Committees.

18.3.3. The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the Viswa Mahavidyalaya.

18.3.4. The Vice-Chancellor may, if he / she is of the opinion that immediate action is called for on any matter, he / she shall exercise any power conferred upon any authority of the Viswa Mahavidyalaya under its Regulations and Rules, and take

such action or proceed to take such action and shall report to the authority concerned on the action taken by him / her on such matters.

Provided that if the authority concerned as mentioned in clause (26.4) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

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

18.3.5. It shall be the duty of the Vice-Chancellor to ensure that Regulations and Rules of the Viswa Mahavidyalaya are duly observed and implemented; and he / she shall have all the necessary powers in this regard.

18.3.6. All powers relating to the proper maintenance and discipline of the Viswa Mahavidyalaya shall be vested in the Vice-Chancellor.

18.3.7. The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his / her subordinate officers with the concurrence and approval of the Board of Management.

18.3.8. The Vice-Chancellor shall exercise all other powers as may be delegated to him / her by the Board of Management.

18.3.9. The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.

18.4 Removal of Vice-Chancellor:

If the Vice-Chancellor of the Viswa Mahavidyalaya does not have the qualification as required under these Regulations and also UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time or not appointed as per the procedure stipulated in these Regulations or has committed and financial / administrative impropriety, the Vice-Chancellor can be

removed on the recommendations of an Enquiry Committee constituted by the Chairman UGC after due process. The Commission based on the report of enquiry committee will give direction to the Visitor / Chancellor to remove the Vice-Chancellor. However, in case of Government controlled Institutions, the Commission will send its advice regarding removal of Vice-Chancellor to respective Ministries in Government of India / State Government / UT Government.

18.5 Pro Vice-Chancellor

18.5.1 The post of the Pro Vice-Chancellor may be created with the approval of the Board of Management and the Central Government.

18.5.2 The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor

18.5.3 The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor and at the pleasure of Vice-Chancellor.

18.5.4 The Pro Vice-Chancellor shall have the powers and duties as prescribed by the Rules of the Viswa Mahavidyalaya.

18.6 Registrar

18.6.1 Appointment and Terms

a) The Registrar shall be a whole time salaried officer of the Viswa Mahavidyalaya and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-

Vice-Chancellor – Chairperson

One nominee of the Chancellor

One nominee of the Board of Management

One expert appointed by the Board of Management who is not an employee of the Viswa Mahavidyalaya

b) The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the Viswa Mahavidyalaya.

c) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person the Vice-Chancellor may appoint for the purpose.

d) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board. The Registrar, unless the Board of Management decides otherwise, shall not be deemed to be a member of any of these authorities.

e) The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.

18.6.2 The following shall be the duties of the Registrar:-

a) To be the custodian of the records and the funds and such other property of the Viswa Mahavidyalaya as the Board of Management may commit to his/her charge;

b) To conduct the official correspondence on behalf of the authorities of the Viswa Mahavidyalaya

c) To issue notices convening meetings of the authorities of the Viswa Mahavidyalaya and all Committees and Sub-Committees appointed by any of these authorities.

d) To maintain the minutes of the meetings of all the authorities of the Viswa Mahavidyalaya and of all the committees and sub-committees appointed by any of these authorities.

e) To make arrangements for and supervise the examinations conducted by the Viswa Mahavidyalaya;

f) To represent the Viswa Mahavidyalaya in suits or proceedings by or against it; sign powers of attorney specific to suits, to proceedings and perform pleadings or depute his / her representatives for this purpose,

g) To enter into agreement, sign documents and authenticate records on behalf of the Viswa Mahavidyalaya.

h) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Viswa Mahavidyalaya.

i) To perform such other duties as may be specified in the Rules or as may be assigned by the Board of Management or the Vice-Chancellor from time to time.

18.7 Finance Officer

18.7.1 The Finance Officer shall be whole time salaried officer of the Viswa Mahavidyalaya and shall be appointed by the Board of Management.

18.7.2 The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by the Rules of the Viswa Mahavidyalaya.

18.7.3 He / She shall work under the direction of the Vice-Chancellor and shall be accountable to the Board of Management through the Vice-Chancellor.

18.7.4 He / She shall be responsible for the preparation of annual budget, estimates and statements of accounts for submission to the Finance Committee and the Board of Management.

18.7.5 He / She shall be responsible for the management of funds and investments of the Viswa Mahavidyalaya, subject to the control of Board of Management.

18.8 Controller of Examinations:

18.8.1 The Controller of Examinations shall be appointed by the Board of Management.

18.8.2 The emoluments and other terms and conditions of service of the Controller of Examinations shall be as prescribed by Rules of the Viswa Mahavidyalaya.

18.8.3 The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.

18.8.4 The Controller of Examinations shall be a permanent invitee to the Board of Management.

18.9 Dean

The Departments dealing with allied subjects could be grouped into faculties; each faculty may be headed by a Dean. The term of office, powers and functions of the Dean shall be prescribed by the rules of the Viswa Mahavidyalaya

18.10 Head of the Department:

18.10.1 There shall be a Head of the Department for each of the Departments in the Viswa Mahavidyalaya, who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

18.10.2 Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department

18.10.3 The term of the Head of the Department shall normally be 3 years and he / she shall be eligible for reappointment for one more term, but not for two consecutive terms.

18.10.4 The powers and functions of the Head of the Department shall be prescribed by Rules of the Viswa Mahavidyalaya.

19 Delegation of Powers:

Subject to the provisions of these Regulations and Rules, any authority or officer of the Viswa Mahavidyalaya, with the approval of Board of Management, may delegate its powers to any other authority or officer or person under their respective control and subject to the conditions that the overall responsibility for exercising the powers so delegated shall continue to rest in the authority or officer delegating such powers.

20 Seniority List

20.1 Whenever in accordance with these rules, any person is to hold an office or to be a member of an authority of the Viswa Mahavidyalaya by rotation of seniority, such seniority shall be determined according to the length of the continuous service of such person in grade in the Viswa Mahavidyalaya and in accordance with such other principles as the Board of Management may, from time to time prescribe.

20.2 It shall be the duty of the Registrar to prepare and maintain in respect of each class / cadre of persons to whom the provisions of these rules apply, a complete and up to date seniority list in accordance with the provisions of the foregoing clause.

20.3 If two or more persons have equal length of continuous service in a particular grade / cadre of persons or the relative seniority of any person or persons is in doubt, the Registrar may on his / her own motion and shall at the request of any such person, submit the matter to the Board whose decision shall be final and binding.

21 Dispute as to Membership:

If any question arises, whether any person has been duly nominated or appointed as or is entitled to be member of any authority or any committee of the Viswa Mahavidyalaya, the

matter shall be referred to the Chancellor of the Viswa Mahavidyalaya, whose decision thereon shall be final and binding.

22 Grievances Redress Mechanism

The Viswa Mahavidyalaya shall have a Grievance Redress Mechanism as may be prescribed in the Rules.

Special Provisions with respect to Grievance Redressal Mechanism

a. The Viswa Mahavidyalaya shall have the following special provisions as per UGC norms.

   (i) Anti Ragging Cell
   (ii) Anti Discrimination Cell
   (iii) Gender Sensitization Cell
   (iv) Inter Complaints Committee for prevention of Sexual Harassment
   (v) Barrier Free access in all places

b. The Viswa Mahavidyalaya shall allow any candidate who so desires to join from other institutions transferring credits earned by him / her from that institution under Choice Based Credit System, as per the norms of UGC.

c. The Viswa Mahavidyalaya shall review the syllabus every three years keeping in view the developments in the domains of knowledge.

d. The Viswa Mahavidyalaya shall adhere to all Rules, Regulations, norms, guidelines, directions etc. issued / notified by the UGC / Government of India from time to time

e. The Commission can issue directions to the Viswa Mahavidyalaya for implementation of any law or Government Policy or in case of any violation of any law or policy.

23 Resignation

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

24 Acting Chairman of the Meetings

Where no provision is made for a Chairman to preside over a meeting of an authority of the Viswa Mahavidyalaya or any committee of such authority, or if the Chairman so provided is

absent, the members present may select one from amongst themselves to preside at such meeting.

25 Validation of certain actions, decisions

No action or proceedings of any authority or anybody or any committee of the Viswa Mahavidyalaya shall be invalid merely by reason of any vacancy therein.

26 Disqualifications for Membership

a) A person shall be disqualified for having chosen as and for being a member of any of the authorities of the Institution:

i. If he/she is of unsound mind
ii. If he/she is an un-discharged insolvent
iii. If he/she has been convicted by a court of law of an offence involving moral turpitude
iv. If he/she has not been appointed as per the provisions of UGC Regulations.

b) If any question arises as to whether a person is or has been subjected to any disqualification mentioned above, the question shall be referred to the Chancellor and his decision shall be final.

27 Filling of Causal Vacancies

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

28 Review of the Academic Activities of the Viswa Mahavidyalaya

The Academic activities of the Institution may be reviewed by the Institution after a period of every 5 year or earlier, if necessary, by a Committee appointed by the Commission.

29 Inspection of the Viswa Mahavidyalaya by the Commission

29.1 The Commission may cause an inspection to be made by such person or persons as it may direct, of the Viswa Mahavidyalaya, its buildings, fixtures and fittings,

laboratories and equipment as also examinations, teaching and other work carried on or done by the Viswa Mahavidyalaya and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the Viswa Mahavidyalaya.

29.2 The Commission shall in every case give notice to the Viswa Mahavidyalaya of its intention to cause an inspection or inquiry to be made, and on receipt of such a notice, the Viswa Mahavidyalaya shall have the right to make such representations to the Commission as it may consider necessary.

29.3 Where an inspection or inquiry has been caused to be made by the Commission, the Viswa Mahavidyalaya shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.

29.4 The Commission may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the Viswa Mahavidyalaya, to the Vice-Chancellor who shall communicate the same to the Board of Management.

29.5 The Board of Management shall give proper considerations to the said communication regarding the result of inspection or inquiry and the proposals for action by the Viswa Mahavidyalaya and communicate to the Commission the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.

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

30 Income and Property of the Viswa Mahavidyalaya to be utilized for its objectives only

The income and property of the Viswa Mahavidyalaya shall be utilized solely for promoting the objectives of that Viswa Mahavidyalaya.

31 Ban on payment or transferring of Income and Property of the Viswa Mahavidyalaya by way of Profit.

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

32 Funds, Accounts, Audits and Annual Report

32.1 The accounts of the Viswa Mahavidyalaya shall be maintained in the name of the Viswa Mahavidyalaya and not in the name of a particular trust or society whether financing or sponsoring the Viswa Mahavidyalaya or not. The accounts of the Viswa Mahavidyalaya shall be kept in such forms as may be laid down by the Board of Management and shall conform to the rules, if any, prescribed by the Commission. The accounts of the Viswa Mahavidyalaya will be open to examination by the Comptroller and Auditor General of India. The accounts shall also be open for inspection by the Commission.

32.2 All funds belonging to the Viswa Mahavidyalaya or under the control of the Board of Management shall be shown separately in the accounts of the Viswa Mahavidyalaya.

32.3 The annual financial statements and accounts shall be audited by the Chartered Accountant of the Viswa Mahavidyalaya.

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

32.4 Annual reports and the audit reports shall be submitted to the Commission within nine months of the closure of the accounting year.

33 **Rules of the Viswa Mahavidyalaya**

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

33.1 Establishment of Departments of teaching;

33.2 Courses of study to be laid down for all degrees, diplomas and certificates of the Viswa Mahavidyalaya deemed to be university.

33.3 Grant of academic awards (such as degrees and diplomas) and distinctions;

33.4 Admission of students to the Viswa Mahavidyalaya and their enrolment as such;

33.5 The fees to be charged for courses of study and for admission to the examinations, degrees, diplomas and certificates of the Viswa Mahavidyalaya.

33.6 Conduct of examinations, appointment of examiners and approval and publication of results thereof;

33.7 Institution of award of fellowships, scholarships, medals and prizes and prescription of the conditions thereof;

33.8 Maintenance of discipline among the students

33.9 Maintenance of discipline among the employees;

33.10 Establishment of halls of residence and conditions of residence and health of the students;

33.11 Classification, emoluments, method of appointment and determination of the terms and conditions of service of the staff;

33.12 Such other powers, functions and duties of the Academic Council are not mentioned elsewhere;

33.13 Constitution, powers and functions of the Planning & Monitoring Board;

33.14 Powers and functions of the Board of Studies;

33.15 Composition, powers and functions of the Grievance Redress Mechanism;

33.16 Prescribing persons as such other officer of the Viswa Mahavidyalaya;

33.17 Such other powers and functions of the Vice-Chancellor as are not specified elsewhere;

33.18 Emoluments, terms and conditions of service of the Registrar;

33.19 Emoluments, terms and conditions of service of the Finance Officer;

33.20 Constitution of pension, provident fund, insurance etc for the benefit of the officers, teachers, and the other staff;

33.21 Establishment of special centres;

33.22 creation, composition and functions of any committees or body, which is considered necessary for the work of the Viswa Mahavidyalaya;

33.23 Procedure for preparation and submission of budget estimates;

33.24 Procedure for convening of meeting of any authority or committee;

33.25 Laying down procedures to be observed at any meeting of any authority or any committee;

33.26 Constitution of any other body as an authority of the Viswa Mahavidyalaya;

33.27 Delegation of powers to any authority or officer;

33.28 All other matters by this Regulation or the Rules may be provided but no rule shall be made affecting the condition of residence, health, discipline, admission, enrolment of students, conditions, mode of appointments, duties of examiners, conduct of and standard of examinations or any course of study without consulting the Academic Council; and

33.29 Any other matter as the Board of Management may deem necessary from time to time

34 Interpretation Clause

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

35 Adjustment of Income and Property on Dissolution of the Viswa Mahavidyalaya

If on the winding up or dissolution of the Viswa Mahavidyalaya there remains, after the satisfaction of all its debts and liabilities, any property whatsnever, the same shall not be paid or distributed among the members of the Viswa Mahavidyalaya or any of them, but shall be transferred to the Commission, or other bodies in consultation with the agencies concerned who have helped in creation of those assets.

36 Legal Proceedings:

For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the Viswa Mahavidyalaya may sue or be sued shall be the Registrar.

No suit or legal proceedings shall lie against the Commission or the Viswa Mahavidyalaya or an Officer of the Viswa Mahavidyalaya or a member of the authority of the Viswa Mahavidyalaya in respect of anything done or purported or intended to be done in pursuance of any of these Regulations.

37 **Alteration, Amendments and Additions to the Rules governing the functioning of the Viswa Mahavidyalaya:**

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