

# **Azim Premji University, Bhopal**

## **FIRST STATUTES 2023**

### **The First Statutes of the Azim Premji University, Bhopal**

Established under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan)

Dwitiya Sanshodhan Adhinyam, 2022

Vide Gazette (Extra-Ordinary) dated 25<sup>th</sup> January, 2023

## **CHAPTER - I**

### **GENERAL**

1. Title and commencement
2. Definitions

## **CHAPTER - II**

### **OFFICERS OF THE UNIVERSITY**

**(Sections 14 to 20 of the Act)**

1. The Visitor
2. The Chancellor
3. The Vice-Chancellor
4. The Registrar
5. The Chief Finance and Accounts Officer
6. Other Officers

## **CHAPTER - III**

### **AUTHORITIES OF THE UNIVERSITY**

**(Sections 21 to 25 of the Act)**

1. The Governing Body
2. The Board of Management
3. The Academic Council
4. Finance Committee

## **CHAPTER - IV**

### **TEACHING AND NON-TEACHING STAFF**

1. Manner and Terms and Conditions of Appointment of Teaching Staff
2. Manner and Terms and Conditions of Appointment of Non-Teaching Staff

## **CHAPTER - V**

### **ADMISSIONS, FEES AND WAIVERS**

1. Admission Policy
2. Fee Regulation
3. Fee Waivers / Scholarships

## **CHAPTER - VI**

### **ACADEMIC COLLABORATIONS**

1. Collaboration with Indian and Foreign Universities

**CHAPTER - VII**  
**UNIVERSITY FUNDS**

1. Endowment Fund
2. General Fund

**CHAPTER - VIII**  
**ANNUAL REPORT, ANNUAL ACCOUNTS & AUDIT**

1. Annual Report
2. Annual Accounts and Audit

**CHAPTER - IX**  
**MISCELLANEOUS**

1. Resolution of Disputes
2. Power to Amend Statutes
3. Delegation of Powers
4. Residuary Powers
5. Disqualification of Members
6. Interpretation of Statutes

# Azim Premji University

## THE STATUTES OF THE UNIVERSITY

*In exercise of the powers conferred under Section 26(1) of the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007, the Governing Body of Azim Premji University, Bhopal, hereby makes the following First Statutes for the efficient functioning of the University and matters connected with or incidental thereto.*

*These statutes shall come into force from their publication in the official gazette of Madhya Pradesh Government. These statutes may be called 'Azim Premji University, Bhopal First Statutes, 2023'. These statutes are made in conformity with the provision of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 (No. 17 of 2007) and rules made thereunder. In case of any inconsistency, disparity or repugnancy occurs, the provision of the Act and Rules made thereunder shall prevail and apply*

### CHAPTER - I

#### GENERAL

#### 1. Title and commencement

- (a) These Statutes shall be called The First Statues of the Azim Premji University, Bhopal.
- (b) These Statutes are made as per provisions of the Section 26(1) of the Act and provides for some of the items in subsections (a) to (k) of Section 26(1)
- (c) These Statutes shall come into force on the date of publication in the official gazette.

#### 2. Definitions

- (a) In these Statutes, unless the context otherwise requires:
  - i. "Act" means Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
  - ii. "Section" means a section of the above Act.
  - iii. "University" means Azim Premji University, Bhopal
- (b) Words and expressions used but not defined in these Statutes shall have the meanings assigned to them in the Act.

**CHAPTER - II**  
**OFFICERS OF THE UNIVERSITY**  
**(Section 15 to 20 of the Act)**

**1. THE VISITOR**

**[Refer Section 15 of the Act]**

- (a) The Honorable Governor of Madhya Pradesh shall be the Visitor of the University.
- (b) The Visitor when present shall preside at the convocation of the University for conferring degrees and diplomas.
- (c) The Powers shall be as per the provisions of Section 15(3) of the Act.

**2. THE CHANCELLOR**

**[Refer Section 16 of the Act]**

- (a) The Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor.
- (b) The Chancellor shall preside over the meeting of the Governing Body and shall, when the Visitor is not present, preside over the convocation of the University for conferring degrees, diplomas or other academic distinctions.
- (c) The Chancellor shall be the head of the University and shall have such powers as may be conferred on her/him under Section 16(4) of the Act.

**3. THE VICE-CHANCELLOR**

**[Refer Section 17 of the Act]**

- (a) The Chancellor may appoint the First Vice-Chancellor of the University for a period of two years to conduct the affairs of the University in line with Section 17(5) of the Act.
- (b) Subsequently, the Vice-Chancellor shall be appointed by the Chancellor, in accordance with Sections 17(1) to 17(4) of the Act.
- (c) The Vice-Chancellor shall, hold office for a term of four years. Provided that the Vice-Chancellor shall continue to hold the office even after expiry of his/her term till a new Vice-Chancellor join, however in any case this period shall not exceed 6 months unless he/she is re-appointed by the Chancellor.
- (d) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
- (e) The Vice-Chancellor shall preside at the convocation of the University in the absence of the Visitor and the Chancellor.

**4. THE REGISTRAR**

**[Refer Section 18 of the Act]**

- (a) The First Registrar will be appointed by the Sponsoring Body as per Section 18(1) of the Act.
- (b) The Registrar shall be the principal operations officer of the University and shall be appointed in the manner provided for under Section 18(1) of the Act.
- (c) The terms and conditions of employment of the Registrar shall be those contained in the contract of employment.
- (d) All contracts shall be signed, and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (e) The Registrar shall be the member-secretary of the Governing Body, Board of Management and Academic Council but he shall not have the right to vote.
- (f) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose with the concurrence of the Chancellor.
- (g) It shall be the duty of the Registrar to-
  - i. To be the custodian of the records, the common seal and such other property of the University as the Governing Body, Board of Management and the Academic Council shall commit to his/her charge.
  - ii. To issue all notices convening meetings of the Governing Body, Board of Management, and the Academic Council, and of any Committees appointed by those authorities.
  - iii. To keep the minutes of all the meetings of the Governing Body, Board of Management, and the Academic Council, and of any Committees appointed by authorities of the University.
  - iv. To conduct the official correspondence with members of the Governing Body, Board of Management, the Academic Council, and of any other boards/Committees appointed by those authorities.
  - v. To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his/her representative for the purpose.
  - vi. To perform such other duties as may be specified by the Governing Body, Board of Management and Academic Council or the Chancellor and the Vice-Chancellor
- (h) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the private university, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Registrar.  
Provided that before such action the Registrar shall be given an opportunity of being heard

- (i) There shall be provision for appointment of Additional Registrars/Joint Registrar/Deputy Registrars and Asst. Registrars to assist the Registrar as may be decided by the Vice-Chancellor with the concurrence of the Chancellor.

## **5. CHIEF FINANCE AND ACCOUNTS OFFICER**

### **[Refer Section 19 of the Act]**

- (a) The appointment of the Chief Finance and Accounts Officer shall be made by the Chancellor as provided for under Section 19(1) of the Act.
- (b) Subject to the provisions of the Act, the decisions of the Authorities and any instructions of the Chancellor or Vice-Chancellor, the Finance Officer shall have all powers necessary to perform her/ his duties in all matters pertaining to the finances of the University.
- (c) The terms and conditions of employment of the Finance Officer shall be those contained in the contract of employment.
- (d) The Chief Finance and Accounts Officer shall hold office until further notice by the Chancellor.
- (e) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.

## **6. OTHER OFFICERS**

### **[Refer Section 20 of the Act]**

- (a) The Vice-Chancellor, with the concurrence of the Chancellor, shall appoint other officers with suitable designations for Schools / Centers / Departments / Functions / other specialized offices of the University to provide effective functional leadership/expertise in respective fields.
- (b) The academic or non-academic persons working in the University may also be eligible for appointment.
- (c) The emoluments and other terms and conditions of service of the officers so appointed shall be those contained in the contract of employment.
- (d) When such officers by reason of illness, absence or any other cause, are unable to perform the duties of their office, the duties of the office shall be performed by such persons as decided by the Vice-Chancellor.

**CHAPTER - III**  
**AUTHORITIES OF THE UNIVERSITY**  
**(Section 22 to 25 of the Act)**

**1. The GOVERNING BODY**

**[Refer Section 22 of the Act]**

- (a) The Governing Body shall be the principal governing and policy making body of the University.
- (b) The Governing Body shall be constituted by the Chancellor in accordance with Section 22(1) of the Act  
Provided that, the Governing Body shall be reconstituted once every three years.  
Provided further that, the Chancellor may, under extenuating circumstances, if he/she deems fit, reconstitute the Governing Body before the expiry of its term.
- (c) The term of the nominated members of the Governing Body shall be three years and no nominated member shall hold office for more than two consecutive terms.
- (d) The chancellor shall be the ex-officio chairman of the Governing Body
- (e) The Governing Body shall have all such necessary powers to carry out the functions of being the Principal Governing and Policy Making Body of the University
- (f) The Governing Body shall meet as and when necessary, but at least three times in a calendar year.
- (g) The quorum for meeting of the governing body shall be five members.
- (h) The Registrar shall be a non-voting attendee at all meetings of the Governing Body
- (i) The Governing Body shall be the principal authority of the University and all movable and immovable property of the University shall vest in the Governing Body and it shall have the following powers: -
  - i. to control functioning of the private university by using all such powers as are provided by this Act or the Statutes, Ordinances or regulations made thereunder.
  - ii. to review the decisions of other authorities of the private university, in case they are not in conformity with the provisions of the Act, or the Statutes, Ordinances or regulations made thereunder.
  - iii. to approve the budget and annual report of the University
  - iv. to lay down the policies to be followed by the University.
  - v. to recommend to the Sponsoring Body the liquidation of the University, if a situation arises when the functioning of the University is not possible; and such other powers as may be prescribed by the Statutes.

**2. The BOARD OF MANAGEMENT**

**[Refer Section 23 of the Act]**

- (a) The Board of Management shall be the principal executive body of the University.
- (b) The Vice-Chancellor is the Ex-officio Chairperson of the Board of Management.

- (c) The Board of Management shall be constituted in accordance with the provisions of Section 23(1) of the Act.  
Provided that, the Board of Management shall be reconstituted once every three years and no nominated member of the Board of Management shall hold office for more than two consecutive terms.  
Provided further that, the Vice-Chancellor may, under extenuating circumstances, reconstitute the Board of Management before the expiry of its term.
- (d) The Board of Management shall meet at least once in every two months.
- (e) The quorum for the meeting of Board of Management shall be five members.
- (f) The Vice-Chancellor from time to time may invite members (both faculty and administrative) of the University to attend meetings of the Board of Management.
- (g) The Board of Management shall have all powers necessary to carry out the functions of being the principal executive body of the University. These includes all matters pertaining to the functioning of the University, both Academic and Administrative. For example, new programs to be introduced including but not limited to doctoral, masters or undergraduate programs and specializations therein, procedure for admission of students to the programs, the number of students to be admitted in any particular year, academic instructor guidelines etc.
- (h) The Board of Management shall receive the minutes of the proceedings of the Academic Council and shall be consulted in all academic matters that have bearing on the administration and management of the University. Further, the Registrar shall facilitate the process of consultation with the Academic Council for the purposes of this clause.

### **3. THE ACADEMIC COUNCIL**

#### **[Refer Section 24 of the Act]**

- (a) The Academic Council shall be the principal academic body of the University.
- (b) The Academic Council shall consist of the following members.
  - i. The Vice-Chancellor – Chairperson
  - ii. The Registrar – Member Secretary
  - iii. Faculty members nominated by the Vice-Chancellor – Member/s.
  - iv. Such other members as may be nominated by the Vice-Chancellor – Member/s.
- (c) The Vice-Chancellor, as the Chairperson, shall preside over the meetings of the Academic Council and in his absence, any other person nominated by the Chancellor shall preside over the meeting.
- (d) The Registrar shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice-Chancellor shall act as the Member-Secretary.
- (e) The Academic Council shall be constituted by the Vice-Chancellor in accordance with the provisions of the Act.  
Provided that the Academic Council shall be reconstituted once every two years

Provided further that, the Vice-Chancellor may, under extenuating circumstances, reconstitute the Academic Council before the expiry of its term.

- (f) The Academic Council shall meet at least two times in an academic year.
- (g) Four members of the Academic Council including the Chairperson shall form the quorum at a meeting.

Provided that no quorum shall be required for adjourned meetings

- (h) The Academic Council shall have all powers necessary to carry out the functions of being the Principal Academic Body of the University
- (i) The Academic Council shall consult with the Board of Management on any such matters which will have a direct impact on administration and management of the University before deciding upon the same. Further, the Registrar shall facilitate the process of consultation with the Board of Management for the purpose of this clause.

#### **4. FINANCE COMMITTEE**

- (a) The Finance Committee shall be the principal financial body' of the University to take care of financial matters and shall, subject to the provisions of this Act, Rules, Statutes, co-ordinate and exercise general supervision of the financial matters of the University.
- (b) The Finance Committee shall consist of the following persons, namely: -
  - i. The Chancellor or her/his nominee – Chairperson
  - ii. The Vice-Chancellor – Member
  - iii. The Registrar – Member
  - iv. Chief Finance and Accounts Officer – Member Secretary
  - v. Two nominees of the Sponsoring Body – Members
- (c) The tenure of the members of the Finance Committee shall be for a period of three years.
- (d) The Finance Committee shall meet at least once in each financial year.
- (e) Four (4) members of the Finance Committee shall constitute the quorum at the meetings provided that Chief Finance and Accounts Officer has to be amongst the present members.

## CHAPTER IV

### TECAHING & NON-TEACHING STAFF

#### 1. Manner and Terms and Conditions of Appointment of Teaching Staff

- (a) Given the explicit social purpose of the University, the teaching staff shall have a combination of relevant academic credentials and field work experience, along with commitment to work on the multitude of social concerns.
- (b) Depending on the nature of the teaching position, advertisements may be placed on the University website or in domain specific publications, journals, or other modes of communication may be used, including referrals.
- (c) Depending on the role/seniority/other specialized requirements, the selection process may involve teaching and research talks/written exams/ group presentations/ demonstration classes/personnel interviews and any other selection mechanism.
- (d) Successful applicants shall be made a formal offer in line with the University policy.
- (e) The terms of service conditions of the teaching staff shall be as prescribed in their appointment letters.

#### 2. Manner and Terms and Conditions of Appointment of Non-Teaching Staff

- (a) The University shall appoint such number of non-teaching staff as is required to effectively run the operations of the University.
- (b) Depending on the role/seniority/ other specialized requirements, the selection process may involve written exams/ group presentations/ demonstration classes/ personnel interviews and any other mechanisms as required.
- (c) The terms of service conditions of the non-teaching staff shall be as prescribed in their offer letters.

## **CHAPTER V**

### **ADMISSIONS, FEES AND WAIVERS**

#### **1. ADMISSION POLICY**

- (a) Given the explicit social purpose, the University will strive to reach out to students from socially disadvantaged backgrounds based on various socio-economic aspects like parental education, occupation, caste, gender, state of origin. The socio-economic status of the student shall also form the basis for planned academic and other forms of student support as well.
- (b) The admission process may include written tests/interviews/test scores from standard written tests conducted by government/non-government institutions. Students from disadvantaged backgrounds/with disabilities of different nature from the State of Madhya Pradesh may be eligible for concessions in the admission process.
- (c) All information regarding programme structure, curriculum, fee, faculty, scholarships, other pertinent items relating to admissions shall be displayed on the website.
- (d) Extensive communication shall be carried out through the University website, social media, publications in key media, education portals etc. during the admissions cycle.
- (e) Conditions for admissions will be as prescribed in the admission offer letter and other policy documents pertaining to the University code of conduct/residential rules etc.

#### **2. FEE REGULATION**

- (a) The University shall abide by the recommendations of any authority duly constituted by the Government of Madhya Pradesh for the purpose of determining the fee structure for various courses to be imparted by the University.
- (b) Through a combination fees and fee waivers/scholarships, the University will strive to make high quality higher education accessible to students from economically weaker sections.
- (c) The processing fees for applications, tuition fees for various programmes of the University shall be prescribed by the University and published on the University website.
- (d) The University where applicable shall also prescribe from time to time, other charges such as, hostel, mess, usage charges for services such as laundry, printing, library, transport, issuance of copies of certificates, alumni registration etc.

### **3. FEE WAIVERS / SCHOLARSHIPS**

Given the philanthropic nature, the University expects to admit a significant number of students from disadvantaged backgrounds to join the University. To enable this, University will offer fee waivers / scholarships and other means of financial support based on the family income of the student. Other special criteria like disabilities, medical issues in family, students with work experience etc. shall also be applied on a case-to-case basis so as to accommodate and provide students access to higher education opportunities.

## **CHAPTER VI**

### **ACADEMIC COLLABORATIONS**

#### **1. COLLABORATION WITH INDIAN AND FOREIGN UNIVERSITIES**

The University may have collaborations with Indian and Foreign Universities/Institutions, Industry, Non-Governmental Organizations, professional bodies on the following.

- i. Emerging knowledge areas
- ii. The best educational practices
- iii. Academic programmes
- iv. Technology relevance in academic delivery
- v. On any other innovative areas/practices
- vi. Industry designed curriculum for the programmes and delivery
- vii. Any other as may be determined from time to time.

## **CHAPTER VII**

### **UNIVERSITY FUNDS**

#### **1. ENDOWMENT FUND**

##### **[Section 11 of the Act]**

- (a) The University shall establish an Endowment Fund in the manner prescribed under Section 11(1) of the Act.
- (b) Income from the Endowment Fund may be utilized for development of infrastructure of the University but shall not be utilized for recurring expenditure of the University.

#### **2. GENERAL FUND**

##### **[Sections 12 and 13 of the Act]**

- (a) The University shall establish a General Fund in the manner prescribed under Section 12 of the Act.
- (b) As provided under Section 12 of the Act, one percent (1%) of the fees and other charges collected from the students shall be deposited with the Regulatory Commission in such manner as may be prescribed.
- (c) The manner of utilization of the General Fund shall be in the manner prescribed under Section 13 of the Act.

## **CHAPTER VIII**

### **ANNUAL REPORT, ANNUAL ACCOUNTS & AUDIT**

#### **1. ANNUAL REPORT**

**[Refer Section 37 of the Act]**

- (a) The Annual Report of the University shall be prepared by the Board of Management and shall be approved by the Governing Body and a copy of the same shall be submitted to the Sponsoring Body.
- (b) Copies of the Annual Report shall be presented to the Visitor and the Regulatory Commission by December 31 of each year.

#### **2. ANNUAL ACCOUNTS & AUDIT**

**[Refer Section 38 of the Act]**

- (a) The Governing Body shall appoint a qualified firm of Chartered Accountants to undertake the statutory audit of the accounts of the University.
- (b) The annual accounts including balance sheet of the University shall be prepared under the directions of the Board of Management and the annual accounts shall be audited at least once every year.
- (c) A copy of the annual accounts together with the audit report shall be submitted to the Governing Body.
- (d) A copy of the annual accounts and audit report along with the observations, if any, of the Governing Body shall be submitted to the Visitor and the Regulatory Commission by December 31 of each year.

## **CHAPTER IX**

### **MISCELLANEOUS**

#### **1. RESOLUTION OF DISPUTES**

- (a) The Vice Chancellor shall be responsible for the resolution of disputes and grievances between authorities, teachers, officers and other employees and the students of the University.
- (b) The Vice Chancellor may delegate the responsibilities of dispute resolution to any person or authority or create suitable mechanisms (bodies, committees) as he may deem fit.

#### **2. POWER TO AMEND STATUTES**

Amendment of the Statutes, post approval of the First Statutes, shall be in line with Section 17 (1) to (5) of the Act.

#### **3. DELEGATION OF POWERS**

Subject to the provisions of the Act and the Statutes, any Officer or Authority of the University may delegate in writing, her/ his or its powers to any other Officer or Authority or person under her/ his or its respective control and subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the Officer or Authority delegating such powers.

#### **4. RESIDUARY POWERS**

In the event of the University being required to exercise any such powers or perform any such functions not falling within the purview of the Act, these Statutes, Rules, Regulations, Guidelines or Policies of the University; the Vice-Chancellor shall exercise such aforesaid powers and perform such aforesaid functions upon consultation with the Board of Management.

#### **5. DISQUALIFICATION OF MEMBERS**

- (a) If the individual member is convicted in a court of law for acts of moral turpitude
- (b) If a member of any Board/Council/Committee becomes a person of an unsound mind or insolvent temporarily or permanently, for any reason whatsoever, such member shall be disqualified from membership on the Board/Council/Committee.
- (c) The Chairman of a Board/Council/Committee may by notification disqualify a member of such Board/Council/Committee if he finds that the member has behaved in manner which is/will prove to be detrimental to the interests of the University.

## 6. GENERAL PRINCIPLES FOR THE INTERPRETATION OF STATUTES

- (a) This Statute shall receive such fair, large and liberal construction and interpretation as will best ensure the attainment of the object of the Statute according to its true intent, meaning and spirit.
- (b) In this Statute, unless the context otherwise requires:
  - i. Where any word or expression is defined in this Statute, such definition shall extend to the grammatical variations and cognate expressions of such word or expression.
  - ii. Words and expressions importing the masculine gender include the feminine and neuter genders.
  - iii. Words and expressions in the singular include the plural and words and expressions in the plural include the singular
  - iv. References to any Officer, authority, body, committee or board include his, her or its nominee.
  - v. Where any part of these statutes confers power to make any subsidiary legislation, expressions used in the subsidiary, legislation shall have the same meaning as in the Statute conferring the power, and any reference in such subsidiary legislation to "the Statute" shall be construed as a reference to the Statute conferring the power to make such subsidiary legislation.
  - vi. Where in subsidiary legislation there is a reference to a section or other provision by number letter or combination of number and letter and not in conjunction with the title or short title of other subsidiary, legislation or a Statute, the reference shall be construed as a reference to the section or other provision of that number, letter or combination in the subsidiary legislation in which the reference occurs.
  - vii. Where in subsidiary legislation there is a reference to a subsection or other subdivision of a provision by ' number. letter or combination of number and letter, and not in conjunction with the number of any other section or provision of that subsidiary legislation or any other subsidiary legislation, the reference shall be construed as a reference to the sub-section or other sub-division of a provision of that number, letter or combination in the section or other provision in which the reference occurs.
- (c) Where any part of these statutes confers any power or imposes any duty, then the power may be exercised, and the duty shall be performed from time to time as the occasion requires.
- (d) Where any part of these statutes confers any power or imposes any duty on the holder of any office as such, then the power maybe exercised, and the duty shall be performed by the holder for the time being of that office.