MANUAL 8

SECTION 4 (1) (b) (viii)

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

The Manual Lists the Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, as per CU Act, University Statutes.

8.1 The Name and composition of Statutory Body of CUPB are as follows:

1. University Court - Details of members available on http://cup.edu.in/court.php
2. Executive Council– Details of members available on http://cup.edu.in/executive-council.php
3. Academic Council- Details of members available on http://cup.edu.in/academic_council.php
4. Finance Committee- Details of members available on http://cup.edu.in/finance_committee.php

Details of School Board are available on http://www.cup.edu.in/school_boards.php

Details of Board of Studies are available on http://www.cup.edu.in/board_of_studies.php

Composition details available on http://cup.edu.in/subordinate-legislation

8.2 Date from which it is constituted & its term/tenure

1. **First Court:** Constituted by MINISTRY OF EDUCATION on **21st November 2013** for a period of **three years**
2. **First Executive Council:** Constituted by MINISTRY OF EDUCATION on **30th July 2009** for a period of **three years**
3. **First Academic Council:** Constituted by MINISTRY OF EDUCATION on **30th July 2009** for a period of **three years**
4. **First Finance Committee:** Constituted by MINISTRY OF EDUCATION on **26.2.2010** for a period of **three years**

8.3 The tenure, powers, functions, and term/tenure of Statutory Body are included in the Central Universities Act, 2009, Statutes, and Ordinances (available on website: http://cup.edu.in/subordinate-legislation

8.3.1 The Powers, Duties and rules for Meetings of The Court are mentioned in Section 20 of CU Act, and Statute No 10 are as follows:

(1) An annual meeting of the Court shall be held on a date to be fixed by the Executive Council unless some other date has been fixed by the Court in respect of any year.

(2) At an annual meeting of the Court, a report on the working of the University during the previous year, together with a statement of the receipts and expenditure, the balance sheet as audited, and financial estimates for the next year shall be presented.

(3) A copy of the statement of receipts and expenditure, the balance –sheet and the financial estimates referred to in clause (2) shall be sent to every member of the Court at least seven days before the date of the annual meeting.

(4) Special meetings of the Court may be convened by the Executive Council or the Vice-Chancellor or if there is no ViceChancellor, the Pro-Vice- Chancellor or if there is no pro-ViceChancellor, by the Registrar.

(5) Eleven members of the Court shall form a quorum for a meeting of the Court.

(6) **First Court:** Constituted by MINISTRY OF EDUCATION on 21st November 2013 for a period of **three years**

8.3.2 The Powers, Duties and rules for Meetings of The Executive Council are mentioned in Section 21 of CU Act, and Statute 11-12 are as follows:

Constitution of the Executive Council 1. Vice-Chancellor; 2. Pro Vice-Chancellor 3. Four Deans of Schools of Studies, by rotation, according to seniority and to be appointed by Vice Chancellor. 4. One Professor, by rotation, according to seniority excluding those who are Deans of Schools of Study or are Coordinators of Centres/Heads of Teaching/Research Departments on the basis of seniority and to be appointed by Vice-Chancellor. 5. One Associate Professor, by rotation, according to seniority excluding those who are Deans of Schools of Study or are Coordinators of Centres/Heads of Teaching/Research Departments on the basis of seniority and to be appointed by Vice-Chancellor. 6. One Assistant Professor, by rotation, according to seniority excluding those who are Deans of Schools of Study or are Coordinators of Centres/Heads of Teaching/Research Departments on the basis of seniority and to be appointed by Vice-Chancellor. 7. Two members of the Court, none of whom shall be an employee or student of the University to be nominated by the Visitor. 8. Three persons of distinction in academics, to be nominated by the Visitor. 9. Registrar of the University (Secretary to Executive Council)

Term. All the members of the Executive Council other than the Vice Chancellor and Pro-Vice Chancellor shall hold office for a term of three years. .

Quorum: One half of the total members of the Executive Council shall form the quorum for a meeting of the Executive Council, out of which at least two members shall be from outside.

First Executive Council: Constituted by MINISTRY OF EDUCATION on **30th July 2009** for a period of **three years**

Powers and Functions of EC: (1) The Executive Council shall have the power of management and administration of the revenues and property of the University and the conduct of all administrative affairs of the University not otherwise provided for. (2) Subject to the provisions of this Act, the Statutes and the Ordinances, the Executives council shall, in addition to all other powers vested in it, have the following powers, namely:- (i) to create teaching and other academic posts including Chairs, to determine the number and emoluments of such posts and to define the duties and conditions of service of Professors, Associate Professors, Assistant Professors and other academic staff; Provided that no action shall be taken by the Executive Council in respect of the number and qualifications of teachers and other academic staff otherwise than after consideration of the recommendations of the Academic Council; (ii) To appoint such Professors, Associate Professors, Assistant Professors and other academic staff including Chairs, as may be necessary, on the recommendation of the Selection Committee constituted for the purpose and to fill up temporary vacancies therein: (iii) to promote inter- facial research by making joint appointments of teaching staff in different Schools, Department and Centres; (iv) to create administrative, ministerial and other necessary posts and to define their duties and conditions of their service and to make appointments thereto in the manner prescribed by the ordinances;

(v) to grant leave of absence to any officer of the University other than the Chancellor and the Vice-Chancellor, and to make necessary arrangements for the discharge of the functions of such officer during his absence; (vi) to regulate and enforce discipline among employees in accordance with the Statutes and the Ordinances; (vii) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit; (viii) To fix limits on the total recurring and the total nonrecurring expenditure for a year on the recommendation of the Finance Committee; (ix) To invest any money belonging to the University, including any unapplied income, in such stocks, funds, share or securities, from time to time, as it may think fit or in the purchase of immovable property in India, which the like powers of varying such investment from time to time; (x) To transfer or accept transfers of any movable or immovable property on behalf of the University; (xi) To provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University ; (xii) To enter into vary, carry out and cancel contracts on behalf of the University ; (xiii) To entertain, adjudicate upon, and if thought fit, to redress any grievances of the employees and students of the University who may, for any reason, feel aggrieved; (xiv) To appoint examiners and moderators and, if necessary, to remove them, and to fix their fees, emoluments and travelling and other allowances, after consulting the Academic Council; (xv) To select a common seal for the University and provide for the use of such seal; (xvi) To make such special arrangements as may be necessary for the residence of women students; (xvii) To institute fellowships, scholarships, studentships, medals and prizes; (xviii) To provide for the appointment of Visiting Professors, Emeritus Professors, Consultants and Scholars and determine the terms and conditions of such appointments; (xix) To enter into partnership with industry and nongovernment agencies for the advancement of knowledge and establish a corpus of funds out of the profits of such partnership ; and (xx) to exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the Statutes.

8.3.3 Powers, Functions, and Quorum of Meeting of Academic Council as per Section 22 of CU Act, and Statutes 13-14 are As follows:

Constitution of the Academic Council 1. The Vice-Chancellor. 2. The Pro-Vice-Chancellor. 3. Deans of Schools of Studies. 4. Coordinators of Centres/Heads of teaching Departments/Research Departments. 5. Three Professors One Professor, by rotation, according to seniority excluding those who are Deans of Schools of Study or are Coordinators of Centres/Heads of Teaching/Research Departments on the basis of seniority and to be appointed by Vice-Chancellor. 6. Two Associate Professors, by rotation, according to seniority excluding those who are Deans of Schools of Study or are Coordinators of Centres/Heads of Teaching/Research Departments on the basis of seniority and to be appointed by Vice-Chancellor. 7. One Assistant Professors, by rotation, according to seniority excluding those who are Deans of Schools of Study or are Coordinators of Centres/Heads of Teaching/Research Departments on the basis of seniority and to be appointed by Vice-Chancellor. 8. Six Persons, not in the service of the University, on the recommendations of the Academic Council for their special knowledge in different disciplines. 9. Three eminent persons from the field of Technology/Industry/Finance/Education to be nominated by the Vice Chancellor. 10. Dean, Students Welfare. 11. Registrar of the University (Secretary to Academic Council).

Term: All members of the Academic Council other than the ex-officio members shall hold office for a period of two years.

Quorum: One half of the total members of the Academic Council shall form the quorum for the meeting of Academic Council.

First Academic Council: Constituted by MINISTRY OF EDUCATION on **30th July 2009** for a period of **three years**

Powers and Functions of AC: Subject to the provisions of this Act, the Statutes and the Ordinances, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely:- a. to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-ordination of teaching among the Colleges and the Institutions, evaluation of research and improvement of academic standards; b. to bring about and promote inter-School coordination and to establish or appoint such committees or boards as may deemed necessary for the purpose; c. to Consider matters of general academic interest either on its own initiative, or on a reference by a School or the Executive Council, and to take appropriate action thereon; and to take appropriate action thereon; and d. to frame such Regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University, discipline, residence, admissions, award of fellowships and studentships, fees, concessions, corporate life and attendance.

8.3.4 Powers, Functions, and Quorum of Meeting of Finance Committee as per Section 24 of CU Act, and Statutes 17 are As follows:

(1) The Finance Committee shall consist of the following members, namely: (i) the Vice-Chancellor ; (ii) the Pro-Vice-Chancellor; (iii) one person to be nominated by the Court; (iv) there persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council; and (v) three persons to be nominated by the Visitor . (2) Five members of the Finance Committee shall form a quorum for a meeting of the Finance Committee.

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

First Finance Committee: Constituted by MINISTRY OF EDUCATION on 26.2.2010 for a period of three years

(4) A member of the Finance Committee shall have the right to record a minute of dissent if he does not agree with any decision of the Finance Committee. (5) The Finance Committee shall meet at least thrice every year to examine the accounts and to scrutinise proposals for expenditure (6) All proposals relating to creation of posts, and those items which have not been included in the budget, shall be examined by the Finance Committee before they are considered by the Executive Council. (7) The annual account and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Executive Council for approval. (8) The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University (which, in the case of productive works, may include the proceeds of loans).

8.4.1 The Statutes of the University also specify the following Committees/ Councils:

a) School Board and departments (Statute No 15) (http://www.cup.edu.in/school_boards.php)

b) Board of Studies (Statute No 16) (http://www.cup.edu.in/board_of_studies.php)

c) Alumni association . (Statute No 35 (http://cup.edu.in/cup_alumni.php)

d) Selection Committees (Statute No 18)

e) Students Council (Statute No 36) (http://www.cup.edu.in/cup_student-corner.php/student_council.php)

8.4.2 Other Committees constituted for the function of University, are as follows

- Building Advisory Committee – Details available online at http://www.cup.edu.in/building_committee.php
- School Board of Studies
    - Details of School Board at CUPB are available online at http://www.cup.edu.in/school_boards.php.
    - Details of Board of Studies at CUPB are available online at http://www.cup.edu.in/board_of_studies.php
- Details of Grievance Redressal Cell are available online at http://www.cup.edu.in/grievances_redressal_cell.php
- Details of Anti-Ragging Cell is available on http://cup.edu.in/anti_ragging.php
- Internal Complaints Committee - http://cup.edu.in/icc.php
- IQAC Cell - http://cup.edu.in/iqac_new/

In addition to statutory committees, the University follows a practice of constituting committees on issues pertaining to stake holders to examine details. Decision of the Authority follows as per the recommendations of the committees. Minutes of all the meetings of the statutory bodies are also available on University website www.cup.edu.in.