



Y B N UNIVERSITY

Rajaulatu, Namkum, Ranchi – 834010, Jharkhand

Established by the Act of Government of Jharkhand Act 15,2017; Gazette Notification No. 505.

Dated 17th July 2017; As per Section 2(f) of UGC Act.1956.

OFFICE OF THE
REGISTRAR
YBN UNIVERSITY, RANCHI (JHARKHAND)

STATUTES

(As prescribed under section-31 (2) of the Y.B.N. University Act, 2017)

(University established vide the Gazette Notification No. 505 & the Jharkhand Act15, 2017
as per Section 2(f) of the UGC Act, 1956



Shreya
31/07/2024
Registrar
YBN University
Ranchi

Preamble

WHEREAS, Y.B.N. University, Ranchi (promoted by Tribal Social Welfare Society, Ranchi), rose from the fertile ground of Jharkhand in 17 July, 2017 with a vision to ignite minds, empower lives, and illuminate the path towards a brighter future;

AND WHEREAS, the university's mission rests upon the unshakeable bedrock of academic excellence, fostering holistic development, and nurturing responsible citizens who contribute meaningfully to society;

AND WHEREAS, Y.B.N. University cherishes the core values of intellectual integrity, inclusivity, social consciousness, and environmental stewardship, weaving them into the very fabric of its academic tapestry;

AND WHEREAS, the university aspires to ascend to the pinnacle of scholarly pursuits, becoming a beacon of knowledge and innovation that transcends geographical boundaries and inspires minds across the globe;

AND WHEREAS, this statute serves as the guiding compass, charting the course for Y.B.N. University's journey towards realizing its vision, fulfilling its mission, and achieving its aspirations;

NOW, THEREFORE, in accordance with the powers vested in it by the Gazette Notification (Extraordinary), notification no.: 505, dated: 17 July, 2017 as Y.B.N. University Act, 2017 passed by the Jharkhand Legislative Assembly, hereby enacts this statute, pledging to uphold the highest standards of academic rigor, ethical conduct, and social responsibility as it embarks on a transformative quest to empower individuals, nurture communities, and illuminate the path towards a just and equitable world.

As a University, The Y.B.N .University, Ranchi has been established with

Vision

We believe in a remarkable tomorrow, in doing our best and supporting others to do theirs. Our founders knew professional and industrial environments constantly vary and that universities needed to equip their students with the skills to adapt and lead positive change for the future.

Mission

The mission of YBN University is to engage in outstanding scholarship that makes a major contribution to society and to produce groundbreaking research.



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01	1.1 Establishment, Name, and Recognition	<p>1.1. Name The University shall be called and known as Y.B.N. University, Ranchi (hereinafter referred to as "the University"). The University shall be a self-governing educational establishment dedicated to the pursuit of knowledge and excellence in higher education.</p> <p>Establishment YBN University was established in 17 July 2017 in Ranchi, Jharkhand, the Gazette Notification (Extraordinary), and notification no.: 505, dated: 17 July, 2017 as Y.B.N. University Act, 2017 passed by the Jharkhand Legislative Assembly.</p> <p>Recognition YBN University is recognized by Jharkhand Legislative Assembly and UGC 2 (f) recognition as a fully-fledged university empowered to:</p> <ul style="list-style-type: none"> a. Confer degrees, diplomas, and other academic distinctions. b. Conduct examinations and grant certifications. c. Engage in research activities and scholarly pursuits. <p>The University shall uphold the highest standards of academic integrity and ethical conduct, adhering to the guidelines and regulations set forth by UGC and the concerned regulatory Bodies/Councils.</p>
	1.2 Purpose and Objectives	<p>The primary purpose of YBN University is to:</p> <ul style="list-style-type: none"> a. Foster a vibrant and inclusive learning environment that empowers individuals to reach their full potential and contribute to society meaningfully. b. Advance knowledge through rigorous research and scholarship, addressing critical challenges and generating innovative solutions.

- c. Cultivate responsible citizens committed to ethical conduct, social justice, and sustainable development.
- d. Promote cultural understanding, global citizenship, and respect for diversity.
- e. Contribute to the economic and social development of the region and the nation at large.
- f. Foster partnerships with industry, government, and community organizations to bridge the gap between knowledge and practice.

Objectives

To achieve its purpose, the University shall strive to:

- a. Provide high-quality education across a wide range of disciplines, preparing students for successful careers and meaningful lives.
- b. Conduct cutting-edge interdisciplinary and/or multidisciplinary research that expands the frontiers of knowledge and addresses real-world problems.
- c. Nurture critical thinking, creativity, problem-solving skills, and effective communication among students.
- d. Foster a culture of innovation and entrepreneurship, encouraging students to translate their ideas into tangible impact.
- e. Engage with communities through outreach programs, service-learning initiatives, and knowledge transfer activities.
- f. Promote lifelong learning and professional development opportunities for individuals from diverse backgrounds.
- g. Build a diverse and inclusive academic community that reflects the richness of society and embraces

	<p>different perspectives.</p> <p>h. Uphold ethical standards and social responsibility in all its endeavors, contributing to a just and sustainable world.</p>
1.3 Jurisdiction and Territory of Operation	<p>1.3.1 The primary jurisdiction of YBN University shall encompass the geographical boundaries of Ranchi district in the state of Jharkhand, India.</p> <p>1.3.2 The University's primary campus shall be located in Rajaulatu, Power Grid Road, Namkum, Ranchi, 834010.</p> <p>1.3.3 The University may establish additional campuses, centers, or study centers within its primary jurisdiction or beyond, subject to the approval of the UGC and concerned Regulatory Authorities.</p> <p>1.3.4 The University's territorial jurisdiction for academic affairs, including the conduct of examinations and the awarding of degrees, shall extend to all campuses and centers under its control.</p> <p>1.3.5 The University may collaborate with other institutions, establishments or organizations within or outside its primary jurisdiction for research, academic exchange, or other mutually beneficial activities, as permitted by applicable laws and regulations.</p> <p>1.3.6 The University shall have the authority to address and adjudicate legal issues and offences that occur within its premises, including all campuses, buildings, and facilities under its control.</p> <p>1.3.7 This jurisdiction shall extend to all members of the University community, including:</p> <ul style="list-style-type: none"> a. Students b. Faculty members c. Staff d. Visitors

	<p>e. Any other individuals authorized to be on University property</p> <p>1.3.8 The University's jurisdiction shall encompass matters that pertain to:</p> <ul style="list-style-type: none"> a. Breaches of University rules and regulations b. Academic misconduct, such as plagiarism or cheating c. Disciplinary offences, such as disorderly conduct or damage to property d. Criminal offences that occur on University premises, subject to applicable laws and procedures <p>1.3.9 The University may establish internal mechanisms for addressing legal issues and offences, such as:</p> <ul style="list-style-type: none"> a. A disciplinary committee or board b. An office of student conduct c. A process for reporting and investigating complaints d. Procedures for imposing sanctions or penalties, in accordance with the principles of natural justice and due process <p>1.3.10 In cases involving serious criminal offences or matters beyond the University's jurisdiction, the University shall cooperate with and defer to the appropriate law enforcement agencies and legal authorities.</p>
1.4 Short Title and Commencement	<p>1.4.1 “Act” means the Y.B.N. University Act 15, 2017 (Jharkhand Act 15, 2017).</p> <p>1.4.2 The “Statutes” means the Statutes of Y.B.N. University, Ranchi, (Jharkhand).</p> <p>1.4.3 These revised Statutes shall extend to the whole of the State of Jharkhand.</p> <p>1.4.4 These revised Statutes may be called the Y.B.N. University, Ranchi Jharkhand Statutes 2017 (Revised).</p> <p>1.4.5 These revised Statutes shall come into force on such date as the State Government of Jharkhand</p>

	<p>may, by notification in the Official Gazette, appoint: Provided that different dates may, by notification, by the State Government, be appointment for different provisions of these Statutes (Revised) to come into force.</p> <p>1.4.6 These revised Statutes shall be read in conjunction with the provisions of the Act and the applicable “UGC Regulations”. In the event of any discrepancy or the contradiction between the provisions thereof and those of the Act, the provisions of the Act shall prevail.</p> <p>1.4.7 The Statutes may be amended by the Board of Management of the Y.B.N. University, Ranchi (Jharkhand) on the directions of the Governing Body of the University from time to time, and the amended Statutes, if any shall be applicable, with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.</p> <p>1.4.8 The Governing Body of Y.B.N. University, Ranchi (Jharkhand) may, with the prior approval of the State Government amend, modify or make additional Statutes with the support of Board of Management in modifying the First Statutes as per current trends and statutory needs and relevance in accordance with the provisions contained in Section-32(2) of the Act and the amended Statutes, if any shall be applicable with immediate, retrospective or prospective effect from such a date as may be prescribed in the Notification.</p> <p>1.4.9 All the Words and the Expressions used therein and defined in the Act shall have the meanings respectively assigned to them in the Act.</p>
1.5 Definitions	<p>In these revised Statutes, unless the context otherwise requires-</p> <p>1.5.1 “Act” means the Y.B.N. University Act 15, 2017 (Jharkhand Act 15, 2017);</p> <p>1.5.2 “University” means the Y.B.N. University, Ranchi (Jharkhand) as incorporated under the Y.B.N. University Act 15, 2017 (Jharkhand Act 15, 2017);</p> <p>1.5.3 “Governing Body” means the Governing Body of the Y.B.N. University, Ranchi (Jharkhand),</p>

	<p>constituted as per the provisions contained under Section-22 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.4 “Board of Management” means the Board of Management of the Y.B.N. University, Ranchi (Jharkhand), constituted as per the provisions contained under Section-23 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.5 “Academic Council” means the Academic Council of the Y.B.N. University, Ranchi (Jharkhand), constituted as per the provisions contained under Section-24 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.6 “Finance Committee” means the Finance Committee of the Y.B.N. University, Ranchi (Jharkhand), constituted as per the provisions contained under Section-25 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.7 “Planning Board” means the Planning Board of the Y.B.N. University, Ranchi (Jharkhand), constituted as per the provisions contained under Section-26 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.8 “Faculty Board/Committee” means the Faculty Board/Committee of the Y.B.N. University, Ranchi (Jharkhand), constituted for each School/College as per the provisions contained under Section-30 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.9 “Board of Studies” means the Board of Studies (BOS) of the Y.B.N. University, Ranchi (Jharkhand), constituted for every Subject or Group of Subjects as per the provisions contained under Section-13(4) and Section-13(5) & 21(f) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.10 “Proctorial Board” means the Proctorial Board of the Y.B.N. University, Ranchi (Jharkhand), constituted as per the provisions contained under Section-13(5) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.11 “Board of University Departments & Inter-Disciplinary Studies” means the Board of University Departments & Inter-Disciplinary Studies of the Y.B.N. University, Ranchi (Jharkhand), constituted to promote the Inter-Disciplinary Education and the Research within the University campus as per the provisions contained in the Statutes under Section-13(5) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.12 “Visitor” means the Visitor of the Y.B.N. University, Ranchi (Jharkhand), (who shall be His/Her</p>
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	<p>Excellency, the Governor of Jharkhand) appointed as per the provisions contained under Section-10 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.13 “Chancellor” means the Chancellor of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Sponsoring Body of the University as per the provisions contained under Section-12(1) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.14 “Pro-Chancellor” means the Pro-Chancellor of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Chairperson of the Sponsoring Body of the University/Chancellor of the University as per the provisions contained under Section-12(5)(d) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.15 “Vice Chancellor” means the Vice Chancellor of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Chairperson of the Sponsoring Body of the University/Chancellor of the University as per the provisions contained under Section-13(1) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.16 “Pro-Vice Chancellor” means the Pro-Vice Chancellor of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Chairperson of the Sponsoring Body of the University/Chancellor of the University as per the provisions contained under Section-15(1) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.17 “Registrar” means the Registrar of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Chairperson of the Sponsoring Body of the University/Chancellor of the University as per the provisions contained under Section-17(1) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.18 “Chief Finance & Accounts Officer” means the Chief Finance & Accounts Officer (C.F.A.O.) of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Chairperson of the Sponsoring Body of the University/Chancellor of the University as per the provisions contained under Section-18 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.19 “Controller of Examinations” means the Controller of Examinations (CoE) of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Chancellor of the University as per the</p>
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	<p>provisions contained under Section-19(1) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.20 “Deputy Controller of Examinations” means the Deputy Controller of Examinations (DyCoE) of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Chancellor of the University as per the provisions contained under Section-11(k) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.21 “Deputy Registrar” means the Deputy Registrar of Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Chairperson of the Governing Body of the University on the recommendation of the Selection Committee of the University as per the provisions contained under Section-11(k) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.22 “Deputy Registrar (Administration)” means the Deputy Registrar (Administration) of Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Chairperson of the Governing Body of the University on the recommendation of the Selection Committee of the University as per the provisions contained under Section-11(k) of the Y.B.N. University Act 15, 2017. He/She shall perform the Administration related Tasks assigned as per needs by the Registrar of the University;</p> <p>1.5.23 “Deputy Registrar (Academics)” means the Deputy Registrar (Academics) of Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Chairperson of the Governing Body of the University on the recommendation of the Selection Committee of the University as per the provisions contained under Section-1(k) of the Y.B.N. University Act 15, 2017. He/She shall deal with the Academic Affairs of the University which shall be assigned as per needs by the Registrar of the University;</p> <p>1.5.24 “Deputy Registrar (Planning & Development)” means the Deputy Registrar (Planning & Development) of Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Chairperson of the Governing Body of the University on the recommendation of the Selection Committee of the University as per the provisions contained under Section-11(k)(a) of the Y.B.N. University Act 15, 2017. He/She shall manage, coordinate and supervise the Activities pertaining to the Further Planning, Extension, Expansion and Development of the University whose responsibilities shall be assigned as per needs by the Registrar of the University;</p> <p>1.5.25 “Assistant Registrar” means the Assistant Registrar of Y.B.N. University, Ranchi (Jharkhand), who</p>
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shall be appointed by the Chairperson of the Governing Body of the University on the recommendation of the Selection Committee of the University as per the provisions contained under Section-11(k) of Section-20 of the Y.B.N. University Act 15, 2017;

1.5.26 “Assistant Registrar (Administration)” means the Assistant Registrar (Administration) of Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Chairperson of the Governing Body of the University on the recommendation of the Selection Committee of the University as per the provisions contained under Section-11(k) of the Y.B.N. University Act 15, 2017. He/She shall perform the Administration related Tasks assigned as per needs by the Registrar of the University;

1.5.27 “Assistant Registrar (Academics)” means the Assistant Registrar (Academics) of Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Chairperson of the Governing Body of the University on the recommendation of the Selection Committee of the University as per the provisions contained under Section 11(k) of the Y.B.N. University Act 15, 2017. He/She shall deal with the Academic Affairs of the University which shall be assigned as per needs by the Registrar of the University;

1.5.28 “College” means a college, or institution other than the Institutions set up under the Statutes maintained by, or admitted to the privilege of the Y.B.N. University, and includes the Constituent College(s)/Constituent Institution(s);

1.5.29 “Employee” means the employee appointed by the Y.B.N. University, Ranchi (Jharkhand); and includes the Teachers and other Staff of the University or of the constituent College(s)/Institution(s);

1.5.30 “Principal” means the Principal of the School/College of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Vice Chancellor as per the provisions contained under Section-16 of the Y.B.N. University Act 15, 2017;

1.5.31 “Director” means the Director of the School or the Department or the Cell of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Vice Chancellor as per the provisions contained under Section-16 of the Y.B.N. University Act 15, 2017;

	<p>1.5.32 “Dean of Students Welfare” means the Dean of Students Welfare of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Vice Chancellor as per the provisions contained under Section-11 (k) & 13(5) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.33 “Dean of Academics” means the Dean of Academics of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Vice Chancellor as per the provisions contained under Section- 11 (k) & 13(5) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.34 “Dean of Research & Development” means the Dean of Research & Development of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Vice Chancellor as per the provisions contained under Section- 11(k) & 13(5) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.35 “Dean of Faculty” means the Dean of Faculty/Department/School of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Vice Chancellor as per the provisions contained under Section-11 (k) &13(5) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.36 “Dean of Planning & Development” means the Dean of Planning & Development of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Vice Chancellor as per the provisions contained under Section-11(k) &13(5) and Section-20 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.37 “Dean” means the Dean of the School/Faculty/Departments or the Head of the Faculty/Institution or such other Deans as prescribed by the Statutes of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Vice Chancellor as per the provisions contained under Section-11(k) & 13(5) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.38 “Head of Department” means of the Head of Department(s) of the Stream(s) running under the School(s) of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Vice Chancellor as per the provisions contained under Section- 11(k) &13(5) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.39 “Proctor” means the Proctor of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Vice Chancellor as per the provisions contained under Section-11(j) of the Y.B.N. University Act</p>
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	<p>15, 2017;</p> <p>1.5.40 “Department” means a department of the faculty members including those established under the Statutes established by Y.B.N. University, Ranchi (Jharkhand) to carry out the Teaching and the Research Work;</p> <p>1.5.41 “Faculty” means a group of Academic Departments of similar disciplines of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>1.5.42 “Librarian” means the Librarian of the Y.B.N. University, Ranchi (Jharkhand), who shall be appointed by the Vice Chancellor as per the provisions contained under Section-11(k) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.43 “Officer on Special Duty” means the Officer on Special Duty (OSD) deputed for special tasks by the Vice Chancellor of Y.B.N. University, Ranchi (Jharkhand) as per the provisions contained under Section-11(k) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.44 “Lokpal (Ombudsman)” means the “Lokpal (Ombudsman)” appointed by the Chancellor of Y.B.N. University, Ranchi (Jharkhand) by exercising the Powers under Section-11(k) of the Y.B.N. University Act 15, 2017 in accordance with the Regulations of the University Grants Commission (U.G.C.) released in March, 2023 as per the provision in the Gazette of India;</p> <p>1.5.45 “The Training & Placement Officer” means the Training & Placement Officer (T.P.O.) of Y.B.N. University, Ranchi (Jharkhand) appointed by the Vice Chancellor as per the provisions contained under Section-11(k) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.46 “Admissions Committee” means the Admissions Committee of Y.B.N. University, Ranchi (Jharkhand) which shall be constituted by the Vice Chancellor as per the provisions contained under Section-30 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.47 “Fee Fixation Committee” means the Fee Fixation Committee of Y.B.N. University, Ranchi (Jharkhand) which shall be constituted by the Vice Chancellor as per the provisions contained under</p>
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	<p>Section-30 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.48 “Examinations Committee” means the Examinations Committee of Y.B.N. University, Ranchi (Jharkhand) which shall be constituted by the Vice Chancellor as per the provisions contained under Section-30 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.49 “Hostel Inspection Committee” means the Hostel Inspection Committee of Y.B.N. University, Ranchi (Jharkhand) which shall be constituted by the Vice Chancellor as per the provisions contained under Section-30 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.50 “Library Committee” means the Library Committee of Y.B.N. University, Ranchi (Jharkhand) which shall be constituted by the Vice Chancellor as per the provisions contained under Section-30 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.51 “Alumni Committee” means the Alumni Association of Y.B.N. University, Ranchi (Jharkhand) which shall be constituted by the Vice Chancellor as per the provisions contained under Section-30 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.52 “Women Grievances Redressal Cell” means the Women Grievances Redressal Cell of Y.B.N. University, Ranchi (Jharkhand) which shall be constituted by the Vice Chancellor as per the provisions contained under Section-13(5) of the Y.B.N. University Act 15, 2017;</p> <p>1.5.53 “Grievances Redressal Committee” means the Grievances Redressal Committee of Y.B.N. University, Ranchi (Jharkhand) which shall be constituted by the Vice Chancellor as per the provisions contained under Section-30 of the Y.B.N. University Act 15, 2017 in accordance with the Regulation of the University Grants Commission (U.G.C.) released in March, 2023;</p> <p>1.5.54 “Anti-Ragging Committee” means the Anti-Ragging Committee of Y.B.N. University, Ranchi (Jharkhand) which shall be constituted by the Vice Chancellor as per the provisions contained under Section-30 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.55 “Syllabus Review Committee” means the Syllabus Review Committee of Y.B.N. University,</p>
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	<p>Ranchi (Jharkhand) which shall be constituted by the Vice Chancellor as per the provisions contained under Section-30 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.56 “Collaborations Review Committee” means the Collaborations Review Committee of Y.B.N. University, Ranchi (Jharkhand) which shall be constituted by the Vice Chancellor as per the provisions contained under Section-30 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.57 “Internal Complaints Committee” means the Internal Complaints Committee of Y.B.N. University, Ranchi (Jharkhand) which shall be constituted by the Vice Chancellor as per the provisions contained under Section-30 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.58 “Standing Committee for Research Work” means the Standing Committee for Research Work of Y.B.N. University, Ranchi (Jharkhand) which shall be constituted by the Vice Chancellor as per the provisions contained under Section-13(5) and Section-30 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.59 “Committee” means the Committee of Y.B.N. University, Ranchi (Jharkhand) which shall be constituted statutorily for the fulfillment of some purpose or specific purpose by the Vice Chancellor as per the provisions contained under Section-30 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.60 “Diploma” means a Diploma approved by the Governing Body of Y.B.N. University, Ranchi (Jharkhand) to be awarded to the concerned students after successful completion of his/her corresponding Academic Programme for the Diploma level education in Regular Mode. In other words, a Diploma is an official document that attests to a student’s successful completion of a program of study. The Diploma to be awarded may be Diploma in Pharmacy, Diploma in Agriculture, D.El.Ed., PG Diploma, in Engineering subjects etc.</p> <p>1.5.61 “Degree” means a Degree approved by the Governing Body of Y.B.N. University, Ranchi (Jharkhand) to be awarded to the concerned students after successful completion of his/her corresponding Academic Programme for the Graduation level education or for the Post Graduation level education in Regular Mode. In other words, a Degree is an academic award that is conferred upon a student who has successfully completed a prescribed Course of Study at an academic establishment/Institute of higher learning. The Degree to be awarded may be a Degree of : Doctor of Literature, Doctor of Science, Doctor</p>
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of Nursing, Doctor of Law, Doctor of Philosophy, Doctor of Pharmacy; Master's Degree: M.A., M.Com., M.Sc., M.Tech., M.Sc. Nursing, M.Sc. Agriculture, M.B.A., M.C.A., M.P.T., M.Lib., M.Pharm etc., Bachelor's Degree : B.A., B.Sc., B.Com., B.Tech., B.Pharm, B.Sc. Nursing, B.Sc. (Hons.) Agriculture, B.Ed., BCA, BBA, B.Lib., B.P.T., B.A. LL.B., LL.B. etc.;

1.5.62 "Constituent Unit" means an academic division or establishment that means the Institution(s)/School(s)/College(s) established /operated and maintained by the Sponsoring body of the University/Y.B.N. University, Ranchi (Jharkhand);

1.5.63 "Sections" means the duly numbered Sections of the Y.B.N. University Act 15, 2017. To elaborate it, a Section is a division of the Statutes and published gazette of Y.B.N. University Act 15, 2017 that deals with specific Topic or set of related Topics/Issues;

1.5.64 "Government Notification" means a government notification published in the Official Gazette of the State Government of Jharkhand or any other Statutory Body/Government Body of the Indian Government. Notification is a formal communication/announcement issued by the University authorities/officers to inform its employees/students or any other relevant stakeholders about certain Decisions, Rules, Regulations, Procedures, events or policies;

1.5.65 "Prescribed" means prescribed by the Statutes and the Rules made under the provisions of the Y.B.N. University Act 15, 2017 which are mandated or required under these provisions. The word "Prescribed" is used to indicate that something is an essential part of Course or other Academic/Administrative requirement under the Y.B.N. University Act 15, 2017;

1.5.66 "Academic Program" means a program or a course, and any other component required for a Bachelor's Degree, or a Master's Degree, or a Research Degree, or a Post Graduate Diploma, or an Advanced Diploma, or a Certificate, or such other Academic Distinctions, Degrees, Diplomas, Charters, Certificates, etc. as may be approved by the Board of Management. An Academic Program is a structural sequence of courses and other learning experiences that are designed by Y.B.N. University, Ranchi (Jharkhand) to provide the Students with the knowledge and skills needed to achieve a specific educational goal ;

	<p>1.5.67 “Authorities” means authorities of the Y.B.N. University, Ranchi (Jharkhand) specified in the Section-21 of the Act and includes authorities declared by these Statutes and the term “Authority” shall be construed accordingly. Authorities refer to the individuals or bodies that possess the power to make or reach at the Decisions/Conclusions and enforce the Policies within the Y.B.N. University, Ranchi in accordance with the provisions of Section-21 of the Y.B.N. University Act 15, 2017;</p> <p>1.5.68 “Campus” means the physical location of the University encompassing its Academic Building, Administrative Office, Students Housing & Recreational facilities and other physical assets as per the provision of Section-03 of Y.B.N. University Act 15, 2017. It means a unit established or constituted by the Y.B.N. University, Rajaulatu, Namkum, Ranchi (Jharkhand) including the other campuses of the constituent units/institutions of the University which are also including the Buildings, Equipment and the Structural amenities-</p> <p>(a) for making the arrangements for the instruction, or both;</p> <p>(b) for imparting the instructions, or supervising the Research, or, both;</p> <p>1.5.69 “Center” means a center of studies established, maintained and recognized by the Y.B.N. University, Ranchi for providing the Teaching facilities, Research facilities and the consultancy, and/or for advising, counseling or for rendering any other assistance including the Training, conducting the Contact Classes and administering the Examinations required by the students;</p> <p>1.5.70 “State Government” means the State Government of Jharkhand;</p> <p>1.5.71 “Chairman” means a Chairperson of a Board/Committee of Y.B.N. University, Ranchi (Jharkhand);</p> <p>1.5.72 “Sponsoring Body” in relation to the University means the Tribal Social Welfare Society, Panchwati, South Railway Colony, Chutia, Ranchi (Jharkhand) who is the sponsoring body of Y.B.N. University, Ranchi (Jharkhand) and which may be (i) a Society registered under the Societies Registration Act, 1860, or (ii) a Public Trust registered under the Indian Trust Act, 1882, or (iii) a Society or Trust</p>
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	<p>registered under the Law of any other State;</p> <p>1.5.73 “Regulatory Body” means a Regulatory Body established by the Government of India for laying down the Norms and the Conditions for ensuring the Academic Standards of the Higher Education, such as the University Grants Commission (UGC), All India Council for Technical Education (AICTE), National Council for Teacher Education (NCTE), Medical Council of India (MCI), Bar Council of India (BCI), Pharmacy Council of India (PCI), National Assessment and Accreditation Council (NAAC), Indian Nursing Council (INC), Indian Council of Agriculture Research (ICAR), Council of Scientific and Industrial Research (CSIR), etc. and which includes the Government or any such body constituted by the Government of India or the State Government;</p> <p>1.5.74 “Institution” means an academic institution or a Faculty not being a college maintained by, or, admitted to the privileges of the Y.B.N. University, Ranchi (Jharkhand) including but not limited to institutions set up under the Statutes;</p> <p>1.5.75 “Regulation” means the regulation made by any Authority of the Y.B.N. University, Ranchi (Jharkhand) under the Acts and the Statutes made there under;</p> <p>1.5.76 “Ordinances” means the Regulation made by any Authority of the Y.B.N. University, Ranchi (Jharkhand) under the Acts and the Statutes made there under;</p> <p>1.5.77 “Rules” means the Rules made by any Authorities of the Y.B.N. University under the Act and the Statutes made there under;</p> <p>1.5.78 “Schedule” means Schedule appended to the Acts of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>1.5.79 “Student of the University” means a person enrolled in the Y.B.N. University, Ranchi for taking a Course of Study for obtaining a Degree or Diploma or Certificate or any other Academic Distinction duly instituted by its Governing Body;</p> <p>1.5.80 “Teacher” means the Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting the instructions/education to the students or conducting the Research</p>
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	<p>Work in Y.B.N. University, Ranchi (Jharkhand) or in any College(s), or School(s) or constituent institution(s) of the University and also includes the Principal of a Constituent College or institution, in conformity with the norms prescribed by the University Grants Commission (UGC), and which are designated as Teachers by the Statutes;</p> <p>1.5.81 "UGC" means the University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110002, India;</p> <p>1.5.82 "National Assessment and Accreditation Council" means the National Assessment and Accreditation Council (NAAC), Bengaluru, an autonomous institution of the University Grants Commission, Bahadur Shah Zafar Marg, New Delhi - 110002;</p> <p>1.5.83 "Annual Report" means the Annual Report of the Y.B.N. University, Ranchi (Jharkhand) as referred to in the Section-39 of the Act of the University;</p> <p>1.5.84 "Endowment Fund" means the Endowment Fund of the Y.B.N. University, Ranchi (Jharkhand) established under the Section-37 of the Act of the University;</p> <p>1.5.85 "General Fund" means the General Fund of the Y.B.N. University, Ranchi (Jharkhand) established under the Section-38 of the Act of the University.</p> <p>1.5.86 "Statutes" means the Statutes of Y.B.N. University, Ranchi (Jharkhand) which is the formal Rules & Regulations framed as per the provisions of the Y.B.N. University Act 15, 2017. These Statutes govern the operational methodology/functional system of Y.B.N. University, Ranchi (Jharkhand)</p> <p>Therefore, all the details of the definitions have been written in the Act of the Y.B.N. University, Ranchi (Jharkhand) and the "Words and Expressions" used but not defined in the Acts, these revised Statutes and the Ordinances, shall have the meaning respectively assigned to them in the Act, unless the context otherwise requires.</p>
1.6 Seal, Symbol, Flag, Anthem, Insignia etc. of the Y.B.N. University,	<p>Seal:</p> <p>Shape: Rounded circle with a thick blue colour border</p>

Ranchi	<p>Heading: Top of the circle reads "YBN UNIVERSITY" in bold capital letters.</p> <p>Center: Within the circle, depict a simple yet symbolic image representing the University's year of establishment, "2017"</p> <p>Beneath "Ranchi" in capital letter.</p> <p>University Symbol:</p> <ul style="list-style-type: none"> • Shape: Rounded circle (red & white colour pattern) • Doctoral Hat: Below the central image in the seal, include a graduation cap (doctoral hat with blue colour) symbolizing academic excellence and achievement. • An open pages book (symbolizing knowledge and global impact) and • Five Persons with Raising Hands: Around the open book, five different coloured (starting left side with Violet, red, Light green, Sky blue and light yellow colour) person with raising their hands in a celebratory gesture, signifying aspiration and attainment. <p>University Anthem: As Kulgeet:</p>
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	<p style="text-align: center;">—: कुलगीत :-</p> <p>यह कुलगीत पुष्प सुमन का गुरु चरणों में अपित करते हैं। वाई०बी०एन० विश्वविद्यालय प्रगण को, नित्य कोटी-कोटी वदन करते हैं।</p> <p>यह कुलगीत पुष्प सुमन का गुरु चरणों में अपित करते हैं। वाई०बी०एन० विश्वविद्यालय प्रगण को, नित्य कोटी-कोटी वदन करते हैं।</p> <p>जहाँ ज्ञान सृष्टि की होती रवना गुरु शिष्य सपनों की सवना जहाँ नित्य सार्थकता विज्ञान और संस्करण कर मौ सरसरीती की सत्त्वत्य आरम्भना गुरु, माता-पिता हिय पूर्वजों की वात्सल्य उपासना।</p> <p>विरसा की यह पावन धरती रिद्धि - कानून की मन - मावन धरती हम वाई०बी०एन०, ज्ञान की आशा अज्ञान का त्याज्य हूँ। गुदड़ी के लाल को गढ़ने वाला झारखण्ड का सुप्रभात हूँ।</p> <p>यह कुलगीत पुष्प सुमन का गुरु चरणों में अपित करते हैं। वाई०बी०एन० विश्वविद्यालय प्रगण को, नित्य कोटी-कोटी वदन करते हैं।</p> <p>संथाल, उरीव, मुडा के शिक्षा के साथ यह विश्वविद्यालय बदता रहे। आदर्शों नीतिकृता की सीढ़ियों सदैव चढ़ता रहे। हम ज्ञान का विर दीप दरण कण-कण छू-पूँ कर पिता श्री वैद्यनाथ यादव जी की कृति कर्मन् तन में निर्मल मन का मता श्रीमती कलावती का आशा हूँ। आने समी छात्र-छात्राओं के भविष्य का एक मात्र विश्वास हूँ।</p> <p>यह कुलगीत पुष्प सुमन का गुरु चरणों में अपित करते हैं। वाई०बी०एन० विश्वविद्यालय प्रगण को, नित्य कोटी-कोटी वदन करते हैं।</p> <p style="text-align: right;">सूजनकार संजय कुम तिवारी उपकुलसारिय वाई०बी०एन० विश्वविद्यालय, रींची।</p>
1.7 Affiliation and Academic Cooperation	<p>1.7.1 Affiliation as per 1.5.74</p> <p>1.7.2 Academic Cooperation:</p>

		<p>YBN University is committed to academic cooperation with:</p> <ul style="list-style-type: none"> • National and international universities and research institutions: Through faculty exchange programs, joint research projects, student exchange programs, and collaborative curriculum development. • Industry and professional bodies: To provide internship opportunities for students, conduct applied research, and promote knowledge transfer. • NGOs and community organizations: To address social challenges, engage in service-learning initiatives, and promote community development. <p>1.7.2.1 Mechanisms for Academic Cooperation:</p> <ul style="list-style-type: none"> • The University shall establish dedicated offices or committees to facilitate and manage academic collaborations. • Memoranda of Understanding (MoUs) outlining specific collaborations shall be signed with partner institutions. • The University shall encourage faculty and students to actively participate in collaborative research and exchange programs. <p>1.7.2.2 Governance of Affiliations and Collaborations:</p> <ul style="list-style-type: none"> • A designated committee or body within the University: • Will be responsible for overseeing affiliations and academic collaborations. • Will develop and implement guidelines for establishing and maintaining such partnerships. • Will monitor the progress and effectiveness of existing collaborations.
02	2.1 Powers & Functions of the University	2.1.1 To administer and manage the University; establish, administer and manage its constituent Colleges/Schools/other Institutions and Centres for the Research, Education, Training, Extension and the

	<p>Outreach including the continuing education, Distance Learning and e-Learning at its campus within the State of Jharkhand;</p> <p>2.1.2 To provide the facilities and efficient working environment for the Research, Higher Education, Professional Education, Training for: Teaching, Extension and the Outreach including the continuing education, Distance Learning and e-Learning in the fields of Science, Technology, Humanities, Social Sciences, Education, Management, Commerce, Law, Pharmacy, Healthcare and any other fields of studies;</p> <p>2.1.3 To conduct the innovative experiments in the educational technologies, Teaching and learning Methods, to collaborate with the national and international institutions and to offer the joint programmes with such institutes to constantly improve the delivery of the education and to achieve the international standards of education;</p> <p>2.1.4 To prescribe the Courses, Curricula and the Methodologies including the Electronic Learning and the Distance Learning and to provide the flexibility in the delivery of education.</p> <p>2.1.5 To hold the Examinations and to confer the Degrees, Diplomas or to grant/award the Certificates and other Academic Distinctions or the Titles on the person's subject to such conditions as the University may determine and to withdraw or cancel any such Degree(s), Diploma(s) or the Certificate(s) and other Academic Distinction(s) or the Title(s) in the manner prescribed by the Regulations;</p> <p>2.1.6 To institute and award the Fellowships, Scholarships, Medals, Citations and the Prizes;</p> <p>2.1.7 To confer the Honorary Degree(s) or other Distinction(s) in the manner prescribed by the Statutes;</p> <p>2.1.8 To establish the Schools, Centres/Study Centres, Institute(s), College(s) and to conduct the programme and the Courses of study as are in the opinion of the University, necessary for the furtherance of its objects;</p> <p>2.1.9 To declare as the constituent College(s)/Institution(s) any College(s), Centre(s), Institution(s) imparting the education as are in the opinion on the University necessary for the furtherance of its objects</p>
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	<p>or to establish the new constituent College(s), Centre(s), Institution(s) for the fulfillment of such purpose;</p> <p>2.1.10 To provide the means, modes, funds and the facilities for the Printing, Publication and the reproduction of the Research Work, the educational materials and other works and to organize the Exhibitions, Conferences, Workshops, Symposia and the Seminars;</p> <p>2.1.11 To establish the Knowledge Resources Centre(s);</p> <p>2.1.12 To sponsor and undertake the Research Work and the educational programmes in the fields of Science, Technology, Humanities, Engineering, Social Sciences, Education, Management, Commerce, Law, Pharmacy, Healthcare and any other allied areas;</p> <p>2.1.13 To collaborate or associate with any educational institution(s) with the like or similar objects;</p> <p>2.1.14 To establish the Campuses including the Virtual Campus for the purpose of achieving the objectives of the University;</p> <p>2.1.15 To undertake the Research Work and to obtain the Registration in respect of such Research in the nature of the Patents, design the Rights and such or similar Rights with the competent authorities;</p> <p>2.1.16 To maintain the Linkages and collaborate with the educational Institutions or other Institutions in any part of the world having objectives wholly or partially similar to those of the University, through exchange of the Students, the Researchers, the Faculty Members and other staff and generally in such manner as may be conducive to their common objectives;</p> <p>2.1.17 To render the services of the Research Work, Training, Consultancy and such other services as required for the purposes of the University;</p> <p>2.1.18 To develop and maintain the relationships with the Faculty Members, the Researchers, the Administrators and the domain experts in Science, Technology, Humanities, Social Sciences, Education, Management, Law, Commerce, Pharmacy, Healthcare and allied area for achieving the objectives of the</p>
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	<p>University;</p> <p>2.1.19 To make the special arrangements in respect of the women and other disadvantaged or unattended/not entertained students as the University may consider desirable;</p> <p>2.1.20 To regulate the expenditure and to manage the finances and to maintain the accounts of the University;</p> <p>2.1.21 To receive the Funds, Movable &Immovable Properties, Equipment, Computer Software and other resources from the Business Houses, Industries, other sections of the Society, national and international organizations or any other sources by the Funds Transfers or as Gifts, Donations, Benefactions or Bequests for the purposes and objectives of the University;</p> <p>2.1.22 To establish, maintain and manage the Halls, Hostels for the students and the Quarters for the residence of the Faculty Members and other Staff;</p> <p>2.1.23 To construct, manage and maintain the Centres, Complexes, Auditorium, Buildings, Stadium for the advancement of the Sports, Cultural, Co-Curricular and Extra-Curricular activities;</p> <p>2.1.24 To supervise and control the residence premises and to regulate the discipline among the Students, the Faculty Members and other Staff of the University and to make the arrangements for promoting their health, general welfare, social and cultural activities;</p> <p>2.1.25 To fix, demand and receive or recover the Fees and such other Charges as may be prescribed by the Statutes;</p> <p>2.1.26 To institute and award the Fellowships, Scholarships, Prizes, Medals, Citations, Certificates and other Awards;</p> <p>2.1.27 To purchase or to take on Lease or accept as Gifts, Bequests, Legacies or otherwise any Land or Building or Works which may be necessary or convenient for the purpose of the University and on such terms and conditions as it may think fit and proper and to construct or alter and maintain any such</p>
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	<p>Building or Works;</p> <p>2.1.28 To sell, exchange, lease or otherwise dispose of all or any portion of the Properties of the University, movable or immovable, on such terms as it may think fit and consistent with the interest, activities and objects of the University;</p> <p>2.1.29 To draw and accept, to make and endorse, to discount and negotiate the Promissory Notes, Bills of Exchange, Cheques and other negotiable Instruments;</p> <p>2.1.30 To raise and borrow money on the Bonds, Mortgages, Promissory Notes or other Obligations or the Securities founded or based upon all or any of the Properties and the Assets of the University or without any Securities and upon such terms and conditions as it may think fit and to pay all the Expenses out of the Funds of the University;</p> <p>2.1.31 To invest the Funds of the University in or upon such Securities and transpose any Investment from time to time in such manner as it may deem fit in the interest of the University;</p> <p>2.1.32 To execute the conveyances regarding the Transfers, Mortgages, Leases, Licenses, Agreements, and other conveyances in respect of the Property, movable or immovable including the Government Securities belonging to the University or to be acquired for the purpose of the University;</p> <p>2.1.33 To determine the Standards of Admissions to the University, its constituents College(s)/Institution(s), affiliated College(s), Regional Centre(s), Study Centre(s) with the approval of the Academic Council and/or the Governing Body of the University;</p> <p>2.1.34 To create the Academic, Technical, Administrative, Ministerial, Consultative, and other Posts prescribing the Qualifications by the Rules and to make the Appointments thereto;</p> <p>2.1.35 To regulate the Discipline and to enforce the Disciplinary Action among the Students, Staff Members, Employees, Councils/Committees of the University, and to provide for such Disciplinary Measures as may be prescribed by the Regulations;</p>
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	<p>2.1.36 To institute the Professorships, Associate Professorships, Assistant Professorships, Readerships, and any other Teaching, Academic or Research Post and the Supporting Posts and to prescribe by the Statutes, the Qualifications for the persons to be obtained on such Posts;</p> <p>2.1.37 To make the Appointments of the Faculty, Officers and the Employees of the University or the constituent College(s)/Institution(s), affiliated College(s)/Institution(s), Regional Centres or the Study Centres;</p> <p>2.1.38 To co-operate with the other Universities, support/sponsor any other Educational Initiative(s)/Universities/Institution(s) and to acquire the Memberships of the Government Bodies, Authorities or the Associations, which may have been formed for the advancement of the Learning, Innovations, Science or Research, or for the dissemination of the Knowledge or for the Physical and Moral Welfare of the Students and the Society, in such manner and for such purpose as the University may determine by the Statutes;</p> <p>2.1.39 To delegate all or any of its Powers (except the Power to make the Regulations) to any Authority of the University;</p> <p>2.1.40 To do all such acts and things as the University may consider necessary conducive or incidental to the attainment or enlargement of all or any of the Objectives of the University;</p> <p>2.1.41 To offer the Programmes on the Distance Learning basis and continuing education and to determine the manner in which such Programmes may be offered by the University;</p> <p>2.1.42 To make the special provisions for the Students belonging to the State of Jharkhand for the Admissions in any Academic Programmes of the University or in its constituent College(s)/Institution(s), affiliated College(s)/Institution(s), Regional Centre(s), or the Study Centre(s). Further, to make the provisions for the University to reserve the 50 %age of the Seats in the Main Campus for the Students belonging to SC/ST/OBC classes and to determine the subsidized Fee Structure as decided by the State Government and/or the Governing Body of the University from time to time. However;</p> <p>2.1.43 To develop or purchase the Instructional Materials including the Films, Cassettes, Tapes, CDs,</p>
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	<p>Video Cassettes, VCDs, and other Teaching Aids, Technology and the relevant Computer Software Programmes;</p> <p>2.1.44 To recognize the Examinations or the Periods of Study (whether in Full or Part) of other Universities, Educational Institutions, or other places of Higher Learning as equivalent to the Examinations or the Period of Study in the University and give the Credit Based or any other Modes of Assessment that is prescribed by the Governing Body and/or have suitable Tests in place and withdraw such recognition at any time;</p> <p>2.1.45 To enter into, carry out, vary or cancel the Contracts/Agreements;</p> <p>2.1.46 To do all the Things necessary or expedient to exercise the Powers mentioned in all the above Sub-Clauses.</p>
2.2 Academic Administrative Autonomy	<p>The establishment of YBN University in Ranchi presents a unique opportunity to create an institution of academic excellence that fosters intellectual freedom, nurtures critical thinking, and contributes meaningfully to the advancement of knowledge.</p> <p>2.2.1 Academic Freedom: Autonomy empowers YBN University to set its own curriculum, design innovative pedagogies, and appoint faculty based on merit and expertise, unconstrained by external pressures. This fosters an environment conducive to cutting-edge research, intellectual exploration, and the development of well-rounded graduates.</p> <p>2.2.2 Efficient Administration: Autonomy allows YBN University to determine its own administrative structure, financial policies, and resource allocation, ensuring efficient decision-making and responsiveness to the needs of students, faculty, and staff. This fosters a culture of transparency, accountability, and optimal resource utilization.</p> <p>2.2.3 Local Relevance: Autonomy empowers YBN University to tailor its programs and research to the specific needs and challenges of the Ranchi region, contributing to local development and addressing regional concerns. This fosters a deep connection with the community and ensures that the University serves as a catalyst for positive change.</p>

		<p>2.2.4 Attracting Talent: Autonomy enables YBN University to compete effectively for the best faculty and students, regardless of geographical constraints. This creates a dynamic and diverse academic environment conducive to intellectual exchange and collaborative learning.</p> <p>2.2.5 Global Benchmarking: Autonomy allows YBN University to adopt international best practices, benchmark itself against leading universities, and establish itself as a center of academic excellence recognized worldwide. This enhances the University's reputation and attracts international collaborations and partnerships.</p>
03		Chapter 3: Governance Structure
	3.1 The Visitor	<p>As declared under the Section-10, there shall be the Visitor of Y.B.N. University, Ranchi (Jharkhand) as per the provisions of the Y.B.N. University Act 15, 2017, the Visitor will be:</p> <p>3.1.1 The Visitor of the Y.B.N. University, Ranchi shall be his/her Excellency, the Governor of Jharkhand, as per the Provisions of the Section-10 of the Y.B.N. University Act 15, 2017.</p> <p>3.1.2 The Visitor shall, when present, preside at the Convocation Ceremony of the Y.B.N. University, Ranchi (Jharkhand) for conferring the Degrees, Diplomas, Certificates, Charters, Designation and other Citations to the Students/Excellent Performers in the Academic Fields and other related activities performed at the Y.B.N. University.</p> <p>3.1.3 The Visitor shall have the Right to visit the Y.B.N. University, Ranchi or any Institution maintained by the Y.B.N. University, Ranchi to ensure the Standard of the Education, Discipline, Decorum and proper functioning of the Y.B.N. University, Ranchi (Jharkhand).</p> <p>3.1.4 The Visitor may call for any Paper or Information relating to the affairs of the Y.B.N. University, Ranchi (Jharkhand).</p> <p>3.1.5 On the basis of the Information received under Sub-Section-(3) above of the Section-10, if his/her Excellency satisfied that any Order, Proceedings, or the Decision taken by any Authority of the Y.B.N. University, Ranchi is not in conformity with the Provisions of the Acts, the Statutes, Ordinances, Regulations or the Rules, his/her Excellency may issue such Directions as he/she deem fit in the interest of the Y.B.N. University, Ranchi and the Directions so issued shall be complied with by the Y.B.N.</p>

		University, Ranchi (Jharkhand).
		As declared under the Section-11, Section 11 (k) and Section 13 (5) of the Y.B.N. University Act 15, 2017 the following persons shall be the Officers of the Y.B.N. University, Ranchi (Jharkhand), namely:
	3.2 The Chancellor	<p>3.2.1 The Chancellor shall be appointed by the Sponsoring Body (with his majority quorum i.e. 50 %) as per the provision of the Section-12(1) of the Y.B.N. University Act 15, 2017 for a period of Five Years with the approval of the Visitor (i.e. the Governor of the State of Jharkhand) by following such procedures and on such Terms & Conditions as may be prescribed.</p> <p>3.2.2 On the expiry of the Tenure, the Chancellor may be re-appointed for the next Five Years by the Sponsoring Body in consultation with the Visitor and the approval thereof. Or, the Sponsoring Body with the majority quorum i.e. 50 % may duly appoint any other person as his/her successor, as per the provision of the Section-12(1) of the Act, on the expiry of the Tenure of the Chancellor.</p> <p>3.2.3 Provided that the Chancellor, notwithstanding the expiry of the Tenure, continue to hold his/her office maximum for a period of One Year until either he/she is reappointed or his/her successor, duly appointed by the Chairperson of the Sponsoring Body, enters upon his/her office.</p> <p>3.2.4 The Chancellor, by virtue of his/her office, shall be the Head of the Y.B.N. University, Ranchi (Jharkhand).</p> <p>3.2.5 The Chancellor shall preside over the Meetings of the Governing Body and shall, when the Visitor is not present, preside over the Convocation Ceremony of the Y.B.N. University, Ranchi (Jharkhand) for conferring the Degrees, Diplomas, or other Academic Distinctions to the students/excellent performers of Academic Fields as well as other activities etc.</p> <p>3.2.6 When the Chancellor is away from the Headquarter, or if he/she is unable to perform his/her Duties due to Illness or any other reasons, the Vice Chancellor, and if the Office of the Vice Chancellor is also vacant, such Officer as he/she may appoint, shall perform his/her Duties, and the Vice Chancellor, or as the case may be, the Officer appointed by him/her shall, at the earliest opportunity, report the action taken by him/her for his/her confirmation. Provided that the Action taken is not approved by him/her, his/her decision thereon shall be final and binding to all.</p>

3.2.7 The Office of the Chancellor may be located anywhere in India or abroad.

3.2.8 The Chancellor may in writing under his/her hand addressed to the Head of the Sponsoring Body resign his/her Office.

POWERS & FUNCTIONS OF THE CHANCELLOR:

As per the provisions of the Sub-Section (5) of the Section-12 of the Y.B.N. University Act 15, 2017 the Chancellor shall exercise the Powers and perform the functions namely:

- (1) The Chancellor may ask/direct to provide any Information or Records from any Officers of the Y.B.N. University, Ranchi (Jharkhand);
- (2) The Chancellor shall appoint the Pro-Chancellor (which will be the Official Representative of the Chancellor Secretariat/Office in absence of the Chancellor) in accordance with the provisions under the Sub-Section-5.d of the Section-12 of the Act of the Y.B.N. University, Ranchi (Jharkhand);
- (3) The Chancellor shall appoint the Vice Chancellor of the Y.B.N. University, Ranchi (Jharkhand) as per the provisions of the Section-12 (5)(b) of the Act;
- (4) The Chancellor shall remove the Vice Chancellor of the Y.B.N. University, Ranchi (Jharkhand) as per the provisions of the Section-12 (5)(c) of the Act;
- (5) As being the Head of Y.B.N. University, Ranchi (Jharkhand), the Chancellor shall, in the absence of the Visitor (i.e. the Governor of Jharkhand State), preside over the Convocation Ceremony of the Y.B.N. University, Ranchi (Jharkhand) for conferring the Degrees, Diplomas, or other Academic Distinctions to the students/excellent performers of Academic Fields as well as other activities etc. The prior approval/ discussion with the Visitor shall be essential in this respect;
- (6) The Chancellor shall preside at the Meetings of the Governing Body and in his/her absence the Pro-Chancellor shall be the Chairperson of such Meeting. Similarly, in the absence of the Pro-Chancellor, the Vice-Chancellor of the Y.B.N. University, Ranchi (Jharkhand) shall preside over such Meeting;
- (7) The Chancellor of Y.B.N. University shall constitute a Committee headed by the Vice Chancellor to propose the framing of any Statutes, Ordinances, Rules or Regulations required for the functioning/operations of the Y.B.N. University that arise from the implementation of these

Statutes, which shall be placed before the Governing Body for its consideration and the worthy approval;

- (8) The Chancellor may, at his/her discretion and/or during his/her absence, delegates his/her Powers to the Vice Chancellor for some or all of his/her functions/operations contained in this section and in other sections of these Statutes, for a specified or unspecified period. Such delegation of Power may be undertaken with a simple Notification to the Authorities of the Y.B.N. University, Ranchi (Jharkhand). During such conditions, the Vice-Chancellor will function/work in coordination with the Pro-Chancellor of the Y.B.N. University;
- (9) The Chancellor may call for, from time to time, such Information or the Records relating to the Affairs of the Y.B.N. University, Ranchi (Jharkhand) as he/she may think necessary and it shall be mandatory for the person being so called upon to furnish the same. The Chancellor shall be empowered, after perusal of such Information or the Records, to give any Directives to the Pro-Chancellor/Vice Chancellor, in the interest of the Y.B.N. University, to take any action against any Officer as he/she deems fit and such Officer shall comply with such Directives;
- (10) The Chancellor shall have the Right to conduct an Inspection of the Y.B.N. University, Ranchi (Jharkhand) Campus or any Academic Unit, any Colleges or the Institutions maintained by it; Hostel or any other establishments/parts of the Y.B.N. University, including the Buildings, Records, Equipment thereof and of the Examinations Centers, Teachers/ Professors, and other Tasks/Works conducted or done by it/them, either by himself/herself or can direct any person or University Authority to do the needful on his/her behalf. He/She can give/release the Order for initiating an Enquiry in respect of any of these establishments, as also of the Examinations, Teaching and other works/tasks conducted or done by the Y.B.N. University, Ranchi (Jharkhand) and to submit the detailed Report at his/her Office. He/She can also give/release the Order for initiating an Enquiry in respect of any matters connected with the Administration and the Finances of the Y.B.N. University, Colleges or the Institutions and to submit the detailed Report at his/her Office. The Decision to conduct an Inspection can be taken by the Chancellor suo motto (on its own motion: official body takes action without being prompted or requested to do so by another party) or on the receipt of a representation;
- (11) The Governing Body and the other Authorities concerned shall communicate, through the Vice Chancellor, to the Chancellor for the action taken on the advise of the Chancellor;
- (12) In case of any deadlock in the Governing Body and the functioning/operations of the Y.B.N. University, Ranchi (Jharkhand) cannot be conducted in the normal course, Reserve Powers are

	<p>vested in the Chancellor to do all the necessary things/to initiate instant worthy Steps/Actions including superseding the Governing Body and forming a new Governing Body to facilitate the smooth functioning/operations of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(13) Removal of difficulties by the Chancellor at the commencement of the Statutes;</p> <p>(14) The Chancellor shall exercise the Powers specified in Section-12(5)(a), 12(5)(b), 12(5)(c) and Section-12(5)(d) of the Act of the Y.B.N. University, Ranchi (Jharkhand): Provided that before making such an Order, the Chancellor shall elicit the opinion of the Pro-Chancellor & Vice Chancellor on the proposed Order and give consideration thereto;</p> <p>(15) In case of any dispute and/or difference of opinion of the Sectors Officials of the University, the Decision of the Chancellor shall be binding and final on all concerned;</p> <p>(16) The Chancellor shall nominate to Pro-Chancellor for the Planning Board of the Y.B.N. University, Ranchi (Jharkhand) in accordance with the provisions of the Section12(5)(d) of the Act of the Y.B.N. University;</p> <p>(17) If any difficulty arises in respect of the functioning/ operational working of the Y.B.N. University, Ranchi (Jharkhand), or in the implementation of the First Statutes, or otherwise, the Chancellor may at any time, before the constitution of the Authorities of the Y.B.N. University, Ranchi (Jharkhand) by Order, consistent with the provisions of the Acts and the Statutes, as far as possible, make any appointment or perform any other function/operation with the approval (with the majority of 50% quorum) of the Sponsoring Body, which seems necessary or proper to him/her for the removal of the said difficulties; and all such Orders shall take effect in a manner as if the said Appointment or functions/operations have been done in the manner provided in the Acts and the Statutes of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(18) The Chancellor may, without any prejudice to the foregoing provisions of this section, by releasing/issuing an Order in writing annul, suspend or modify any Resolution, Order or Proceedings of any of the Officers and/or the Authorities of the Y.B.N. University, Ranchi (Jharkhand), which in his/her considered opinion, are not in conformity with the Acts, the Statutes or the Ordinances, or the implemented Govt. Rules, or not in the interest of the Y.B.N. University, Ranchi: Provided that, before making any such Order, he/she shall call upon the Officer/Authority concerned to Show Cause as to why such an Order should not be made and if any Cause to show within the time limit fixed by the Chancellor between the Meeting of the Governing Body, may be informed to the Governing Body in its next Meeting;</p> <p>(19) In case of its Inspection or Enquiry relating to any of the affairs of the Y.B.N. University,</p>
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	<p>Ranchi or any Academic Unit/Units, he/she shall communicate to the Vice Chancellor the Results of such Inspection or Enquiry together with his/her views/opinions thereon and advise him with regard to the action to be taken thereon and after receiving the Report, the Vice Chancellor shall communicate the same forthwith to the Board of Management for consideration and the Board of Management shall communicate through the Vice Chancellor to the Chancellor for taking such action, if any, as it proposed to take or has been taken by it upon the Results of such Inspection or Enquiry;</p> <p>(20) Where the Board of Management or the Management of the Faculty or the Academic Units, as the case may be, does not take Action to his/her satisfaction, he/she may after considering any explanation furnished, or the representation made by the Board of Management or the Management of the Faculty or the Academic Units, as the case may be, issue such directions as he/she may deem fit and the Y.B.N. University, Ranchi or the Faculty or the Academic Units, as the case may be, shall comply with such directions;</p> <p>(21) The Chancellor may, in writing under his/her hand addressing to the Head of the Sponsoring Body, resign from his/her Office of the Chancellor of Y.B.N. University, Ranchi (Jharkhand);</p> <p>(22) The Chancellor shall have such other Powers as may be conferred on him/her by the Acts and the Statutes made thereunder.</p>
3.3 Pro-Chancellor	<p>Under the purview of the Provisions of the Section-12(5)(d) of the Y.B.N. University Act 15, 2017:</p> <p>(a) The Pro-Chancellor shall be appointed as per the provisions of the Section-12(5)(d) of the Y.B.N. University Act, 2017 by the Chancellor, with the approval of the Sponsoring Body, following such procedures and on such Terms & Conditions as may be prescribed, and shall exercise such Powers and perform such functions as may be prescribed in the statutes.</p> <p>(b) The Pro-Chancellor shall hold the Office for a period of Five Years from the date on which he/she enters upon his/her Office and may be re-appointed subjected to the permission and/or approval of the Chancellor for next tenure.</p> <p>(c) The Pro-Chancellor shall perform such Duties and Tasks on behalf of the Chancellor, in his/her</p>

	<p>absence, as may be assigned to him/her.</p> <p>(d) The Pro-Chancellor may, in writing under his/her hand addressing to the Chancellor of the Y.B.N. University, Ranchi (Jharkhand), resign his/her Office of the Pro-Chancellor.</p> <p>Powers & Functions of the Pro-Chancellor:</p> <p>(1) The Pro-Chancellor shall assist the Chancellor and/or the Chancellor Secretariat in respect of such matters/issues as may be specified by the Chancellor in this behalf. He/She shall also exercise such Powers and perform such Duties as may be delegated to him/her by the Chancellor of the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(2) The Pro-Chancellor shall preside over the Meetings of the Governing Body of the Y.B.N. University, Ranchi (Jharkhand), as and when the Chancellor is not present in his/her respective Office.</p> <p>(4) The Pro-Chancellor shall oversee the strategic direction of the Y.B.N. University, Ranchi (Jharkhand) by synthesizing the results, concluding them for final implementation and the worthy processes of the important tasks and functions performed by the Officials of the Y.B.N. University.</p> <p>(5) After crafting/molding the long-term vision of the Y.B.N. University, Ranchi, the Pro-Chancellor usually looks to themselves and other executive leadership to begin implementing those plans for achieving the designated Administrative Goals.</p> <p>(6) The Pro-Chancellor is often the face of the Y.B.N. University, and this includes being involved in Media Relations. The Pro-Chancellor shall speak at the Conferences; address the Public on notable changes made at the Y.B.N. University; participate in the Community/Cultural/ Promotional Events organized at the Local/Regional/State/National level by some Institutions/ University/Public Bodies or NGOs etc.</p> <p>(7) The Pro-Chancellor interacts with other Officials of the Y.B.N. University, Ranchi for grabbing and analyzing their way outs and for assessing or envisaging the vision of the University from their viewpoints such that the flawless functioning of the University's Administrative activities and other</p>
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	<p>related operations/functions may take the proper pace and expected shapes. Instead of directly overseeing every aspect of the University, the Pro-Chancellor often relies on other Officials to manage their own realm/departments/sections, and then engages with them to get a high-level understanding of how things are going on for achieving the designated Academic goals.</p> <p>(8) The Pro-Chancellor is accountable to the Governing Body of the Y.B.N. University, Ranchi (Jharkhand) and he/she is often the Public Face/Public Figure of the Y.B.N. University, Ranchi. The Pro-Chancellor often reports to the Governing Body or the Chancellor; delivers updates on the Strategic Plans framed for the University, and gets feedback from the these authorities regarding the overall directions of the Y.B.N. University.</p> <p>(9) The Pro-Chancellor is ultimately responsible for the financial performance of the Y.B.N. University, Ranchi (Jharkhand). The Pro-Chancellor may rely on the Financial or the Non-Financial metrics to track how the things are going on in the Y.B.N. University. These departments usually make reporting requests from their directly involved departments to get a quick sense of how each functional area in the University is performing and what strategic maneuvers should be initiated/ taken for streamlining the tentative desired outcomes for achieving the ultimate Academic Goals in the University.</p> <p>(10) The Pro-Chancellor is responsible for setting the tone & frequency of working/operational procedures at the top level management and creating the work environment at the Y.B.N. University, Ranchi campus wherein the Employees/Officials believe is the best to drive success.</p>
3.4 Vice-Chancellor	<p>As per the Provisions of the Section-13(1) of the Y.B.N. University Act 15, 2017:</p> <p>(a) The Vice Chancellor shall be appointed by the Chancellor as per provisions of the Section-13(1) of the Act and as per the Qualifications prescribed by the University Grants Commission and shall hold the Office for a period of Five Years:</p> <p>Provided that the person appointed as the Vice Chancellor shall retire from his/her Office on the Expiry/Maturity/Completion of the Tenure or the extension thereof, if any, when he/she completes the age of 70 Years. But, the Vice Chancellor shall hold his/her Office until the successor is appointed and takes the Charge of Vice Chancellor's Office as well;</p> <p>Provided further that, after the expiry of the Tenure of Five Years, the Vice Chancellor shall be eligible for</p>

the re-appointment for another Tenure of Five Years;

Provided further more that, in case of any Emergency viz. Illness, Long Absence, Resignation or due to any other reasons, the Chancellor shall assign the Duties of the Vice Chancellor to a competent authority of the Y.B.N. University. However, this period of interim arrangement shall not exceed two years;

(b) The Vice Chancellor shall be a whole-time salaried Officer of the Y.B.N. University, Ranchi (Jharkhand). The Emoluments and the Terms & Conditions for rendering the services by the Vice Chancellor shall be as per the provisions mentioned herein below:

(i) The post of the Vice Chancellor shall carry the Pay Scale as fixed by the Sponsoring Body of the Y.B.N. University, Ranchi (Jharkhand);

(ii) The Vice Chancellor shall be paid the Allowances (TA/DA/HRA) as are applicable to other Employees of the Y.B.N. University;

(iii) The Vice Chancellor by virtue of his office shall be the Head of the Operations of the University.

(iii) The Vice Chancellor shall be entitled to avail the Free facilities of the Well Furnished Residence equipped with the modern facilities, Home Appliances & Modern Gadgets and other amenities without any Charges, Rent etc. and also the maintenance work whenever and wherever necessary within such Residential campus will be borne by the Y.B.N. University, Ranchi (Jharkhand) management;

(iv) The Vice Chancellor shall be entitled to Leaves on Full Pay for One-Eleventh of the period spent by him/her on the active service;

(v) The Vice Chancellor shall also be entitled, on the medical grounds or otherwise than on the medical grounds, to avail the Leaves without Pay for a period not exceeding Three Months during the Tenure of his/her office:

Provided that such Leaves may be converted into the Leaves on Full Pay to the extent to which he/she will

	<p>be entitled to the Leaves under the Sub-Section-3.4(b)(iv) above;</p> <p>(vi) The Vice Chancellor shall not be entitled to the benefits of the Provident Fund or any other Allowances of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>Provided that where any Employee of the Y.B.N. University is appointed as the Vice Chancellor, he/she shall be allowed to continue or to avail the Provident Fund and the contribution of the Y.B.N. University, Ranchi shall be limited to what he/she had been contributing immediately before his/her appointment as the Vice Chancellor of Y.B.N. University, Ranchi (Jharkhand);</p> <p>(vii) The Vice Chancellor shall be entitled to Travelling Allowances at such Rates as may be fixed by the Governing Body of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(viii) The Vice Chancellor shall be appointed by the Chancellor as per the prescribed norms and guidelines of the UGC and the recommendation of the Governing Body of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(ix) The Chancellor shall be the competent Authority to sanction the Leaves to the Vice Chancellor of Y.B.N. University, Ranchi (Jharkhand);</p> <p>Provided that if the office of the Chancellor is vacant, then the Pro-Chancellor shall be the competent Authority to sanction the Leaves to the Vice Chancellor of Y.B.N. University, Ranchi;</p> <p>(x) If the Office of the Vice Chancellor becomes vacant due to his/her Resignation or otherwise, the functions/operations of his/her office shall, until some person is appointed to such vacant office on the regular basis, or the Vice Chancellor resumes his/her Office/Duties, as the case may be, be performed by the Pro-Vice-Chancellor of the Y.B.N. University, Ranchi (Jharkhand), or the Chancellor may appoint any other Officer of his/her choice who shall possess & carry all the Powers of the Vice Chancellor and shall be entitled to the privileges and the amenities of the Vice Chancellor. The Pro-Vice-Chancellor or such another Officer, shall carry on the current duties of the Vice Chancellor and take the directions and the relevant instructions from the Chancellor/ Pro-Chancellor for sustaining/carrying on/moving forward the work/Academic as well as other Administrative tasks of the</p>
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Y.B.N. University, Ranchi (Jharkhand):

Provided that such interim arrangement shall not exceed a period of two Years (i.e. 24 months) from the date on which such arrangement is made.

- (c) The Vice Chancellor shall be the Principal Executive and Academic Officer of the Y.B.N. University, Ranchi (Jharkhand) and shall exercise the general superintendence and the control over the affairs of the Y.B.N. University and shall execute the Decisions of the various authorities of the Y.B.N. University, and shall exercise such Powers and perform such Duties as may be prescribed by the Acts and the Statutes and as assigned by the Chancellor/Governing Body from time to time in addition to the other duties.
- (d) In the absence of the Visitor, the Chancellor and the Pro-Chancellor of the Y.B.N. University, Ranchi (Jharkhand), the Vice Chancellor shall preside over the Convocation Ceremony of the Y.B.N. University, with the prior approval of the Visitor and the Chancellor.
- (e) The Vice Chancellor may resign from his/her Office by serving a Notice of One Month by writing under his/her Hand addressed to the Chancellor of Y.B.N. University, Ranchi.

POWERS & FUNCTIONS OF THE VICE CHANCELLOR:

As per the provisions of the Sub-Sections-(2), (3) (4) & (5) of the Section-13 of the Y.B.N. University Act 15, 2017, the Vice Chancellor shall exercise the Powers and perform the functions namely:

- (1) The Vice Chancellor shall have the leading responsibility for maintaining and promoting the efficiency and good governance of the Y.B.N. University and he/she shall report on all the matters to the Chancellor for appraisal.
- (2) It shall be the duty of the Vice Chancellor to see that the provisions of the Acts, the Statutes, and the implemented Government Rules & Regulations are duly observed and the Decisions taken by the Y.B.N. University authorities are implemented properly.

(3) The Vice Chancellor shall exercise control over the affairs of the Y.B.N. University, Ranchi (Jharkhand) and shall give effect to the Decisions of all the Y.B.N. University authorities in Letter and Spirit and shall ensure that they are not contradictory in nature and practice.

(4) The Vice Chancellor shall have all the Powers necessary for the proper maintenance of the discipline in the Y.B.N. University, Ranchi and he/she may delegate any such Powers to such Officer or the Officers, as the case may be, deems fit.

(5) The Vice Chancellor shall possess the Power to convene the Meeting of the Governing Body of the Y.B.N. University with the prior approval of the Chancellor and shall perform all such acts/tasks as may be necessary to carry out the provisions of the Acts, the Statutes, and the implemented Government Rules & Regulations.

(6) The Vice Chancellor shall make the appointments of Deans, Principals, Professors, Associate Professors, Assistant Professor, Readers, Lecturers, Librarian(s), Director(s) and other Teachers and such other Academic Staff of the Academic Units established by the Y.B.N. University, Ranchi (Jharkhand), as may be necessary, on the recommendations of the Selection Committee constituted for the purpose by the Chancellor. The Vice Chancellor shall be the Chairperson of such Committee(s):

Provided that the he/she may make the Short-Term appointments, for a period not exceeding the One Year, of such Officers as he/she may consider necessary for the flawless functioning of the Y.B.N. University, Ranchi.

(7) The Vice Chancellor shall be entitled to be present at any Meeting and to address the Meeting of any Authority or Body or Committee of the Y.B.N. University, Ranchi (Jharkhand) with the prior approval of the Chancellor, but shall not be entitled to Vote there at the Meeting unless he/she is a Member of such Authority or the Body or the Committee.

(8) If in the opinion of the Vice Chancellor, any emergency has arisen which requires immediate action to be taken, the Vice Chancellor shall exercise any Power conferred on any Authority of the Y.B.N. University by or under the Acts, the Statutes and shall take such action as he/she deems necessary, and shall convey to such Authority the action taken by him/her on such Matters and shall report the same for

the approval of the Chancellor :

Provided that if the Authority of the Y.B.N. University or any person/persons in the services of the Y.B.N. University who is/are aggrieved by such action taken by the Vice Chancellor under this Clause may prefer an Appeal to the Chancellor or to the Pro-Chancellor or to the Governing Body within One Month (30 Days) from the date of communication of such Decision or from the date on which he/she received the Notice of such action. The Chancellor may confirm, modify or reverse the action taken by the Vice Chancellor;

Provided further that, if the action taken by the Vice Chancellor is not approved by the Authority concerned, he/she may refer the Matter to the Chancellor, then the Chancellor's Decision will be the final and binding on anybody or any Authority of the Y.B.N. University, Ranchi (Jharkhand), provided that the Decision be Free, Fair and unbiased and under the purview of the Acts, the Statutes, the implemented Government Rule & Regulations and the Norms.

(9) The Vice Chancellor shall be the Chairperson of each Board of Academic Overseers, the Roles & Responsibilities of each are contained in the Statutes and may be augmented by the Rules to be framed when required to enable the operations/ functions of the Boards.

(10) The Vice Chancellor shall have the Power to convene the Meetings of the Board of Management as well as the Academic Council of the Y.B.N. University, Ranchi (Jharkhand) and shall perform all such acts/tasks/operations as may be necessary to carry out the provisions of the Acts, the Statutes and the Ordinances of the Y.B.N. University.

(11) In the absence of the Chancellor, the Vice Chancellor shall preside over the Meeting of the Governing Body of the Y.B.N. University, Ranchi (Jharkhand) under the guidance of the Pro-Chancellor of the Y.B.N. University, Ranchi (Jharkhand).

(12) The Office of the Vice Chancellor shall not remain vacant, if the Vice Chancellor is on Leaves for some duration due to any reasons and till that time duration, any Ad-hoc arrangement is made for functioning/operations of the Vice Chancellor's Office until some person is appointed. Pro-Vice Chancellor or the senior most Dean or Professor of the Y.B.N. University, Ranchi will officiate as Vice

Chancellor (Acting) on being a notification by the Registrar of the Y.B.N. University:

Provided that such an officiating active Vice Chancellor shall carry out only the routine business and shall not take any major Financial or Policy Decisions for the functioning/ operations of the Y.B.N. University, Ranchi (Jharkhand).

(13) The Vice Chancellor shall be responsible for holding and conducting the Free and Fair Examinations in co-ordination with the Controller of Examinations within due time frame and for ensuring that the Results of such Examinations are published expeditiously and that the Academic Session of the Y.B.N. University, Ranchi (Jharkhand) starts from the fixed Date and end on the Due Date.

(14) The Vice Chancellor shall exercise such other Powers and perform such other Functions as may be prescribed by the Acts, the Statutes, the Ordinances or the Rules & Regulations framed by the Y.B.N. University, Ranchi (Jharkhand).

(15) The Vice Chancellor shall advise the Governing Body on Planning and Development of the Y.B.N. University, Ranchi (Jharkhand), particularly in respect of the Norms and the Standards of Education, Teaching and the Research work in the Y.B.N. University and ensure the compliances of the same.

(16) The Vice Chancellor shall advise the Registrar to apply for the Membership of other Institutions viz. the Association of Indian Universities (AIU), New Delhi; Commonwealth Universities; Association of International Universities; India International Centre; Industry Associations etc.

(17) The Vice Chancellor shall coordinate with the Deans/ Chairpersons concerned for making & procuring the collaborations with any University/Research Institute/Centres of the Indian regions and Abroad from time to time for fulfilling the Academic advancement and upgradation with the prior approval of the Governing Body and in accordance with the Government directives and as per the standard operating procedure of Memorandum of Understanding (MoU) of the Y.B.N. University.

(18) The Vice Chancellor shall co-ordinate with the Deans concerned in respect of the Teaching and the Research work in the Y.B.N. University, maintained institute of the Teaching Departments and the

introducing the new Academic Programmes from the next coming session.

(19) The Vice Chancellor shall provide the Academic Leadership and the motivation for achieving the excellence.

(20) The Vice Chancellor shall grant the Leave of Absence to any Officer/Officers of the Y.B.N. University, Ranchi (Jharkhand) and make necessary arrangements for the discharge of the functions/operations of such Officer/Officers during his/her/their absence.

(21) The Vice Chancellor shall grant the Leave of Absence to any Staff Member/Members of the Y.B.N. University, Ranchi (Jharkhand) and if he/she so decides may delegate such Powers to any Officer or Officers for the discharge of the functions/operations of such Staff Member/Members during his/her/their absence.

(22) The Vice Chancellor may initiate the disciplinary actions, whenever and wherever needed, for omissions or commissions, dereliction of duty etc., as may be specified in the Statutes, against the Faculty Members/Technical/Admin Staff of the Y.B.N. University, Ranchi (Jharkhand) as well as other maintained Institutions in accordance with the Acts, the Statutes, the Ordinances and the implemented Government Rules & Regulations:

Provided that if the Decision taken by any Authority on his/her Report affects any person/persons in service of the Y.B.N. University, Ranchi, the said person may make an Appeal to the Chancellor within Thirty (30) Days from the date on which such a Decision was communicated to him/her and the Decision of the Chancellor on such Appeal shall be final and binding to all.

(23) The Vice Chancellor, if in his/her opinion, it is necessary to, take immediate action for any Matter for which the Powers are conferred to any other Officer/Authority under the Acts, the Statutes, he/she make take such action as he/she deems necessary and shall, at the earliest opportunity thereafter, report his/her action to such Officer/Authority as would have in the ordinary course dealt with the Matter:

Provided that if in the opinion of the concerned Officer/Authority such action should not have been taken by him/her, then such Case shall be referred to the Chancellor whose Decision thereon shall be final and

binding to all.

(24) The Vice Chancellor shall ensure the Norms and the Standards pertaining to the Courses of Study offered or to be offered by the Y.B.N. University, Ranchi (Jharkhand) within and outside the Indian regions.

(25) The Vice Chancellor shall initiate the steps for obtaining the accreditation viz. NAAC or NBA accreditation for Y.B.N. University, Ranchi; to provide the guidance and the logistic support for getting the highest possible Grade to the Y.B.N. University and to help their Departments and the institution to get the maximum amount of Financial Grants from the various funding agencies including UGC, AICTE, State Government and Central Government.

(26) The Vice Chancellor shall initiate the necessary steps to keep abreast with the New Education Policy and also the corpus of knowledge and trend in various Academic Disciplines/ Streams and to apprise the Y.B.N. University or its Departments about the same and to guide them in their proper implementation.

(27) The Vice Chancellor shall, at the closure of each Academic Session, in the manners specified in the subsequent Statutes, or the Ordinances, assess and evaluate the Teaching Process/Techniques and the Research Work done by the Faculty Members of the respective Departments/Disciplines, if he/she deems necessary, he/she may appoint a Committee of the Experts for the purpose. On such assessment or evaluation, if he/she is of the opinion that the work/task and conduct of any member of the Faculty/ Department is not satisfactory, he/she may, in the manner as laid down in the subsequent Statutes or the Ordinances, initiate or cause to be initiated action against such Member.

(28) The Vice Chancellor shall act as a vital link with the University Grants Commission (UGC) or the All India Council for Technical Education (AICTE) or National Council of Teacher Education (NCTE) or Council for Architecture or Council for Universities or Pharmacy Council of India (P.C.I.) or National Assessment & Accreditation Council (NAAC) or National Board of Accreditation (NBA) or Associations of Indian Universities (AIU) or other National and International Agencies and other Regulatory Bodies/Authorities, as the case may be.

(29) Where in the opinion of the Vice Chancellor, it is necessary to take the immediate action on any Matter for which the Powers are conferred on any other Authority by or under the Acts, he/she may take such action as he/she deems necessary and shall at the earliest opportunity thereafter, report his/her action to such Officers or the Authorities as would have, in the ordinary course, dealt with the matter:

Provided that if in the opinion of the concerned Authority, such action should not have been taken by the Vice Chancellor, then such case shall be referred to the Chancellor, whose Decision thereon shall be Final and binding to all the concerned;

Provided further that where any such action taken by the Vice Chancellor affects any person in the service of the Y.B.N. University, Ranchi (Jharkhand), such person shall be entitled to prefer, within Three Months from the date on which such action is communicated to him/her, an Appeal to the Governing Body who may confirm, modify, reverse the action taken by the Vice Chancellor.

(30) Where in the opinion of the Vice Chancellor, any decision of any Authority of the Y.B.N. University, Ranchi (Jharkhand) is outside the Powers conferred by the Acts, the Statutes or is likely to be prejudicial to the interest of the Y.B.N. University, he/she shall request the concerned Authority to revise/reconsider its Decision within Seven Days from the date of its Decision and in case the Authority refuses to revise such Decision wholly or partly or fails to take any action within Seven Days, then such matter shall be referred to the Chancellor and his/her Decision thereon shall be final and binding to all the concerned.

(31) The Chancellor, may on the representation made or otherwise if he/she assesses in his/her wisdom that the situation so warrants that the continuance of the Vice Chancellor is not in the interest of the Y.B.N. University, Ranchi (Jharkhand), then, by an Order in writing therein remove the Vice Chancellor from his/her Office from a date specified in such Order and may appoint an interim/new Vice Chancellor.

The situations of the removal/replacement of Vice Chancellor may arise in the Y.B.N. University, Ranchi (Jharkhand) before the Chancellor when the Vice Chancellor, namely :

(i) Has failed to discharge any duty imposed upon him/her by or under the Acts, the Statutes and the

	<p>Ordinances; or</p> <p>(ii) Has acted in a manner prejudicial to the interest of the Y.B.N. University; or</p> <p>(iii) Y.B.N. University, Ranchi is observing incapability in managing the Academic & other related Affairs of the University;</p> <p>Any of such situations appear before the Chancellor, then he/she may, notwithstanding the fact that the Tenure of the Vice Chancellor has not expired, require the Vice Chancellor, by releasing/issuing an Order in writing stating the reasons therefore, to resign from his/her post mentioning the date as may be specified on such Order.</p>
3.5 Pro-Vice-Chancellor	<p>As per the Provisions of the Section-15(1) of the Y.B.N. University Act 15, 2017:</p> <p>(a) The Pro-Vice Chancellor of the Y.B.N. University, Ranchi (Jharkhand) shall be appointed by the Chancellor in such manner and shall exercise such Powers and perform such function as may be prescribed;</p> <p>(b) The Pro-Vice Chancellor appointed under of Section- 15(1 & 2) shall discharge his/her Duties in addition to his/her Duties as a Professor and shall work as the Vice-Chancellor (Acting) in the absence of the Vice-Chancellor of the Y.B.N. University, Ranchi;</p> <p>(c) The Pro-Vice Chancellor shall assist the Vice-Chancellor in discharging his/her Duties as and when required by the Vice Chancellor;</p> <p>(d) The Pro-Vice Chancellor of the University shall be a whole-time officer of the University. He/She shall hold the Office, on such Terms & Conditions as may be determined, by the Chancellor, in consultation with the State Government, for a period not exceeding three years during the pleasure of the Chancellor;</p> <p>(e) The Pro-Vice Chancellor, if the Governing Body decides that there should be one for assisting/on the absence of the Vice Chancellor, shall be appointed by the Chancellor as per the provisions of the Section-12(5)(d) and Section-15 of the Act, and should have at least Fifteen (15) Years of regular</p>

Teaching experience in the field of Higher Education and also on the basis of the essential and desired Qualifications as prescribed by the University Grants Commission:

Provided that where the recommendation of the Vice-Chancellor is not accepted by the Chancellor, then the Chancellor may either appoint other competent person or may advise the Vice Chancellor to recommend another more worthy& competent person for the post of Vice Chancellor of the Y.B.N. University, Ranchi (Jharkhand);

(f) The Tenure of the Office of the Pro-Vice Chancellor shall normally coterminous with the Office of the Vice Chancellor:

Provided that, notwithstanding the expiry of the Tenure of his/her Office, the Pro-Vice Chancellor shall continue in Office until his/her successor is appointed and takes Charge of the Office;

(g) On the expiry of the Tenure of his/her Office, the Pro-Vice Chancellor shall be eligible for the re-appointment on this post;

(h) The Person appointed as the Pro-Vice Chancellor under Sub-Section-3.5(a) shall retire from his/her Office, if during the Tenure of his/her Office or any extension thereof, he/she completes the Age of 65 years.

(i) The Pro-Vice Chancellor shall get the Honorarium of such Amount as may be determined by the Sponsoring Body of Y.B.N. University, Ranchi (Jharkhand).

POWERS & FUNCTIONS OF THE PRO-VICE CHANCELLOR:

As per the provisions of the Sub-Sections-(2), (3) & (4) of the Section-15 of the Y.B.N. University Act 15, 2017, the Pro-Vice Chancellor shall exercise the Powers and perform the functions namely:

(1) The Pro-Vice Chancellor shall assist the Vice Chancellor in respect of such Matters as may be specified by the Vice Chancellor in this behalf. He/She shall also exercise such Powers and perform such Duties & such Tasks as may be delegated to him/her by the Vice Chancellor of the Y.B.N. University,

Ranchi (Jharkhand) in consultation with the Chancellor.

(2) Wherein the Vice Chancellor is the Chairperson of any Regulatory Body or the Committee of the Y.B.N. University, Ranchi (Jharkhand) and he/she is absent/not available due to any reasons whatsoever in any Meeting of such Regulatory Body or such Committee, then the Pro-Vice Chancellor shall preside over that Meeting.

(3) The Pro-Vice Chancellor shall, on being authorized by the Vice Chancellor in that behalf, be entitled to be present at and to address any Meeting of any Authority, Regulatory Body or the Committee of the Y.B.N. University, Ranchi but shall not be entitled to Vote thereat:

Provided that if the Pro-Vice Chancellor is a Member of such Authority, Regulatory Body or the Committee, in such conditions he/she possesses/preserves all the Rights and the Privileges of a Member thereof.

(4) The Pro-Vice Chancellor shall look after the work/Tasks of the Under Graduate Examinations as well as the Examinations Board of the Y.B.N. University, Ranchi (Jharkhand) in accordance with the Acts, the Statutes and the Ordinances of the Y.B.N. University, Ranchi (Jharkhand).

(5) The Pro Vice-Chancellor shall be responsible for the monitoring of all the Teaching and the Research programmes in the Y.B.N. University, Ranchi which includes monitoring of the Time Tables, Allocation of Classes, functioning of the Departments, timely implementation of the Teaching programmes, Student feedback and conduct of Tests/Exams, etc.

(6) The Pro Vice-Chancellor shall demand/instruct to the concerned officer/Head of Department the Reports, at the first instance for salvation, about all the daily routine issues pertaining to the Teaching process, Research activities, faculty and students

(7) The Pro Vice-Chancellor shall be responsible for the Quality Assurance and Accreditation process of the Institution both for NBA and NAAC. He/she shall be responsible for implementing the instructions of the UGC/MoE, Govt. of India.

		<p>(8) The Pro Vice-Chancellor shall be responsible for improving the position of the Y.B.N. University, Ranchi (Jharkhand) in various National and International Ranking Agencies and publications like NIRF, AIU, India Today, Business India, Outlook, Mint, Dataquest, EFY, etc. at the national level and QS World University Rankings, Global Universities Rankings, Shanghai Ranking, Times Higher Education Ranking, etc. at the International level in a scheduled manner.</p> <p>(9) The Pro Vice-Chancellor shall take all the necessary Steps to hold the frequent Meetings for the preparation of accreditation documents and shall ensure timely submission of the proposals as per the timeline fixed.</p> <p>(10) The Pro Vice-Chancellor shall coordinate the Admission processes of both the Under Graduate (UG) Programme and the Post Graduate (PG) Programme at the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(11) The Pro Vice-Chancellor shall perform all other duties assigned to him/her from time to time by the Chairperson of the Board of Management and the Vice Chancellor.</p>
3.6 The Dean of Academics		<p>The Dean of Academics shall be appointed as per the Provisions of the Section- 11 (k) and 13(5) of the Y.B.N. University Act 15, 2017.</p> <p>(a) The Dean of Academics shall be appointed by the Vice Chancellor in consultation with the Chancellor and the Pro-Chancellor with the approval of the Board of Management, as and when deemed appropriate, and the Dean of Academic shall be the Full-Time Salaried Staff unless extended by the Board of Management;</p> <p>(b) The Dean of Academics of the Y.B.N. University, Ranchi is responsible for implementing the Academic vision of the University as set by the University Academic/ Executive Council, oversee the qualitative and the quantitative outputs of the various Schools of Studies, Departments, Study Centers and Institutes of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(c) The Dean of Academics serves as a liaison between the Students, the Faculty/Teachers, other Staff Members, Top-Level leadership of the Y.B.N. University and other Administrative Officers of the Y.B.N. University. The Deans of Academics is the Head of Academic Unit, serves as the Public Face and represents its Unit to the rest of the Schools of the Y.B.N. University, Ranchi as well as to the external</p>

	<p>Stakeholders i.e. the Sponsoring Body;</p> <p>(d) The Dean of Academics serves at the pleasure/at the discretion of the Provost and may be removed from his/her Position at any time by the Provost following procedures outlined in the Policies and Procedures Manual of the Y.B.N. University, Ranchi (Jharkhand). In such instance/in such condition, another deserving Faculty will be reassigned to the responsibilities as full-time Faculty member.</p> <p>POWERS & FUNCTIONS OF THE DEAN OF ACADEMICS:</p> <p>The Dean of Academics holds such Powers as per the Acts, the Statutes and the Ordinances of the Y.B.N. University, Ranchi (Jharkhand) and performs such functions, namely:</p> <ol style="list-style-type: none"> (1) The Dean of Academics manages the Fiscal Affairs of the Colleges/Schools; (2) The Dean of Academics leads and coordinates the Colleges/Schools' Strategic planning and Curriculum development; (3) The Dean of Academics supervises, evaluates and supports the Departments/Schools/Colleges in a manner that promote the Excellence in their Instruction, Scholarly and Creative productivity; (4) The Dean of Academics occupies a unique place in the continuum of academic administrators, as the facilitating link among Department Chairpersons/School Directors, Faculty Members, other Staff, Students, and Y.B.N. University leadership or the top management; (5) The Dean of Academics becomes the Academic Leader of the Colleges/Schools of the Y.B.N. University, Ranchi; (6) The Dean of Academics is the Representative of the Colleges/Schools to the rest of the Y.B.N. University, Ranchi especially the Y.B.N. University administration; (7) The Dean of Academics is the Representative of the Y.B.N. University leadership to the
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	<p>Colleges/Schools;</p> <p>(8) The Dean of Academics is the Manager of the Colleges/Schools resources;</p> <p>(9) The Dean of Academics is the Representative of the Colleges/Schools and the Y.B.N. University, Ranchi (Jharkhand) to the External Bodies/Government Bodies;</p> <p>(10) The Dean of Academics coordinates the development of the Colleges/Schools and implements the Vision and Goals of the Colleges/Schools and leads the Colleges/Schools efforts toward achieving Y.B.N. University goals;</p> <p>(11) The Dean of Academics develops the Colleges/Schools Budgets;</p> <p>(12) The Dean of Academics leads and coordinates the governance of the Colleges/Schools;</p> <p>(13) The Dean of Academics leads the processes of the Colleges/Schools Administrators selection and oversees the processes of Faculty and other Staff selection and retention;</p> <p>(14) The Dean of Academics coordinates the professional development of the Colleges/Schools Administrators and other Staff;</p> <p>(15) The Dean of Academics evaluates the Colleges/Schools Administrators and other Staff in consultation with the College/Schools Faculty and other Staff members;</p> <p>(16) The Dean of Academics evaluates the Department Chairpersons/School Directors/Principals with Departmental/ School/College Faculty and other Staff;</p> <p>(17) The Dean of Academics reviews as part of the CFSC (Community Family Support Center), the Departmental/School Policies, Procedures, and the Recommendations for the Appointments, Salary, Retention, Tenure, and/or the Promotion of the Faculty, and ensuring that all ASPT (Appointment Salary Promotion and Tenure) Policies are followed;</p>
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(18) The Dean of Academics evaluates the overall Departmental/Schools/Colleges productivity in Instruction, Research, and Service responsibilities;

(19) The Dean of Academics provides the Recommendations to the Provost regarding Sabbaticals and other Leaves for Faculty and other Staff Members;

(20) The Dean of Academics advises the University Provost about the Y.B.N. University policies and the procedures, especially in the Academic area/affairs;

(21) The Dean of Academics manages the Non-faculty college staff members;

(22) The Dean of Academics develops, leads, and encourages the Fundraising in support of the Schools/Colleges goals and the goals of its departments and the Academic programs, as well as outreach and public service efforts;

(23) The Dean of Academics, besides the above functions mentioned in the Sub-Sections-3.6.1 to 3.6.22, performs such other Duties and such other Tasks as are mentioned below, namely :

- (i) To develop the Syllabi of the new Academic Programmes to be established by the Academic Council;
- (ii) To update the Syllabi of the existing Academic Programmes of the Y.B.N. University, Ranchi;
- (iii) To seek the accreditation from the appropriate Accreditation/Professional Agencies including both the National as well as the International Agencies;
- (iv) To recommend to the Vice Chancellor about commencing the New Academic Programmes and also for the elimination of certain Academic Programmes;
- (v) To control and implement the various Scholarship Schemes of the State/Central Government for the Students in needs;

	<p>(vi) To publish the In-Campus Magazines/Y.B.N. University Magazines & Journals and other similar publications as their Chief Editor and Coordinator;</p> <p>(vii) To control wherever and whenever necessary, the Works/Tasks of the Teaching Staff of the Y.B.N. University, Ranchi, but not to control the Works/Tasks of the Dean of Faculty as well as the Heads of Departments (HODs) in their respective departments;</p> <p>(viii) To act as an Academic Guide, in developing and improving the Teaching Techniques & Teaching Standards as well as the Research Standards in the Faculty/Departments/Schools/Colleges/Institutions/Study Centres of the Y.B.N. University, Ranchi;</p> <p>(ix) To suggest and propose the innovations and new ideas/new concepts/new techniques in the working/functioning of the various educational processes and the systems with a view to bring in the latest techniques and new ideas.</p>
3.7 The Registrar	<p>The Registrar shall be appointed as per the Provisions of the Section-17(1) of the Y.B.N. University Act 15, 2017.</p> <p>(a) The Registrar shall be appointed by the Chairperson of the Sponsoring Body of the University, as per the provision of the Section-17(1) of the Y.B.N. University Act 15, 2017;</p> <p>(b) The Qualifications and other Terms & Conditions of the Services of the Registrar shall be as prescribed by the UGC Guidelines and the Regulations;</p> <p>(c) The Registrar shall receive the Pay Scale and other Allowances as per the UGC Guidelines/Norms or the Directorate of the Higher Education, Jharkhand and shall be approved by the Sponsoring Body of the Y.B.N. University, Ranchi (Jharkhand) from time to time;</p> <p>(d) When the Office of the Registrar is vacant or when the Registrar is, by reasons of Illness, long absence or any cause, unable to perform the Duties & Tasks of his/her Office, then the Duties & Tasks of the Registrar Office shall be performed by such person as the Sponsoring Body may appoint/depute for the purpose;</p>

(e) If at any point of time upon the representation made or otherwise, if the Chairperson of the Sponsoring Body of the Y.B.N. University, Ranchi (Jharkhand) in his/her wisdom feels that the situations warrant that the continuance of the Registrar is not in the interest of the Y.B.N. University, Ranchi, then the Chairperson of the Sponsoring Body may, by issuing/releasing an Order in writing, remove the Registrar from his/her Office from such date as may be specified in the Order and may appoint an Interim/new Registrar for flawless functioning of the Y.B.N. University, Ranchi:

Provided that before taking an action under this Sub-Section-3.7(e), the Registrar shall be given an opportunity of being heard by the Chairperson of the Sponsoring Body of the Y.B.N. University, Ranchi;

(f) The Registrar shall retire on attaining the Age of Sixty Two (62) Years.

POWERS & FUNCTIONS OF THE REGISTRAR:

The Registrar shall have the Powers and perform the tasks as follows:

(1) The Registrar shall formulate a Time Schedule for the various Academic and Administrative activities for the Annual Format or the Semester Format including receiving the applications for the Admissions at the Y.B.N. University, Ranchi (Jharkhand) and to keep a permanent Records of all the Syllabi, Curricula and the Information connected therewith.

(2) The Registrar shall maintain a Register of all the Degrees, Diplomas, Certificates, Citations and the Academic Distinctions conferred to the Students/Excellent Performers in the Academic and other Activities by the Y.B.N. University, Ranchi (Jharkhand).

(3) The Registrar shall undertake such functions/tasks as may be specified by the Governing Body or the Board of Management or the Chancellor or the Pro-Chancellor of the Y.B.N. University, Ranchi (Jharkhand).

(4) The Registrar shall be entitled to have and make all the Official communications with the Government Regulatory Bodies (viz. the Higher Education, the University Grants Commission, the Association of Indian Universities, the Secretariat of Jharkhand, the Secretariat of the Government of

India etc.) for and on behalf of the Y.B.N. University, Ranchi (Jharkhand). Further, the Registrar shall submit the Information, Reports and the Documents as per requisite to the Government and shall conduct liaison operations with the State Government, the Central Government, the University Grants Commission and other Government Bodies and Government Authorities for and on behalf of the Y.B.N. University, Ranchi (Jharkhand).

(5) The Registrar shall possess the Due Powers to make the communications with all the Departments of Y.B.N. University, Ranchi (Jharkhand) and to demand/ask any of the Official Documents pertaining to the Academic Affairs any time from the Department Heads under the knowledge of the Vice Chancellor.

(6) The Registrar shall have the Powers to take necessary Disciplinary Actions against such of the Employees, excluding the Teachers and other Academic Staff, as may be specified in the Order of the Board of Management and have the Powers to suspend them pending enquiry, to administer Warnings to them or to impose on them the Penalty of Censure or the Withholding of the Increment:

Provided that no such Penalty shall be imposed unless the Employee has been given a reasonable opportunity to Show Cause against the action proposed to be initiated in respect to him.

An Appeal shall be initiated/made by such Employee to the Vice Chancellor against any Order of the Registrar for imposing any Penalty.

(7) In a case where the Enquiry/Investigation discloses that a Punishment beyond the Power of the Registrar is called for, the Registrar shall, upon the conclusion of the Enquiry/Investigation, make a Report to the Vice Chancellor along with his/her recommendations, for such action as the Vice Chancellor deems fit:

Provided that an Appeal shall be initiated/made to the Board of Management against an Order of the Vice Chancellor for imposing any Penalty.

(8) The Registrar shall report to the Vice Chancellor for all the Official Tasks/Proceedings/Official Communications/other sorts of Academic and other related Operations/Functioning/Tasks etc.

(9) The Registrar shall not by reason only of his/her being the Ex-Officio Member-Secretary of the Governing Body, the Board of Management, the Academic Council, the Executive Council, the Planning Board and other Bodies as may be constituted by or under the Acts or the Statutes or the Rules, be deemed to be a Member of any of these Authorities of Y.B.N. University, Ranchi (Jharkhand). The Registrar shall place all the Documents before the Chairperson of such Meetings which are required to perform all sorts of Tasks/Operations/ Actions over them by such Bodies/Councils etc. But, the Registrar shall be deemed to be a Member of either of these Authorities and shall not possess the Right to Vote in any of such Meetings conducted for the fulfillments of the assigned Tasks or made for such Operations/Tasks for and on behalf of the Y.B.N. University, Ranchi (Jharkhand).

(10) The Registrar may resign from his/her Office after tendering/giving Three Months' Notice to the Chairperson of the Sponsoring Body or Salary in lieu thereof and shall ceases to hold the Office of the Registrar on the acceptance of such Resignation by the Governing Body or on the expiry of the Notice period whichever is earlier.

(11) All the Contracts/MoUs/Agreements/Official Documents/Official Records/Examinations Results/Examinations Certificates/ Degrees/Diplomas/Authority Letters/Migration Certificates/ Appointment Letters/Offer Letters/New as well as existing Academic Programmes Proposals/Office Orders/Promotion Letters/ Termination Letters/Rustication Letters etc. shall be signed and shall be authenticated by the Registrar on behalf of Y.B.N. University, Ranchi (Jharkhand). Further, the Registrar shall be entitled to make the Amendments and the Alterations in the Terms of such Agreements or the Contracts or the MoUs etc. as may be directed by the Governing Body of the Y.B.N. University, Ranchi.

(12) The Registrar shall be the Custodian of the Records; the Common Seal as well as such other Properties of the Y.B.N. University, Ranchi (Jharkhand) as the Governing Body and the Board of Management shall commit to his/her Charge; shall be bound to place before the Chancellor, the Pro-Chancellor, the Governing Body, the Vice Chancellor, or any other Authority of the Y.B.N. University, all such Information and the Documents as may be necessary or transaction of their business.

(13) The Registrar shall initiate and conduct the Official correspondence of the Governing Body, the Board of Management, the Academic Council, the Finance Committee, the Planning Board and other

	<p>Authorities and Bodies of Y.B.N. University, Ranchi (Jharkhand).</p> <p>(14) The Registrar shall issue/release the Notifications for convening the Meetings of the Governing Body, the Board of Management, the Academic Council, the Finance Committee, the Planning Board and other Bodies Meetings and of any Committees appointed/constituted by these Authorities as per requisite of the Academic Affairs and other related Tasks/operations. Further, the Registrar shall write and send the Official Letters to all the concerned Chairpersons and the Members of such Bodies/ Authorities.</p> <p>(15) The Registrar shall prepare and provide the Agenda of the Meetings (Governing Body, Board of Management, Academic Council, Finance Committee, Planning Board and other Authorities of Y.B.N. University, Ranchi) to the Chancellor as soon as these Agenda are issued/ released and similarly the Minutes of the Meetings of these Bodies/Authorities normally within a week of conducting such Meetings, all such Tasks with the Due Permission of the Vice Chancellor.</p> <p>(16) The Registrar shall keep/preserve all the Minutes of the Meetings of different Bodies/Councils of the Y.B.N. University, Ranchi (Jharkhand) as well all the Committees and the Sub-Committees etc. appointed by any of these Y.B.N. University Authorities and shall circulate the Minutes of the Meetings among the Members with the approval of the Vice Chancellor.</p> <p>(17) The Registrar shall, in an emergency when the Vice Chancellor is not able to act/perform, call a Meeting of the Board of Management forthwith and shall take its necessary directions from the Vice Chancellor (or Pro-Chancellor/Chancellor in case of non-availability of the Vice Chancellor) for conducting and carrying on the Tasks/Operations of the Y.B.N. University.</p> <p>(18) The Registrar shall represent the Y.B.N. University, Ranchi (Jharkhand) in Suits or Proceedings by or against the Y.B.N. University, shall sign the Power of Attorney and verify the Pleadings or shall depute any of his/her competent representative for such purposes.</p> <p>(19) The Registrar shall supervise the Administrative functions of the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(20) The Registrar, or in relation to the Accounts and Audit Staff of Y.B.N. University, Ranchi the</p>
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	<p>Chief Finance & Accounts Officer (C.F.A.O.), shall have the Powers to take disciplinary actions against the Employees belonging to the Ministerial Staff and to suspend them the pending Enquiry, to administer the Warnings to them or to impose on them the Penalty of censure or the Withholding of the Increment:</p> <p>Provided that no such Penalty shall be imposed unless the Employee concerned has been given a reasonable opportunity to Show Cause against the action proposed to be initiated/ taken in respect to him/her.</p> <p>(21) An Appeal shall be initiated/made to the Vice Chancellor against any Order of the Registrar, or as the case may be of the Chief Finance & Accounts Officer (C.F.A.O.), for imposing the Penalty of the withholding of the Increment.</p> <p>(22) The Registrar shall perform such other Duties & Tasks as may be specified in the Acts, the Statutes or prescribed by the Ordinances or the Regulations or as may be required, from time to time, by the Governing Body or the Vice Chancellor.</p>
3.8 The Deputy Registrar	<p>(a) The Deputy Registrar of Y.B.N. University, Ranchi (Jharkhand) shall be appointed by the Chairperson of the Sponsoring Body of the University on the recommendation of the Selection Committee of the University as per the provisions of UGC and also under the impression of Section-11 (k) of the Y.B.N. University Act 15, 2017;</p> <p>(b) Reporting to the University Registrar, the Deputy Registrar is an Integral Member of the leadership team of the Office of the Registrar, leading the implementation of the Registrar's directives, and providing the Coverage and Contingency Planning for the Registrar;</p> <p>(c) The Deputy Registrars and the Assistant Registrars normally assist the Registrar/Registry in Units/Sections/Divisions devoted to General Administration, Stores & Purchase, Finance & Accounts, Students Section, Estate & Establishment, etc.;</p> <p>(d) The Registrar shall assign different Tasks for the timely completion with perfection by the allotment of different Tasks to the Deputy Registrar (Administration), the Deputy Registrar (Academics), the Assistant Registrar (Administration), the Assistant Registrar (Academics) as per the fields expertise of</p>

the respective Officers of Y.B.N. University, Ranchi (Jharkhand);

(e) Deputy Registrar shall be the custodian of the Records, Common Seal and other Property of the University. He/She shall issue the Notices convening the meeting of the Syndicate, Academic Council, Faculties, the Board of Studies and any Authority of the University and shall keep the Minutes of all such Meetings;

(f) Salary of Deputy Registrar in 7th Pay Commission - On appointment as Deputy Registrar presently in the Pay Band of Rs. 15,600-39,100/- with Grade Pay of Rs. 7,600/-, pay shall be fixed at Level 12 with Rationalized Entry Pay of Rs. 78,800/- as per 7th CPC Pay Matrix. Deputy Registrar Salary in India ranges between Rs. 3.00 Lacs to Rs. 18.40 Lacs with an average Annual Salary of Rs. 8.40 Lacs.

ROLE OF DEPUTY REGISTRAR IN UNIVERSITY:

The Deputy Registrar shall be the In-Charge of the conduct of examination and other related work, and shall perform such other duties as may be prescribed by the Statutes or the Ordinances or as may be allocated to him/her by the Vice Chancellor of the University.

ELIGIBILITY FOR DEPUTY REGISTRAR –

Master's Degree with at least 55% Marks in Aggregate or its equivalent Grade of 'B' in the UGC prescribed Seven Point Scales; Experience: (i) At least 09 years' of experience as Assistant Professor in the AGP of Rs.6000/-(Level 10 of the 7th CPC) or above with 3 years' experience in educational administration. OR (ii) Comparable experience in research establishments and/ or other Institutions of higher education OR (iii) 05 years of administrative experience as Assistant Registrar or equivalent post in the GP of Rs.5400/-(level 10 of 7th CPC) and above.

DUTIES & RESPONSIBILITIES OF DEPUTY REGISTRAR (GENERAL):

Subject to the direct control and supervision of the Registrar and to the extent as may be directed by him/her, the Deputy Registrar shall carry on the routine duties of the Registrar relating, generally speaking, to the following activities :

	<ul style="list-style-type: none"> (1) Service matters such as Appointments, Promotions, Retirement, Disciplinary Action, Sanction of Leave, awarding the Incentive pertaining to both Teaching and Non-Teaching employees of the University; (2) Service matters, such as Appointments, Promotions, Retirement, Disciplinary Action, Sanction of Leave etc., in respect of the Technical Staff working in the constituent Units of The Y.B.N .University, Ranchi (Jharkhand); (3) Maintenance of the sanctioned Scale Register and Gradation List of both Teaching and Non-Teaching employees of the University; (4) Implementation of the Revision of Pay Scales to the Non-Teaching employees as per the relevant Government Orders issued by the Government from time to time; (5) Implementation of UGC Pay Scales to the Teaching Staff of the University; (6) Appointments on the Compassionate grounds to the Candidates; (7) Transfers of the Employees to the Inter-Unit of The Y.B.N .University, Ranchi (Jharkhand); (8) Extension of the Career Advancement to the University teachers as per UGC Guidelines; (9) Framing of the Statutes relating to creation of the Teaching Posts as well as the Non-Teaching Posts in the University; (10) Any other work pertaining to the Service Matters of the Employees; (11) Correspondence with Governments, University Grants Commission, other Universities and Institutions on the matters relating to the Courses of Study (including Questionnaire), examinations, admissions, and other matter of academic nature; (12) Making the Arrangements for the conduction of the Seminars, Symposia, Extension Lectures,
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	<p>Summer Institutes etc. within the University Campus;</p> <p>(13) Coordination with the concerned Officials/Staff and handling the Admissions, Re-Admissions, Dues of Students, Prospectus, Calendar etc.;</p> <p>(14) Acquaintance with the Rules relating to Admissions, Examinations and Courses of Study incorporation of amendments as and when necessary;</p> <p>(15) Draft Agenda and Minutes of Doctorate Committee and other Academic Committees;</p> <p>(16) Recognition and equivalence of qualifications i.e. Diplomas, Degrees, Certificates;</p> <p>(17) General supervision of the Office, disposition of the Personnel transfer and leave to Teaching, Non-Teaching and Technical staff;</p> <p>(18) Correspondence with Government and University Grants Commission regarding running Schemes and other letters (except New Schemes and Proposals, major question of Policy, letters of Appointment, Dismissal and conditions of Service, specified categories of Import letters and Import license as per the need of the University);</p> <p>(19) Annual Report of the University and other Non-Academic Publications;</p> <p>(20) Implementation of the Resolutions of the Court and the Executive Council as per the direction of the Registrar;</p> <p>(21) Agenda and Minutes of the Planning & Development Committees and other Non-Academic Bodies or Committees;</p> <p>(22) Records of University Vehicles;</p> <p>(23) Organize and administer the Records, Progression and Graduation eligibility of all the Students</p>
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	<p>within the University systems; report on trends, students of concern and other areas as needed;</p> <p>(24) Liaise with the University Counseling Office and be responsible for meeting the Transcript collection and production deadlines;</p> <p>(25) Conduct of Statutory meetings and maintenance of Minutes of Statutory Committees/Sub-Committee of the University such as the Court, the Executive Council/Board of Management, the Academic Council, the Board of Studies of schools and Departments, and other Statutory bodies and also assist in other works related to these meetings which are assigned to him/her from time to time by the concerned authorities/Registrar etc.</p> <p>(26) Such other matters as may be allotted by the Registrar from time to time on behalf of the University.</p>
3.9 The Chief Finance & Accounts Officer (C.F.A.O.)	<p>The Chief Finance & Accounts Officer (C.F.A.O.) shall be appointed as per the Provisions of the Section-18 of the Y.B.N. University Act 15, 2017.</p> <p>(a) The Chief Finance & Accounts Officer (C.F.A.O.) shall be appointed by the Chairperson of the Sponsoring Body of Y.B.N. University, Ranchi (Jharkhand) on the recommendations of the Selection Committee constituted for the purpose headed by the Chairperson or Secretary of the Sponsoring Body in such manner as may deemed fit by the Sponsoring Body and shall be a whole-time Salaried Officer of Y.B.N. University and shall work under the control of the Chancellor of Y.B.N. University, Ranchi;</p> <p>(b) The C.F.A.O. shall hold such Qualifications and possess Experiences as may be prescribed by the Sponsoring Body from time to time;</p> <p>(c) The C.F.A.O. shall draw such Salary, Allowances and other Benefits and shall be entitled for such perquisites which shall not be less than the Emoluments of the Deputy Registrar or the equivalent Employee/person as prescribed by the UGC from time to time;</p> <p>(d) When the Office of the Chief Finance & Accounts Officer (C.F.A.O.) is temporarily vacant or when the C.F.A.O. is, by reason of Illness or long absence for any other cause, unable to perform the Duties & Tasks of his/her Office, the Duties & Tasks of the C.F.A.O. Office shall be performed by such</p>

	<p>officiating Employee/person as the Chancellor or the Vice Chancellor may appoint for the purpose. Such appointment shall be for a period of one year or till the permanent incumbent is appointed by the Chancellor, whichever is earlier;</p> <p>(e) The Tenure of C.F.A.O. and the Terms & Conditions of the Services of the C.F.A.O. shall be prescribed by the Governing Body or by the Chancellor or by the Pro-Chancellor of Y.B.N. University in accordance with the Acts, the Statutes and the Ordinances of the Y.B.N. University, Ranchi. The C.F.A.O. shall retire on attaining the Age of Sixty Two (62) Years;</p> <p>(f) If at any point of time upon the Representation made or otherwise, the Chancellor or the Pro-Chancellor at his/her wisdom feels that the situation so warrants that the continuance of the Chief Finance & Accounts Officer (C.F.A.O.) is not in the interest of the Y.B.N. University, Ranchi (Jharkhand), the Chancellor or the Pro-Chancellor may, by an Order in writing, remove the Chief Finance & Accounts Officer (C.F.A.O.) from his/her Office from such date as may be specified in the Order and appoint the Interim/new Chief Finance & Accounts Officer (C.F.A.O.): Provided that before initiating/taking an action under this Sub-Section-3.9(f), the Chief Finance & Accounts Officer shall be given an opportunity of being heard.</p> <p>POWERS & FUNCTIONS OF THE C.F.A.O.:</p> <p>The C.F.A.O. shall have the Powers and perform the tasks as follows:</p> <p>(1) The C.F.A.O. shall exercise general supervision over the Funds of the Y.B.N. University, Ranchi (Jharkhand) and shall advise it as per the Financial Policy of the Y.B.N. University.</p> <p>(2) The C.F.A.O. shall report to the Chairperson of the Sponsoring Body and Chancellor or the Pro-Chancellor of Y.B.N. University, Ranchi (Jharkhand) for all sorts of Tasks/ Financial Operations/Financial Functions initiated and conducted from time to time for and on behalf of the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(3) The C.F.A.O. shall be responsible for the proper maintenance of the Accounts of the Y.B.N.</p>
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	<p>University, Ranchi (Jharkhand).</p> <p>(4) The C.F.A.O. shall hold and manage the Properties and the Investments of the Y.B.N. University including the Trust and the Immovable Properties for the fulfillments of the objectives of the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(5) The C.F.A.O. shall perform such other Financial functions/ Tasks/operations as may be assigned to him/her by the Sponsoring Body/Governing Body or as may be prescribed by the Statutes or the Ordinances of the Y.B.N. University, Ranchi:</p> <p>Provided that the C.F.A.O. shall not incur any Expenditure or make any Investment exceeding Rs. 10000/- (Rupees Ten Thousand) without the prior approval of the Finance Committee of the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(6) Subject to the control of the Governing Body, the C.F.A.O. shall hold and manage the Property and the Investments including the Society and the endowed Property for furthering any of the Objectives of Y.B.N. University.</p> <p>(7) The C.F.A.O. shall be responsible for the timely compliances of the Audit requirements of the Balance Sheet in coordination and support of the Chartered Accountant hired for and on behalf of the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(8) The C.F.A.O. shall view, under the control and supervision of the Governing Body, that the limits fixed by the Finance Committee for recurring and non-recurring Expenditures for a year are not exceeded and that all the Funds/Money are spent on the fulfillment of such purposes for which such Funds/Money are granted or allotted.</p> <p>(9) The C.F.A.O. shall, under the control of the Governing Body, be responsible for the preparation of the Annual Accounts and the Annual Budget of Y.B.N. University, Ranchi for the next Financial Year and for its presentation to the Governing Body of the Y.B.N. University.</p> <p>(10) The C.F.A.O. shall, under the control and the supervision of the Governing Body, keep vigil on the</p>
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progress of the collection of the Revenue and shall advise on the methods or modes of collections adopted thereto.

(11) The C.F.A.O. shall, under the control and the able guidance of the Governing Body, ensure that the Accounts as well as the Balance Sheet of Y.B.N. University, Ranchi (Jharkhand) is audited regularly by an Internal Audit System prepared solely for such purpose.

(12) The C.F.A.O. shall, under the control, supervision and the worthy guidance of the Governing Body, study the Registers of the Buildings, Infrastructure, Land, Furniture and the Equipment and shall ensure that these are maintained up-to-date and that the Stock-Checking is conducted of the Equipment and other Consumable Materials in all the Departments, Offices, Study Centres including the Off-Campus Centres, Special Centres, Examinations Centres, Specialized Laboratories, Colleges and the Institutions which are being maintained and run by Y.B.N. University, Ranchi (Jharkhand) regularly.

(13) The C.F.A.O. shall, under the control and supervision of the Governing Body, call for the explanation for the unauthorized expenditures and for other financial irregularities and shall suggest the appropriate Disciplinary Actions against the Employees/ Persons at Fault.

(14) The C.F.A.O. shall, under the control, worthy supervision and the able guidance of the Governing Body, demand or require any Information or the Returns from any Office or College or the Institutions under the Y.B.N. University, Ranchi that he/she may consider necessary to discharge his/her Financial responsibilities.

(15) The C.F.A.O. shall keep the constant watch/vigilance on the status of the Cash and the Bank Balances and the Investments made for and on behalf of the Y.B.N. University, Ranchi (Jharkhand) by the different employees/authorities at different points of time.

(16) The C.F.A.O. shall keep all the Funds/Money belonging to the Y.B.N. University, Ranchi (Jharkhand) in a scheduled bank authorized and approved by the Secretary/Chairperson of the Sponsoring Body of Y.B.N. University

(17) The C.F.A.O. shall call for from any Academic Unit, any Information or the Returns that he/she

may consider necessary to discharge his/her financial responsibilities.

(18) The Receipt of the C.F.A.O. or of the Employee/Person or the Employees/Persons duly authorized in this behalf by the Sponsoring Body/Governing Body for any Money/Amount payable to the Y.B.N. University, Ranchi (Jharkhand) shall be the sufficient discharge for the same.

(19) The C.F.A.O. shall ensure that the adequate controls commensurate with the size of the Financial operations are in proper place.

(20) The C.F.A.O. shall ensure all the Statutory and timely compliances as well as the Due Payments of the Government Offices, Taxation Departments, Electricity Departments, PF & ESI Departments, Banking Functions & Formalities including the Bank Liabilities viz. Loan Installments (if any), Bank Charges, Bank Fee, Bank Borrowings etc.

(21) The C.F.A.O. shall ensure that the Registers of the Properties, Buildings, Land, Furniture and Equipment are maintained up-to-date and that the Stock checking of the Equipment and other Consumable Items/Materials in all the Offices/Places and the Academic Units is conducted at Regular Intervals or as may be required from time to time.

(22) The C.F.A.O. shall be responsible for the maintaining the liaison with the Financial Institutions, Banks, Government Offices and other Financial Matters for and on behalf of Y.B.N. University, Ranchi (Jharkhand).

(23) The C.F.A.O. shall maintain all the Accounts and the Financial Records of the Employees, Students Fee Deposited/Due, Y.B.N. University Assets & Liabilities, Capital Funds, Miscellaneous Expenditures incurred, Cash Flow and Fund Flow details etc. as per the Acts, the Statutes and the Ordinances of the Y.B.N. University, Ranchi (Jharkhand).

(24) The C.F.A.O. shall disburse all the Financial Affairs/Tasks and in case of shortfall in the collections of Fees & Other Charges from the Students as well as the Research Scholars, shall arrange the necessary required Funds in consultation with the Finance Committee and also in consultation and support of the Sponsoring Body of Y.B.N. University, Ranchi (Jharkhand). Further, the C.F.A.O. shall ensure the

	<p>timely payments of the Salaries/Wages/ Emoluments to be provided to the Employees and other persons engaged in the Academic and other related Affairs/Tasks at the Y.B.N. University, Ranchi (Jharkhand) and its other places as earmarked by the Y.B.N. University Management/Authorities.</p> <p>(25) The C.F.A.O. shall perform such other Financial Functions as may be assigned to him/her by the Vice Chancellor as may be specified in the subsequent Statutes, or the Ordinances of the Y.B.N. University, Ranchi (Jharkhand).</p>
3.10 The Controller of Examinations (CoE):	<p>The Controller of Examinations (CoE) shall be appointed as per the Provisions of the Section-19 of the Y.B.N. University Act 15, 2017.</p> <p>(a) The Controller of Examinations (CoE) shall be appointed by the Chancellor on the recommendations of the Selection Committee headed by the Vice Chancellor constituted for the purpose in accordance with the Statutes of Y.B.N. University, and shall be the whole-time salaried Officer of Y.B.N. University, Ranchi (Jharkhand);</p> <p>(b) The Controller of Examinations (CoE) shall be appointed for a Tenure of Three Years and shall be eligible for re-appointment based on the approval of the Chancellor of Y.B.N. University;</p> <p>(c) The Emoluments and other Terms & Conditions of the Service of the Controller of Examinations (CoE) shall be same as the Registrar or the other Officers of the Y.B.N. University or such as may be prescribed by the Sponsoring Body from time to time;</p> <p>(d) The Controller of Examinations (CoE) shall work under the direct control and the supervision of the Vice Chancellor and with his/her approval perform all the functions and the operations of the Examinations Department of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(e) When the Office of the Controller of Examinations (CoE) is vacant or when the CoE, by reasons of Illness, absence or any other cause, unable to perform the Duties, Operations and Tasks of his/her Office, such Duties, Operations and Tasks shall be performed by such Employee/Person as the Vice Chancellor may appoint for the purpose;</p> <p>(f) The Controller of Examinations (CoE) shall arrange for and superintend/supervise the Examinations of Y.B.N. University, Ranchi (Jharkhand) in the manner prescribed by the Ordinances of</p>

	<p>Y.B.N. University.</p> <p>POWERS & FUNCTIONS OF THE CONTROLLER OF EXAMINATIONS (CoE):</p> <p>The Controller of Examinations (CoE), subject to the provisions of the Acts, the Statutes and the Ordinances of Y.B.N. University, Ranchi (Jharkhand), in addition to any other Powers vested in it, shall have the Powers and shall perform the Duties and the tasks as follows:</p> <ol style="list-style-type: none"> (1) To prepare the Examinations Policy as per the New Education Policy for and on behalf of the Y.B.N. University, Ranchi; (2) To prepare the Examinations Schedule in coordination with the Academic Council of Y.B.N. University, Ranchi; (3) To arrange for and supervise the works/tasks of the Examinations of the Y.B.N. University, Ranchi (Jharkhand) in accordance with the manner specified in the Regulations and the Rules of the Y.B.N. University; (4) To ensure the Conduction of the Examinations in a disciplined and efficient manner; (5) To conduct all the Examinations of Y.B.N. University and to make the preparatory arrangements of the Examinations; setting up of the Examinations Centres; appointments of the Supervisory, Invigilation and other Supporting Staff; ensuring smooth, efficient, fair and transparent conductions of the Examinations; the Printing and Supply of the Answer Books and receiving back the Unused Answer Books from the Examinations Centres; (6) To arrange and ensure for the Setting of the Question Papers for all the Examinations to be held at the Y.B.N. University, Ranchi (Jharkhand) by the Examiners or the Question Papers Setters by ensuring that such Question Papers set are in accordance with the approved Schemes of the Examinations and as per the prescribed Syllabi for the particular Subject/Paper along with strictly maintaining the Secrecy; (7) To get the Question Papers printed from some reputed but strictly confidential Presses of the
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Indian regions. He/She keeps and preserves the Names, Addresses and the Contact Numbers/Mobile Phone Numbers of such Presses. The printed Question Papers must be received back in advance before the start of the Examinations so that these reach at the Examinations Centres well in time. The entire Transportation Process must also be kept confidential to prevent any kind of Leakage of any Question Papers;

(8) To fix the commencement Dates of various Examinations, to prepare the Date Sheets and the Examinations Schedule for all the Examinations to be held during the Next Year and to publish the same well in time for the information of all the concerned;

(9) To arrange for the Evaluation of the Answer Sheets/Books of the Examinations conducted so that Marks Award List in all such cases are supplied to the Examination Branches or the Computer Section for Tabulation, Scrutiny and the Declaration of the various Examinations Results in accordance with the planned time schedule for the Results;

(10) To ensure that all the Examinations Results are declared and published within the schedule fixed for such purpose and the public & the Students widely informed accordingly;

(11) To arrange for and ensure about the Rectification of the Results declared and the Re-Checking of the Answer Books/Sheets wherever permissible;

(12) To get the Detailed Marks Cards (DMCs), the Degrees and other relevant Testimonials prepared for all those students passing out from the Y.B.N. University, Ranchi and the same be supplied to the Academic Units, within the period specified for this purpose;

(13) To make the arrangements for the verification of the credentials/educational documents of the students who had been passed out from the Y.B.N. University, Ranchi and make the Application either for Jobs or for Admissions in the Indian Educational Institutions or Abroad and would like their respective credentials/educational documents to be verified from the Y.B.N. University, Ranchi (Jharkhand);

(14) To prepare and maintain the Accounts for the Secrecy Fund, get the same checked and counter signed by the concerned authority and keep the permanent records for all such confidential transactions or

the accounts;

- (15) To study and take the necessary steps for continuous examinations reforms so as to keep updating the existing Statutes, the Rules and Regulations pertaining to the Examinations; to propose new Rules and Regulations in relation to the Examinations and get the same approved by the concerned Bodies of the Y.B.N. University, Ranchi;
- (16) To retrieve or figure out and prepare the list of the Examiners, Paper Setters, Evaluators, Centre Superintendents, Centre Inspectors, Members of the Flying Squads, Observers, Chief Coordinators, Coordinators of the various Examinations (both the routine/traditional and the Entrance Tests) and get the same approved with the appropriate revisions/reconsiderations, if any, from the competent authority of the Y.B.N. University, Ranchi (Jharkhand);
- (17) To sign the Detailed Marks Sheets (DMCs), Degrees, Diplomas and all the other Certificates and the Testimonials, wherever it is required to do so. The confidential Seals, Stamps including the one carrying the Signatures be got prepared and kept in the Safe Custody for use at the required time. It will be the responsibility of the Controller of Examinations to ensure that these Confidential Seals are not misused or tampered or lost by anyone for any ulterior purpose. The duplicate DMCs and Degrees are issued by the CoE on an application by the candidate/student on the Payment of requisite Fees/Charges;
- (18) To keep liaison with the Academic Units, Heads of Departments (HODs) with regard to the Students Enrolments, conducting of the Examinations and on the other issue relating to the Teachers and the Students;
- (19) To receive the Examinations Forms and issue the Admit Cards accordingly for the Examinations of Y.B.N. University, Ranchi;
- (20) To countersign and sanction the various TA/DA Bills in respect of the concerned Staff members, the Examiners, Supervisory, Invigilation and such other Staff appointed/deputed for the conduct of the Examinations, Evaluation/Re-evaluation of the Answer Books/Sheets and Tabulation/Declaration/Publication of the Examinations Results;

	<p>(21) To review constantly the Examination System in order to enhance the level of impartiality and objectivity with a view to make it better Instrument for assessing the attainments of the Students;</p> <p>(22) To deal with any other matter connected with the Examinations which may, from time to time be assigned to him/her by the Vice Chancellor of Y.B.N. University, Ranchi;</p> <p>(23) To produce the prepared Results Sheets for the approval of the Registrar of Y.B.N. University, Ranchi (Jharkhand) as and when prepared for the Declaration of the Timely Results of the Examinations successfully conducted within as well as outside the Y.B.N. University campus;</p> <p>(24) To produce the Degrees/Diplomas/Provisional Degrees for the approval of the Registrar of Y.B.N. University as and when prepared for conferring such Educational Certificates either in the Convocation Ceremony or otherwise after the final approval of the Vice Chancellor;</p> <p>(25) To submit, for the approval of the Registrar, the prepared Details of Miscellaneous Charges which are to be received or to be collected by the Examinations Department (for rendering/providing their various services) from the Students/representatives of the Students on their behalf;</p> <p>(26) To explore the new improvements in the Examinations System, place and discuss it at the Examinations Committee Meeting and submit the Report at the next Academic Council Meeting scheduled to be conducted;</p> <p>(27) To explore and suggest the Paper-Less Examinations conduction system, for such Examinations as are feasible without making any Academic or Educational harm for those Examinations, equipped with the Latest Information Technology provisions;</p> <p>(28) To perform such other functions and duties and tasks as may be specified in the subsequent Statutes, or the Ordinances, Rules and Regulations or as may be required from time to time by the Vice Chancellor or the Chancellor of the Y.B.N. University, Ranchi.</p>
3.11 The Dean of Students Welfare	The Dean of Students Welfare (DSW) shall be appointed by the Vice Chancellor as per the Provisions of the Section-11(h) of the Y.B.N. University Act 15, 2017.

(a) The Dean of Students Welfare shall be appointed from amongst the Teachers of the Y.B.N. University, Ranchi (Jharkhand), or who have been the Teachers of any other University/Educational Institution, or any other suitable person, not below the Rank of a Professor/Reader/Associate Professor or equivalent in experience, by the Governing Body on the recommendations of the Selection Committee chaired by the Vice Chancellor of the Y.B.N. University;

(b) The Dean so appointed shall be a whole-time Salaried Officer and shall hold the Office for a Tenure of Three Years and shall be eligible for re-appointment after the completion of his/her Tenure:

Provided that the Governing Body may, if it is considered necessary, appoint, on the recommendation of the Vice Chancellor, a Teacher, not below the Rank of a Reader/Associate Professor, to discharge the Duties & Tasks of the Dean of Students Welfare in addition to his/her assigned Duties & Tasks and in such a case the Governing Body may sanction a suitable Allowance;

(c) The Employee/Person who is appointed as the Dean of Students Welfare shall continue to hold his/he lien on his substantive Post and shall be eligible to all the Benefits that would have otherwise accrued to him/her but his/her appointment as Deans of Students Welfare;

(d) When the Office of the Dean of Students Welfare is vacant or when the Dean of Students Welfare (DSW) is, by reason of Illness or absence for any other cause, unable to perform the Duties & the Tasks of his/her Office, the Duties & the Tasks of the Office shall be performed by such Employee/Person as the Vice Chancellor may appoint/depute for the purpose;

(e) The Dean of Students Welfare shall report to the Vice Chancellor;

(f) The Dean of Students Welfare possesses the overall Charge and the Supervision of his/her Office;

(g) The Vice Chancellor may authorize any other competent Officer/Faculty to exercise any or all of the Duties & the Tasks of the Dean of Students Welfare in his/her absence.

POWERS & FUNCTIONS OF THE DEAN OF STUDENTS WELFARE (DSW):

The Dean of Students Welfare (DSW), subject to the provisions of the Acts, the Statutes and the Ordinances of Y.B.N. University, Ranchi (Jharkhand), in addition to any other Powers vested in it, shall have the Powers and shall perform the Duties and the tasks as follows:

- (1) To take care of and to observe all sorts of the activities of the Students studying as well as residing within the Hostels (Boys & Girls) in the Y.B.N. University, Ranchi (Jharkhand) campus or the Hostels (Boys & Girls) located outside the Y.B.N. University campus in addition to the responsibilities of the Care Takers/Hostel Wardens;
- (2) To make the arrangements to ensure the suitable Housing facilities & amenities for the Students (Boys & Girls);
- (3) To look after the Physical Welfare & NCC activities of the Students within or outside the campus;
- (4) To deal with the disciplinary matters of the Students within and outside the University Campus, except those relating with the Academic Works/Task, which will be dealt with by the respective Heads of Departments (HODs) and/or the Dean of Studies and to recommend the Penalties to such Students as may be deemed necessary, after the due enquiry of such disciplinary matters;
- (5) To explore and devise the Ways & Means for promoting the welfare/wellbeing of the Y.B.N. University Students which include inculcating of Social, Moral, Emotional and Intellectual Values among them; regard for the Great Ideas; develop and like the Loyalty towards India/country; harmonious co-existence; devotion to duty and pursuit of truth and achieving the Excellence in their respective Studies and other Co-curricular activities and Sports;
- (6) To arrange for the employment/placements of the Students in accordance with the scheduled Plans approved by the Vice Chancellor;
- (7) To communicate with the Parents/Guardians of the Students concerning the welfare or well-beings

	<p>of the Students;</p> <p>(8) To obtain travelling facilities for the Students from the competent authorities of the Y.B.N. University, Ranchi;</p> <p>(9) To assist the Students in obtaining the Scholarships, the Studentships etc. by providing them the Information relating thereto;</p> <p>(10) To organize the Events relating to the Extracurricular Activities/Co-Curricular Activities;</p> <p>(11) To perform such other Duties and such other Tasks as may be assigned to him/her from time to time by the Vice Chancellor;</p> <p>(12) To arrange to get the Periodic Feedbacks from the Students in various fields of functioning of Y.B.N. University and to liaison with the Registrar/Vice Chancellor for action, as necessary;</p> <p>(13) To constitute the Small and appropriate Committees consisting of the Teachers and/or the Students to perform the specific activities related to his/her Duties & Responsibilities;</p> <p>(14) To redress the grievances of the Students whenever & wherever arises with the cooperation of the other Officials of the Y.B.N. University, Ranchi in accordance with the Acts, the Statutes and the Ordinances and the implemented Government Rules & Regulations in this respect;</p> <p>(15) To observe the routine activities of the Students studying as well as residing within the University campus and ensure that the discipline is being maintained within the Y.B.N. University, Ranchi (Jharkhand) campus thoroughly. Further, in case of any untoward incident has happened with any Student/Students or whenever and wherever if any undisciplined acts are performed by any Student/Students, then in such situations, always try to interfere & figure out the reasons through having coordination with such students by reaching at the spot of such incident immediately as feasible. Try to pacify or mitigate the matters with diplomatic gestures;</p> <p>(16) To inform the Vice Chancellor of Y.B.N. University, Ranchi (Jharkhand) and simultaneously</p>
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	<p>Disciplinary Committee regarding all the disciplinary matters wrongly performed or done by the Students at different points of times to initiate the Disciplinary Actions against such Students as per the Acts, the Statues and the Ordinances and the implemented Government Rules, Regulations and Norms;</p> <p>(17) To arrange the First Aid in coordination and support of the Medical Health/Treatment Staff/Team to the injured Student/Students or the Student/Students affected by any Health Disorder or felling uncomfortable due to whatever reasons, and if not feeling relaxed by such treatment, then, arrange in coordination and support of the Hospital Team/Staff to shift such Student/Students to the Hospital for appropriate and proper Treatment within time;</p> <p>(18) To motivate and support the Students for initiating the extra-curricular activities or for showing their respective hidden Talents before the Society/within the Y.B.N. University Campus in addition to their routine pursuing Studies for overall growth & advancements;</p> <p>(19) Responsible in campus discipline of the students and coordinate the same with the Hostel Wardens (Boys & Girls);</p> <p>(20) As being the Chairperson of the Proctorial Board of the Y.B.N. University, Ranchi (Jharkhand) ensures the Ragging-Free campus and prevents Ragging wherever attempted by any Student (Girl or Boy);</p> <p>(21) Ensures and encourages the Healthy Living conditions and lively positive relationships among the Students and the campus community/campus residents of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(22) Manages and acts as Faculty Advisor for the Students events, Panel Discussions, Sports Meet etc., coordinates the Dates, Timing, Preparation of the Budgets and provision of the Funds for such activities/practices at as well as outside the Y.B.N. University, Ranchi (Jharkhand) campus;</p> <p>(23) Analyzes the Placements data to understand, know and gather the understanding for the Future trends and the articulate needs for the Y.B.N. University level planning and budgeting;</p> <p>(24) Student's Projects- Mid Term and final Placement activities;</p>
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	<p>(25) Involves the Faculty members in the Pre-Placement Talk, Project selection and final placement of the Students;</p> <p>(26) Regularly meets with the Faculty members to solicit the expertise in the Placement Activities with regard to initializing and planning for the Future activities at the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(27) Interacts with the Students to keep them informed about the latest Market Trends and the Skills Demands so that they can update themselves and prepare the level best for their Career;</p> <p>(28) Boosts up the Student morale and counsel them before they undergo Summer and final Placement activities;</p> <p>(29) Provides feedback to the Faculty members on the Placement opportunities for the final year Students of Y.B.N. University, Ranchi;</p> <p>(30) Builds and develops the Relationships with the Alumni through organizing the Seminars, Annual Alumni Meets, etc. either within the Y.B.N. University, Ranchi campus or at any other suitable places of repute;</p> <p>(31) Acts as Institute-Industry interface including the Publicity, News Bulletins, Brochures preparation/distribution, etc.;</p> <p>(32) Plans for providing the suitable Accommodations to the Parents and other Family members of the Students/Candidates during Admission period, Annual Function, Convocation ceremony, etc.;</p> <p>(33) The Dean of Students Welfare may discharge or may perform any other Duties or Tasks or Functions which may be allotted to him/her by the Vice Chancellor from time to time at the Y.B.N. University, Ranchi (Jharkhand) campus and outside the campus as well.</p>
3.12 The Dean of Faculty	<p>The Dean of Faculty shall be appointed as per the Provisions of the Section-11(k) of the Y.B.N. University Act 15, 2017.</p> <p>(a) The Dean of Faculty shall be appointed by the Vice Chancellor for each</p>

Faculty/Department/Institution from amongst the Teachers of the Y.B.N. University, Ranchi who shall not be below the rank of a Professor in such manner as prescribed by the Board of Management and/or the Governing Body of Y.B.N. University, Ranchi for a Period of Three (3) Years in accordance with the UGC Guidelines and the Regulations and such Deans of Faculty shall be responsible for re-appointment after completion of their Tenure :

Provided that the Dean of Faculty on attaining the Age of Sixty Five Years shall cease to hold the Office as such;

Provided further that when the Office of the Dean is vacant or when the Dean of Faculty is by reason of Illness or absence for any other cause, unable to perform the Duties and the Tasks of his/her Office, the Duties and the Tasks of such Dean shall be performed by such person as the Vice Chancellor may appoint for the purpose.

(b) The Dean of Faculty shall be responsible for the conduct and the standard of Teaching in the concerned Faculty/Department/ Institution. The Dean shall also be expected to perform as Faculty/Teacher in the disciplines relevant to the Qualifications and the Experiences attained. The Dean of Faculty shall also represent the Faculty Members of the concerned Faculty/Department/ Institution. He/She shall have such other functions as may be prescribed by the Regulations of the Y.B.N. University, Ranchi (Jharkhand);

(c) The Dean of Faculty shall report directly to the Vice Chancellor of Y.B.N. University, Ranchi.

POWERS & FUNCTIONS OF THE DEAN OF FACULTY:

The Dean of Faculty holds such Powers as per the Acts, the Statutes and the Ordinances of the Y.B.N. University, Ranchi (Jharkhand) and performs such functions, namely:

(1) The Dean of Faculty shall exercise such Powers and perform such functions and the Duties as may be assigned to him/her by the Vice Chancellor and/or the Board of Management or the Governing Body of Y.B.N. University;

	<p>(2) The Dean of Faculty/Department is responsible for overseeing the functioning of the Faculty/Department, mentoring and supporting the Faculty members, and attracting the suitable persons to teach at the Faculty/Department, and coordinate with the Dean of Academics in performing such duties;</p> <p>(3) The Dean of Faculty is expected to lead the process of Curriculum and pedagogy review at the Faculty/Department in the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(4) The Dean of Faculty is responsible for all the Academic affairs of the Department;</p> <p>(5) The Dean of Faculty looks after day-to-day activities relating to Teaching and other Workloads of his/her Teaching and non-teaching Staff;</p> <p>(6) The Dean of Faculty reports to the Vice Chancellor regarding all the requirements of his/her departments such as Faculty Member, Supporting Staff, Equipment, Books & Journals, Maintenance work in and around the Department/Faculty, etc.;</p> <p>(7) The Dean of Faculty represents his/her department and shall report to the Principal of the College/School regarding all the requirements/shortcomings for the development and proper functioning of the Department/Faculty, during the Weekly/ Fortnightly Meetings in the Y.B.N. University, Ranchi campus;</p> <p>(8) The Dean of Faculty looks after the matters related to R&D, Consultancy and Research Publications of the Faculty members and the Research Scholars;</p> <p>(9) The Dean of Faculty arranges for the Guest Lecture/Extension Lectures, Seminars, Workshops, Conferences, etc. within the Y.B.N. University, Ranchi (Jharkhand) campus as well as outside the campus;</p> <p>(10) The Dean of Faculty is responsible for mobilizing the Faculty Member(s) for different Research Grants;</p> <p>(11) The Dean of Faculty is responsible for commencing and conducting the Innovative programmes including the Collaborations with other Institutions, Universities and different Industries within the Indian</p>
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	<p>Regions and also abroad;</p> <p>(12) The Dean of Faculty is responsible for the Students Proctor's System to be maintained properly within the Y.B.N. University, Ranchi campus;</p> <p>(13) The Dean of Faculty provides the overall Academic Leadership within the Faculty/Department and coordinates the Faculty's strategic direction and in the process represent the Faculty at Key Forum/Fora in the College/School and integrates the Faculty's interests into the overall College/School strategy;</p> <p>(14) The Dean of Faculty plays an active Role in seeking the Resources that allow for the implementation of the Faculty's strategic goals;</p> <p>(15) The Dean of Faculty presides over the Faculty Executive Committee Meetings and the Faculty Forum;</p> <p>(16) The Dean of Faculty possesses the overall Budgetary authority, the Accountability and the Responsibility for all the Budgets allocated in the Faculty/Department, including the Budgets for the Research and the Self-Financing, and the Budgets of the Research Institutes and the Research Centres within the Faculty/Department;</p> <p>(17) The Dean of Faculty is responsible, within the overall College/School Guidelines, for the Staff Recruitments within the Faculty/ Department; presides over (or delegates to chair) the Selection Committees Meetings for the Academic and Administrative Staff appointments in the Colleges/Schools within the Faculty/ Department; establishes the Selection Committees for the Appointments within the Faculty/Department of the Y.B.N. University, Ranchi;</p> <p>(18) The Dean of Faculty becomes the Member of all the Search Committees for the Chairpersons' appointments in the Faculty/Department and plays an active Role in the negotiations and the Appointment Process for the Chairpersons in the Faculty/Department in collaboration with the Head(s) of School(s);</p> <p>(19) The Dean of Faculty becomes the Member of Council and the relevant College Committees, and/or</p>
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	<p>appoints a Delegate on his/her behalf;</p> <p>(20) The Dean of Faculty becomes the Member of the Senior Promotions Committee of Y.B.N. University, Ranchi;</p> <p>(21) The Dean of Faculty is responsible for ensuring the effective processes of faculty selection, appointments, evaluation, and development;</p> <p>(22) The Dean of Faculty has the responsibility for setting policy associated with these essential responsibilities as mentioned in Sub-Section-3.12(21) and approves student requests for exception to academic policy or degree requirements;</p> <p>(23) The Dean of Faculty has the Power to approve the list of the Examiners for each Academic Programme of Study, and where appropriate, to approve the List of the External Examiners;</p> <p>(24) The Dean of Faculty makes the Recommendations to the Board of Management, on the Creation or the Abolition of the Teaching Post/Posts;</p> <p>(25) The Dean of Faculty makes the Proposals for instituting the Fellowships, Scholarships, Freeships & other Fee exemptions, Medals, Prizes and other Awards, Citations etc.;</p> <p>(26) The Dean of Faculty promotes and supports the Research Work within the Y.B.N. University and prepares the periodic Reports thereon;</p> <p>(27) The Dean of Faculty promotes the Publications by the Teachers and other Research Scholars including the Publication of the Journals and also the Publications by and in the name of Y.B.N. University, Ranchi (Jharkhand);</p> <p>(28) The Dean of Faculty takes the Measures to ensure the Excellence in the Standards of Teaching, Examinations and the Research Work/Process;</p> <p>(29) The Dean of Faculty recommends to the Board of Management for the award of the Degrees,</p>
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	<p>Diplomas, Certificates, Distinctions, Citations and the honorary Degrees in accordance with the provisions of the applicable UGC Regulation including the UGC (Grant of Degrees and other Awards by the Universities) Regulation, 2008;</p> <p>(30) The Dean of Faculty submits the Annual Report of the Academic Matters/Affairs, all such functions to the Board of Management and performs all such acts as may be necessary for the proper carrying out of the provisions of the Acts, the Statutes, the Rules and the Regulations framed thereunder;</p> <p>(31) The Dean of Faculty shall advise the Vice Chancellor for all the Academic and Administrative Matters/Affairs of the Academic Units/Departments;</p> <p>(32) The Heads of the Academic Units/Departments shall report to the Dean of Faculty on a regular basis.</p>
3.13 The Dean of Research & Development	<p>The Dean of Faculty shall be appointed as per the Provisions of the Section-11(k) of the Y.B.N. University Act 15, 2017.</p> <p>(a) The Dean of Research and Development shall be nominated and appointed by the Vice Chancellor, from amongst the Professors of the Y.B.N. University, Ranchi (Jharkhand) on the recommendations of the Board of Management of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(b) The Emoluments, Terms & Conditions of service and Powers and Duties shall be such as may be laid down in the Ordinances. He/She shall work directly under the control of the Vice-Chancellor of Y.B.N. University, Ranchi;</p> <p>(c) He/She shall hold the Office for a Tenure of Three Years and may be eligible for re-appointment for one consecutive Tenure after the completion of his/her Tenure;</p> <p>(d) He/She shall be the Member-Secretary of the Research & Development Council of Y.B.N. University, Ranchi;</p> <p>(e) The Board of Management may authorize any other competent Faculty Member/Officer to exercise any or all of the Powers, in case of the absence of the Dean (R&D).</p>

POWERS & FUNCTIONS OF THE DEAN OF RESEARCH & DEVELOPMENT:

The Dean of Research & Development holds such Powers as per the Acts, the Statutes and the Ordinances of the Y.B.N. University, Ranchi (Jharkhand) and performs such functions, namely:

- (1) The Dean of Research & Development acts as an Academic Guide of the Research Scholars in developing and improving the Research Standards at the Y.B.N. University, Ranchi;
- (2) The Dean of Research & Development coordinates and supervises the Students and the Faculty who conduct various Research activities which include the publications in the International and National journals; organize the conferences of repute; make their book publications, Patents, Projects; organizes the Conferences/ Workshops/Seminars in the emerging areas of Science and Engineering;
- (3) The Dean of Research & Development primarily deals with the Strategic Planning, creating Research infrastructure, and fostering new and inter-disciplinary Research initiatives at the Y.B.N. University, Ranchi (Jharkhand) campus;
- (4) The Dean (R&D) shall be responsible for promoting and enhancing the Research Activities as well as paving the way for obtaining the Patents of the unique Research Work, Research Products, Algorithms, and Mechanisms etc. for the Y.B.N. University, Ranchi (Jharkhand);
- (5) The Dean of Research & Development advises the Deans/HoDs/Ph.D. Supervisors/Director/ Principal/Vice Chancellor in the matters related to the Institutional Consultancy and the Funded Sponsored Research. In addition, the Dean of Research & Development also facilitates the Faculty/Teachers/Research Scholars in procuring the Equipment necessary to conduct the Research or Consultancy Work and also advises in the Recruitments of the Project staff for Y.B.N. University, Ranchi;
- (6) The Dean of Research & Development manages the Research enterprise/works/process within the Schools/Colleges of the Y.B.N. University, Ranchi (Jharkhand). He/She works with the Office for the Research& Development; informs and consults the Vice Chancellor for the Research Work, undergoing by the Research Scholars, to provide the local directions and resources for the education, training and the

	<p>implementation of all the Regulations as well as the Federal, Sponsoring Body's and the Y.B.N. University, Ranchi Policies and the Procedures;</p> <p>(7) The Dean of Research & Development acts as a vital link with the UGC/AICTE/NCTE/Council for Architecture/Pharmacy Council of India/NAAC/NBA as well as other National and International Agencies and the other Regulatory Bodies;</p> <p>(8) The Dean of Research & Development organizes the workshops for sensitizing the Faculties/Teachers with regard to the Research & Development;</p> <p>(9) The Dean of Research & Development initiates the steps and brings about the NAAC/NBA accreditation for the Y.B.N. University/ Departments to provide the guidance and the logistic support for obtaining the highest possible grades for Y.B.N. University, Ranchi (Jharkhand);</p> <p>(10) The Dean of Research & Development arranges the Educational Tours for the Dean of Faculty and other Faculty Members to be sent to the various other Universities/ Educational Institutions/Colleges across the Indian regions with a view to apprise these Academia about the latest Educational Trends prevalent in the various parts of Indian regions as also the new Educational system is available in the diverse Educational Institutions;</p> <p>(11) The Dean of Research & Development takes steps to keep abreast with the latest Educational Policies of both the State Government and the Central Government and also to apprise the Departments/ University about the same, guide them in their proper implementation;</p> <p>(12) The Dean of Research & Development advises the Deans/HoDs/Ph.D. Supervisors/Director/ Principal/Vice Chancellor in the matters related to:</p> <ul style="list-style-type: none"> (a) Framing of Rules for Industrial Sponsored Research and Consultancy; (b) Create and maintain the Database regarding faculty Expertise; (c) Facilitate the Faculty in procuring the equipment necessary to conduct the Research or
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	<p>Consultancy work, recruitment of the Project Staff;</p> <p>(d) Coordinate co-curricular activities (Technical Festivals, Quizzes, etc.) for the students;</p> <p>(e) Providing guidance for submitting the proposals to the funding agencies; and</p> <p>(f) Formulating the Policies for the conduct of Research and steps to maintain suitable Standards by implementing the Governing Body or the Sponsoring Body Decision.</p>
3.14 The Lokpal (The Ombudsman)	<p>The Lokpal (Ombudsman) shall be appointed as per the Provisions of the Section-11(k) of the Y.B.N. University Act 15, 2017 by the Chancellor by exercising the Powers under Section-12(5)(d) of this Act for the redressal of the grievances of the Students in accordance with the Regulations of the University Grants Commission (UGC) made under provision of the Gazette of India, 23rd March, 2023.</p> <p>(a) The Lokpal (Ombudsman) shall be appointed by the Chancellor by exercising the Powers under Section-11(k) of the Y.B.N. University Act 15, 2017 for the redressal of the grievances of the Students;</p> <p>(b) The Lokpal (Ombudsman) shall be a person who has been a Judge not below the Rank of a District Judge or a retired Professor who has at least Ten (10) Years of experience as a Professor in any University/Well Established Educational Institution;</p> <p>(c) The Lokpal (Ombudsman) shall not, at the time of appointment, during one year before such appointment, or in the course of his/her Tenure as Lokpal (Ombudsman), be in a conflict of interest with the Y.B.N. University, Ranchi where his/her personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of the Judgment towards the Y.B.N. University, Ranchi;</p> <p>(d) The Lokpal (Ombudsman), or any member of his/her immediate family, shall not:</p> <p>(i) hold or have held at any point in the past, any Post or, employment in the office of Profit in the Y.B.N. University, Ranchi,</p> <p>(ii) have any significant relationship, including the Personal, Family, Professional or Financial, with</p>

	<p>the Y.B.N. University, Ranchi;</p> <p>(iii) Hold any Position in Y.B.N. University, Ranchi by whatever Name called, in the Administration or Governance Structure of Y.B.N. University, Ranchi.</p> <p>(e) The Lokpal (Ombudsman) in Y.B.N. University, Ranchi (private University in the State of Jharkhand) shall be appointed by the University on the Part-Time basis from a Panel of Three names recommended by the Search-cum-Selection Committee consisting of the following Members, namely:</p> <ul style="list-style-type: none"> (i) Nominee of the Governor of Jharkhand – Chairperson; (ii) Two Vice Chancellors, by rotation from the Public Universities of Jharkhand to be nominated by the Jharkhand State Government – Members; (iii) One Vice Chancellor, by rotation from a Private University of Jharkhand to be nominated by the Jharkhand State Government – Member; (iv) Secretary (Higher Education) of the Jharkhand State – Member-Secretary. <p>(f) The Lokpal (Ombudsman) in Y.B.N. University, Ranchi shall be a Part-Time Officer appointed for a period of Three Years or until he/she attains the Age of Seventy Years, whichever is earlier, from the date he/she resumes the Office of the Lokpal and may be reappointed for another One Term in the Y.B.N. University, Ranchi;</p> <p>(g) The Lokpal (Ombudsman) in Y.B.N. University, Ranchi shall be paid as a remuneration as prescribed by the Sponsoring Body of the University per Day for hearing the Cases, in addition to the reimbursement of the Conveyance utilized;</p> <p>(h) The Lokpal (Ombudsman) in Y.B.N. University, Ranchi may be removed on the Charges of proven misconduct or misbehavior or as defined under the Regulation-(c) and Regulation-(d) of the above mentioned provisions in the Regulation, by the concerned appointing authority;</p>
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(i) No Order of removal of the Lokpal (Ombudsman) in Y.B.N. University, Ranchi shall be made except after an enquiry made in this regard by a person not below the Rank of Judge of the High Court in which such Lokpal (Ombudsman) has been informed of the Charges against him/her and given a reasonable opportunity of being heard in respect of those Charges;

(j) Y.B.N. University, Ranchi (Jharkhand) and its affiliated institutions shall provide the detailed Information regarding the provisions of the Lokpal (Ombudsman), the Grievance Redressal Committee, and the Duties and the Rights of the Students in its Prospectus prominently.

POWERS & FUNCTIONS OF THE LOKPAL (THE OMBUDSMAN)

(1) The Lokpal (Ombudsman) in Y.B.N. University, Ranchi shall exercise his/her Powers to hear any grievance:

(a) of any Student against the Y.B.N. University, Ranchi or other affiliated institutions with it, as the case may be, after the Student has availed of remedies available herein the campus for the redressal of grievance;

(b) of any applicant for the admission as a Student of Y.B.N. University, Ranchi.

(2) No application for revaluation or remarking of the Answer Sheets shall be entertained by the Lokpal (Ombudsman) unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated;

(3) The Lokpal (Ombudsman) shall have Power to seek the assistance of any person belonging to the Scheduled Castes (SC), the Scheduled Tribes (ST), Socially and Economically Backward Classes, minority or disabled category, as amicus curiae, for hearing the Complaints of alleged discrimination;

(4) Besides these above mentioned Powers, other Powers of Lokpal (Ombudsman) shall be, namely:

(i) The Vice Chancellor, the Pro-Vice Chancellor, the Professors, the Associate Professors, the Assistant Professors, the Librarians, the Controller of Examinations, the Deputy Controller of

	<p>Examinations, the Assistant Controller of Examinations, the Registrar, the Deputy Registrars, the Assistant Registrars, the Chief Finance & Accounts Officer (C.F.A.O.), the Deans, the Principals, the Directors of Schools/Colleges/other subsequent Institutions, the Head of Departments, the Wardens, the Senior Officers, the Junior Officers, the Supervisors, the Academic Associates, the Clerks, the Supporting Staff, the Helpers, the Sections In-Charge, and all the other remaining categories of employees and the servants shall come under the ambit of the Lokpal's (Ombudsman's) jurisdiction at the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(ii) The Lokpal (Ombudsman) shall possess the power to seize the assets, proceeds, receipts, and benefits of any official or any employee of Y.B.N. University, Ranchi which shall be acquired by the corrupt means or the illegal means of acquiring anything or money or funds etc.;</p> <p>(iii) The Lokpal (Ombudsman) shall be conferred with the Powers to recommend the Transfer or the Suspension of any employee of Y.B.N. University, Ranchi (Jharkhand) connected with charges of corruption or any illegal activities or any illegal practices;</p> <p>(iv) The Lokpal (Ombudsman) shall possess the Powers to give directions to avert the destruction of the Records during the preliminary investigation in any matter(s) occurred or in any incident(s) happened in the campus of Y.B.N. University, Ranchi (Jharkhand);</p> <p>(v) The Lokpal (Ombudsman) shall possess the Powers of superintendence over, and to give the direction to the Vice Chancellor or the Pro-Vice Chancellor or the Proctor and he/she also shall contain several provisions which shall be aimed at making the Y.B.N. University, Ranchi (Jharkhand) stronger enough;</p> <p>(vi) The Inquiry Wing of the Lokpal (Ombudsman) shall be authorized with the Powers of the Chancellor in certain cases in consultation with him/her and with the written permission of the Chancellor;</p> <p>(vii) The Lokpal (Ombudsman) shall possess the authority to grant sanction for the prosecution of any Employee of Y.B.N. University, Ranchi (Jharkhand) in place of the Chancellor or the competent authority.</p> <p>Procedure for the Redressal of the Grievances by the Lokpal (Ombudsman) in Y.B.N. University, Ranchi</p>
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	<p>and Grievance Redressal Committee:</p> <p>1- Y.B.N. University, Ranchi shall establish a Registry, headed by an employee of the appropriate Rank in the University as the Lokpal (Ombudsman) may decide, where any aggrieved Student or person may make an application seeking the redressal of the grievance;</p> <p>2- The address of the Registry so establish shall be published widely including on the Notice Board of Y.B.N. University, Ranchi and the Prospectus and placed on the University website;</p> <p>3- On the receipt of an Application by the Registry, the Employee-in-Charge shall inform the Lokpal (Ombudsman) or the Grievance Redressal Committee, as the case may be, shall immediately provide a copy to the Y.B.N. University for furnishing its reply within the Seven Days;</p> <p>4- The Lokpal (Ombudsman) or the Grievance Redressal Committee, as the case may be, shall fix a Date for hearing the Complaint which shall be communicated to the Y.B.N. University and the aggrieved person either in writing or electronically (viz. email message, Whatsapp message etc.), as may be feasible;</p> <p>5- An aggrieved person may appear either in person or represented by such person as may be authorized to present his/her Case;</p> <p>6- The Lokpal (Ombudsman) or the Grievance Redressal Committee, as the case may be, shall be guided by the Principles of Natural Justice while hearing the Grievance;</p> <p>7- The Lokpal (Ombudsman) or the Grievance Redressal Committee, as the case may be, shall ensure the disposal of every Application as speedily as possible and not later than a month of the receipt of the Grievance;</p> <p>8- Y.B.N. University, Ranchi shall cooperate with the Lokpal (Ombudsman) or the Grievance Redressal Committee, as the case may be, in the redressal of the Grievances and the failure to do so may be reported by the Lokpal (Ombudsman) to the University Grants Commission (UGC);</p> <p>9- On the conclusion of the proceedings, the Lokpal (Ombudsman) or the Grievance Redressal</p>
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	<p>Committee, as the case may be, shall pass such Order, with the reasons for such Order, as may be deemed fit to redress the Grievance and provide such relief as may be desirable to the affected party at the issue;</p> <p>10- Every Order under the Sub-Regulation-(9), under the Signature of the Lokpal (Ombudsman) or the Grievance Redressal Committee, as the case may be, shall be provided to the aggrieved person and Y.B.N. University, Ranchi and shall be placed on the University website.</p> <p>11- Y.B.N. University, Ranchi shall comply with the Order of the Lokpal (Ombudsman) or the Grievance Redressal Committee, as the case may be;</p> <p>12- Any Order of the Lokpal (Ombudsman) or the Grievance Redressal Committee, as the case may be, not complied with by Y.B.N. University, Ranchi shall be reported to the University Grants Commission (U.G.C.);</p> <p>13- A Complaint shall be filed by the aggrieved Student or his/her Parents or with a special permission from the Lokpal (Ombudsman) or the Grievance Redressal Committee, as the case may be, by any other person;</p> <p>14- In case of any false or frivolous Complaint, the Lokpal (Ombudsman) may Order an appropriate action against the Complainant.</p> <p>Consequences of the Non-Compliance of the Grievances:</p> <p>The University Grants Commission (UGC) shall in respect of any Institution which willfully contravenes or repeatedly fails to comply with the Orders of the Lokpal (Ombudsman) or the Grievance Redressal Committee, as the case may be, may proceed to take one or more of the following actions, namely:</p> <p>(A) Withdrawal of declaration of fitness to receive the Grants under the Section-12B of the UGC Act;</p> <p>(B) Withholding any Grant allocated to the Institution;</p> <p>(C) Declaring the Institution ineligible for the consideration of any assistance under any of the general</p>
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	<p>or specific assistance programs of the UGC;</p> <p>(D) Informing the general public, including the potential candidates for the admission, through a Notice displayed prominently in the Newspapers or other suitable Media and posted on the website of the UGC, declaring that the Institution does not possess the minimum standards for the redressal of the Grievances;</p> <p>(E) Recommend to the affiliating University for the withdrawal of the affiliation, in case of a College;</p> <p>(F) Recommend to the Central Government for the withdrawal of the declaration as Institution deemed to be University, in case of an Institution deemed to be University;</p> <p>(G) Recommend to the appropriate State Government for the withdrawal of the status as University in case of a University established or incorporated under a State Act;</p> <p>(H) Taking such other action within its Powers as the University Grants Commission may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the Institution complies with the provisions of these Regulations:</p> <p>Provided that no action shall be taken by the UGC under this Regulation unless the Institution has been given an opportunity to explain its position and the opportunity of being heard has been provided to it.</p>
3.15 The Chief Librarian	<p>The Chief Librarian shall be appointed as per the Provisions of the Section-11(k) of the Y.B.N. University Act 15, 2017.</p> <p>(a) The Chief Librarian shall be appointed by the Vice Chancellor subject to the approval of the Chancellor/Governing Body on the recommendation of the Selection Committee headed by the Vice Chancellor, constituted by the Chancellor for the purpose and shall be a whole-time Salaried Officer of Y.B.N. University, Ranchi (Jharkhand);</p> <p>(b) The Chief Librarian shall work under the control and the supervision of the Vice Chancellor and shall be responsible for the maintenance of all the Libraries of the Y.B.N. University, Ranchi;</p>

POWERS & FUNCTIONS OF THE LIBRARIAN:

The Chief Librarian holds such Powers as per the Acts, the Statutes and the Ordinances of the Y.B.N. University, Ranchi (Jharkhand) and performs such functions, namely:

- (1) The Chief Librarian provides the Professional Library facilities to the Students/Research Scholars and make the provisions for the latest Information services equipped with the Online accessing technology through Internet;
- (2) The Chief Librarian assists in sustaining the new development of Library and Information services and systems;
- (3) The Chief Librarian assigns to the Supporting Staff of the Library Team members the routine jobs/works and Tasks and supervises over them;
- (4) The Chief Librarian guides, advises and instructs the Supporting Staff of the Library Team for day to day activities;
- (5) The Chief Librarian shall have and maintain the general Supervision of all the Libraries of Y.B.N. University, Ranchi;
- (6) The Chief Librarian shall have the responsibility of receiving and accessioning all the Library materials;
- (7) The Chief Librarians shall have the responsibility of initiating all the purchase requisition of all the Library materials;
- (8) The Chief Librarian shall keep a Copy of Thesis/Dissertation/Research Papers and the publications by the Faculty Members and the Research Scholars of the Y.B.N. University, Ranchi (Jharkhand) for the use by posterity in its repository;
- (9) The Chief Librarian shall have the responsibility of renewing the Subscription of the

	<p>Journals/Magazines/Newspapers etc.;</p> <p>(10) The Chief Librarian shall prepare a Library Newsletter at the monthly intervals which shall carry a List of all the Library materials received since the last preceding Newsletter and other timely Library News of interest for the Students & the Staff;</p> <p>(11) The Chief Librarian shall initiate, participate and cooperate in programme designed to stimulate and encourage the use of Library by the Students and the Faculty members;</p> <p>(12) The Chief Librarians shall arrange and manage the Library Utility Hours with the approval of the Vice Chancellor so as to permit the maximum usage of the Library by the Students and the Students of the Y.B.N. University, Ranchi;</p> <p>(13) The Chief Librarian shall arrange, for the Departments and the Academic Units, the small collection of Volumes and the Journals that are almost in constant use by the Faculty members and the Students as references or materials;</p> <p>(14) The Chief Librarian of Y.B.N. University shall acquire the Books, Journals, References, Magazines, Newspapers etc.; shall organize & maintain the Library; manage the Things/Books/References etc. already existing and procure for the needed Books/Journals etc.; make the Catalogues and Index of all the Books/Journals/ References/Research Papers etc.; circulate the Information & other Study Stuffs as per requisite or as demanded/required; take care of the Library and shall distribute the Library resources at the Colleges/Study Centres or the other Departments of the University as per requisites or demands;</p> <p>(15) The Chief Librarian's responsibilities include hiring the Employees/ Supporting Staff for the Library; placing the Orders for the Books/Journals/Reference Books etc. to the Publishers; processing the Late Fees if necessary, and organizing the Books Displays;</p> <p>(16) The Chief Librarian also coordinate the Community programs around the Y.B.N. University, Rajaulatu, Namkum, Ranchi (Jharkhand) regions that increase the Library awareness among the tentative Students/Candidates preparing for the Competitive Exams etc. while evaluating the Inventory needs for</p>
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the new Technologies within their local system;

(17) The Chief Librarian also assists the Teaching Staff in providing the working knowledge to the pursuing Students of Bachelor of Library Science/Master of Library Science at Y.B.N. University, Ranchi campus;

(18) The Chief Librarian helps the Students learn how to use the Database to find Online scholarly articles or hardcopy materials for the Research papers and the Projects. He/she also helps the Professors find and access the Research material and sometimes holds the materials for them to use in their respective Classes;

(19) Depending on the age of the University, the Chief Librarian might also be tasked with storing and preserving the Artifacts and the Books. The Chief Librarian might be responsible for scanning the Pages of the Old Books to add to their Online Database so as to provide the access to the Library Users while ensuring its preservation;

(20) The Chief Librarian possesses the diverse responsibilities besides mentioned hereinbefore, namely:

(i) Provides customer service for the Library users;

(ii) Provides suggestions to the Library users about new Books to try;

(iii) Helps the Library users check out the Books;

(iv) Keeps a Budget to repair, replace or get the new Reading/Study Materials;

(v) Oversees a Team of the Assistant Librarians and the Library aids;

(vi) Delegates the Tasks among the Staff to maintain the productive work environment;

(vii) Creates an Online Database for easy access to the Library Members and the Staff Members;

	<ul style="list-style-type: none"> (viii) Catalogues the new Inventory and updates the Database accordingly; (ix) Develops the fun and education programs for the Youths and the Adults; (x) Researches/observes/studies the new Reading trends and popular Genres to add to the Library; (xi) Places the Order of new Inventory to the Books supply companies, etc.
3.16 The Principal	<p>The Principal(s) shall be appointed as per the Provisions of the Section-16 of the Y.B.N. University Act 15, 2017.</p> <ul style="list-style-type: none"> (a) The Principal(s) shall be appointed in such a manner by the Vice Chancellor as per the provisions of the Acts, the Statutes and the Ordinances of Y.B.N. University, Ranchi and shall exercise such Powers and perform such functions as may be prescribed; (b) The Principals are the Heads of the Institutions/Colleges/Schools and hence the first responsible person of their respective Colleges. As the Academic Leaders, they have to oversee that the Institutions/Colleges/Schools run properly in accordance with their Vision and Mission; (c) The Principals are responsible for providing the Safe and Healthy learning environment, managing the staff, handling the Students discipline, and ensuring the educational environment is conducive to learning; (d) The Principals are the sources of Inspiration to the teaching and nonteaching staff as well as to the students of their respective Colleges/Schools. They should be the epitome of professionalism, dedication and honesty. They are the knowledgeable persons in the Education and Service Rules and also in the Statutes of Y.B.N. University, Ranchi (Jharkhand); (e) In every college, the Principal shall be the Head of the College and shall be responsible for the Internal management and the Administration of the College. In the absence of the Principal, the Senior - most Professors or in his/her absence the Senior-most Lecturer of the College shall be in charge of the duties of the Principal. No person shall be appointed as Principal who does not possess the qualification

and experience prescribed by the Regulations;

(f) The Salary and other Benefits to be provided to the Principal(s) shall be as per the provision of the Acts and the Ordinances of the Y.B.N. University, Ranchi.

POWERS & FUNCTIONS OF THE PRINCIPAL(S):

The Principal(s) holds/hold such Powers as per the Acts, the Statutes and the Ordinances of the Y.B.N. University, Ranchi (Jharkhand) and performs such functions, namely:

(1) The Principals of the Schools/Colleges shall monitor, manage and educate the administration of the Y.B.N. University, Ranchi (Jharkhand) and shall take remedial actions based on the Sponsoring Body's feedback;

(2) The Principals of the Schools/Colleges shall be responsible for overseeing the Curriculum, developing and monitoring the Budgets of their respective Schools/Colleges and ensuring the Schools/Colleges Policies and the Procedures are followed;

(3) The Principals shall also serve as liaison between the Schools/Colleges and the Community. The Principals are responsible for ensuring that the Schools/Colleges meet their Legal obligations and that any concerns from the Community are addressed;

(4) The Principals also serve as the Advocate for the Students and the Schools/Colleges. They promote the Schools/Colleges Missions and Visions and help build the Community relationships;

(5) The Principals shall also play important roles in developing and implementing the Educational Policies and the Procedures;

(6) The Principals shall be responsible for creating and sustaining the Schools/Colleges cultures conducive to learning and success. These include developing the Rules and Regulations, setting the expectations for behavior and providing the guidance and the support to the Teachers and other Staff

	<p>Members;</p> <p>(7) The Principals are responsible for hiring and evaluating the Staff, managing the Budgets and Resources, and developing the Long-Term strategic plans for their respective Schools/Colleges. The Principals serve as the Leader and Mentor to the Staff and the Students;</p> <p>(8) The Principals of the Schools/Colleges shall empower all its Staff and the Students to reach their maximum potential;</p> <p>(9) The Principals of the Schools/Colleges shall lead the strategic development of their respective Colleges/Schools;</p> <p>(10) The Principals of the Schools/Colleges shall work with the Academic units to represent their respective Colleges/Schools to the Sponsoring Body;</p> <p>(11) They conceive and implement new Ideas and Plans democratically in accordance with the Vision and Mission of their Colleges/Schools;</p> <p>(12) They promote the Institutional interaction and inculcate the Research& Development activities;</p> <p>(13) They listen to the Students' ideas and set a supportive tone;</p> <p>(14) They ensure that the staff and the students are aware of the Rules, Policies and the Procedures laid down by their Colleges;</p> <p>(15) They must be fair in taking the Disciplinary Actions for all the members of Faculty, non-teaching staff and the Students;</p> <p>(16) They recommend and forward the Communications to the authorities concerned;</p> <p>(17) They monitor, manage and educate the administration of the institution and take remedial actions</p>
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	<p>based on the Sponsoring Body's feedback;</p> <p>(18) They execute any other qualitative and quantitative work for the welfare of the students and the institution;</p> <p>(19) They empower all their staff and the students to reach their maximum potential;</p> <p>(20) They lead the strategic development of their Colleges/Schools;</p> <p>(21) They manage their respective Colleges budget;</p> <p>(22) They work with the Academic Units to represent their Colleges to the external stakeholders;</p> <p>(23) They lead the Initiatives, in collaboration with their respective Academic Units, to attain the National and International visibility/recognition for their Colleges/Schools;</p> <p>(24) They Lead the initiatives across the constituent Academic Units to enhance the experiences of the Staff, the Students and the Alumni;</p> <p>(25) They work with the Heads of other Colleges to develop the Inter-College initiatives in the Research and the Teaching;</p> <p>(26) They diversify the income stream of the Colleges apart from the traditional sources;</p> <p>(27) They support the enhancement of the Research and the Research Centres and Institutes within the College and across the Colleges;</p> <p>(28) The Principals are the Educational Leaders responsible for the effective functioning of the Schools/Colleges or the Y.B.N. University, Ranchi (Jharkhand). They shall be responsible for providing the Safe & Healthy learning environment, managing the Staff, handling the Students discipline, and ensuring the educational environment is conducive to learning. They shall also serve as liaison between the Schools/Colleges and the Community, shall advocate for the Students and the Schools/Colleges; and</p>
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	<p>shall develop and implement the Educational Policies and the Procedures;</p> <p>(29) Research Responsibilities:</p> <p>The research responsibilities of the Head of College/Principal shall include:</p> <ul style="list-style-type: none"> (i) They support in coordinating the development and implementation of a Research strategy for the College and ensuring that this is consistent with the University Research strategy; (ii) They pave the ways in implementing the Y.B.N. University policy on the Research and the Innovation. <p>(30) Planning and Administration Responsibilities</p> <p>Working with the College Manager, the responsibilities of the Head of the College/Principal in the area will include:</p> <ul style="list-style-type: none"> (i) Leading the establishment, updating and delivery of the College Strategic Plan, in line with the Y.B.N. University Strategic Plan; (ii) In collaboration with the relevant Y.B.N. University Officers, putting in place the College level Administrative supports and committees compatible with the Y.B.N. University structures and policies, to allow the College to function effectively by providing the adequate support to the Academic and Research units; (iii) Promoting the development of internal structures within the College that allow for the evolution and development of the College and its various Academic disciplines; (iv) Compatible with the Y.B.N. University policies, developing and implementing the College strategy to recruit and retain the best Academic, Research, Technical and Administrative staff; and (v) Working with the Heads of Academic and Research units to ensure that effective management
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	<p>structures are in place for each unit.</p> <p>(31) Student Related Responsibilities:</p> <p>(i) Contributing to the development of National and International Students recruitment initiatives to attract the highest quality students;</p> <p>(ii) Working within the Y.B.N. University-wide structures to establish, manage and enhance the Academic, Welfare and Personal support for the Students;</p> <p>(iii) Putting in place the programs to facilitate and encourage the International mobility of the Students both outward and inward;</p> <p>(iv) Implementation of Y.B.N. University policy on equality and widening the participation at the college level; and</p> <p>(v) Helping to ensure the quality of the overall Student experience within the College.</p> <p>(32) Staff Management and Development:</p> <p>(i) Orientation and guidance to the Staff in the understanding of their Role and contribution to the College and the Y.B.N. University;</p> <p>(ii) Effective Planning and Development review, including the management of the Staff performance and performance reviews;</p> <p>(iii) Support for the professional development of all the Staff in the College;</p> <p>(iv) Implementation of the Y.B.N. University's Performance Management Policy; and</p> <p>(v) Management of other Human Resource Functions with the support and in consultation with the Human Resources Department – including but not limited to – the Recruitment, Selection, Induction,</p>
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	<p>Probation, Administration, Performance Management and Grievances.</p> <p>(33) Besides the above mentioned Duties, Tasks and Functions, the Principal (s) perform the following Tasks, namely:</p> <ul style="list-style-type: none"> (i) Oversee day-to-day school operations; (ii) Manage school logistics and budgets; (iii) Set the Learning goals for the students and Teachers based on the National curricula; (iv) Monitor and report on the Teachers performances; (v) Present the Data from School performance to the Board of Management members; and (vi) Research new Resources and Techniques to improve the Teaching.
3.17 The Director(s) of Concern Sections	<p>The Director(s) of the School(s)/College(s) shall be appointed as per the Provisions of the Section-16 of the Y.B.N. University Act 15, 2017.</p> <p>(a) The Director(s) of the School(s)/College(s) shall be appointed by the Vice Chancellor, on the recommendations of the Selection Committee, in such manner and shall exercise such Powers and perform such Functions/Tasks as may be prescribed.;</p> <p>(b) The Director(s) of the School(s)/College(s) shall be the key Administrator(s) of the Schools/Colleges of the Y.B.N. University, Ranchi (Jharkhand) and shall perform the Duties and the Tasks accordingly;</p> <p>(c) The Director(s) of the School(s)/College(s), if due to Illness or other reasons, is/are unable to perform his/her/their Duties and the assigned Tasks, then the Vice Chancellor may appoint/depute another competent Officer to carry forward and perform such Duties and Tasks;</p> <p>(d) The Salary and other Benefits to be provided to the Director(s) of the School(s)/College(s) shall be</p>

as per the provision of the Acts and the Ordinances of the Y.B.N. University, Ranchi.

POWERS & FUNCTIONS OF THE DIRECTOR(S) OF THE SCHOOL(S)/COLLEGE(S):

The Director(s) of the School(s)/College(s) shall holds/hold such Powers as per the Acts, the Statutes and the Ordinances of the Y.B.N. University, Ranchi (Jharkhand) and performs such functions, namely:

- (1) The Director(s) of the School(s)/College(s) shall be typically responsible for setting the Schools/Colleges visions & missions, overseeing the Educational Programmes and the activities, leading the Faculty Members and other Staff Members, Managing the Schools/Colleges respective Budgets and the Resources, and representing the Schools/Colleges to the Community;
- (2) The Director(s) of the School(s)/College(s) shall be responsible for establishing and implementing the Policies and the Procedures that ensure the Schools/Colleges are meeting their respective Objectives and providing the quality educational experiences for their Students;
- (3) The Director(s) of the School(s)/College(s) shall be responsible to develop and maintain the relationships with the Parents of the Students and the Stakeholders, including the local businesses, to ensure that the Schools/Colleges meet the Community's needs and provide their Students with the best educational opportunities at the Y.B.N. University, Ranchi (Jharkhand) campus;
- (4) The Director(s) of the School(s)/College(s) shall be responsible for Hiring, Training and Evaluating the Faculty Members and other Staff Members;
- (5) The Director(s) of the School(s)/College(s) shall ensure that the Schools/Colleges comply with all the Local, State and the Central Laws, Rules and Regulations framed and implemented within the Indian regions;
- (6) The Director(s) of the School(s)/College(s) shall visualize, analyze, prepare and develop the Long-Term Plans & the Strategies for the Schools/Colleges, including their respective Budgets and the Curriculum development;

	<p>(7) The Director(s) shall ensure that all the Students have access to the Quality Education and the utilization of the available resources as per requisites;</p> <p>(8) The Director(s) of the School(s)/College(s) shall be responsible generally for overseeing the Day-to-Day operations/functions of a Specific Department or a Specific Academic Programme at the Y.B.N. University, Ranchi(Jharkhand);</p> <p>(9) The Director(s) of the School(s)/College(s) shall be responsible for developing and implementing the Curriculum; managing the Staff and Resources and evaluating the Students performances;</p> <p>(10) The Director(s) of the School(s)/College(s) shall be responsible for managing the Budgets, creating and implementing the Policies and the Procedures, and ensuring that the Schools/Colleges meet all the Legal Regulations;</p> <p>(11) The Director(s) of the School(s)/College(s) shall serve as the Liaison between the Schools/Colleges and the Community;</p> <p>(12) The Director(s) of the School(s)/College(s) shall be responsible for overseeing the entire Schools/Colleges system, which include developing the Policies, managing their respective Budgets and overseeing the implementation of the Academic Programmes. He/She/They shall interact with the Stakeholders such as the Politicians, Administrators, and the Members of the Board of Management as well as the Governing Body of the Y.B.N. University, Ranchi (Jharkhand).</p>
3.18 The Proctor	<p>The Proctor shall be appointed as per the Provisions of the Section-11(j) of the Y.B.N. University Act 15, 2017.</p> <p>(a) The Proctor, if any, shall be appointed by the Pro-Chancellor on the recommendations of the Vice Chancellor, from amongst a Senior Teacher of Y.B.N. University, Ranchi (Jharkhand) to function as Proctor in an honorary capacity, for a period of Two Years and shall be eligible for re-appointment after the completion of his/her Tenure;</p> <p>(b) The Pro-Chancellor may fix, if required an appropriate honorarium to be paid to the Proctor and</p>

	<p>other facilities necessary for performing his/her Functions/Tasks;</p> <p>(c) The Proctor is a third-party professional who monitors the Students while they appear in an Exam. A proctor is the person who supervises the Exam Room to ensure that everyone (Students/Candidates) follows the Rules& Norms, and ensures that no (Student/Candidate) one is cheating during the Exams;</p> <p>(d) The Proctor shall be an Ex-Officio Member of the Y.B.N. University Court (if any);</p> <p>(e) The Proctor shall be a Member of the Executive Council/Governing Body/Sponsoring Body of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(f) The Proctor shall be a Member of the Admissions Committee of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(g) The Proctor shall be a Member of the Selection Committees for all the Posts of Category 'B' Staff of "Security Services" Cadre of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(h) The Proctor shall be the Chairperson of the Selection Committees for Category 'C' Staff of "Security Services" Cadre of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(i) The Proctor shall be the Member-Secretary of the Discipline Committee of Y.B.N. University, Ranchi (Jharkhand).</p> <p>POWERS & FUNCTIONS OF THE PROCTOR:</p> <p>Proctor can perform a wide range of Duties & Tasks before, during, and after the Examination, as he/she is accountable for all aspects of the Testing process and the Security of Test/Exams Materials.</p> <p>(1) The Proctor shall exercise such Powers and perform such Duties & such Tasks in respect of maintaining the discipline among the Students as may be assigned to him/her by the Vice Chancellor;</p> <p>(2) The Proctor shall monitor and ensure that the disciplinary climate is prevailing in the students</p>
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	<p>community;</p> <p>(3) The Proctor shall take preventive Steps such as issue Notices, Warnings, Instructions etc. for regulating certain acts/unwanted activities, and shall make/frame other arrangements for the purpose of forestalling the acts of the Individual indiscipline or the collective/cumulative indiscipline;</p> <p>(4) The Proctor shall collect the relevant facts about the incidents of indiscipline, evaluate the evidences and decide/ recommend the quantum of punishment to be imposed on the erring students. Wherever considered necessary the Proctor shall place the relevant information before the Vice Chancellor or the Discipline Committee of the Y.B.N. University, Ranchi (Jharkhand) for their Decision;</p> <p>(5) The Proctor shall issue all the Orders relating to Disciplinary proceedings against the Students;</p> <p>(6) The Proctor shall prepare the Test/Exams Rooms or Virtual Environments for the Administration of the Tests/Exams;</p> <p>(7) The Proctor shall review the students Identification and maintains the confidentiality during the Exams;</p> <p>(8) The Proctor shall review and explain the Tests/Exams Day Procedures and the Rules;</p> <p>(9) The Proctor shall check and ensure the Tests/Exams Materials for accuracy and completeness for the Students/Candidates;</p> <p>(10) The Proctor shall distribute the Tests/Exams Materials and other related Papers to the Students/Candidates;</p> <p>(11) The Proctor shall monitor/observe the Students/Candidates during the Tests/Exams;</p> <p>(12) The Proctor shall collect the Answer Sheets from the Students/Candidates at the End of the Exams and shall stop the Students/Candidates from writing more Words/Texts when the Time Period of such</p>
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	<p>Exams become over;</p> <p>(13) The Proctor shall regularly observe the activities of the Students, prepare the Reports and submit it at the Office of the Vice-Chancellor of Y.B.N. University, Ranchi (Jharkhand);</p> <p>(14) The Proctor shall maintain liaison with the District Administration in the matters regarding the Law and Orders situation in the Y.B.N. University, Ranchi campus;</p> <p>(15) The Proctor shall monitor test rooms during the conduction of the Examinations;</p> <p>(16) The Proctor shall enforce the Time Limits and compliance with other examination procedures;</p> <p>(17) The Proctor shall explain and answer the Questions concerning with the Examination Procedures and the related matters;</p> <p>(18) The Proctor shall provide and distribute the Examinations related materials to the Candidates;</p> <p>(19) The Proctor shall make all the Arrangements for the security of Y.B.N. University establishments. He/She shall extend all the possible help to various departments of the Y.B.N. University to ensure the security and the safety of the Property of Y.B.N. University, Ranchi (Jharkhand) through the watch and Ward Staff working under him/her;</p> <p>(20) The Proctor shall make all the Arrangements for the maintenance of Cycle/Scooter/Car Stands in the Y.B.N. University, Ranchi (Jharkhand) campus;</p> <p>(21) The Proctor shall be responsible for the screening of the Applications for the Contracts of the Canteen or the Shops within the Y.B.N. University, Ranchi (Jharkhand) campus as well as checking of the credentials of the persons employed in these establishments (i.e. Canteen, Shops);</p> <p>(22) The Proctor shall discharge such other Duties and perform such other Tasks/Operations as may be assigned to him/her by the Pro-Chancellor or the Vice Chancellor as may deem necessary from time to time.</p>
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3.19 The Head of Department (HOD)	<p>The Head of Department shall be appointed as per the Provisions of the Section-11(k) & 13 (5) of the Y.B.N. University Act 15, 2017.</p> <p>(a) The Head of Department shall be appointed by the Vice Chancellor, either from amongst the Faculty Members, with the prior approval of the Chancellor or Pro-Chancellor or from outside the Y.B.N. University, on the recommendations of the Selection Committee, in such manner and shall exercise such Powers and perform such Functions/Tasks as may be prescribed;</p> <p>(b) The Head of Department shall be the Academic Leader with the Academic, Programmatic, Managerial, and Fiscal responsibilities for his/her designated department at the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(c) The term of the Head of Department role shall be of four years, with the possibility of a two years extension at the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(d) The term of the Head of Department may be terminated at any time by the Vice Chancellor by exercising the Powers as per the provisions of Section-13(4) and Section-13(5) of the Y.B.N. University Act 15, 2017, if the employee holding such position has been found incapable, unproductive and incompetent in handling such department and its academic activities as expected by the University authorities.</p> <p>POWERS & FUNCTIONS OF THE HEAD OF DEPARTMENT:</p> <p>The Head of Department shall holds/hold such Powers as per the Acts, the Statutes and the Ordinances of the Y.B.N. University, Ranchi (Jharkhand) and performs such functions, namely:</p> <p>(1) The prime role of the Head of the Department shall be to provide the strong Academic Leadership for his/her Department;</p> <p>(2) The Head of Department shall be required to lead, manage and develop its department to ensure it achieves the highest possible standards of excellence in all its activities both pertaining to the Academic</p>
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	<p>activities and other related activities and the Cultural activities;</p> <p>(3) The Head of Department shall maintain the general discipline of the students and staff of its Department;</p> <p>(4) The Head of Department shall oversee the smooth functioning of the department and ensuring the consistent provision for the Academic ambience;</p> <p>(5) The Head of Department shall manage and motivate all the departmental staff, to enable the students to receive the skilled education in the subject, in a positive, encouraging and effective working environment;</p> <p>(6) The Head of Department shall ensure the development of the Curriculum to keep up-to-date with the relevant changes and shall encourage a wide range of activities to learn the subject with the practical skills;</p> <p>(7) The Head of Department shall be responsible for designing the Regulations, Curriculum, and the Syllabi of the Subjects to be taught in his/her Department;</p> <p>(8) The Head of Department shall act as the Chairperson of the Board of Studies for its Department;</p> <p>(9) The Head of Department shall inculcate the Industry Internship and Value Added courses to the Degrees/Diplomas of such Academic Programmes;</p> <p>(10) The Head of Department shall attend the Meetings whenever and wherever required by the Senior Management;</p> <p>(11) The Head of Department shall prepare the Annual Budget in consultation with Dean of the School for the financial year and submit to the Registrar before the end of January of each year with necessary justification for the proposed additional Laboratory spaces, if any, and procurement of the Equipment, Machinery, Instrument, Computer, Software, Internet Access facilities either through Wi-Fi or LAN etc.;</p>
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(12) The Head of Department shall appoint the Class Committees, Class Advisors, Faculty Advisors, etc. for the department and shall arrange to make the Teaching-Learning Student-Centric;

(13) The Head of Department shall arrange to pass the Semester End Examinations Results by the Class Committee and shall forward it to the Controller of Examination/Dean, Academic Courses for the publication and the Record;

(14) The Head of Department shall propose the new Academic Programmes/Courses and increase in the Intake in consultation with the Dean of the Faculty/School and the Faculty members of its Department;

(15) The Head of Department shall oversee the Teaching performance, Research activities and Funded Projects of all the Faculty members of his/her department;

(16) The Head of Department shall organize the Seminars/ Conferences/ Symposium/Workshop/Training Programmes on the Topics of relevance and importance to the department with the Financial support either from the Y.B.N. University, Ranchi management or from the external Agencies;

(17) The Head of Department shall be responsible and accountable for setting and advancing the Academic Strategy of the Department in line with the Faculty and Y.B.N. University strategic plans and direction;

(18) The Head of Department shall promote the visibility of the Y.B.N. University, Ranchi both Internally and Externally by enabling the Department to achieve the excellence in the respective Academic Field and the related activities;

(19) The Head of Department shall ensure all the Essential Resource Material is available for the use as required;

(20) The Head of Department shall carry out any other function as assigned by the Vice-Chancellor and the Registrar as per their requisite for the fulfillment of the ultimate academic purposes or for the

	<p>acquiring the more competent and precision-prone academic position of its department;</p> <p>(21) The responsibility of the Head of Department shall be to provide the faculty members and other staff members of his or her department the appropriate resources for the ethical objective and safe conduct of research work in accordance with the Acts, the Statutes, the Ordinances, and the Rules & Regulations of the Y.B.N. University and also in accordance with the Policies and the Procedures of the Sponsoring Body;</p> <p>(22) The Head of Department shall be responsible for establishing and promoting a culture of compliance within his/her Department;</p> <p>(23) The Head of Department shall report to the Dean of his/her respective School/College and shall work closely with the University Compliance Office, the Vice Chancellor for Finance; the Vice Chancellor for Research; and the Dean of his/her School/College to maintain the accountability, resolve any significant issues of noncompliance, and shall reduce the risk of future occurrences;</p> <p>(24) The Head of Department shall provide the Direction, the Resources, and the Oversight to help ensure that Sponsored Research and the related activities in its Department are in accordance with the Acts, the Statutes, the Ordinances, and the Rules & Regulations and as per the Policies and the Procedures of the Y.B.N. University and Sponsoring Body;</p> <p>(25) The Head of Department shall direct that all the key personals complete and comply with the required educational qualifications and meet the Annual Training requirements in accordance with the Acts, the Statutes, the Ordinance, the Rules & Regulations and as per the Policies and the Procedures of the Y.B.N. University and Sponsoring Body;</p> <p>(26) The Head of Department shall support and endorse the cooperation with the Y.B.N. University compliance and monitoring efforts related to the Sponsored program administration and shall report the instances of noncompliance to the appropriate compliance office;</p> <p>(27) The Head of Department shall oversee the Principal Investigator and the Department Administrator to assure that proposals of the Academic Programmes meet the provisions of the Acts, the Statutes and as</p>
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	<p>per the Policies and the Procedures of the Y.B.N. University and Sponsoring Body prior to submitting such Proposal to the Sponsoring Body;</p> <p>(28) The Head of Department shall oversee the Principal Investigator and the Department administrator to prepare and submit the proposal budget in accordance with the provisions of the Acts, the Statutes and Policies and the Procedures of the Y.B.N. University and Sponsoring Body;</p> <p>(29) The Head of Department shall affirm the Scientific review of the protocol;</p> <p>(30) The Head of Department shall oversee all the Research protocols in the department to assure the compliance as per the provisions of the Acts, the Statutes and as per the Policies and the Procedures of the Y.B.N. University and Sponsoring Body;</p> <p>(31) The Head of Department shall establish the departmental procedures, in accordance with Y.B.N. University policies and the Procedures, for reviewing the Award Terms and Conditions;</p> <p>(32) The Head of Department shall build and sustain the personal credibility by teaching effectively, to a consistently high standard in all respects;</p> <p>(33) The Head of Department shall provide the Leadership and focus, setting the tone, ethos and, through close liaison with the subordinate Faculty Members and other related Staff Members ensure that the highest standards of Teaching and Learning are consistently delivered within his/her Department;</p> <p>(34) The Head of Department shall create and develop such a climate which enables all the Staff Members to develop the Positive attitudes towards the Subject and the confidence in Teaching it;</p> <p>(35) The Head of Department shall contribute to and support the shared strategic vision for its School/College;</p> <p>(36) The Head of Department shall represent the Department within the School/College, to the Parents, the Governors, the Visitors and other Schools/Colleges of the Y.B.N. University. They should ensure enhancement and foster a positive image of the department and the School/College in terms of the Public</p>
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	<p>relations;</p> <p>(37) Power & Functions regarding Teaching and Learning:</p> <ul style="list-style-type: none"> (i) To share the Best practice with and between all the members of the department; (ii) To monitor and evaluate the Teaching and Learning across the department; (iii) To be aware of the Academic and Curricular changes affecting the Subject and to ensure that everyone in the Department is administratively and academically up-to-date; (iv) To monitor the Pupils' work and assessment across the department and to ensure the existence of the Resources which can be used for differentiated teaching; (v) To organize or oversee the provision of the Examination Papers for the Internal Examinations and to liaise with the Internal Examinations Officer; (vi) in consultation with the Faculty Members, to select the appropriate examinations and to formulate an Entry Policy for the Public Examinations, conducted by the State or the Central Government Bodies/Departments; (vii) To liaise with the Learning Support department over the Pupils with Special Educational Needs and Disability (SEND), English as an Additional Language (EAL), and Able, Gifted & Talented (AGT); (viii) To liaise with the Junior School to ensure the coherency of the Curriculum from Junior School to Senior School; (ix) To liaise with the Librarian over the Library and the learning resources in the subject; (x) To analyze the Internal Examination Results and respond to the Findings where necessary; (xi) To foster the Good Relations with the other departments and schools within as well as outside the
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	<p>Y.B.N. University, Ranchi campus and to establish the Cross-Curricular links wherever possible.</p> <p>(38) Power & Functions regarding the Pupils/Students:</p> <ul style="list-style-type: none"> (i) To track the Pupils'/Students progress using a range of indicators and respond to the findings; (ii) To analyze the External Examination Results and to prepare and produce the Report on the Examination Performance of the Department and the individuals/ Students within it to the Dean of Faculty; (iii) To be contactable during the period of the publication of the Examination Results whenever declared; (iv) To liaise with the Librarian (regarding the Careers of the Pupils/Students) over the Y.B.N. University and Careers advise. <p>(39) Power & Functions regarding the Curriculum:</p> <ul style="list-style-type: none"> (i) To determine and review the Aims and the Objectives of the department, ensuring these are in line with those of the School's/College's Development Plan; (ii) To maintain the Department's Handbook to reflect the current practice; (iii) To ensure the production and the updates of the Schemes of work which are in line with the Curriculum Objectives of the department and the School/College; (iv) To be available, wherever necessary, for the consultation by the Vice Chancellor, or the Dean (Academics), for a few days before the Beginning and after the End of each Semester; (v) To keep the Dean (Academics) informed of the matters concerning the department; (vi) To help prepare the Pupils/Students of the Final Year for the Campus Interview process to be
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	<p>conducted at the Y.B.N. University, Ranchi;</p> <p>(vii) To seek out the Opportunities for the Curriculum enhancement.</p> <p>(40) Power & Functions regarding the Staff:</p> <ul style="list-style-type: none"> (i) To play a major part in the Appointments to the department; (ii) To lead the induction of the new Subject Specialist staff; (iii) To help with the induction of all the new staff; (iv) To contribute to the Initial Training of the Teachers; (v) To undertake the Lesson observations and review sessions with the Staff, in line with the School's/College policy on professional development and appraisal; (vi) To provide the support to the members of the department in all the aspects of their work including discipline; (This also applies to Ancillary Staff, where applicable) (vii) To undertake and organize (In-Service Training) INSET and professional development within the department; (viii) To assist in the provision of Lesson cover; (ix) In consultation with the Dean (Academics) allocate the staff to the Teaching groups; (x) To provide the Dean (Academics) the Information relating to the allocation of the Staff regarding the Time Table. (xi) To allocate the members of the staff to the Teaching rooms of the department.
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	<p>(41) Power & Functions regarding the Management and the Administration:</p> <p>(i) To hold/conduct the regular Departmental Meetings, record these on the shared/allocated files and ensure that the appropriate staff respond to the actions raised;</p> <p>(ii) To seek out and organize the Teaching Resources and ensure the sharing of these through distribution and demonstration;</p> <p>(iii) To contribute to the overall Curriculum planning of the School/College including the attending Heads of Department Meetings;</p> <p>(iv) To produce and update the Departmental Development Plan on an Annual basis;</p> <p>(v) To produce and update the Departmental Handbook on an Annual basis;</p> <p>(vi) To organize the ordering of Books and other related Journals/References (wherever required/applicable) and ensure that the Pupils/Students have the opportunity to return them to the department at the end of the Academic Year;</p> <p>(vii) To maintain the Links with the other Universities, Examinations Boards, Subject Associations and Professional Bodies;</p> <p>(viii) To respond to the Complaints and the Enquiries promptly, efficiently, courteously and effectively;</p> <p>(ix) To be responsible for maintaining the presentation and ‘Look’ or the Ambience of the department as well as the Fabric of the rooms (and/or premises) used by the Department, and liaison with the Campus Officer of the Y.B.N. University, Ranchi (Jharkhand) wherever and whenever necessary;</p> <p>(x) To ensure that the department is compliant with the Health and Safety Legislation and that any concerns are communicated to the Campus Officer;</p> <p>(xi) If only a single subject department for any duration, manage and control the departmental budget</p>
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		efficiently and properly and liaison with the Campus Officer when necessary.
3.20	The Officer on Special Duty (OSD)	<p>The Officer on Special Duty (OSD) shall be appointed as per the Provisions of the Section-11(k) of the Y.B.N. University Act 15, 2017.</p> <p>(a) The Officer on Special Duty (OSD) shall be appointed by the Vice Chancellor, either from amongst the Non-Teaching Staff Members, possessing the Administrative Skills in addition to the Excellent and Thorough Practical Knowledge of the functional working of the Official Affairs, with the prior approval of the Chancellor or Pro-Chancellor or from outside the Y.B.N. University, on the recommendations of the Selection Committee, in such manner and shall exercise such Powers and perform such Functions/Tasks as may be prescribed in accordance with the Acts, the Statutes, the Ordinances, and the Rules & Regulations;</p> <p>(b) The Officer on Special Duty (OSD) in India generally refers to a Government Official or a Bureaucrat who is appointed to a specific Role or Task within a Government Department or Ministry. Similarly, in the Education Field, the provisions of creating such positions have been made in accordance with the Acts, the Statutes, the Ordinances and the Rules & Regulations of the Institutions;</p> <p>(c) The Tenure of the Officer on Special Duty (OSD) shall be co-terminus with the Tenure of such Authority/Official with and for whom the OSD has been engaged, or till further Order, whichever is earlier.</p> <p>POWERS & FUNCTIONS OF THE OFFICER ON SPECIAL DUTY (OSD):</p> <p>The Powers and Functions of the Officer on Special Duty (OSD) may vary depending upon the Departments or the Institutions they may be working in, or supposed to be worked therein, as well as the specific Tasks or the Projects they have been assigned. In general, the Officer on Special Duty (OSD) shall possess such Powers and perform such Functions as may be assigned to him/her by the Officers/Authorities of the Y.B.N. University, Ranchi (Jharkhand), namely:</p> <p>(1) The Officer on Special Duty (OSD) shall be responsible for providing the Strategic Planning and Directions,;</p>

(2) The OSD shall be responsible for managing the Projects (undergoing or commenced shortly or in the final stages) and the Academic Programmes and other related Academic Activities and other Programmes;

(3) The OSD shall be responsible for coordinating and liaison with the Government Departments, Government Authorities (viz. Higher Education Department, UGC, AIU, PCI, NCI etc.) and other Agencies related to the Academic Affairs and other related Affairs;

(4) The OSD shall be responsible for providing the Oversight and worthy Guidance to other Staff Members within its Department or within other Departments of the Y.B.N. University, Ranchi (Jharkhand);

(5) The Officer on Special Duty (OSD) – Affiliations:
He/She shall be responsible for:

- (i) To initiate the Online Affiliation process and complete it;
- (ii) To address the issues of the visits of LICs and ensure timely submission of the Documents to the Government;
- (iii) To process the approval Proposals of the Principals and the Faculty Members;
- (iv) To carry out the processing and the transfers of the Students;
- (v) To resolve the Eligibility Criteria related Issues;
- (vi) To exercise such other related Duties and perform such other Task assigned to him/her by the Y.B.N. University, Ranchi (Jharkhand) authorities from time to time.

(6) The Officer on Special Duty (OSD) – ICT-MIS:

	<p>He/She shall be responsible for:</p> <ul style="list-style-type: none"> (i) Ensuring the submission of Data from the affiliated Colleges/Institutions in the State-wise MIS System of the Y.B.N. University for the Students and for the Staff; (ii) Conduct of the Online Academic Programmes/Courses at the Study Centres; (iii) Maintenance of the Web related services for the Staff, Faculty, Students, Alumni and the Industry in the respective Regions; (iv) Data management of the Y.B.N. University, Data analysis of the Examinations Results, (v) Compilation of the Data from the affiliated Colleges/ Schools required by the Regulatory Bodies viz. AICTE, UGC, NIRF, MHRD, PCI, Directorate of Higher Education, AISHE etc. and its submission to the Director of the Regional Centre; (vi) Development and Maintenance of the Network Communication of the Y.B.N. University, Ranchi (Jharkhand) with the Regional Centres and other Study Centres; (vii) Registration of the Graduates of the Y.B.N. University, Ranchi (Jharkhand) for Online Degrees/Diplomas/Certificates verifications at NAD; (viii) Providing the Services for the Transcripts, Duplicate Certificates to the Students of the Y.B.N. University, Ranchi; (ix) Any other matter requiring the Information and Communication Technology (ICT)expertise; (x) To exercise such other related Duties and perform such other Task assigned to him/her by the Y.B.N. University, Ranchi (Jharkhand) authorities from time to time. <p>(7) The Officer on Special Duty (OSD) – Students Welfare:</p>
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	<p>He/She shall be responsible for:</p> <ul style="list-style-type: none"> (i) Admissions and Internal Examinations to be conducted at the Y.B.N. University, Ranchi (Jharkhand) campus; (ii) Results of the Students of the affiliated Colleges/Institutions to the Y.B.N. University, Ranchi; (iii) Formulation and the Functioning of the Students Councils in the Colleges/Schools of the Y.B.N. University; (iv) The Students Scholarships and the Fellowships from the Government and other Bodies and other Financial assistance; (v) The Trainings and Placements of the Students from the Schools/Colleges, Study Centres and other affiliated Colleges in the Regional Centres of the Y.B.N. University, Ranchi (Jharkhand); (vi) Hostels Accommodations, facilities for the Students in the Hostels, Inter-personal relationship, cultural activities in the affiliated Colleges/Schools; (vii) Any issues related with the Students of the affiliated Colleges/Schools/Institutions; (viii) To exercise such other related Duties and perform such other Task assigned to him/her by the authorities (i.e. Vice Chancellor, Pro-Vice Chancellor) of Y.B.N. University, Ranchi (Jharkhand) from time to time.
3.21 The Training & Placement Officer (TPO)	<p>The Training & Placement Officer (TPO) shall be appointed as per the Provisions of theSection-11(k) of the Y.B.N. University Act 15, 2017.</p> <p>(a) The Training & Placement Officer (TPO) shall be appointed by the Vice Chancellor, with the approval of the Chancellor, or the Pro-Chancellor on the recommendations of the Selection Committee, as per the Provisions of the Acts, the Statutes, the Ordinances;</p>

(b) The TPO shall exercise the Duties and perform such Tasks as may be assigned to him/her by the Vice Chancellor or other senior authorities of the Y.B.N. University, Ranchi (Jharkhand).

POWERS & FUNCTIONS OF THE TRAINING & PLACEMENT OFFICER (TPO):

The Powers & the Functions of the Training & Placement Officer (TPO) shall be, namely:

- (1) To look after the training and placement activities of students of the Y.B.N. University, Ranchi (Jharkhand);
- (2) To have close liaison with the Industry for the Placements of the Students.
- (3) To work in consultation with the coordinator Industry –Institute interaction for organizing the Lectures from the Professionals and the Industry.
- (4) To arrange and coordinate for the Industrial visits for the Students to practically observe and understand the operational activities of their respective streams.
- (5) To collect the Feedbacks from the companies coming for the Placements .
- (6) To arrange the Training Programmes for the Soft Skills and for the Interview Facing Skills for the students using the Institutional and External expertise.
- (7) To organize the entrepreneurship workshops.
- (8) To identify, analyze and categorize the training needs of the Students of different Academic Streams/Disciplines and provide necessary Trainings accordingly
- (9) To arrange the Campus Interviews for the Placements of the Students of different Disciplines/Streams
- (10) To propose the Annual Training& Placement Budget for and on behalf of the Y.B.N. University,

	<p>Ranchi (Jharkhand)</p> <p>(11) To assist the Students develop/clarify their respective Academic and Career interests, and their Short-Term and Long-Term goals through individual counseling and group sessions by organizing at the Y.B.N. University, Ranchi (Jharkhand) campus</p> <p>(12) To assist the Students develop and implement their respective successful Job search strategies.</p> <p>(13) To prepare an Audio-Visual Presentation or a colorful Hand-out on the respective College/School of the Y.B.N. University, Ranchi to be shown/displayed or to be presented to the potential employers.</p> <p>(14) To comply and maintain the Database of the Students' Profiles for all the Departments running at the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(15) To undertakes a rigorous Placement Campaign in consultation with the tentative Industries to be organized either at the Y.B.N. University, Ranchi (Jharkhand) or at any other location mutually agreed among the participating Institutions and the Industries.</p> <p>(16) To assist the invited/interested Employers achieve their hiring goals of the efficient or the skilled candidates.</p> <p>(17) To empower the Students with Life-long career Decision-Making skills.</p> <p>(18) To provide the Resources and the related required activities to facilitate the career planning process.</p> <p>(19) To act as a link between the Students, the Alumni and the Employment Community.</p> <p>(20) To upgrade the Students' Skill become set and commensurate with the expectations of the Industry.</p> <p>(21) To generate the awareness in the students regarding future career options and the avenues available</p>
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	<p>to them.</p> <p>(22) To assist different Companies/Industries in recruiting candidates as per their requirements.</p> <p>(23) To assist the Students in obtaining their respective final Placements in the reputed Companies/Industries.</p> <p>(24) To keep track of all the Advertisements related to the Placements appropriate to the Profiles of the Aspirants.</p> <p>(25) To communicate the Resumes/Curriculum Vitae of the suitable Candidates to the potential Employers.</p> <p>(26) To provide the Right Placement to the Right Candidate so that the Students excel in their future life.</p> <p>(27) To organize the Placements Training for the Students and make them ready for the Interview and the Group Discussion.</p> <p>(28) To get the worthy Approval from the Principal/Dean along with the Vice Chancellor for the On-Campus Drives and inform the Candidates through Head of Department/Dean.</p> <p>(29) To provide the Intimation to the Departmental Promotion Committee (DPC) for the Off-Campus Placements Drive and encourage the Students to participate in such Placement Drive.</p> <p>(30) The Training and Placement Cell shall make the Memorandum of Understanding (MoUs) with several Industries which may hire the tentative Candidates by conducting the Placements Drives as per their requisites.</p> <p>(31) The Training and Placement Cell shall, through such Industries due to such MoUs, provide & equip with the necessary skill to the Training Centers to impart the Soft Skill training in Quantitative Aptitude to the interested Students/Candidates to obtain placement in MNC's and other Government</p>
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	<p>Sectors. The TPO shall serve as a Conciliator between these Industries and Institutions/Colleges/ Schools of the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(32) The Training & Placement Officer shall guide and counsel the Students in securing the permanent Placement by bringing them in the contact with the prospective employers.</p> <p>(33) The Training & Placement Officer shall provide the Information on the schedule of the Recruitment Drives well in advance to all the Departmental Promotion Committees (DPCs), Deans/HODs, Principals/Directors and the Students.</p> <p>(34) The Training & Placement Officer shall place the Request for the Resources required well in advance and shall coordinate with the concerned and ensure the availability of the same.</p> <p>(35) The Training & Placement Officer shall be responsible to send or provide the Details of the placed candidates/Hired Students and the Hard Copies of their respective Appointment Orders/Offer Letters/Appointment Letters to all the HODs, DPCs, immediately after the recruitment drive is completed.</p>
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Chapter 4: Body/Boards/Council/Boards

4.1 The Governing Body	<p>(a) As per the provisions conferred in the Section-22 of the Y.B.N. University Act 15, 2017, the Governing Body shall consist of the following members, namely:</p> <table> <tr> <td>(i) The Chancellor</td><td>: Chairperson;</td></tr> <tr> <td>(ii) The Pro-Chancellor</td><td>: Member;</td></tr> <tr> <td>(iii) The Vice-Chancellor</td><td>: Member;</td></tr> <tr> <td>(iv) The Secretary to the Government, Department of Higher & Technical Education, Govt. of Jharkhand, or his/her nominee</td><td>: Member;</td></tr> <tr> <td>(v) Five persons nominated by the Sponsoring Body, out of which two shall be the eminent educationists: Members;</td><td></td></tr> <tr> <td>(vi) One expert of Management from outside the University, nominated by the Chancellor</td><td>: Member;</td></tr> </table>	(i) The Chancellor	: Chairperson;	(ii) The Pro-Chancellor	: Member;	(iii) The Vice-Chancellor	: Member;	(iv) The Secretary to the Government, Department of Higher & Technical Education, Govt. of Jharkhand, or his/her nominee	: Member;	(v) Five persons nominated by the Sponsoring Body, out of which two shall be the eminent educationists: Members;		(vi) One expert of Management from outside the University, nominated by the Chancellor	: Member;
(i) The Chancellor	: Chairperson;												
(ii) The Pro-Chancellor	: Member;												
(iii) The Vice-Chancellor	: Member;												
(iv) The Secretary to the Government, Department of Higher & Technical Education, Govt. of Jharkhand, or his/her nominee	: Member;												
(v) Five persons nominated by the Sponsoring Body, out of which two shall be the eminent educationists: Members;													
(vi) One expert of Management from outside the University, nominated by the Chancellor	: Member;												

<ul style="list-style-type: none"> (vii) One expert of Technology from outside The University, nominated by the Chancellor 	: Member;
<ul style="list-style-type: none"> (viii) One expert of Finance, nominated by the Chancellor 	: Member; and
<ul style="list-style-type: none"> (ix) The Registrar 	: Member-Secretary;

Provided that the Secretary to the Government, Department of Higher & Technical Education, Jharkhand, or in his/her absence, Director of Higher Education shall be present in each meeting of the Governing Body, in which decisions or issues involving the Government Policies/Instructions are to be taken.

- (b) The nominated members of the Governing Body referred to in items of the Sub-Section-4.1.a shall hold the office for a term of Three Years or as decided from the date of nomination.
- (c) Any nominated members, except the ex-officio Member, can be recalled by the authority who has nominated him/her to the Governing Body, at any point of time and can replace with new nominated member.
- (d) Any member of the Governing Body may be re-nominated for the next term.
- (e) The term of office of the members of the Governing Body shall commence from the date of nomination, or appointment, as the case may be.
- (f) The Registrar will be the Member-Secretary of the Governing Body and will be a non-voting Member.
- (g) Any member of the Governing Body can resign from his/her office by writing under his hand addressing to the Chairperson of the Governing Body, but he/she will continue in office until his/her resignation has been accepted by the Chairperson.

MEETINGS OF THE GOVERNING BODY:

- (i) Every meeting of the Governing Body shall be held on such date in at such time and place as may be fixed by the Chancellor;
- (ii) A written Notice of an ordinary Meeting of the Governing Body shall be dispatched to all the Members of the Governing Body by the Registrar of the University at least Twenty One (21) days before the Meeting. The Agenda of the Meeting shall be dispatched by the Registrar at least Ten (10) Days in advance of the Meeting;

(iii) In case of emergency, a special meeting of the Governing Body may be called by the Chancellor (the Chairperson of the Governing Body) or by the Pro-Chancellor with the concurrence of the Chancellor at a short notice;

(iv) The Chancellor will be the Chairperson of the Governing Body and shall preside over the meetings of the Governing Body. In the absence of the Chancellor in a meeting of the Governing Body, the Pro-Chancellor will act as the Chairperson of the Governing Body for such meeting: Provided that in case both the Chancellor and the Pro-Chancellor are not available, the Vice-Chancellor shall preside over the meeting of the Governing Body;

(v) The Meetings of the Governing Body shall be held at least twice in a Calendar Year, on any working day, at the Headquarters of the Y.B.N. University, Ranchi or at any other location as the Chancellor deems fit;

(vi) One Third of the members of the Governing Body including the Chairperson, shall constitute the Quorum of the Meeting. The members may be present in person on the Meeting Spot or through video conferencing or through teleconferencing or through any other Virtual mode of participation for such Meeting. In case the Quorum is not complete, the Meeting shall be adjourned for half an hour. The Meeting shall be reconvened after half an hour at the same venue. Neither Quorum nor a Notice shall be necessary in the case of such a reconvened Meeting;

(vii) Each Member of the Governing Body including the Presiding Officer/Chairperson shall have One Vote and Decisions at the Meeting shall be adopted by the simple majority. In case of a tie, the Presiding Officer/Chairperson shall have a casting vote;

(viii) The Chancellor may, under exigencies, obtain the consent of the Members of the Governing Body by circulating appropriate Resolution 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 Governing Body of the University;

(ix) For any Resolution to be passed by the Governing Body, the presence or the consent of any two nominated Members of the Sponsoring Body is mandatory;

(x) In case of non-unanimity of any issue, the Decision will be approved by the simple majority of the present voting Members in the Governing Body meeting. The Registrar of the University would be the Non-Voting Member of the Governing Body meeting. However, the consent and the approval of the Chancellor is necessary for all the Decisions;

(xi) Transaction of Business: In arriving at a decision, if voting becomes necessary, it shall be done in a manner to be decided by the Chairperson of the Governing Body. In case of a tie, the Chairperson shall

have a second casting vote.

POWERS AND FUNCTIONS OF THE GOVERNING BODY:

The Governing Body shall be the supreme authority and principal governing body of the Y.B.N. University, Ranchi (Jharkhand). It shall have the following powers, namely:

- (1) The ex-officio member shall continue to be the member of the Governing Body so long as he/she holds the office by virtue of which he/she is the member of the Governing Body;
- (2) The Sponsoring Body of the Y.B.N. University, Ranchi (Jharkhand) shall have powers to remove a member of the Governing Body;
- (3) A member nominated/co-opted member of the Governing Body not attending three consecutive Meetings of the Governing Body without prior notice shall ceased to be a member of the Governing Body and the vacancy will be duly filled in as per the provision of the Sections-31.1(a);
- (4) The other terms and conditions of the nomination of the members to the Governing Body, including remuneration, if any, shall be determined by the Chancellor from time to time and the decision thereon shall be final. The Governing Body shall have the Right to review and modify any of the nominations made by it;
- (5) Meetings of the Governing Body shall be convened by the Chancellor either on his own initiative or on a requisition from a minimum 1/3rd of the members of the Governing Body;
- (6) Decisions on all the matters considered in the meetings shall be made through majority votes of the members present and voting and in case of a tie, the matter shall be decided by the casting vote of the Chairman;
- (7) The Notice of the Meeting may be sent through email or delivered by hand or sent by registered post at the address of each member as recorded in the office of the Registrar and the same shall be deemed to have been duly delivered within the time;
- (8) Notices of motions for inclusion of any item on the Agenda must reach at the Registrar Office at least fifteen days before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received;
- (9) The ruling of the Chairman in regard to all the questions of procedure shall be final;
- (10) The minutes of the meetings drawn up by the Registrar and approved by the Chancellor, shall be circulated by the Registrar. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed, the same shall be recorded in the book of minutes which shall be kept open for the inspection during office hours

by the members of the Governing Body;

- (11)To supervise and control the affairs of the University;
- (12)To provide general superintendence and directions and to control the functioning of the university by using all such powers as are provided by this Act, Statutes, Ordinances, Regulations or Rules;
- (13)To make payment or repeal regulations to carry out the provisions of the Act and the Statute and Ordinances framed thereunder, or smooth functioning of the University;
- (14)To consider for the approval recommendations of the Academic Council and other authorities referred by them;
- (15)To hold and control the property and funds of the University on behalf of the Sponsoring Body. However, no decision to alienate, encumber, handover of possession etc. of the property shall be taken without the consent of the Sponsoring Body;
- (16)To control and manage the Assets and Infrastructure of the University;
- (17)To establish, equip and maintain the Libraries and the Laboratories;
- (18)To specify and demand such Fees and other Charges are to be received from the Students by the University;
- (19)To approve the budget and Annual Report of the University;
- (20)To administer any Funds placed at the disposal of the University;
- (21)To provide for the Research and advancement and dissemination of the Knowledge in such branches of learning as it may deem necessary;
- (22)To take all such Measures and to do all such acts, as may be necessary or desirable to achieve the Objective of the Y.B.N. University, Ranchi (Jharkhand);
- (23)To issue Appeals for the Funds for carrying out the objectives of the University and received Grants, Donations, Contributions, Gifts, Prizes & Scholarships towards the general fund and for the award of Prizes and Scholarships;
- (24)To authorize operation of Bank Accounts of the University;
- (25)To appoint the statutory Auditors for the ensuing year and to determine their remunerations;
- (26)To determine/approve the Emoluments, Duties and Terms & Conditions of the Services of the Employees of the University;
- (27)To provide the Instructions for the appointment of the Visiting Fellows and Visiting Professors;
- (28)To institute, abolish or suspend any Teaching Posts in the University on the recommendations the Board of Management which has/have been forwarded by the Academic Council;
- (29)To dismiss or otherwise punish or terminate the services of Teachers, Junior & Senior Officers,

Non-Teaching Staff, Administrative Staff and other Employees of the University in accordance with the provisions made in the Statutes and as per the specified Terms & Conditions of the services of the Employees;

(30)To review the decisions of other authorities of the university in case they are not in conformity with the provisions of Act, Statutes, Ordinances, Regulations or Rules;

(31)To appoint the Committees for the fulfillment of the specific purposes with necessary Statutory empowerment as may be required for the efficient functioning of the University;

(32)To regulate the integration/taking over of the constituent units of the Y.B.N. University, Ranchi (Jharkhand) viz. Institutions/Schools/ Colleges/Study Centers by transferring their Assets and Liabilities, Staff and enrolment of the Students to the Y.B.N. University;

(33)To regulate, co-operate, collaborate or associate with any other University or Institutions or Companies (Public Sectors as well as Private Sectors) including those of the Sponsoring Body in such manner and for such purposes as the University may determine for the overall growth and advancement;

(34)To regulate and determine all the other matters concerning with the University in accordance with the Act, Statutes and Ordinances;

(35)To lay down the extensive policies to be followed by the University;

(36)To recommend to the Sponsoring Body for the dissolution of the University if a situation arises when there is no smooth functioning of the University in spite of the best efforts; and

(37)Such other powers as may be specified by the Statutes/subsequent Statutes from time to time;

(38)Subject to the provisions of the Act, Statutes and the Ordinances, the Governing Body shall, in addition to any other Power vested in it which have been mentioned above, have the following Powers, namely:

(i) To appoint Professors, Associate Professors, Assistant Professors and other members of the Teaching Staff as may be necessary, on the recommendations of the Selection Committees constituted for the Staff recruitment purpose and to provide for filling temporary vacancies therein;

(ii) To fix the Emoluments and define the Duties and Conditions of the services of the Professors, Associate Professors, Assistant Professors and other members of the Teaching Staff:

Provided that no action shall be taken by the Governing Body in respect of the number, the qualifications and the emoluments of the Teachers otherwise than after consideration of the recommendations of the Academic Council;

	<p>(iii) To create Administrative, Ministerial and other necessary posts and to make appointments thereto for the flawless functioning of the University:</p> <p>Provided that any additional posts, not provided in the Budget may be created only after due examination by the Finance Committee of the University;</p> <p>(iv) To regulate and enforce discipline among the members of the Teaching, Administrative and Ministerial Staff of the University in accordance with these Statutes and Ordinances;</p> <p>(v) To establish Examination Centers as per requisite of the University;</p> <p>(vi) To invest any money belonging to the University, including any unapplied income, in such Stocks, Funds, Shares or Securities as it shall, from time to time think fit, or in the purchase of Immovable Property in India and/or abroad, with the like powers of varying such Investments from time to time;</p> <p>(vii) (a) To accept on behalf of the Y.B.N. University any Trust/Society, Bequest, Donation or transfer of any Movable or Immovable Property to the University for the expansion and advancement of the University and its Campus(es); and</p> <p>(b) To transfer any Movable or Immovable Property on behalf of the University for enabling to fulfill the foresighted motives;</p> <p>(viii) The Properties (both Movable and Immovable) of the University shall be administered by the Governing Body;</p> <p>(ix) The Governing Body shall be accountable for the Annual Audit and its overall development;</p> <p>(x) The Member-Secretary-cum-Registrar of the University shall maintain the records of all types of University related properties (both Movable and Immovable) and their related documents. He/She shall be the Custodian of all the Records;</p> <p>(xi) To provide the Buildings, Premises, Furniture, Apparatus and other means needed for carrying on the work of the University;</p> <p>(xii) To enter into, vary, carry out and cancel Contracts on behalf of the University;</p> <p>(xiii) To entertain, adjudicate upon, and if it thinks fit, to redress any grievances of the salaried Officers, Teaching Staff and other Employees of the University who may for any reasons feel aggrieved:</p> <p>Provided that, in the matters of disciplines and punishments, where the final power has been vested in the Chancellor or any other Officer of the University, no Appeal shall lie to the Governing Body;</p> <p>(xiv) To approve the detailed & elaborated Examinations Policy (i.e. procedure to conduct of the</p>
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Examinations, to award of Class Divisions & Distinction, Internal Assessment, Discretionary Marks, to depute the Vigilance Squad, Amendment of the Results, to appoint the Paper Setters/Examiners etc., Semester System & Annual System, Dissertation for Master's Programmes, conferring the Degrees/Diplomas/ Certificates etc. in the Convocation ceremony), framed under Section-8 & 35 of Y.B.N. University Act 15, 2017 (Jharkhand Act 15, 2017), in accordance with the provisions of Sub-Sections contained in the Section-1 to Section-60. (Annexure-01, Examinations Policy);

(xv) To approve the detailed & elaborated Policy, framed under Section-35 of Y.B.N. University Act 15, 2017 (Jharkhand Act 15, 2017), for Ph.D. Programmes and Plagiarism in accordance with the provisions of Sub-Sections contained in Section-1 to Section-23 along with the contents of Annexure-1 to Annexure-7 and other related Formats in support of and as the Supplements of such procedures. (Annexure-02, Ph.D. Programmes & Plagiarism Policy);

(xvi) The University shall have a common Seal to be used for the purposes & affairs of the University and the design of the Seal shall be decided by the University after the approval of the Sponsoring Body subject to further change or amendment as deemed necessary from time to time as per the procedure laid down in the Statute. The University, after obtaining the approval of the Sponsoring Body, may also decide to make and use such as Flag, Anthem, Insignia, Vehicle Flag and other Symbolic or Graphic Expressions, Abbreviations or likewise in accordance with the Statute;

(xvii) To institute Fellowships, Scholarships, Studentships, Medals and Prizes;

(xviii) To collaborate with foreign Universities for the exchange of the Students as well as the Faculties;

(xix) To collaborate with foreign Universities for dual Undergraduate, Graduate and Doctoral Degree programmes for any Schools of Studies;

(xx) To frame the policies regarding the admissions of the NRI Students, Foreign National Students and regarding the recruitments of the Faculty from outside the country (India);

(xxi) To assign the authority in any specific nominated Member by empowering him/her for providing his/her approval on all the important documents and necessary statutory decisions and such approval will be binding on all the Officials, Committee Members and other statutory bodies constituted by the University for flawless functioning of all the affairs conducted and performed for and on behalf of the University;

(xxii) Subject to the provisions of the Act, to delegate any of its powers to the Board of Management, Vice Chancellor, the Registrar or such other Officers of the University or to a Committee appointed by it as it may deem fit;

(xxiii) The Governing Body shall have perpetual succession and any of its Acts or Proceedings shall not be invalid merely because of any vacancy or vacancies in its membership;

(39) In particular and without prejudice to the generality of the foregoing powers, the Governing Body shall also exercise the following powers and perform the following duties, namely:

- (i) Other than the First Statutes of the University, it shall be made by the Board of Management with the approval of the Governing Body;
- (ii) The Governing Body shall consider the modifications suggested by the State Government and it may approve or, if considers necessary, give suggestions for the modifications as far as possible or within two months and return the Statutes to it with its agreement to such changes or with its comments on the suggestions made by the State Government;
- (iii) All the Ordinances other than the First Ordinances shall be made by the Academic Council, which after being approved by the Governing Body, shall be submitted to the State Government for its approval;
- (iv) The authorities of the University may, subject to the prior approval of the Governing Body, make Regulation consistent with the Act, the Statutes, and the Ordinances made thereunder, for the conduct of business/operations of each Authority and Committee constituted by the University authority;
- (v) For the repayment of the Debts including the Interest Charges thereto incurred by the University for the purposes of the Act and the Statutes, the Ordinances, the Regulations and the Rules made thereunder with the prior approval of the Governing Body;
- (vi) Of exercising such other Powers and of performing such other Duties as are conferred or imposed upon it by the provisions of the Sub-Sections of the Section-8 of the Y.B.N. University Act 15, 2017 or the Statutes;
- (vii) For participating in the Meeting of the Governing Body, Local Members shall be entitled to Conveyance Allowance as notified (as amended time to time) by the Y.B.N. University, Ranchi. Members coming from outside shall get Daily Allowance in addition to Travelling Allowance as notified by the University.
- (viii) Two persons shall be nominated for the Planning Board of the Y.B.N. University, Ranchi (Jharkhand).
- (ix) The Governing Body shall be accountable to such Grants, Donations, Gifts and Contributions which have been received from the Public Agencies as well as the Private Agencies or the Institutions/Trust/Society and have to manage these types of receiving/funds as per needs and also for the growth and advancement of the University as a whole. Further, the University shall endeavor to

	<p>augment its resources with the cooperation of Corporate Houses etc. for meeting the requirements of the Funds for the Research & Development, Construction work and for awarding the Scholarships to the Achievers/Best Performers in Academic & other related fields/Truly needy students belonging to Economically Weaker Sections etc.;</p> <p>(x) The Governing Body shall be responsible to Sell, Exchange, Lease or otherwise dispose off or any portion of the Properties of the University (Movable or Immovable), on such terms as it may think fit and consistent with the interest, activities and objects of the Y.B.N. University, Ranchi in accordance with the provisions of Section-4, Section-17(2) and Section-42 of the Y.B.N. University Act 15, 2017.</p> <p>(40) The Governing Body reserves the superseding powers over all the other authorities of the University:</p> <ul style="list-style-type: none"> (i) In case of any deadlock in the Board of Management or any other authority of the University and the functioning or operations of the University cannot be conducted in the normal course, then reserve powers are vested in the Governing Body to do all the necessary things including superseding the Board of Management or other authority and framing a new Board of Management to facilitate the flawless functioning of the University; (ii) The reserve powers of the Governing Body shall be exercised only when there is a written or verbal report sent by the Registrar of the University to the Chancellor about any deadlock in the Board of Management or any other authority of the University and when the functioning or operations of the University cannot be conducted in the normal course; (iii) Upon the receipt of such a report about the deadlock, the Chancellor or the Pro-Chancellor shall direct the Registrar of the Y.B.N. University, Ranchi to convene a Special Meeting of the Governing Body within Fifteen (15) Days for the restoration of the normalcy in the functioning or operations of the University. In the event of the Registrar not convening such Special Meeting, the Chancellor shall convene that Special Meeting; (iv) The Decisions taken by the Governing Body and implemented by the Officers under Sub Section-40 (iii) of Section-4.1 above shall be final and binding on all the Members of the Board of Management as well as on all the Members of the other authorities uniformly. 						
4.2 The Board of Management	<p>(a) As per the provisions contained in the Section-23 of the Y.B.N. University Act 15, 2017, the Board of Management shall have the following members, namely:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">(i) The Vice Chancellor</td> <td style="width: 50%;">: Chairperson;</td> </tr> <tr> <td>(ii) The Pro-Vice Chancellor</td> <td>: Member;</td> </tr> <tr> <td>(iii) The Secretary to the Government,</td> <td></td> </tr> </table>	(i) The Vice Chancellor	: Chairperson;	(ii) The Pro-Vice Chancellor	: Member;	(iii) The Secretary to the Government,	
(i) The Vice Chancellor	: Chairperson;						
(ii) The Pro-Vice Chancellor	: Member;						
(iii) The Secretary to the Government,							

	<p>Department of Higher & Technical Education, Govt. of Jharkhand, or his/her nominee : Member;</p> <p>(iv) Two Members of the Governing Body nominated by the Sponsoring Body : Members;</p> <p>(v) Three persons, who are not the Members of the Governing Body, nominated by the Sponsoring Body : Members;</p> <p>(vi) Three persons, from amongst the Teachers, nominated by the Sponsoring Body : Members;</p> <p>(vii) Two Teachers nominated by the Vice Chancellor : Members;</p> <p>(viii) The Registrar : Member-Secretary</p> <p>Provided that the Secretary to the Government, Department of Higher & Technical Education, Jharkhand, or in his/her absence, Director of Higher Education shall be present in each meeting of the Board of Management, in which decisions or issues involving the Government Policies/Instructions are to be taken;</p> <p>(b) The Vice Chancellor shall be the Chairperson of the Board of Management. In case the Vice Chancellor is not present, then the Pro-Vice Chancellor shall preside over the Meeting of the Board of Management;</p> <p>(c) The Powers & Duties of the Board of Management shall be such as may be Specified by the Statutes;</p> <p>(d) The Board of Management shall meet Two Times in a Calendar Year;</p> <p>(e) One Third of the members of the Board of Management including the Chairperson, shall constitute the Quorum of the Meeting. The members may be present in person on the Meeting Spot or through video conferencing or through teleconferencing or through any other Virtual mode of participation for such Meeting. In case the Quorum is not complete, the Meeting shall be adjourned for half an hour. The Meeting shall be reconvened after half an hour at the same venue. Neither Quorum nor a Notice shall be necessary in the case of such a reconvened Meeting;</p> <p>(f) The Pro-Chancellor shall be the representative of the Chancellor of Y.B.N. University, Ranchi</p>
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	<p>(Jharkhand) and shall act as one of the Members of the Board of Members;</p> <p>(g) The Tenure of the Membership of the Members of the Board of Management, other than the Pro-Chancellor (who shall be the representative of the Chancellor), shall be of Three Years from the date of notification in this regard. However, the persons so nominated shall be eligible for re-nomination for further Term;</p> <p>(h) If a nominated Member ceases to be a Member due to resignation or otherwise, a new Member shall be nominated in his/her place for the remaining period.</p>
	<p><u>POWERS & FUNCTIONS OF THE BOARD OF MANAGEMENT:</u></p> <p>Subject to the provisions of the Acts, the Statutes and the Ordinances, the Board of Management shall exercise, in addition to the other powers vested in it by and under the Statutes, the following powers and perform functions accordingly, namely:</p> <p>(1) The Board of Management shall be the Chief Executive Body of the Y.B.N. University, Ranchi (Jharkhand) which possesses the power of management and administration of the Revenues and Properties of the University and of conducting all the Administrative Affairs of the Y.B.N. University, Ranchi (Jharkhand) not otherwise provided for;</p> <p>(1) To create the Teaching Posts, additional Teaching Posts and other Academic Posts as deemed necessary in the University and Colleges; Functions and Conditions of Services of the Professors, Associate Professors, Assistant Professors, other Teachers and the Academic Staff employed by the University after taking into consideration the recommendations of the Academic Council of Y.B.N. University, Ranchi (Jharkhand);</p> <p>(2) To make the provisions and to approve and/or execute the appointments of the Directors/Vice Chancellor/Pro-Vice Chancellor/Principals/Deans/CoE/Librarian/Proctor/Electronic & Print Media Head/Training & Placements Officer (TPO)/Public Relations Officer/Liaison Officer/Hostel Warden (Boys)/Hostel Warden (Girls)/I.T. Head/Security Head/Assistant Security Officer/Transport In-Charge/Mess In-Charge/Campus Officer and other operational staff, as may be necessary on the recommendations of the University authorities or the Selection Committees of the Y.B.N. University, Ranchi (Jharkhand) constituted for the recruitments purpose;</p> <p>(3) To prescribe, define and decide the Numbers, Cadre & Emoluments of the Posts, the Qualifications and other Conditions of eligibility for the Professors, Associate Professors, Assistant Professors, other Teachers and other Academic Staff after taking into account the recommendations of the Academic</p>

	<p>Council as well as the Selection Committees of the Y.B.N. University, Ranchi (Jharkhand):</p> <p>Provided that no action shall be initiated by the Board of Management of the Y.B.N. University, Ranchi (Jharkhand) in respect of the Numbers and the Qualifications of the Teachers and other Academic Staff after the consideration of the Selection Committee of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(4) To make the appointments of such Professors, Associate Professors, Assistant Professors, other Teachers and such Academic Staff as may be necessary, on the recommendations of the Selection Committees constituted for the purpose of the recruitment at the University;</p> <p>(5) To approve and specify the manner of appointments to the temporary vacancies of the Academic and Non-Teaching Staff for the University in accordance with the procedure laid down in the Ordinances or Regulations for a fixed Tenure or such Terms & Conditions as it deems fit:</p> <p>Provided that the Appointments on any temporary Posts/Vacancies shall be made only after the prior Sanction of the Posts by Post Creation, Absorption and Confirmation of the Selection Committees of the Y.B.N. University, Ranchi (Jharkhand). Provided further that if at any point of time or under any circumstances warrant immediate action in the interest of the Y.B.N. University, Ranchi (Jharkhand) and such Appointments done on the temporary Posts/Vacancies, shall be suspended/cancelled or shall not continue for more than Eleven (11) Months wherever appointed temporarily at the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(6) To make the appointments to the temporary vacancies of any Academic and Non-Teaching Staff at the University;</p> <p>(7) To make the appointments of the Non-Teaching Staff as may be necessary, on the recommendations of the Selection Committees constituted for the purpose of the recruitment at the University;</p> <p>(8) To frame the Rules and Regulations with respect to the Emoluments/Salaries, Allowances and other Perks to be provided for the appointed Academic as well as Non-Teaching Staff at the Y.B.N. University, Ranchi (Jharkhand) in consultation with the Governing Body of the University;</p> <p>(9) To make the provisions and frame the Rules and Regulations for the appointment of the Visiting Professors, Chaired Professors, Emeritus Professors, Visiting Fellows, Artists, Writers and other distinguished Professionals as per requisite and determine the Terms & Conditions of such appointment at the University along with their corresponding emoluments thereof in consultation with the Governing Body of the University;</p>
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- (10) To create the Administrative, Ministerial, Technical and other necessary Posts after taking into account the recommendations of the Finance Committee and to specify the manner of the appointments thereto at the University;
- (11) To prescribe the Qualifications and other Conditions of eligibility for the Non-Teaching Staff to be hired/recruited or already recruited/hired at the University;
- (12) To appoint/depute the Agencies or the Consultants or the Advisors relevant for fulfilling the Administrative Affairs of the Y.B.N. University, Ranchi (Jharkhand) in consultation with and approval of the Governing Body of the Y.B.N. University, Ranchi (Jharkhand);
- (13) To visualize and frame the HR Policy for the overall staff members of the Y.B.N. University, Ranchi (Jharkhand) for the flawless functioning of the Academic as well as the other related Activities within as well as outside the University Campus (pertaining to the University affairs). Under HR Policy, make the provisions to grant leave of Absence to the Vice Chancellor and any other Senior Officials of the University by simultaneously framing such provisions of necessary arrangements of deputing any competent professionals/officers/employees in their respective Positions so that the ongoing and other concurrent Affairs of such offices can be moved forward smoothly at the Y.B.N. University, Ranchi (Jharkhand);
- (14) To grant the Study Leaves to the Teaching Staff and to make the necessary feasible arrangements for fulfilling such motives to get them upgraded, updated and equipped with the latest Teaching Techniques and other supportive know-how to be applied further within the Y.B.N. University, Ranchi (Jharkhand) as per the framed and implemented HR Policy of the Y.B.N. University, Ranchi (Jharkhand);
- (15) To regulate and enforce the discipline amongst the employees in accordance with the Statutes and the Ordinances of the University;
- (16) To recommend to the Governing Body the Transfer or acceptance of the Transfer of any Immovable or Movable property on behalf of the University;
- (17) To appoint the Internal Auditors to undertake the Audit of all the Departments to assess and evaluate the various functions performed and carrying on therein at the Y.B.N. University, Ranchi (Jharkhand) and to make the provisions in this respect to submit the detailed Audit Reports of every Department within the set time frame to the Pro-Chancellor of Y.B.N. University, Ranchi (Jharkhand);
- (18) To make the provisions to conduct the Inspections and Enquiries from time to time or sudden Inspection (as and when needed) in various Departments, Centers, Institutions and affiliate Colleges (if anywhere existing and running) of the Y.B.N. University, Ranchi (Jharkhand) in accordance with

	<p>the Rules, Statutes and Ordinances of the Y.B.N. University, Ranchi (Jharkhand). Further, make the provisions to initiate corrective measures/necessary corrective actions wherever needed under the purview & impression of the Rules, Statutes and Ordinances of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(19) To execute (with the prior approval of the Sponsoring Body) the Conveyance, Transfer, Re-Conveyances, Mortgages, Leases, Bonds, Licenses, and Agreements in respect of the Property (Movable or Immovable) belonging to the University or to be acquired for the purposes of the University;</p> <p>(20) To entertain, regulate and adjudicate upon or redress the grievances of the Employees and the Students of the University wherever necessary who may, for any reason feel aggrieved within the University campus by constituting the Grievances Redressal Committee/Women Grievances Redressal Committee after getting the due approval from the Governing Body in accordance with the Statutes, Ordinances and Regulations of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(21) To frame the policy and lay down the rules to oversee the enforcement of the discipline amongst the Employees as well as the Students of the Y.B.N. University, Ranchi (Jharkhand) by constituting the Disciplinary Committees/Proctorial Board after getting the due approval from the Governing Body in accordance with the Statutes, Ordinances and Regulations of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(22) To frame the policy and lay down the rules to fix the remuneration payable to the Invigilators/Course Writers/Moderators/Tabulators/ Counselors/Examiners and such other related professional appointed for the conduction of Examinations and their respective Travelling as well as other Allowances payable after consulting Academic Council and the Finance Committee of the University;</p> <p>(23) To formulate and alter/modify or revise the Schemes for the organization of the Faculties and to assign to such Faculties their respective Subjects and also to report to the division of any Faculty or the combination of one Faculty with another;</p> <p>(24) To select and finalize an Emblem and a common Seal for the University and to provide the permission for the custody of such Seal which is to be applied or utilized on the official documents/ official letters/official replies/University affairs etc. in accordance with the Act, Statutes and implemented Govt. Rules, Regulations and Norms including the Statutory Bodies framed and implemented Policies, Directions etc. in consultation with the Sponsoring Body of the University;</p> <p>(25) To delegate any of its Powers to the Vice Chancellor, and on the recommendations of the Vice Chancellor to the Pro-Vice Chancellor, Registrars, the Chief Finance & Accounts Officer or any other</p>
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	<p>Officer, Employee or Authority of the University or to a Committee or to Sub-Committee appointed by it at the University;</p> <p>(26) To institute Fellowships, Scholarships, Studentships at the University;</p> <p>(27) To approve the conferment of the Degrees/Awards/Fellowships/ Citations/Medals etc. at the University;</p> <p>(28) To approve the Collaborations/Exchange Programmes with the renowned National as well as International Universities to achieve the International quality standards in Teaching and Research work going on and also to be done forthwith at the University complying with the Acts, Statutes of the University and also as per the implemented Govt. Norms;</p> <p>(29) To promote the Inter-Facial Research by making the Joint Appointments of the Teaching Staff in different Departments, Schools and other Study Centers of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(30) To appoint/depute any other University or Institution or Organization or Company (Govt./Semi-Govt./Private) for undertaking a Joint Project with the Y.B.N. University, Ranchi (Jharkhand) in accordance with the manner and procedures laid down in the Ordinance of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(31) To make the provisions to enter into Partnership/to Sign a Contract or MoU with such Industry, Educational Institutions, Universities (Domestic as well as Abroad) and other Non-Governmental Agencies for the exchange of Knowledge/grasping, upgrading & updating the latest versions of Academic Know-How for the overall growth and advancement of the Y.B.N. University, Ranchi (Jharkhand) forthwith. For such motive to be fulfilled, to establish a corpus of Funds out of the Profits of such Partnerships/Contract etc. as well;</p> <p>(32) To exercise such other Powers and perform such other Functions as may be conferred or imposed by the Act or the Statutes or the Orders passed by the Governing Body of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(33) To examine and approve the Financial Account of the University together with the Audit Report;</p> <p>(34) To examine the Budget for the Recurring and Non-Recurring Expenditures and recommend to the Governing Body for approval. The Board of Management will also oversee the Expenses vis-à-vis approved Budget for the Expenditure;</p> <p>(35) To enter into, vary, carry out, approve or cancel the Contracts and other Construction works to be commenced for the future extension and advancement of Academic activities within the Campus as well as on the other earmarked Sites of the Y.B.N. University, Ranchi (Jharkhand) in accordance with</p>
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	<p>the Rules, Statutes and Ordinance of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(36) To approve the Ordinances and Regulations of the University;</p> <p>(37) To manage and regulate the Finance Accounts, General and Endowment Funds, Investments, Property of the University and other Affairs of the University as per the provisions of the Act of the University and to appoint such Agents as may be considered fit in consultation with the Finance Committee of the University;</p> <p>(38) To maintain proper Accounts get it Audited and other relevant Records and prepare the Annual Statement of Accounts including the Balance Sheet for every previous Financial Year, in such form as may be prescribed by the Rules and submit the same to the Governing Body for their approval;</p> <p>(39) To appoint/constitute the Committees necessary and mandatory for the flawless functioning of the University for fulfilling the Academic as well as the Statutory needs complying with the Acts and the Statutes of the University equipped with such Powers as it may deem fit. Depute such Officials and other such University Staff capable to conduct the functioning of those Committees within the University campus (also outside the University campus, if required for some Committees) by assigning them their respective Duties & Responsibilities to be fulfilled as per the Acts, Statutes of the University parallel with the framed & implemented Government Norms;</p> <p>(40) To approve the provisions to purchase, take on Lease or accept, as Gifts or otherwise, any Land or Buildings and also to approve the provisions to fix or purchase or install the Premises Furniture, Fittings, Equipment, Appliances, Apparatus and other Facilities & Amenities necessarily required for carrying on the smooth functioning and operations of the University as per the Acts, Statutes of the University parallel with the framed & implemented Government Norms;</p> <p>(41) To visualize and frame the provisions to make the special Arrangements/Constructions/Fabrications as may be necessary for residing the Girls Students within the Y.B.N. University, Ranchi (Jharkhand) Campus or nearby the Campus;</p> <p>(42) To make the provisions and necessary Rules & Regulations by constituting the Hostel Inspection Committee after taking the due permission from the Governing Body to establish and regulate the proper upkeep, maintenance and smooth functioning of the Students Hostels (Boys as well as Girls) within the Y.B.N. University, Ranchi (Jharkhand) Campus;</p> <p>(43) To purchase, take on Lease or accept, as Gifts or otherwise, any Land or Buildings or Equipment, Material and Things to erect, alter and maintain the Buildings/Works and other Constructions and to Sell, Mortgage, Dispose Off or otherwise deal with all or any of the same which may be necessary or convenient for the purpose of the University and on such Terms & Conditions as it may deem fit with</p>
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	<p>the prior approval of the Governing Body;</p> <p>(44) To acquire the Intellectual Property Rights (IPRs), Copyrights, Trademarks and the like, from any Institutions or Organizations on such Terms & Conditions as the Board of Management may determine and pay such compensations for the acquisitions as may be just and equitable, all these exercises for the purpose to meet the objectives of the University as a whole;</p> <p>(45) To examine and accord final approval of the Building Plans and to award the Building Contracts or authorized Constructions within the University Campus (and also at the other allocated sites of the University) to the competent and genuine Construction Company or Contractors;</p> <p>(46) To make the provisions for the Funds for carrying out the Objectives of the University and accept such Funds as Grants/Donations/ Contributions/Gifts/Prizes/Scholarship and other modes of Money Receipts from outside sources besides Fees, Dues and other Miscellaneous Receipts (which have been approved by the Government Bodies/Authorities through due process) from the pursuing Students and other Research Scholars etc.;</p> <p>(47) To make the provisions for providing the received Grants and Donations to Awards, Prizes, Medals, Citations, Fellowships, Scholarships, Stipends, Credits, Pending Dues, Fees/Charges/other Miscellaneous Liabilities of the Government Organizations/ Institutions/Departments/Offices etc. Further, to empower the Vice Chancellor of Y.B.N. University, Ranchi (Jharkhand) or any other Officer of the University to approve the recommendations of the Names of the eligible Candidates for such Awards, Felicitation etc.;</p> <p>(48) To make the provisions to provide the received Grants, Donations and other miscellaneous received Funds to be utilized in Schools, Colleges, Hospitals and Medical Colleges of the University, University Hostels, Library, Workshops, Laboratories, Cultural Centers, Sports Activities, Staff Welfare – Activities, Amenities & Facilities, Mess, Campus Facilities and Ambience, Departmental Reforms & Ambience, Class Rooms Reforms, Smart Classes Formation, Lecture Theatres Reforms, Modern Facilities & transformation of obsolete Educational System etc.;</p> <p>(49) To make the provisions regarding the Funds received from and out of the Income realized from the Properties, Assets, Fees & other Miscellaneous Charges and other modes of Income the University which the Board of Management deems fit towards the maintenance of the Properties of the Y.B.N. University, Ranchi; pay all the Taxes & other Governmental Charges/Expenses/Duties etc.; pay such sums towards the repayment of any Borrowings and meet all the Expenses which the Board of Management may in their discretion feel necessary for the proper and efficient management of the University, and in particular pay the Salaries & Allowances and other Perks of all the Staff Members,</p>
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	<p>purchase - Books, Journals, Magazines, References etc.; purchase Equipment, Furniture & Fixtures, Accessories; pay the Management Contribution for the Provident Funds of the Staff Members, Gratuity, Pension etc.; funds allocation for Awards, Prizes, Scholarships to the Students – Truly Needy as well as Tremendous Performers in Academics, Sports, Cultural Zone, and to allocate such received Funds for any other expenditures relating to the University/Institutions, if any, with the approval of the Governing Body of the Y.B.N. University, Ranchi (Jharkhand) which have not been mentioned hereinbefore under these Clauses of the Statute;</p> <p>(50) To refer all the Matters of Policy and Financial Decisions to the Governing Body and ensure that the Minutes of the Meetings are regularly presented in the Meetings of the Governing Body for perusal and worthy approval;</p> <p>(51) To raise and borrow money with the prior approval of the Governing Body on Bonds, Mortgages, Promissory Notes or other Securities founded or based on any of the Properties and Assets of the University or without any Securities and upon the approved Terms & Conditions and to pay out of the University all the Expenses incidental to the raising of Money and to repay and redeem any Money borrowed;</p> <p>(52) To maintain and operate the General Fund of the University;</p> <p>(53) To Open/Close the Account or the Accounts in the name of Y.B.N. University, Ranchi (Jharkhand) or the Institution run/conducted by Y.B.N. University, Ranchi (Jharkhand) with anyone or more scheduled/unscheduled Banks, Post Office or in any other financially sound Institutions and to operate such Accounts and to give Instructions to the Bank/Institution for opening and operation of such Accounts by one or more of the Members of the Board of Management or by the authorized persons by the Board of Management;</p> <p>(54) To appoint, in order to execute an Instrument or Transfer any Business of the University, any person as Attorney of the University with such Powers as it may deem fit;</p> <p>(55) To invest the Surplus Funds of the University, in such Securities and in such manner as it may deem fit and from time to time in the Modes or Forms as prescribed under Section-11(5) of the Income Tax Act, 1961 or as per the provisions of the Section-10(23 C) of the Income Tax Act, 1961;</p> <p>(56) To draw, accept, make, endorse, discount and negotiate Securities of the Government, Promissory Notes, Bills & Exchanges, Cheques or other Negotiable Instruments for and on behalf of the University;</p> <p>(57) To exercise such other Powers and perform such other Functions/Duties as may be conferred on complying with the Acts and the Statutes of the University or as prescribed by the</p>
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	<p>Chancellor/Governing Body of the University;</p> <p>(58) To recognize the Diplomas and Degrees of other Universities and Educational Institutions located within Indian Regions as well as Abroad and to determine their equivalence in relation to the Diplomas and Degrees of the University on reciprocal basis;</p> <p>(59) To make the Regulations to allow for the Admissions in the Under Graduate and Post Graduate programmes of the Y.B.N. University, Ranchi (Jharkhand) to such Candidates who do not possess the formal educational qualification of any University/Technical Education Board/Secondary Board of Education otherwise mandatory for the Admission in such Courses/Programmes, but such Candidates hold Quantifiable Knowledge, Skills and Competencies in the related disciplines;</p> <p>(60) To approve the conferment of the Degrees, Honours, Diplomas, License, Titles and Marks of Honour on the basis of the result declared by the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(61) To institute, conduct, defend, compound, withdraw, compromise, adjust, refer to arbitration or abandon any legal or other proceedings, claims or disputes, by or against the Y.B.N. University, Ranchi (Jharkhand) or against its Officers or the Employees concerning with the affairs of the Y.B.N. University, Ranchi (Jharkhand) and to sign and verify the Vakalatnama, Plaits, Written Statements, Execution of the Petitions, Affidavits and other Documents for and on behalf of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(62) To Insure and keep Insured, if deemed expedient, all or any of the Buildings and other Assets of the Y.B.N. University, Ranchi (Jharkhand) and invest in Securities approved by the Law relating to the Y.B.N. University, Ranchi (Jharkhand) or in such manner as the Board of Management may think fit and proper in the best possible interest of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(63) The Board of Management, subject to such conditions and limitations as it may deem fit, delegate any of its functions to the Secretary or any other Officer or the Employees of the Y.B.N. University, Ranchi (Jharkhand) with the consent of the Sponsoring Body of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(64) To visualize and frame the Academic Policies, Policies pertaining to the Educational as well as the Teaching Standards, Policies relating to the Admissions of the Students, Examinations Policies; Policies of the award of Degrees, Diplomas, Certificates and other Awards or Distinctions to be conferred to the deserving Students and other aspirants/participants/candidates at the Y.B.N. University, Ranchi (Jharkhand), in consultation with the Academic Council and with the approval of the Governing Body of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(65) To establish the Divisions and the Departments for the flawless Academic Affairs functioning and</p>
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	<p>operations of the Y.B.N. University, Ranchi (Jharkhand), on the advise of the Academic Council and to allocate the Areas of Study, Teaching and Research work to be conducted under such Divisions and the Departments;</p> <p>(66) To discuss and frame the Policy pertaining to the Fees and other Miscellaneous Charges payable by the pursuing Students of the Y.B.N. University, Ranchi (Jharkhand) on the advise of the Governing Body of the University;</p> <p>(67) The Board of Management may constitute the Sub-Committees and/or Ad-hoc Committees for discharging any of the Functions of the Board of Management by clearly specifying and elaborating their Scope, Jurisdiction, Authority, Powers and Functions all such tasks to be performed on behalf of the Board of Management of Y.B.N. University, Ranchi (Jharkhand);</p> <p>(68) The Board of Management may, by passing a Resolution, request the Chancellor, the Vice Chancellor, the Registrar, the Standing Committee or the Ad-hoc Committee or any other Senior Officer of the Y.B.N. University, Ranchi (Jharkhand) to deliver/transfer temporarily such of its Powers as it may deem fit, subject to the condition that the Action taken by the Chancellor, the Vice Chancellor, the Registrar or the Standing Committee or the Ad-hoc Committee or any of their Senior Officers to whom such powers have been given/delivered/transferred temporarily, shall be reported at the next Meeting of the Board of Management of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(69) The Board of Management exercises all the powers of the University not otherwise provided for by the Act, the Statutes, the Ordinances and the Regulations for the fulfillment of the objects of the University. The Board of Management shall meet at least two times in every Calendar Year.</p>						
4.3 Finance Committee	<p>(a) As per the Power conferred in the Section-25 of the Y.B.N. University Act 15, 2017, the Finance Committee shall be the principal financial body of the Y.B.N. University, Ranchi (Jharkhand) to take care of the financial matters:</p> <p>(b) The Finance Committee shall be constituted by the Governing Body /Chancellor and consist of following persons, namely:</p> <table> <tr> <td data-bbox="798 1192 1178 1269">(i) The Vice Chancellor or his/her Nominee</td> <td data-bbox="1368 1241 1558 1269">: Chairperson;</td> </tr> <tr> <td data-bbox="798 1277 1199 1305">(ii) The Pro-Vice Chancellor</td> <td data-bbox="1474 1277 1607 1305">: Member;</td> </tr> <tr> <td data-bbox="798 1313 1284 1341">(iii) Two persons, nominated by the</td> <td></td> </tr> </table>	(i) The Vice Chancellor or his/her Nominee	: Chairperson;	(ii) The Pro-Vice Chancellor	: Member;	(iii) Two persons, nominated by the	
(i) The Vice Chancellor or his/her Nominee	: Chairperson;						
(ii) The Pro-Vice Chancellor	: Member;						
(iii) Two persons, nominated by the							

	<p>Sponsoring Body : Members;</p> <p>(iv) One person, who is not the Employee of the Y.B.N. University or of any recognized Institution, nominated by the Chancellor : Member;</p> <p>(v) The Registrar : Member;</p> <p>(vi) The Chief Finance and Accounts Officer : Member-Secretary</p> <p>(a) The Finance Committee shall be the principal financial body of the University to take care of financial matters and shall coordinate and exercise the general Supervision over the Financial Matters of the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(b) All the Members of the Finance Committee, other than the Ex-Officio Member shall hold the Office for a period of Three Years.</p>
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MEETINGS OF THE FINANCE COMMITTEE:

- (i) The Vice Chancellor shall be the Chairperson of the Finance Committee and in his/her absence, the Pro-Vice Chancellor shall preside over the Meeting with the written consent of the Vice Chancellor and further in case of the absence of both of them, the Nominee of the Chancellor (i.e. the Pro-Chancellor) shall preside over the Meetings of the Finance Committee;
- (ii) The Chief Finance and Accounts Officer (C.F.A.O.) shall be the Member-Secretary of the Finance Committee of the Y.B.N. University, Ranchi (Jharkhand), but shall not be deemed to be a Member of the Finance Committee;
- (iii) The Finance Committee of the Y.B.N. University, Ranchi (Jharkhand) shall meet at least once in Six Months at any Place/Venue to examine the Annual Accounts, Budget/Financial Estimates and to scrutinize the Proposals for the Expenditures;
- (iv) One Third of the Members of the Finance Committee of the Y.B.N. University, Ranchi (Jharkhand) shall form the **Quorum**. The Members of the Finance Committee may be present in person in the Meeting or through teleconferencing or video conferencing or any other form of

distance participation for such Meeting. In Case the Quorum is not complete, the Meeting shall be adjourned for Half an Hour. The Meeting shall be reconvened after Half an Hour at the same Venue. Neither a Quorum nor a Notice shall be necessary in the case of such a reconvened Meeting of the Finance Committee;

- (v) The Chief Finance & Accounts Officer (C.F.A.O.) the Member-Secretary shall call the Meeting of the Finance Committee with the approval of the Vice-Chancellor;
- (vi) The Notice of Seven (7) Days shall be given to the Members of the Finance Committee stating the Agenda, Time and Place/Venue of the Meeting, provided that an Emergency Meeting of the Finance Committee can be called by the Vice Chancellor at a shorter Notice;
- (vii) **Transaction of Business** : In arriving at a Decision, if Voting is necessary, it shall be done in a manner to be decided by the Chairperson of the Finance Committee. In case of a Tie, the Chairperson shall have a second Casting Vote in the Meeting of the Finance Committee.

POWERS & FUNCTIONS OF THE FINANCE COMMITTEE

The powers and functions of the Finance Committee shall be as follows, namely:

- (1) The Annual Accounts and the Financial Estimates/Annual Estimates of the Income & Expenditures of the Y.B.N. University, Ranchi (Jharkhand), as well as its constituent Schools/Colleges/ Institutions/Knowledge Resource Centers, which have been prepared by the Chief Finance & Accounts Officer (C.F.A.O.) under the Directions of the Vice Chancellor, shall be laid down/placed before the Finance Committee for the consideration and comments as per the prevailing situations and tentative needs of the University, and thereafter such Proposals for the allocated Expenditures shall be submitted to the Governing Body for the approval with or without amendments/modifications/curtailments over such Proposed Expenditures;
- (2) The Finance Committee may make its recommendations to the Governing Body to accept the Bequest, Donations of the Property to be utilized and availed by the Y.B.N. University, Ranchi (Jharkhand) on such Terms as it deems proper;
- (3) The Finance Committee may recommend the Mechanisms and the Ways & Means to generate the Revenue Resources/Funds/Income for the Y.B.N. University, Ranchi (Jharkhand) in accordance with

the Acts, the Statutes and the Ordinances of the University and complying with the framed & implemented Rules, Regulations and Norms of the Government of Jharkhand;

(4) The Finance Committee may consider any other Matters referred to it by the Governing Body and make its recommendations thereon; may discharge such other Functions of the financial nature as may from time to time be entrusted to it by the Governing Body of the Y.B.N. University, Ranchi (Jharkhand);

(5) The Chief Finance & Accounts Officer (C.F.A.O.) the Member-Secretary may, cause Recording of the Minutes of the Meeting and the Resolutions of the Meeting with the approval of the Vice-Chancellor, prepare and circulate the same to the concerned members within a period of two weeks from the date of conducting the Meeting;

(6) Any Member of the Finance Committee shall possess the Right to record a Minute of Dissent, if he/she does not agree with any Decision/Decisions of the Finance Committee of the Y.B.N. University, Ranchi (Jharkhand);

(7) For the payment of any other expenses including the Service Fee payable to any organization charged with the responsibility or providing any specific service, including the Managerial Services to the Y.B.N. University, Ranchi, on behalf of the Sponsoring Body, as approved by the Governing Body to be an expense for the purposes of the Y.B.N. University, Ranchi:
Provided that no expenditure shall be incurred by the Y.B.N. University, Ranchi in excess of the limits for total recurring expenditure and total non-recurring expenditure for the year, as may be fixed by the Finance Committee and recommended by the Board of Management to the Governing Body;

(8) No Expenditure in the Budget shall be incurred by the Y.B.N. University, Ranchi (Jharkhand) in excess of the limit so fixed by the Finance Committee, without a prior approval of the Finance Committee which shall fix limits of the total Recurring and the Non-Recurring Expenditures for the year, based on the Resources and Income of the Y.B.N. University, Ranchi (Jharkhand) (and which in the case of productive Works/productive Tasks, may include the proceed of the Loans);

(9) The Finance Committee shall determine and fix the Fee payable by the Students of the University and lay down the procedure therefore and to fix the basis for charging consultancy and other fee to be charged by the University;

(10)The Finance Committee shall consider the proposals of the Fee Committee of the Y.B.N. University, Ranchi (Jharkhand) as specified in the Statutes/Ordinances regarding the Fee Structure, determine and fix the Fee payable by the Students of the University and shall lay down the procedures therefore for the same and shall give its recommendations to the Board of Management for the consideration and the approval. Further, the Finance Committee shall also determine and fix the basis for charging Consultancy Fee and other Fee/Miscellaneous Charges which are to be received from the Students/Candidates/other Applicants etc. Moreover, the Finance Committee shall prepare and place the Recommendations to the Board of Management on all such Proposals involving for raising of the Funds, the Receipts and for curtailing the feasible expenditures for and on behalf of the Y.B.N. University, Ranchi (Jharkhand) accordingly;

(11)The Finance Committee shall advise the University on any Questions effecting its Finances and also shall review the Financial Position of the University from time to time and make the recommendations on all the Financial Matters to the Board of Management of the Y.B.N. University, Ranchi (Jharkhand) for initiating the necessary required actions with time frame accordingly in accordance with the provisions of the Acts, the Statutes and the Ordinances of the Y.B.N. University, Ranchi (Jharkhand);

(12)The Finance Committee shall consider all the proposals for Capital expenditure and shall make the Recommendations to the Board of Management of the Y.B.N. University, Ranchi (Jharkhand);

(13)The Finance Committee shall also examine all such Proposals relating to creation of the Posts, and those items which have not been included in the Budget; shall examine those Proposals before they are considered by the concerned Committee/Selection Committee for the posts sanctioned by the Post Creation, absorption and confirmation Committee of the Y.B.N. University authorities;

(14)The Finance Committee shall be responsible for the observance of the Regulations, relations to the maintenance of Accounts of the Income & Expenditures of the Y.B.N. University, Ranchi (Jharkhand);

(15)The Chief Finance & Accounts Officer (C.F.A.O.) the Member-Secretary may, with approval of the Vice Chancellor, under exigencies, obtain the consent of the Finance Committee by circulating the appropriate Resolution among its Members and any Resolution so circulated and approved by a

	<p>simple majority shall be as effective and binding as if such Resolution had been passed in the Meeting of the Finance Committee;</p> <p>(16) The Finance Committee shall review the Internal Controls and shall initiate necessary actions on the Comments of the Internal Auditors appointed by the Governing Body/Sponsoring Body of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(17) The Finance Committee shall generally perform and act on any of the activity/activities that/those may be delegated by the Vice-Chancellor, or the Board of Management or the Governing Body of the Y.B.N. University, Ranchi (Jharkhand) in accordance with the Acts, the Statutes and the Ordinances of the Y.B.N. University.</p>
4.4 Academic Council	<p>(a) As per the provisions conferred in Section-24 of the Y.B.N. University Act 15, 2017, the Academic Council shall consist of the following members, namely:</p> <ul style="list-style-type: none"> (i) The Vice Chancellor : Chairperson; (ii) The Pro-Vice Chancellor : Member; (iii) Two Directors/Deans/ Chairperson/ Head of the Schools of the Studies in the order of Seniority by rotation : Members; (iv) The Dean of Students Welfare (DSW) : Member; (v) The Chief Librarian : Member; (vi) The Controller of Examinations (CoE) : Member; (vii) Four Directors/Deans/Chairpersons/ Heads nominated by the Vice Chancellor other than Pro-Vice Chancellor as in item (iii) : Members; (viii) Eight Faculty Members (Professors/ Associate Professors/Assistant Professors of Schools or Departments or The constituent Institutions) nominated by the Vice Chancellor : Members; (ix) Two eminent Academicians from outside the University nominated by the

	<p>Governing Body of the Y.B.N. University: Members;</p> <p>(x) Two persons nominated by the Chancellor : Members;</p> <p>(xi) Two persons from amongst the Scientists, Educationists, Technocrats nominated by the Chancellor : Members;</p> <p>(xii) Two persons from amongst the Scientists, Educationists, Technocrats nominated by the Sponsoring Body : Members;</p> <p>(xiii) The Registrar : Member-Secretary;</p> <p>The Registrar shall be the Ex-Officio Member-Secretary (as per the Provisions contained in the Sub-Section-17(3) of the Section-17 of the Y.B.N. University Act 15, 2017);</p> <p>(a) All the Members of the Academic Council of the Y.B.N. University, Ranchi (Jharkhand), other than the Ex-Officio Members and shall hold the Office for a Term of Two Years;</p> <p>(b) One Third of the total Members of the Academic Council shall constitute a Quorum. In case the Quorum is not complete, the Meeting of the Academic Council of the Y.B.N. University, Ranchi (Jharkhand) shall be adjourned for Half an Hour. The same Meeting shall be reconvened after Half an Hour at the same Venue. Neither a Quorum nor a Notice shall be necessary in the case of such a reconvened Meeting of the Academic Council.</p> <p>MEETINGS OF THE ACADEMIC COUNCIL</p> <p>As per the provisions of the Acts, Statutes and Ordinances of the Y.B.N. University, Ranchi (Jharkhand), there are following norms which are to be adopted and pursued for conducting the Meetings of the Academic Council of the Y.B.N. University, Ranchi (Jharkhand), namely:</p> <p>(i) The Meetings of the Academic Council shall be conducted quarterly (i.e. Four Times) per Academic Year normally on the Dates and Venue decided by the Vice Chancellor and at such other Time as the Vice Chancellor may direct to the Members of the Academic Council of the Y.B.N. University, Ranchi (Jharkhand);</p>
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- (ii) In the absence of the Vice Chancellor (who shall be the Chairperson of the Academic Council) in a Meeting of the Academic Council, the Pro-Vice Chancellor shall preside the Meeting of the Academic Council;
- (iii) Normally, Twenty One (21) Days Notice shall be released and given by the Registrar of the Y.B.N. University, Ranchi (Jharkhand) before all the Meetings of the Academic Council and the Agenda Documents of such Meetings shall be prepared within time by the Registrar in consultation with the Vice Chancellor/C.E.O. and shall be issued at least Ten (10) Days prior to every Meeting;
- (iv) Notice pertaining to any Motion or any Resolution, which has been given by the Members of the Academic Council, must reach at the Registrar Office normally Three (3) Days before the Meeting of the Academic Council, at which the Motion or the Resolution is supposed to be moved;
- (v) Resolutions of the Academic Council may also be passed through circulation of the Resolutions Documents among all the Members of the Academic Council, except in the cases where such Resolutions are required to be passed at the Meeting of the Academic Council. The Resolution so circulated and approved by a Simple Majority shall be effective and binding to all as if such Resolution had been passed in the proper Meeting of the Academic Council, provided that as least One Half of the total Members of the Academic Council of the Y.B.N. University, Ranchi (Jharkhand) have recorded their Views on the Resolution;
- (vi) One Third of the Members of the Academic Council, including the Chairperson, shall constitute the Quorum at the Meeting of the Academic Council. In case the Quorum is not complete, the Meeting shall be adjourned for Half an Hour. The Meeting shall be reconvened after Half an Hour at the same Venue. Neither a Quorum nor a Notice shall be necessary in the case of such a reconvened Meeting;
- (vii) In case of any non-unanimity of any Issue, such issue will be referred to the Board of Management of the Y.B.N. University, Ranchi (Jharkhand) for further consideration and for resolving such Issue as per the provisions of Acts, Statutes and Ordinances of the Y.B.N. University, Ranchi (Jharkhand);
- (viii) For any Resolution to be passed by the Academic Council in any Meeting or otherwise, the consent of the Nominated Members of the Sponsoring Body of the Y.B.N. University, Ranchi (Jharkhand) is mandatory;
- (ix) **Transaction of Business:** In arriving at a Decision, if Voting becomes necessary, it shall be done in

such manner to be decided by the Chairperson of the Academic Council. In case of a Tie, the Chairperson shall have a Second Casting Vote.

POWERS & FUNCTIONS OF THE ACADEMIC COUNCIL:

The Academic Council of the Y.B.N. University, Ranchi (Jharkhand) shall be the principal Academic Body of the University. The Academic Council of the Y.B.N. University, Ranchi (Jharkhand), subject to the Provisions of the Acts, the Statutes and the Ordinances of the Y.B.N. University, shall in addition to all the other Powers vested in it, possesses the following Powers, namely:

- (1) To exercise the general Supervision over the Academic Policies and Academic Tasks/Affairs of the Y.B.N. University and to give directions regarding the Methods of the Instructions, Innovation, Evolution, Evaluation, Cooperative Teaching among the Schools, Colleges and the Institutions, evaluation of the Research Programmes and the Improvements in the Academic Standards, Teaching Techniques, Teaching Methods at the Y.B.N. University, Ranchi (Jharkhand);
- (2) To lay down the curriculum, prepare and approve the Syllabi of all the Academic Programmes of the Studies as recommended by the Board of Studies; Period Review of the Syllabi, Teaching Methods, Training Facilities and the Assessments of the Performances of the Students and Library Resources. Further, to publish the Text Books and other Instructional Materials for fulfilling the Academic Purposes;
- (3) To innovate, upgrade and update the Syllabi of the Academic Programmes to include the emerging and futuristic Technologies and the upcoming Industry oriented approaches to be applied and utilized in the Teaching Techniques;
- (4) To bring about and promote the Inter-School co-ordination and to constitute and appoint the Committees or the Boards for taking up the Projects on an Inter-School basis as may deem necessary for fulfilling such purpose;
- (5) To consider the Matters of general Academic Interests either at its own initiative or referred to it by any School, or the Board of Management or the Governing Body and to take the appropriate Action thereon;
- (6) To Formulate, Modify or Revise the Schemes for organizing, and assigning the Subjects to the

	<p>Schools of the Studies of the Y.B.N. University, Ranchi (Jharkhand) and to report to the Governing Body of the University as to the expediency of the abolition, reconstitution or division of any School of Studies or the amalgamation of one or more Schools of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(7) To make the recommendations to the Board of Management for the establishment/expansion of and/or alteration to various Schools, Departments, Study Centers, Institutes of Higher Learning, specialized Laboratories, Libraries etc.;</p> <p>(8) To formulate, revise, or redefine the Academic Fields of Study or the Subjects allocated to a School/Institute/Centre a Department or any unit of an Academic Programme;</p> <p>(9) To recommend to the Governing Body the draft Ordinances, Rules and Regulations for the various Academic Programmes and the related Activities/Academic Activities or Tasks of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(10) To constitute the Advisory Council/Committees of the Students Affairs consisting of such number of Teachers and the Students as may be prescribed by the Statutes and the Regulations;</p> <p>(11) To prepare, analyze and submit the Annual Report of the Academic Activities initiated, conducted and performed within the Y.B.N. University, Ranchi (Jharkhand) Campus to the Governing Body of the University;</p> <p>(12) To foresee and take the necessary Measures to ensure the Excellence in the Standards of Teaching, conduction of the Examinations and the initiated and going on Research Work in different Departments of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(13) To supervise and control the Admissions of the Students in the Y.B.N. University, Ranchi (Jharkhand) and the Examinations of the Y.B.N. University, Ranchi (Jharkhand) for the Academic Programmes running after due approval from the Higher Education Department, Govt. of Jharkhand;</p> <p>(14) To act, prepare and provide the Report on any Matter referred to it or delegated to it by the Board of Management or the Governing Body of the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(15) To prepare the detailed Proposals to be approved by the Governing Body (for obtaining the final approval from the Government of Jharkhand through Directorate of Higher Education, Ranchi) for the establishment of the Departments, Colleges, Institutions of Higher Learning, Special Centers, Specialized Laboratories, Libraries and Museums within (or outside the Campus as the case may be);</p>
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- (16) To consider the Proposals prepared and submitted by the Schools of Studies/Boards of Studies of the Y.B.N. University, Ranchi (Jharkhand);
- (17) To encourage and promote the Research Work within the Y.B.N. University, Ranchi (Jharkhand) Campus (and also outside the University Campus for such Research Work which can only be initiated, continued and completed through outside processes/ performed at outside spots/locations for and on behalf of the Y.B.N. University, Ranchi) in different Departments/Faculties/Practical Study Centers. Further, to require compulsorily the respective Reports, from time to time, on such Research Works from the concerned Departments/Dean R&D of the Y.B.N. University, Ranchi (Jharkhand);
- (18) To make the Recommendations to the Governing Body with respect to the Creation and the Abolition of the Teaching Posts in the Y.B.N. University, Ranchi (Jharkhand) and the Classifications or the Categorizations of the said Posts and the Emoluments and Duties attaching thereto;
- (19) To recognize the Diplomas and the Degrees of other Universities and other Institutions and to determine their equivalent Diplomas and the Degrees of University and to collaborate with other Universities including the Foreign Universities;
- (20) To constitute and appoint the Committees for coordinating and conducting the Admissions process at the Y.B.N. University, Ranchi (Jharkhand);
- (21) To prepare and publish the Lists of the prescribed or the recommended Text Books and to publish the Syllabi of the prescribed Academic Programmes of the Studies;
- (22) To make such Arrangements for the Instructions and the Examinations of the Persons, not being the Members of the Y.B.N. University, Ranchi (Jharkhand), as may be necessary;
- (23) To prepare (in consultation and in coordination with the Examinations Department of the Y.B.N. University, Ranchi) and to recommend to the Governing Body the draft Ordinances regarding the Examinations of the University and the Terms & Conditions, the Guidelines, the Directions, the Norms on which the pursuing Students should be permitted to be appeared in such Examinations;
- (24) To study, visualize and formulate different new Academic Programmes and Short Term Courses to be commenced along with the existing Academic Programmes which are being successfully conducted at the Y.B.N. University, Ranchi (Jharkhand) Campus and recommend such Academic Programmes to be introduced from the next Academic Session;

- (25) To make the Recommendations to the Governing Body of the Y.B.N. University, Ranchi (Jharkhand) in respect of the appointments of the Examiners, and if necessary, their removal and the fixation of their Remunerations/Emoluments/Perks as well as Travelling and other Expenses;
- (26) To make the Arrangements for the conduct of the Examinations, including their Venues and Schedules (all in consultation and in coordination with the Examinations Department of the Y.B.N. University, Ranchi). Further, to prepare the Policies, Norms, Procedures (all in consultation and in coordination with the Examinations Department of the Y.B.N. University, Ranchi) about adopting, pursuing and maintaining properly the set and fixed Standards of the conduction of the Examinations within the Y.B.N. University, Ranchi (Jharkhand) Campus (and also outside the University Campus whenever and wherever set for the conduction of the Examinations in special cases or circumstances by the Examination Department of Y.B.N. University, Ranchi);
- (27) To Declare the Results of the various Examinations (in consultation and coordination with the Examinations Department of the Y.B.N. University) conducted and successfully completed by the Examinations Department of the Y.B.N. University, Ranchi (Jharkhand), or to appoint a specific Committee or the Officers to do the needful for and on behalf of the Examinations Department of the Y.B.N. University, Ranchi;
- (28) To make the Recommendations for the conferment of Honorary Degrees and to confer or award or grant the Degrees, Academic Distinctions, Honours, Diplomas, Titles and Marks of Honour for and on behalf of the Y.B.N. University, Ranchi (Jharkhand);
- (29) To make the Proposals to the Governing Body to institute the Fellowships, Scholarships, Studentships, Medals, Citations, Gifts and Prizes and to make the provisions to award the same to the deserving Students/Candidates/Employees/Best Performers/Best Achievers etc. for and on behalf of the Y.B.N. University, Ranchi (Jharkhand);
- (30) To perform, in relation to the Academic Matters, all such Duties and to do all such acts/Tasks as may be necessary for the proper carrying out of the provisions of the Act, Statutes and the Ordinances of the Y.B.N. University, Ranchi (Jharkhand);
- (31) To promote the Health and Welfare of the Students of the Y.B.N. University, Ranchi (Jharkhand) and to constitute a Council of the Students' Affairs comprising of such numbers of the Teachers and the

		<p>Students as may be prescribed by the Ordinances, which is supposed to advise the Academic Council on the Matters relating to the Welfare of the Students of the Y.B.N. University, Ranchi (Jharkhand) as and when observed and required as per feasible conditions and situations;</p> <p>(32) Subject to the Provisions of the Acts and the Statutes, the Academic Council of the Y.B.N. University, Ranchi (Jharkhand) shall, in addition to all other Powers & Functions, perform all such tasks as may deem necessary to achieve the ultimate Academic Goals and the dream position in the Academic Arena.</p>
4.5 The Planning Board		<p>(a) As per the Power conferred in the Section-26 of the Y.B.N. University Act 15, 2017, the Planning Board shall be the Principal Planning Body of the Y.B.N. University, Ranchi (Jharkhand) to take care of all the Planning related Tasks/broad Visions;</p> <p>(b) The Planning Board shall be the Principal Planning Body of Y.B.N. University, Ranchi (Jharkhand) and shall ensure that the Infrastructure and the Academic Support System meets the Norms of the University Grants Commission (UGC) or the respective Councils;</p> <p>(c) The Planning Board, the Principal Planning Body of Y.B.N. University, Ranchi, shall be constituted by the Governing Body /Chancellor and consist of following persons, namely:</p> <p>(d) The Vice Chancellor : Chairperson;</p> <p>(e) The Pro-Vice Chancellor : Member;</p> <p>(f) Two persons, nominated by the Sponsoring Body : Members;</p> <p>(g) One person, nominated by the Chancellor : Member;</p> <p>(h) Three persons, nominated by the Board of Management : Members;</p> <p>(i) Dean, Planning &Development : Member;</p> <p>(j) The Chief Finance & Accounts Officer (C.F.A.O.) : Member;</p> <p>(k) The Registrar : Member-Secretary;</p>

(l) All the Members of the Planning Board, other than the Ex-Officio Member, shall hold the Office for the Tenure of Three Years. While, the Tenure of the Office of an Ex-Officio Member shall continue so long as he/she holds the Office by virtue of which he/she is a Member;

(m) The Tenure of the Office of the Nominated Members shall be Two Years from the 1st Day of January of the Year in which he/she is nominated. The Tenure of the Office of a Member nominated to fill a Casual Vacancy shall continue for the remainder period of the Tenure of such Member in whose place he/she has been nominated;

(n) The Vice Chancellor shall preside over the Meetings of the Planning Board and the Registrar shall be the Member-Secretary of the Planning Board of Y.B.N. University, Ranchi (Jharkhand);

(o) One Third of the Members of the Planning Board, including the Chairperson, shall constitute the **Quorum** of all the Meetings of the Planning Board. In case, the Quorum is not complete, the Meeting shall be adjourned for Half an Hour. The Meeting shall be reconvened after Half an Hour at the same Venue. Neither a Quorum nor a Notice shall be necessary in the case of such a reconvened Meeting of the Planning Board;

(p) The provisions regarding the Notices of the Meetings, the inclusion of the Items/Points of Discussions in the **Agenda** and the confirmation of the Minutes applicable to the Meetings of the Executive Council/Governing Body shall, so far as may be, shall be applicable in connection with the Meetings of the Planning Board of Y.B.N. University, Ranchi (Jharkhand);

(q) The Pro-Vice Chancellor shall preside over the Meeting of the Planning Board in the absence of the Chairperson (i.e. the Vice Chancellor) of the Planning Board of Y.B.N. University, Ranchi (Jharkhand) and in case of the absence of both of them, the Pro-Vice-Chancellor shall preside over the Meeting of the Planning Board;

(r) **Transaction of Business** : In arriving at a Decision, if voting becomes necessary, it shall be done in a manner to be decided by the Chairperson of the Planning Board. In case of a Tie, the Chairperson shall have the Second Casting Vote.

POWERS & FUNCTIONS OF THE PLANNING BOARD:

The Powers and Functions of the Planning Board shall be as follows, namely:

(1) The Planning Board shall be the Principal Planning Body of Y.B.N. University, Ranchi (Jharkhand) and shall normally meet at least Two Times in a year to ensure that the Infrastructure and the Academic Support System meets the Norms of the University Grants Commission (UGC) or the respective Councils. A Notice for the Meeting of the Planning Board shall be given so as to reach the Members of the Planning Board at least Three Weeks in advance of the scheduled Meeting of the Planning Board and the Agenda documents shall be issued/released Ten Days before the Meeting;

(2) The Planning Board would have the Right to advise the Board of Management and the Academic Council on any matter, which it considers necessary for the fulfillment of the Objectives of the Y.B.N. University, Ranchi (Jharkhand);

(3) The recommendations of the Planning Board shall be placed before the Board of Management for the consideration and worthy approval. The Proposals relating to the Academic Matters may be processed through the Academic Council;

(4) The Planning Board shall meet as often as is necessary, but not less than Twice a Year for visualizing, assessing, reviewing and evaluating the Infrastructural as well as other Academic necessities, the progress achieved in the earlier prepared and envisaged Plans and the Programmes, Testings and evolving the New Methods of Teaching at Y.B.N. University, Ranchi (Jharkhand). Further, the Planning Board shall prepare the tentative Plans for the development, the improvement/upgradations and the advancement of the Y.B.N. University, Ranchi (Jharkhand) in consultation and coordination and by the exchange of Information with the similar Educational Institutions, Universities, Research Institutes and the Organizations involved in the Academic activities and operations;

(5) The Planning Board shall be responsible, under the direction of the Executive Council/Governing Body/Sponsoring Body for the planning and the construction of all the major Infrastructure, Academic Support System and the Capital Works/Tasks as per the present and the forthcoming Academic requisites. The Budget for such Tasks/Works shall be projected/requested to the Finance Committee for its consideration and recommendations. Based on the

recommendations of the Finance Committee, necessary Administrative approval for the expenditures shall be accorded by the Executive Council/Governing Body/Sponsoring Body;

(6) The Planning Board shall prepare the perspective Plans for the Development and the speedy Growth of the Y.B.N. University, Ranchi (Jharkhand) in accordance with the Acts, the Statutes, the Ordinances and the implemented Rules & Regulations. The Planning Board shall make an assessment of the Academic Support facilities and the Infrastructure of Y.B.N. University, Ranchi (Jharkhand) to ensure that the University attains & sustains the highest possible Academic Standards as per the UGC or the other respective Government Bodies or the Councils;

(7) The Planning Board shall have the Power to give the necessary Administrative approval and the Expenditures sanction for minor works and works pertaining to the maintenance and repairs, within the expenditure limit approved by the Executive Council/Governing Body/Sponsoring Body and of course within the allocated Budget;

(8) The Planning Board shall suggest the Ways and Means/Modes to generate the Resources of Income and mobilize them for their optimal utilization for the growth and advancement of the Y.B.N. University, Ranchi (Jharkhand);

(9) The Planning Board shall cause to be prepared with the Estimates of Cost of the Buildings and other Capital Works/Tasks, minor Works/Tasks, Repairs & Maintenance and the like, using the standard practices;

(10) The Planning Board shall be responsible for making the Technical Scrutiny of the works/tasks proposed, as may be considered necessary by it;

(11) The Planning Board shall be responsible for the Enlistment of the suitable Contractors and the acceptance of the Tenders and shall have the Power to give directions for the University Works/Tasks wherever and whenever necessary;

(12) The Planning Board shall have the Powers to settle the Rates not covered by the Tender and settle the Claims and the Disputes with the Contractors by figuring out the feasible solutions amicably for flawless and speedy processing of the assigned Tasks/Works for and on behalf of Y.B.N. University, Ranchi (Jharkhand);

(13) In emergency cases or the emergency conditions, the Chairperson of the Planning Board

		<p>may exercise the Powers of the Planning Board. Such cases shall be reported in the Planning Board at its next scheduled Meeting;</p> <p>(14) A copy of the Minutes of every Meeting of the Planning Board shall be reported to the Board of Management/the Governing Body/the Sponsoring Body of Y.B.N. University, Ranchi (Jharkhand).</p>
4.6 The Faculty Board/Committee		<p>(a) As per the Powers conferred in the Section-30 of the Y.B.N. University Act 15, 2017, the Faculty Board/Committee shall be constituted for each School/College by the Vice Chancellor for the visualizing, preparing the Policies with broader visionary approach to analyze the existing Faculties/Departments and the necessities of more Faculties/Departments to be opened to attract more Students for grabbing the worthy knowledge and practical trainings as per the requisites of such Faculties/Departments to enable the Y.B.N. University campus to accommodate the maximum possible number of the Students in different Streams, in the running and the newly commenced Academic Programmes at the Y.B.N. University, Ranchi (Jharkhand) and to evaluate and assess the tentative number of students to get admitted in the forthcoming Academic Session at the Y.B.N. University, Ranchi.</p> <p>(b) The Faculty Board shall be comprised of as hereunder:</p> <ul style="list-style-type: none"> (i) The Dean of School/College : Chairperson; (ii) All the Heads of Departments : Members; (iii) All the Professors of the School : Members (iv) Two Experts from outside the University, nominated by the Vice Chancellor : Members; (v) Special Invitees may be invited to the Meetings of the Faculty Board, with the prior approval of the Vice Chancellor, having no Right to Vote in the Meetings <p>Provided that if there is no Professor in any Department, then the senior most Associate Professor shall be the Member of the Faculty Board.</p> <p>Provided further that the Department having no Associate Professor as well, an Assistant Professor may represent the Department till the appointment of a Professor/Associate Professor.</p> <p><u>POWERS & FUNCTIONS OF THE FACULTY BOARD:</u></p>

The Powers and Functions of the Faculty Board shall be as follows, namely:

- (1) The Faculty Board shall control and guide the Academic, Research and other activities of the various Departments of the Schools/Colleges and shall:
 - (a) Consider and approve the Decisions taken by the Board of Studies of a Department;
 - (b) Approve the Names of the Examiners in each Subject recommended by the Board of Studies of a Department; and
 - (c) Consider and approve the Research Proposals received from the Department before their submission to the Research Council of the Y.B.N. University, Ranchi (Jharkhand);
- (2) In case, it is not possible to convene the Meeting of the Faculty Board due to any reason, the Dean of the School/College shall possess the Emergency Powers to take a Decision on behalf of the Faculty Board;
- (3) All the Emergent Decisions, taken by the Dean shall be placed in the next Meeting of the Faculty Board for ratification;
- (4) To co-ordinate the Teaching and the Research work of inter-disciplinary nature in the Faculty/Department;
- (5) To plan the general Time-Table of the Departments in the faculty and review the arrangements of the Space/Room for the allocation of Lectures, Seminar etc. among the departments in the faculty;
- (6) To co-ordinate the Teaching and the Research work in the Department assigned to the faculty;
- (7) To consider and act on any proposal regarding the welfare of the students in the Faculty/Department;
- (8) To consider the Schemes for the advancement of the Standards of Teaching and Research work and to submit the Proposals in this regard to the Academic Council;
- (9) To remit any matter to the Board of Studies within the purview of the faculty for consideration and report;
- (10) To perform all other functions which may be prescribed by the Act, the Statutes, the Ordinances and to consider all such matters as may be referred to it by the Executive Council/Board of Management, Academic Council or the Vice-Chancellor;
- (11) To delegate to the Dean or to any other Member of the Faculty Board or to a Committee such Powers or specific as may be desired.
- (12) **ADDITIONAL FUNCTIONS:**

	<p>Besides the above mentioned Powers and Functions, the Faculty Board shall exercise these functions, namely:</p> <ul style="list-style-type: none"> a) The Faculty Board to give priority to: Develop steps for the Homogeneous working among the departments Launch Inter-Disciplinary/Inter-Departmental Teaching/Research Programmes. Share Space/Expensive Equipment/facilities among the Departments Improve the Quality of Teaching/Research pursued (Short-Term); b) The Faculty Board to do the Forward Planning for the new areas/programmes to be launched in its Departments (Long-Term).
4.7 Research Council	<p>(1) As per the provisions contained under Section-21(f) of the Y.B.N. University Act 15, 2017, the Research Council shall be constituted for encouraging and enhancing the Research Activities within and outside the campus of Y.B.N. University, Ranchi. This Research Council shall be designated as the Center of Excellence & Research at the University and it shall consist of:</p> <ul style="list-style-type: none"> (i) The Vice Chancellor : Chairperson; (ii) The Deans of Academics : Members; (iii) Such persons not exceeding three appointed by the Chancellor : Members; (iv) Coordinator of the Research Council : Members; (vi) Dean of the Concern School : Members (v) The Dean of Research : Member-Secretary <p>(2) The Dean of Research& Development shall advise the Deans of Faculties/Institution in the matters relating to framing of the Regulations for Industry sponsored research and consultancy, as also in facilitating the faculty members in procuring the equipment necessary to conduct the research/consultancy</p>

	<p>work, recruitment of project staff.</p> <p>(3) The Dean of Research & Development shall suggest the necessary steps to improve the quality benchmark in the matter of Research to the Center of Excellence &Research and shall provide the guidance to the faculty members in submitting the proposals to the funding agencies of the National and the International level.</p> <p>(4) The Dean of Research & Development shall oversee all the issues related to the bio-safety and the ethics and shall help the Deans of the Faculties to develop the necessary safeguards against the plagiarism and the scientific misconduct.</p> <p>(5) The Dean of Research & Development shall report every matter relating to the plagiarism and the scientific misconduct to the Center of Excellence &Research and other relevant Authorities of Y.B.N. University, Ranchi (Jharkhand).</p>
4.9 The Board of Studies	<p>(a) As per the Powers conferred in the Section-13(5), Section-21(f) of the Y.B.N. University Act 15, 2017, the Board of Studies shall be constituted for each School/College by the Director of the School/College in consultation with the Vice Chancellor for visualizing, preparing the Policies with broader visionary approach to analyze the existing Academic Programmes/Courses and the necessities of new upcoming and trending Academic Programmes/Courses for the Faculties/Departments to be introduced/commenced to attract more Students for grabbing the worthy knowledge and practical trainings as per the requisites of such Faculties/Departments to enable the Y.B.N. University campus to accommodate the maximum possible number of the Students in different Streams, in the running and newly commenced Academic Programmes at the Y.B.N. University, Ranchi (Jharkhand) and to evaluate and assess the tentative number of students to get admitted in the forthcoming Academic Session at the Y.B.N. University, Ranchi.</p> <p>(b) There shall be a Board of Studies for every Subject or group of Subjects prescribed by the Statutes. The Board of Studies shall be the Primary Academic Body of the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(c) The composition of the Board of Studies (BOS) shall be:</p> <p>(d) The Head of Department (HOD) : Chairperson;</p> <p>(e) All Professors of the Department : Members;</p> <p>(f) Two Associate Professors of the Department</p>

	<p>by Rotation according to the Seniority</p> <p>(g) One Senior Professor to be co-opted by the BOS from other Department nominated by The Director in consultation with the Head of Department (If necessary)</p> <p>(h) One Subject Expert (Academic) nominated by the Director on the recommendation of the Head of Department</p> <p>Provided that the Experts should be from IISc/IITs/NITs/other reputed academic Institutions (Government / Aided)</p> <p>(i) One Subject Expert (R&D / Industry) nominated by the Director on the recommendation of the Head of Department</p>	<p>: Members;</p> <p>: Member;</p> <p>: Member;</p> <p>: Member;</p>
	<p>Provided that the Expert should be from Central/State Organization/R&D Labs or from the Industry</p> <p>(j) In addition to the above members, One Senior Alumni (Academic/R&D/Industry) to be co-opted by the BOS nominated by the Director in consultation with the Head of the Department. (If necessary)</p> <p>: Member</p> <p>Provided that the Alumni Member should be at least 5 years of experience in the relevant field;</p> <p>(k) The Board of Studies (BOS) shall be constituted by the Department for a period of Three (3) years;</p> <p>(l) The Meetings of the Board of Studies (BOS) shall be arranged at least once in a Year;</p> <p>(m) The Members of the Board of Studies (BOS) shall be nominated by the Director from the List recommended by the Head of Department (HOD);</p> <p>(n) In the absence of the Chairperson of the Board of Studies (BOS), the Senior Member of the Board of Studies (BOS) shall act as the Chairperson with the prior approval of the Director of School/College or the Dean of School/Faculty;</p> <p>(o) The Board of Studies (BOS) shall co-opt the Expert in a particular field as a Member of the Board of Studies (BOS) with the prior approval of the Director;</p> <p>(p) The Nomination of Members of the Board of Studies (BOS):</p> <p>(a) Only Members nominated by the Vice- Chancellor in keeping with the provision of the Rules should attend the Meetings of the Boards of Studies except where any teacher has been co-opted for any</p>	

	<p>specific item without any Voting Right;</p> <p>(b) Since the nomination of the Internal Faculty (other than the Ex- officio Members) is on the basis of the Seniority by rotation and by the Name by the virtue of the positions held by them, the names for the nomination of the Internal Faculty should be recommended to the office only on Seniority by rotation for the nomination by the Vice- Chancellor;</p> <p>(c) Only the Senior Faculty from the reputed institution/University or Industry preferably from different specializations of the Subject in the neighboring region avoiding the repetition, should be recommended for the nomination as the External Experts in the Board of Studies; by the Vice-Chancellor. For each vacancy at least two names should be recommended for the nomination as the External Experts by the Vice Chancellor.</p>
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POWERS & FUNCTIONS OF THE BOARD OF STUDIES (BOS):

The Board of Studies (BOS) is the basic constituent of the Academic System of an Institution/University. Its functions will include framing the content of various courses, reviewing and updating the content from time to time, introducing new courses of study etc.

The Powers and Functions of the Board of Studies shall be as follows, namely:

- (1) To recommend to the Board of Management through the Faculty or Faculties concerned and the Academic Council, the introduction of new Diploma Courses, P.G. Courses, Degrees Courses, Research activities or the new Academic Programmes;
- (2) To recommend to the Board of Management through the Faculty or Faculties concerned and the Academic Council, the discontinuation of the specific Diploma Course(s) and Degree Courses or the existing Academic Programmes not having worth and which have become irrelevant in the present Academic Fields & Scenario;
- (3) To recommend to the Faculty/Department concerned, the Course Syllabi, Course Structures and the Evaluation Schemes of the various Courses;
- (4) To recommended the Reference Books or the Supplementary Reading Books and such other material useful for study of the Course;
- (5) To recommend to the Faculty/Department, the modifications in respect of addition or deletion or updation of the Courses;
- (6) To prepare the Panels of the Paper-Setters, Examiners and the Moderators for the Y.B.N. University examinations and the evaluation, based on the criteria laid down by the Academic Council and

	<p>recommend them to the Board of Examination and Evaluation;</p> <p>(7) To suggest to the Dean of Faculty concerned, introducing, organizing and conducting the Orientation Courses and Refresher Courses in the Subject to be availed by the Candidates in the Summer Vacations or Winter Vacations;</p> <p>(8) To prepare the requirements with regard to the Library, Laboratory, Equipment in respect of the Courses concerned;</p> <p>(9) To suggest the Extension Programmes with respect to the Courses introduced;</p> <p>(10) To understand the requirements of the Industry or the Corporate or the Society at large and to incorporate them into the Syllabi to make the Teaching-Learning process relevant to the needs of the time;</p> <p>(11) To encourage the learning by the Collaboration and Participation by using the Information and Communication Technology tools;</p> <p>(12) To design the Curricula, add the Vocational contents to every Discipline and to prescribe the minimum period to pursue the Skill Development Programme and the level of proficiency expected;</p> <p>(13) The Board of Studies (BOS) shall have the Power:</p> <ul style="list-style-type: none"> (i) To prepare a detailed contents of the different Courses/ Academic Programmes of each Department and submit at the next Academic Council Meeting for the approval; (ii) To review, revise and update the contents of the Syllabi from time to time and submit at the next Academic Council Meeting for approval; (iii) To study, envisage, analyze and introduce the new Academic Programmes/Courses of Study and submit at the next Academic Council Meeting for the approval; <p>(14) The Conduction of the Meetings of the Board of Studies:</p> <ul style="list-style-type: none"> (i) The Head of the Department/Institute shall act as the Chairperson of the Meetings of the Board of Studies; (ii) Two-Third of the Members shall form the Quorum of the Meetings of the Board of Studies (BOS). <p>Provided that if the total membership of any Board of Studies (BOS) is Three, then Two Members shall form the Quorum.</p> <p>(iii) The Chairperson of the Board of Studies (BOS) shall ordinarily not less than Seven (7) Days previous to a Meeting of the Board of Studies (BOS), issue to each Member, a Notice stating the time and date of the meeting along with the Agenda of such Meeting.</p> <p>(iv) The Essential Items which could not be circulated as a part of the main Agenda may be included in</p>
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	<p>the Supplementary Agenda to be circulated/placed on the Table at the time of the Meeting.</p> <p>(v) The Board of Studies (BOS) may dispose of its business by the Meetings or by circulation or by both.</p> <p>(vi) Every Board of Studies (BOS) shall meet at least once in an Academic Session. Efforts shall be made to include all the pending issues which require consideration by the Board of Studies (BOS) during the Session in the Agenda of the meeting of the Board of Studies (BOS).</p> <p>Provided that next Meeting shall be called with the prior approval of the Vice-Chancellor or a functionary authorized by the Y.B.N. University, Ranchi for the purpose.</p> <p>(vii) Every issue shall be decided by a majority of the Votes of the Members present. In the case of Votes, being divided equally, the Chairperson shall have the casting Vote in addition to his own Vote as Member.</p> <p>(viii) The Minutes of the Meetings (MoM) of the Board of Studies (BOS) shall be circulated to the Members and the Branches concerned along with Annexures as expeditiously as possible preferably within Seven (7) Days of the Meeting. Minutes of the previous Meeting should be got confirmed in each Meeting of the Board of Studies (BOS) under the First Item of the Agenda.</p> <p>(ix) The complete Records of the Agenda and the Minutes of the Meeting of all the Meetings of the Board of Studies (BOS) with all the Enclosures/Annexures should be maintained.</p> <p>(15) Subject to the control of the Academic Council, each Board of Studies shall perform the following some other functions, namely:</p> <p>(a) To recommend to the Academic Council, through the Faculty concerned Schemes of examinations and the Syllabi of various courses; Course Work for Research Degree courses in the respective disciplines;</p> <p>(b) To recommend to the Academic Council persons suitable for the appointment as the Paper-Setter/Examiners, Evaluators/Re-evaluators, and Examiners for the Practical Examinations, etc., in the subjects with which Board of Studies (BOS) deals;</p> <p>(c) To make the Recommendations in regard to the Course of Studies and the Examinations in the Subjects with which it deals;</p> <p>(d) To take the necessary Steps for formulating, standardizing and updating of Syllabi for the various Courses and to recommend the Reference Books and the Text Books for the guidance of the Teachers and the Students, in the prescribed Syllabi of various courses;</p> <p>(e) To consider the Synopses and recommend to the Academic Council the names of Supervisors and the</p>
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		<p>Topics of the Research Students/Scholars for carrying in the Research leading to the M.Phil./Ph.D. Degree in the respective disciplines; and to recommend the Names for the appointment of the Examiners for the evaluation of the Theses submitted by the Research Students/Scholars in the discipline concerned;</p> <p>(f) The Board of Studies shall deal with any other matter that may be referred to it by the Faculty /Academic Council;</p> <p>(g) In the absence of the Regular Board of Studies for any Discipline, an Ad-hoc Committee may be constituted by the Vice-Chancellor to the discharge the functions of the Board of Studies in the same manner.</p>												
Chapter 5: Committees, Cell & Associations														
5.1 The Admissions Committee		<p>(1) As per the Power conferred in the Section-30 of the Y.B.N. University Act 15, 2017, the Admissions Committee shall be constituted by the Vice Chancellor in consultation with the Pro-Chancellor for the visualizing, preparing the Policies with broader visionary approach to attract the maximum possible number of the Students in different Streams, in the running and newly commenced Academic Programmes at the Y.B.N. University, Ranchi (Jharkhand) and to evaluate and assess the tentative number of students to get admitted in the forthcoming Academic Session at the Y.B.N. University, Ranchi;</p> <p>(2) The Y.B.N. University shall have the Admissions Committee, which shall be constituted as hereunder:</p> <table style="margin-left: 40px;"> <tr> <td>I.</td> <td>Vice Chancellor/Pro-Vice Chancellor</td> <td>: Chairperson;</td> </tr> <tr> <td>II.</td> <td>Deans of Schools</td> <td>: Members;</td> </tr> <tr> <td>III.</td> <td>Chief Finance & Accounts Officer (C.F.A.O.):</td> <td>Member;</td> </tr> <tr> <td>IV.</td> <td>Registrar</td> <td>: Member-Secretary;</td> </tr> </table> <p>(3) The Admission Committee shall decide the Policy Guidelines relating to various Academic Programmes/Courses of Studies as per the Acts and the Ordinances;</p> <p>(4) The Powers and Functions of the Admissions Committee shall be specified in the Regulations framed by the Academic Council and approved by the Governing Body.</p> <p>(5) <u>POLICY OF THE ADMISSIONS:</u></p> <p>(i) Admissions in the Y.B.N. University, Ranchi (Jharkhand) shall be open to Indian Citizens, Non-</p>	I.	Vice Chancellor/Pro-Vice Chancellor	: Chairperson;	II.	Deans of Schools	: Members;	III.	Chief Finance & Accounts Officer (C.F.A.O.):	Member;	IV.	Registrar	: Member-Secretary;
I.	Vice Chancellor/Pro-Vice Chancellor	: Chairperson;												
II.	Deans of Schools	: Members;												
III.	Chief Finance & Accounts Officer (C.F.A.O.):	Member;												
IV.	Registrar	: Member-Secretary;												

	<p>Resident Indians (NRIs), Persons of Indian Origin (PIOs) and the Foreigners as well. For the NRIs/PIOs/Foreign Students, the Admissions shall be made on Merit based on the Marks obtained in the Qualifying Examinations or the Admissions Test as decided by the Y.B.N. University with the approval of the Board of Management of Y.B.N. University, Ranchi (Jharkhand);</p> <p>(ii) Subject to the provisions of the Acts and the Ordinances, the Admissions in all the Academic Programmes of Y.B.N. University, Ranchi (Jharkhand) shall be made on the basis of Merit provided that the Admissions in the Professional and Technical Courses shall be made through an All India Entrance Test, conducted by the Y.B.N. University, Ranchi (Jharkhand) or Y.B.N. University may associate with the other Universities which offer similar Academic Programmes/Courses to conduct the Admissions Test or can also use the Score of the Entrance Test conducted by the Associations of Universities/ other Federations/State/Central Agencies/other bodies for Admissions to any Academic Programme/Course. However, in case the Entrance Test has not been conducted due to one or the other reasons or lesser availability of the Candidates, Admissions shall be made on the basis of Merit in the Qualifying Examination.;</p> <p>(iii) For the Academic Programmes/Courses where the Admissions are through Merit in the Qualifying Examination, weightage can be considered for the Excellence in Sports and other Extra-Curricular Activities;</p> <p>(iv) Admissions granted shall, in the first instance, be deemed to be provisional. The Office of the Registrar shall confirm the Admissions after the verification of his/her Documents for eligibility and enroll the Candidate by allotting him/her the Y.B.N. University Enrollment Number. If it is found at any stage that the Qualifying Examination of the Candidate is not recognized by the Y.B.N. University, Ranchi (Jharkhand) or he/she has concealed some information/crucial information or has given the false information, such Admission shall be cancelled immediately after the proper verification and confirmation;</p> <p>(v) Such Students who were enrolled with any duly constituted University in the Indian Regions, can be migrated to Y.B.N. University, Ranchi (Jharkhand) with the approval of the Academic Council of Y.B.N. University and shall be the Students of Y.B.N. University, Ranchi after completing all</p>
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	<p>the necessary required Admission formalities including the submission of the Fees and other Charges as applicable as per Norms of the Admission Procedures;</p> <p>(vi) Every Student shall have to pass a Medical Test within Four Weeks of the Date of his/her provisional Admission or shall have to produce the Medical Fitness Report obtained from the registered M.B.B.S./M.D./M.S./Government Medical Officer/ Government Hospital Medical Superintendent duly signed and attested by such Officer/Doctor. Admissions of those Candidates found medically unfit or unable to produce their Medical Fitness Report as specified and required, shall be cancelled after verification and confirmation of the necessary Documents including Medical Fitness.</p> <p>(6) <u>FUNCTIONS OF THE ADMISSIONS COMMITTEE:</u></p> <ul style="list-style-type: none"> (i) To prepare the List of the Admitted Students and to submit to the Vice Chancellor and the Pro-Chancellor; (ii) To check the Original Documents of the Students and to keep the Personal File of the Students along with proper placing of the necessarily required Certificates; (iii) To sort out categorically the General, OBC, SC/ST and the Minority Students percentage wise; (iv) To sort out the Differently Able Students <p>(7) <u>OBJECTIVES OF THE ADMISSIONS COMMITTEE:</u></p> <p>The Admissions Committee has the following specific objectives:</p> <ul style="list-style-type: none"> (i) The Admissions Committee shall possess the direct responsibility and final authority for determining who shall be eligible to get admitted to the Academic Programmes. It shall determine the most effective methodology for evaluating the received Applications, informed by the Best-Practices adopted and pursued in the previous Academic Session in the respective fields of Studies for such admissions; (ii) The Admissions Committee shall be responsible for assuring the Compliances with the Admissions Policies and the prevailing Practices thereof; (iii) The Admissions Committee, in concert with the Admissions Department, shall assume the responsibility for assurance that the Best-Practices are adhered to. Additionally, it shall assume the responsibility for providing the necessary Training to the new Members, and for updating the
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	<p>returning Members, in the Admissions Policies and the Procedures and also the diversity Standards;</p> <p>(iv) The Admissions Committee shall be responsible for the periodic review of the Admissions Policies and the prevailing Practices and promulgating and adopting any necessary revisions. This review shall include the similar Compliances with the Policy regarding the course requirements:</p> <p>(a) The Admissions Committee shall submit its recommendation for the eligibility criteria of the course to get the admission for review and approval. This evaluation shall occur every three years, or sooner at the request of the Board of Management, or the Admissions Committee member, or the Faculty Board;</p> <p>(b) The Admissions Committee shall perform an Annual assessment of the Y.B.N. University's currently running courses requirements. The prerequisites shall be compared to other Universities/Educational Institutions, current recommendations received from the Faculty Board of Y.B.N. University on the Admissions, and input from the Academic Council. Based on this annual review the Admission Committee may, at any time, recommend a new list of courses requirements to Y.B.N. University authorities. Although this process can occur at any time, the Admissions Committee shall make a formal recommendation for the consideration by the Y.B.N. University authorities at least once every three years. Disagreement between the Admissions Committee and the Y.B.N. University authorities shall be adjudicated by the Vote of the Faculty Board;</p> <p>(v) The Admissions Committee, in concert with the Office of Cultural Committee, is responsible for an Annual Report to the Chairperson of the Cultural Committee on the Diversity Policies and Practices and the degree of success of the Cultural Programs to increase the Diversity among the pursuing Students as well as the Faculty Members and other Staff Members to enable them for the multi-talented personality development;</p> <p>(vi) The Admissions Committee is responsible for assisting the Academic Council as well as the Faculty Board in efforts to track the academic success of the admitted students. The Admissions Committee is responsible for recommending changes in programs where necessary to improve the success of these programs;</p> <p>(vii) The Admissions Committee is responsible for charging subcommittees as are necessary to carry out its missions and to study or implement such programs or policies that would promote its mission.</p>
5.2 The Fee Fixation Committee	(1) As per the Power conferred in the Section-30 of the Y.B.N. University Act 15, 2017, the Fee Fixation Committee shall be constituted by the Vice Chancellor in consultation with the Chancellor

	<p>and Pro-Chancellor and the Chief Finance & Accounts Officer (C.F.A.O.) for the assembling the prevailing Fee Structures of other Universities/Educational Institutions of the nearby regions and the nearby States; comparing them with the Fee Structure of Y.B.N. University, Ranchi; analyzing them for optimum outputs and preparing the Policies with broader visionary approach to attract the maximum possible number of the Students in different Streams, in the running and newly commenced Academic Programmes at the Y.B.N. University, Ranchi (Jharkhand) and to evaluate and assess the tentative number of students to get admitted in the forthcoming Academic Session at the Y.B.N. University, Ranchi.</p> <p>(2) The Fee Fixation Committee shall be constituted to compare, fix and regulate the Fee Structure in Diploma Courses, Under Graduate Courses, Post Graduate Courses, and Ph.D. Courses to be conducted at the Y.B.N. University, Ranchi (Jharkhand) for the Academic Year 2023-2024.</p> <p>(3) The Fee Fixation Committee of Y.B.N. University, Ranchi shall be constituted as hereunder:</p> <ul style="list-style-type: none"> (i) Vice Chancellor/Pro-Vice Chancellor : Chairperson; (ii) The Proctor : Member; (iii) Deans of Schools : Members; (iv) Chief Finance & Accounts Officer (C.F.A.O.) : Member; (v) Registrar : Member-Secretary; <p>(4) <u>POWERS & FUNCTIONS OF THE FEE FIXATION COMMITTEE :</u></p> <p>The Powers & Functions of the Fee Fixation Committee shall be, namely:</p> <p>(i) Subject to provisions of the Acts, the Statutes, and the Rules & Regulations, the Fee Fixation Committee members shall be free to advice their own procedure for fixation of the Fees for different Academic Programmes and other necessary Charges to be collected from the Students for getting the Admissions at the Y.B.N. University, Ranchi (Jharkhand). The procedure shall, however, compulsorily include giving opportunity to the University authorities concerned to furnish such material as they may consider relevant for fixing the Fees as well as other necessary Charges;</p> <p>(ii) The Fee Fixation Committee shall have the Powers to call for such information and details as they may consider relevant for the fixation of fees for different Academic Programmes/Courses and for other Charges;</p> <p>(iii) For the purpose of carrying out its functions effectively, the Fee Fixation Committee shall lay down a</p>
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	<p>time bound “Action-Calendar” and “Dead-Lines” for compliance by the Y.B.N. University, Ranchi (Jharkhand) and for completing the assigned Tasks of the Fee Fixation Committee;</p> <p>(iv) The Fee Fixation Committee may determine different Rates or Scales of Fees for different Classes and different Categories of the Y.B.N. University, Ranchi if a classification is justified on the intelligible and the objective criteria. In particular, the Fee Fixation Committee shall be free to fix different rates for separate branches of Y.B.N. University, Ranchi located in the Rural Areas and the Urban Areas on the basis of the Operational Costs and the Break-Even Costs in providing the required Academic Education as well as the relevant Practical knowledge to the pursuing Students/Candidates;</p> <p>(v) While determining the Fee Chargeable, it shall be the duty of the Fee Fixation Committee to ensure that the Fee does not become a source of Profit or Commercialization for Y.B.N. University, Ranchi (Jharkhand).</p> <p>(5) <u>PROCEDURE FOR DETERMINING THE FEES FOR DIFFERENT ACADEMIC PRORAMMES/COURSES AND OTHER NECESSARY CHARGES BY THE FEE FIXATION COMMITTEE:</u></p> <p>(i) Fees or the Scales of the Fees once prescribed under the Regulations mentioned above shall be valid for a period of Three years.</p> <p>(ii) The Fees whenever and wherever revised shall be applicable only to the new entrants/new candidates.</p> <p>(iii) The Registrar of Y.B.N. University, Ranchi (Jharkhand) shall submit to the Director of Higher Education, Jharkhand at least six months before the advertisement for the Admissions, the authentic data pertaining to the fixation of the Fee and other necessary Charges on the basis of which the Tuition Fee and other Fees/Charges are to be determined at the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(iv) The Fee Fixation Committee shall/may seek any Data or clarification from any concerned Faculty/Department of the Y.B.N. University, Ranchi and its other Institutions/Colleges, and shall/may also allow the such Faculty/Department and such other Institutions/Colleges to supplement or modify the Data submitted by it originally.</p> <p>(v) While deciding the Fee Structure for Free Seats, Payment Seats and Non-Resident Indians (NRIs),</p>
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	<p>Foreign Students, the Fee Fixation Committee shall, take into consideration, the parameters which affect the Costs, the total expenditures of the Y.B.N. University, Ranchi (Jharkhand) including other its Institutions/Colleges for running the Academic Programmes/ Professional& Vocational Courses at such locations as computed on the basis of the Audited Statements of the previous two Financial years and the reasonable projected estimation for the next three years.</p> <p>(vi) The Fees to be charged shall have the Two broad categories, namely, the Tuition Fee and the Development Fees/Charges.</p> <p>(vii) The management of the Y.B.N. University, Ranchi (Jharkhand) may realize the actual Cost of Boarding and Lodging from the Students of the Y.B.N. University subject to the Fee Fixation Committee and other relevant Committee in this context being satisfied about the reasonableness of such Costs.</p> <p>(viii) The Tuition Fee shall be to meet the actual Cost of imparting the education to the Students of Y.B.N. University, Ranchi (Jharkhand).</p> <p>(ix) While assessing a fair, worthy/appropriate and statutory Tuition Fee, the Fee Fixation Committee shall take into account the following parameters into consideration, namely:</p> <ul style="list-style-type: none"> (a) Salary and other Allowances including Bonus, if admissible, payable to the Teaching and Non-Teaching employees; (b) the miscellaneous Expenditures on the Administrative Services; (c) the Cost of maintenance of the Laboratories including the Consumables; (d) the Contingent Expenditures including the Statutory requirements like the Audit Fee, the Legal Fee & other related Charges, and the like; (e) the Cost of acquisitions of the Books, Journals, Newspapers, References etc. for the Libraries; (f) maintenance of the Buildings and the Infrastructure and other Assets including the Rents and Tariffs (if applicable); and (g) any other recurring Expenditures to be determined by the competent authority, from time to time. <p>(x) Having due regard to the parameters mentioned in these Sub-Regulations of Section-(ix), suitable rates may be fixed for the holders of Free Seats, Payment Seats, the NRI Students and the Foreign</p>
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	<p>Students (whenever and wherever applicable).</p> <p>(xi) Other procedural matters connected with the levy of Fees shall be:</p> <ul style="list-style-type: none"> (a) Fees for all the Academic Programmes/Courses along with other necessary Charges once fixed by the Fee Fixation Committee in consultation with the Board of Management, the Academic Council and the Faculty Board along with other necessary Officials (if required) shall be valid and applicable for a period of Three years; (b) Fee may be payable in Advance for a Semester; (c) Each Fee Fixation Committee shall notify in the month of December every year, for general information, the total Fee payable per Semester for the next Academic Year, in at least Three National Newspapers having circulation in the State concerned. Every year, the Fee Fixation Committee shall fix the Fees applicable for the Third year. (d) While fixing the Fees, every year, the Fee Fixation Committee shall take into account the unspent Balance Amount, if any, in the maintenance and development accounts of the Y.B.N. University, Ranchi (Jharkhand) and other related/attached Colleges/Schools/Institutions of the Y.B.N. University. <p>(xii) The Fee Fixation Committee shall not: -</p> <ul style="list-style-type: none"> (a) levy any Fee exceeding the Fee notified under these regulations framed & released by the University Grants Commission (UGC); (b) fail to maintain accounts required to be maintained as per the provisions of these regulations or the guidelines issued by the University Grants Commission; <p>Subject to provisions of these regulations, the Fee Fixation Committee is free to advice its own procedures. The procedures shall, however, compulsorily include giving the opportunity to the concerned Faculty/Departments/Colleges/Institutions of the Y.B.N. University, Ranchi to furnish such material as they may consider relevant.</p> <p>(xiii) The Fee Fixation Committee shall also have the Powers to call for such Information and other necessary details as they may consider relevant for fixation of the Fees for different Academic</p>
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	<p>Programmes/Courses and other necessary Charges;</p> <p>(xiv) For the purpose of carrying out its functions effectively, the Fee Fixation Committee shall lay down a time bound “Action-Calendar” and the “Dead-Lines” for the compliance by the Y.B.N. University, Ranchi (Jharkhand) and for completing the Tasks of the Fee Fixation Committee;</p> <p>(xv) The Fee Fixation Committee may determine the different Rates or the Scales of the Fees for different Academic Programmes/ Courses and the Categories of the Y.B.N. University, Ranchi for its Educational Set-ups located at different places, if the classification is justified on intelligible and objective criteria. In particular, the Fee Fixation Committee shall be free to fix different rates for the Institutions of Y.B.N. University, Ranchi located in the Rural Areas and the Urban Areas.</p>
5.3 The Examinations Committee	<p>(1) As per the Power conferred in the Section-30 of the Y.B.N. University Act 15, 2017, the Examinations Committee shall be constituted by the Vice Chancellor and the Controller of Examinations (CoE) for ensuring the fare conduction of the Examinations, and keeping constant vigilance on the flawless functioning of the Examinations at different time frames & keep on gathering the more efficient ways, styles, forms and the modes of the conduction of the Examinations both Qualitatively as well as Quantitatively in the University campus in accordance with the framed Rules & Regulations and the Examinations Policies of the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(2) There shall be an Examination Committee in the Y.B.N. University, Ranchi (Jharkhand) for looking after the affairs related to the Examinations. It shall consist of the following:</p> <p style="margin-left: 20px;">I. The Vice Chancellor : Chairperson;</p> <p style="margin-left: 20px;">II. Three Senior Teachers (one Professor, one Associate Professor and one Assistance Professor) of the Y.B.N. University, Ranchi nominated by the Vice Chancellor as the Teacher's Representative for a period of two years : Members;</p> <p style="margin-left: 20px;">III. All the Deans : Members;</p> <p style="margin-left: 20px;">IV. Registrar : Member;</p> <p style="margin-left: 20px;">V. Two Students' representatives as nominated by Vice-Chancellor</p>

	<p>(Student Representatives shall not be allowed to attend the Confidential Meetings) : Members;</p> <p>VI. The Controller of Examination (CoE) : Member-Secretary (ex-officio);</p> <p>(3) The Examinations Committee shall meet at least Twice in a year, however in the interest of Y.B.N. University's examination related affairs, it may be called at any time by the Controller of Examinations (CoE) as per directions of the Vice-Chancellor.</p> <p>(4) The Examinations Committee shall make the recommendations to the Academic Council regarding the conferment or grant of the Degrees, Diplomas, Honors/Citations and the Titles etc.</p> <p>(5) For the smooth conduct of the Examinations, all the infrastructure and staff of the Y.B.N. University, Ranchi shall be deemed to be under the Administrative and Disciplinary Control of the Examinations Committee and shall be utilized for the conduct of Examinations at the Y.B.N. University, Ranchi campus as well as outside the Y.B.N. University campus as per the requisites of the concerned authorities.</p> <p>(6) The Examinations Committee may, on the recommendations of the Sub-Committee constituted by it for such purposes debar an Examinee from appearing in any examinations, if in the opinion of the Examinations Committee, such Examinee was proved guilty of misbehavior/misconduct or of using the Unfair Means at any examination conducted by the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(7) The Examinations Committee may, on the recommendations of the Sub-Committee constituted by it for any misconduct in the Examinations related activities, propose the Disciplinary Action/ debar an Examiner/Faculty Member/other Staff of the Y.B.N. University, Ranchi from the University Examinations, if in the opinion of the Examinations Committee, such person was found guilty of academic impropriety.</p> <p>(8) The Examinations Committee shall make the Examinations Policy for the conductions of the Examinations, other related activities, tasks, duties & the responsibilities.</p> <p>(9) <u>FUNCTIONS OF THE EXAMINATIONS COMMITTEE:</u> The Examinations Committee shall perform the tasks, namely:</p> <p>(i) To allot the exam halls for all the examinations conducted in the College;</p> <p>(ii) To ensure that all the question papers are prepared well in advance;</p> <p>(iii) To collect all the answer scripts and the supporting documents required;</p> <p>(iv) To arrange for the External/Internal Valuation of the Examinations.</p>
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(10) ROLES & RESPONSIBILITIES OF THE EXAMINATIONS COMMITTEE AND THE EXAMINATIONS OFFICERS

(A) Examinations Committee:

- (i) To prepare the tentative Examinations Time Table and make the same available to the students at least one month before the date of the Examinations;
- (ii) To correct the tentative Time Table of the Examinations in line with the observed corrections as may be raised by the Students and/or the Examiners before the final Time Table;
- (iii) To release the final Time Table for the Examinations at least two weeks before the date of the Examinations.;
- (iv) To ensure the overall sanity of the Examinations by moving round the venues allocated for the Examinations in order to monitor the processes and conducts of the invigilators and/or the students;
- (v) To ensure the Sanity and the Integrity of the Examinations by preparing the sitting arrangement of the Students/ Candidates in a manner that will not compromise the Examinations to be held;
- (vi) To prepare the Attendance Sheets for each Venue to be used for the Examinations;
- (vii) To prepare the Attendance Sheets for the Invigilators and the Attendants and ensure that all the Officers-On-Duty endorse the Attendance Sheets;
- (viii) To prepare a Schedule of the Invigilation for the Chief Invigilator(s), Invigilators and the Attendants;
- (ix) To collect the Question Papers from the Examiners thirty minutes before the commencement of the Examinations and keep the records of the Questions Papers submitted to the Committee before the commencement of the Examinations;
- (x) To document all the Cases of Examinations malpractices and forward the same to the office of the Dean for onward transmission to the Discipline Committee on the Examinations and other Academic related Matters;
- (xi) To ensure the overall Sanity of the Examinations by moving round the Venues allocated for the Examinations in order to monitor the processes and conducts of the Invigilators and/or the Students;
- (xii) To oversee the preparation of the Examinations Reports which shall be prepared by the Officer of

the School/College/other Institution for onward presentation at the Board of Management;

- (xiii) To report the erring Invigilator(s) to the Deputy Rector (Academics) and/or the Dean of School/College/other Institutions of Y.B.N. University, Ranchi for further action;
- (xiv) To carry out all the other functions as may be assigned to it by the Dean of School/College or Deputy Rector (Academics) respectively.

(B) Examinations Officers:

- (i) To ensure that all the Question Papers in their respective departments are submitted 30 minutes before the commencement of each Examination;
- (ii) To ensure that all the Booklets resulting from each Examination are retrieved back to the Department on the day of the Examination;
- (iii) To ascertain that all the Academic Programmes/Courses having the same Programme/Course Code in their respective Departments and Service Departments are subjected to one harmonized Question Paper;
- (iv) To keep inventory of scripts/booklets collections by the academic staff of their respective departments. 5. To carry out all other duties related to examinations as may be assigned by the Head of Department from time to time.

The Unfair Means Committee (UMC):

- (1) As per the provisions contained in Section-30 of the Y.B.N. University Act 15, 2017, the Unfair Means Committee shall be constituted by the Vice Chancellor for flawlessly conducting the examination preventing all types of Unfair Means which may be utilized illegally and unethically by the students during their examinations through framing the rules and the regulations.

(2) Objective of the UFM Committee:

To scrutinize the charges on the Student(s) and impose suitable penalty, if proved.

(3) Constituting the Committee for the prevention of Unfair Means:

The Committee for prevention of Unfair Means shall be constituted, asunder the nomenclature of the “Unfair Means Committee (UFM Committee) as per the provisions contained in Section-30 of the Y.B.N. University Act 15, 2017, by the Vice Chancellor of the Y.B.N. University, Ranchi

	<p>(Jharkhand) as hereunder:</p> <p>(i) A Senior Professor of the Y.B.N. University to be nominated as the Chairperson;</p> <p>(ii) Two Senior Professors/Associate Professors of the Y.B.N. University, Ranchi (Jharkhand) shall be the Members of the UFM Committee</p> <p>(iii) The Controller of Examinations (CoE) shall be the Member- Secretary of the UFM Committee;</p> <p>(4) <u>Regulations on the prevention of the Unfair Means in the Examinations :</u> In exercise of the Powers conferred in the Sub-Section (2)(a) read with the Sub-Section(2)(d) simultaneously of the Section-19 of the Y.B.N. University Act 15, 2017, the Academic Council of the Y.B.N. University, Ranchi (Jharkhand) with the approval of the Board of Management hereby frames the Regulation relating to Unfair Means in the Examinations.</p> <p>(A) <u>Short Title, Application and Commencement</u></p> <p>(i) This Regulation shall be called the Y.B.N. University (Prevention of Unfair Means) Regulation, 2017;</p> <p>(ii) This shall apply to all the students enrolled in the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(iii) This shall come in force from the date of approval of the Board of Management;</p> <p>(B) <u>Definitions:</u> In this Regulation unless the context otherwise requires:</p> <p>(i) “Invigilator” shall mean a Faculty/Staff of the Y.B.N. University, Ranchi (Jharkhand) assigned with the invigilation work in the Examinations;</p> <p>(ii) “Superintendent” shall mean a Faculty Member of the Y.B.N. University, Ranchi (Jharkhand) assigned with the responsibility to conduct the Examinations;</p> <p>(iii) “Committee for the prevention of Unfair Means” shall mean the Unfair Means Committee (UFM Committee) to be constituted for the prevention of Unfair Means of the Y.B.N. University, Ranchi (Jharkhand). Words and expression used but not defined in the Regulation and defined Acts, the Statutes and the Ordinances shall have the meaning respectively as assigned to them in the Acts, the Statutes and the Ordinances of the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(5) Functions of the Unfair Means Committee for the prevention of the Unfair Means:</p>
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	<p>The UFM Committee for prevention of the Unfair Means shall perform the following functions, namely:</p> <ul style="list-style-type: none"> (i) To consider the matters relating to the alleged use of Unfair Means in the Examinations; (ii) To enquire into the alleged act of the Unfair Means during the Examination referred to it by the Controller of the Examinations (CoE); (iii) To give/provide the Personal Hearing to the students involved in the alleged act of Unfair Means; (iv) To submit their Findings, Conclusion and the Recommendations for the Quantum of Punishment under the provision of this Regulation to the Vice Chancellor.
5.4 Purchase Committee	<p>The construction of statutes for YBN University is a crucial undertaking requiring responsible procurement practices. To ensure smooth and efficient execution, a Purchase Committee (PC) will be established, adhering to principles of transparency, objectivity, and ethical conduct.</p> <p>Committee Composition:</p> <p>Membership: The PC will comprise six members with diverse expertise in:</p> <p>Po-Chancellor: Chairperson</p> <p>Construction management: Member</p> <p>Finance and budgeting: The CF&AO: Member</p> <p>Legal affairs: Member</p> <p>University administration (The Registrar): Member Secretary</p> <p>At least three members should be external to YBN University for objectivity: External Member</p> <p>Selection: Members will be selected through a transparent process based on predetermined qualifications and merit.</p>

	<p>Term: Members will serve for a defined term, with potential for renewal based on performance.</p> <p>3. Roles and Responsibilities:</p> <p>Chairperson: Leader of the PC, responsible for:</p> <ul style="list-style-type: none">Presiding over meetingsEnsuring compliance with proceduresMaking final decisions based on committee consensus <p>Secretary: Manages administrative tasks, including:</p> <ul style="list-style-type: none">Preparing meeting agendas and minutesMaintaining documentationFacilitating communication <p>Technical Advisors: Provide expert input on technical aspects of construction, including:</p> <ul style="list-style-type: none">Reviewing architectural plans and specificationsAssessing proposals for technical feasibility and complianceRecommending preferred solutions <p>Additional Members: Contribute diverse perspectives and ensure transparency, including:</p> <ul style="list-style-type: none">Representing faculty, staff, and student interests
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	<p>Providing oversight on ethical conduct</p> <p>4. Functioning Procedures:</p> <p>Meeting Schedule: Regular meetings will be held (e.g., monthly) with defined quorum requirements for decision-making.</p> <p>Decision-Making: Decisions will be based on open discussion, majority consensus, and documented rationale.</p> <p>Procurement Process: The PC will oversee all procurement activities, including:</p> <p>Developing bid documents and tendering process</p> <p>Evaluating proposals based on pre-defined criteria (technical merit, financial competitiveness, etc.)</p> <p>Awarding contracts to the most qualified and advantageous bidder</p> <p>Monitoring contract performance and addressing any issues</p> <p>5. Ethical Conduct:</p> <p>All members will adhere to the highest ethical standards, including:</p> <p>Avoiding conflicts of interest</p> <p>Maintaining confidentiality</p> <p>Making decisions based on objectivity and fairness</p> <p>Upholding transparency and accountability in all actions</p>
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		<p>Training on ethical procurement practices will be provided to all committee members.</p> <p>6. Reporting and Accountability:</p> <p>The PC will submit regular reports to the University administration, detailing its activities, decisions, and recommendations.</p> <p>Minutes of meetings and key decisions will be readily available for authorized personnel.</p>
5.5 The Hostels Inspection Committee		<p>(1) As per the Power conferred in the Section-30 of the Y.B.N. University Act 15, 2017, the Hostel Inspection Committee shall be constituted by the Vice Chancellor in consultation with the Pro-Chancellor and the Hostel Wardens (Boys & Girls) for ensuring the Well Beings of the Hostel Residents (Boys & Girls), monitoring the activities, understanding and finding out the tentative solutions or solving the problems through occasional checking the Hostel campuses (Boys & Girls) and also conducting the sudden inspection of the Hostel Rooms, sanitation conditions, Washrooms, Lobby, Heaters/Coolers and other electrical equipment and items, proper upkeep of the Floor and other sections of the Hostels (Boys & Girls) within the Y.B.N. University, Ranchi (Jharkhand) campus in accordance with the framed Rules & Regulations and the Hostel Operating Policies of the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(2) There shall be a Hostel Inspection Committee in the Y.B.N. University, Ranchi (Jharkhand) for looking after the affairs related to the Hostels (Boys & Girls). The Hostel Inspection Committee shall consist of the following:</p> <p>(i) Dean/Professor/Associate Professor : Chairperson; (ii) Associate/Assistant Professor from Technology : Member; (iii) Associate/Assistant Professor from Management : Member; (iv) Representative of I.Q.A.C. : Member; (v) Campus Officer : Member;</p>

	<p>(vi) Maintenance Head : Member;</p> <p>(vii) Assistant Registrar : Member-Secretary;</p>
<p>(3) <u>Role and Responsibilities of the Hostel Inspection Committee:</u></p> <p>(i) The Hostel Inspection Committee shall be responsible for keeping a regular check on the Hostels infrastructure, housekeeping issues etc.;</p> <p>(ii) To Inspect and Monitor the cleanliness of Hostel Premises, Passage/Veranda, Washrooms, Nearby Space of Water Purifier Machine placed for Potable Water, Coolers/Heaters/Geyser and its surrounding Spaces;</p> <p>(iii) To cross check and ensure that the Leaves Records of the Hostel Residents (students and the staff members) has been maintained properly;</p> <p>(iv) To encourage the Sports, Cultural and other Academic activities in the Hostels (Boys & Girls) so as to promote the Inter-Students cooperation and the frequency of participation among the Students;</p> <p>(v) To cross check and ensure that the Regular Health Check-Ups has been conducted for the Hostel Residents (Students and the Staff Members);</p> <p>(vi) To cross check and ensure that Past Health Records of the Hostel Residents (Students and the Staff Members) has been kept and maintained properly for monitoring the previous Health Conditions/Contagious Diseases or other Disorders etc. among them in consultation with the Hostels Inmates;</p> <p>(vii) To cross check and ensure that the Basic Facilities and Amenities, Electrical Items - Geyser, Water Coolers-cum-Purification Machines, Fans, Tube Lights etc. are functional properly;</p> <p>(viii) To cross check and ensure that Hostels Registers (In/Out, Leaves, Gate Pass, Medical Treatments, Ambulance Facility Provided etc.), First Aid and Primary Health Kit for its Residents are being maintained properly as per norms;</p> <p>(ix) To cross check and ensure that monitor proper functioning of amenities such as a Study Rooms, TV/Refreshment Hall/Room, an Indoor Games Hall/Room, Guest Rooms and a Dining Hall with Mess, Wi-Fi facility, Hot/Cold Water Supply etc.</p>	
5.6 The Cultural Committee	<p>(1) As per the Powers conferred in the Section-30 of the Y.B.N. University Act 15, 2017, the Cultural Committee shall be constituted by the Vice Chancellor in consultation with the Proctor</p>

and Dean Students Welfare.

(2) There shall be a Cultural Committee in the Y.B.N. University, Ranchi (Jharkhand) for visualizing, conducting, coordinating and supervising the affairs related to the Cultural Events/Cultural Programmes and other related motivational and inspirational Amusement/Entertainment Programmes for the Students as well as the Employees/Staff Members. The Cultural Committee shall consist of the following, namely:

- (i) Dean Students Welfare : Chairperson;
- (ii) Representatives from all the Departments by the Assistant Professor : Members;
- (iii) Representative from Male Students : Member;
- (iv) Representative from Female Students : Member;
- (v) Representative of I.Q.A.C. : Member;
- (vi) Campus Officer : Member;
- (vii) Maintenance Head : Member;
- (viii) Assistant/Associate Professor : Member-Secretary

(3) The Cultural Committee of Y.B.N. University, Ranchi (Jharkhand) shall be established as Auxiliary part of the education the institute shall offer and impart the worthy education to its Students. The Cultural Committee shall function with the core objective of upholding and uplifting the mission of the Y.B.N. University, Ranchi (Jharkhand) and its other associated Institutions and in doing so shall open the avenues of enhancing the Quality of Life possessing the Productive Approaches and Positive Attitudes at the Y.B.N. University, Ranchi (Jharkhand) campus.

(4) **OBJECTIVE OF THE CULTURAL COMMITTEE:**

- (i) To Create cultured ambience atmosphere in terms of behavior, attitude and presentation aspects at the Y.B.N. University, Ranchi (Jharkhand) campus;
- (ii) To facilitate the conducive environment for the students and the staff alike for the active involvements and participations in all the celebrations holding/to be hold at the Y.B.N. University, Ranchi;
- (iii) To identify, encourage and promote the Students to perform at various stages facilitated by the Y.B.N. University, Ranchi;

(iv) To facilitate the platforms for the Students and the staff alike to showcase their versatile Talents through different lively performances.

(5) ROLES AND RESPONSIBILITIES OF THE CULTURAL COMMITTEE:

The general common Roles and Responsibilities of the Cultural Committee shall be, namely:

- (i) The Cultural Committee shall be responsible for all the Intra-Collegiate and Inter-Collegiate Cultural Events/Programmes in the Schools/Colleges/Institutions of the Y.B.N. University, Ranchi (Jharkhand);
- (ii) To plan and schedule the Cultural Events/Programmes for the Academic Year;
- (iii) To prepare the Budget for all the Cultural Events/Programmes for the Academic Year and to take the necessary Steps for its approval from the competent authority of the Y.B.N. University, Ranchi (Jharkhand);
- (iv) To prepare and maintain records of all cultural activities;
- (v) The Convener of the Cultural Committee shall conduct a Meeting of the Cultural Committee to discuss and delegate the Tasks to its Members;
- (vi) Any other duties the Vice Chancellor or the Director/Principal of the Schools/Colleges may assign.

(6) The specific individual Roles and Responsibilities of the Cultural Committee Members shall be, namely:

(A) Roles and Responsibilities of Chairperson:

- (i) To formulate the Functional Hierarchy;
- (ii) To segregate the various activities amongst the members;
- (iii) To communicate the execution plan; and
- (iv) To exhibit the end-to-end control of the approved activities.

(B) Roles & Responsibilities of the Convener:

- (i) To convene for the effective communication of all the matters of the Cultural Committee and between the Cultural Committee and the Principal;
- (ii) To oversee the active participation of all the members of the Cultural Committee in planning, organizing and execution of the approved activities;

(iii) To draft the Agenda and propose the same in the subsequent Meetings and device the mechanism to accurately document the same. The Agenda may include the following, as and when applicable:

- (a) Calendar of Cultural events and subsequent approval from the Principal;
- (b) Budget proposal and subsequent approval from the Principal;
- (c) Budget utilization report and subsequent approval from the Principal;
- (d) Measures for publicizing the objectives of the committee as well publicizing all the events;
- (e) Measures to enhance cultural upbringing of the students and staff alike;
- (f) Execution Planning of the events;
- (g) Measures to oversee effective conduction of the events; and
- (h) Facilitate accurate reporting.

(C) Roles & Responsibilities of the Members:

- (i) Constructively and creatively participate in planning, organizing, executing and controlling of all the events and activities as decided and assigned and allotted in the committee;
- (ii) Strictly adhere by the instructions of the Convener and the Chairman;
- (iii) Coordinates the activities of various student and staff;
- (iv) Extend unconditional cooperation in upholding the objectives of the committee.

(7) Procedure to organize the Cultural Events/Activities:

- (i) To prepare the Annual Budget for the various Cultural Events/Activities within as well as outside the Y.B.N. University, Ranchi (Jharkhand) campus;
- (ii) To obtain the formal permission from the authorities of the Y.B.N. University, Ranchi to arrange the Program/Event/Activity;
- (iii) To decide the date, time and the Agenda of the Program/Event/ Activity;
- (iv) To inform the Members of the staff and the students about the Program/Event/Activity;
- (v) To arrange the Venue and Logistics (Audio/Video System, Dais, Podium etc.);
- (vi) To invite the Chief Guest and other Dignitaries;
- (vii) To arrange the Mementos for the Guests and Gifts/Certificates/ Citations/Shields etc. for the participants;
- (8) The Cultural Committee shall display the information on the Notice Boards/Website about

	<p>the festivals to be celebrate as well as the Cultural activities/Events from time to time.</p> <p>(9) Cultural Events arranged for the Students in coordination with them as well as the Staff Members, namely:</p> <ul style="list-style-type: none"> (i) Fresher's Day (ii) Teachers' Day (iii) Festival Celebrations (iv) Engineers Day (v) National Science Day (vi) Farewell Party (vii) Annual Day Function (viii) FE Orientation Program (ix) Independence Day (x) Republic Day (xi) Jharkhand Day (xii) International Women's Day (xiii) Hindi Diwas (xiv) International Yoga Day (xv) Jharkhandi Bhasha Divas (xvi) Foundation Day of Y.B.N. University, Ranchi (Jharkhand)
<p>5.7 The Internal Complaints Committee (Women)</p>	<p>(1) As per the Power conferred in the Section-30 of the Y.B.N. University Act 15, 2017, the Internal Complaints Committee (Female) shall be constituted by the Vice Chancellor in consultation with the Dean-Academics, Hostel Warden (Girls) and the Deans of Faculties.</p> <p>(2) There shall be an Internal Complaints Committee (Female) in the Y.B.N. University, Ranchi (Jharkhand) for observing, listening, analyzing and understanding the various types of grievances of the Female Staff and for trying to figure out/find out the tentative feasible solutions of such grievances accordingly in consultation with the concerned Deans/HODs and the Campus Officer in accordance with the Acts, the Statutes, the Ordinances and the implemented Government Rules & Regulations. It shall consist of the following:</p> <ul style="list-style-type: none"> (i) Female Dean/HOD : Chairperson; (ii) All the Deans of Faculties : Members; (iii) Representatives (the Assistant

	<p>Professor) from all the Departments : Members;</p> <p>(iv) Hostel Warden (Girls) : Member;</p> <p>(v) Two Representatives from Female Students : Members;</p> <p>(vi) Two Representatives from Male Students : Members;</p> <p>(vii) Campus Officer : Member;</p> <p>(viii) Assistant/Associate Professor : Member-Secretary</p>
	<p>(3) The POSH Act is a legislation enacted by the Government of India in 2013 to address the issue of sexual harassment faced by women in the workplace. The Act aims to create a safe and conducive work environment for women and provide protection against sexual harassment.</p>
	<p>(4) The POSH Act has three major elements- Prevention, Prohibition, and Redressal. As per this act, it is the duty of the authorities of Y.B.N. University, Ranchi (Jharkhand) to provide the safe working environment and to take the necessary required steps to prevent and prohibit the Sexual Harassment. The POSH Act also lays down the redressal mechanism and calls for constitution of a dedicated committee, i.e. the Internal Complaints Committee (Female), to handle the Complaints.</p>
	<p>(5) According to Rule-13 of the POSH Act, on the completion of an inquiry under this Act, the Internal Complaint Committee (Female) or the Local Committee, as the case may be, shall provide a report of its findings to the Vice Chancellor and the C.E.O. of Y.B.N. University, Ranchi (Jharkhand) within a period often the days from the date of completion of the inquiry and such report be made available ...</p>
	<p>(6) According to the Section-4 of the POSH Act: the Internal Complaints Committee (Female) must at least consist of 50% Women Staff/Female Staff. The members in the Internal Complaints Committee (Female) shall be nominated by the authorities of Y.B.N. University, Ranchi for a term of up to 3years from the date of their nomination, as such authorities may specify.</p>
	<p>(7) <u>WHAT IS SEXUAL HARASSMENT?</u> The POSH Act has given a very broad definition of sexual harassment to the extent that it includes any unwelcome behavior/ act (without consent) which has a sexual connotation attached to it.</p>
	<p>(A) This includes-</p>

	<ul style="list-style-type: none"> (i) Physical contact and advances; (ii) Demand or request for sexual favors; (iii) Making sexually colored remarks; (iv) Showing pornography ; and (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature. <p>(B) The act also recognizes two main types of sexual harassments, namely-</p> <ul style="list-style-type: none"> (i) <i>Quid Pro Quo</i>– It is a Latin term which means ‘this for that’. In the context of this act, it means a preferential treatment in return of sexual favors or a detrimental treatment in case of denial of same. (ii) <i>Hostile Work Environment</i>– It is an environment which is intimidating and sexually charged which makes the Employees/Staff Members feel unsafe at work place. <p>(8) <u>WHAT IS A WORKPLACE?</u></p> <ul style="list-style-type: none"> (i) One of the distinctive features of the POSH Act is that it is not restricted to the mainstream definition of workplace i.e. the Office/Work premises; (ii) Considering the dynamic nature of the work across the Industries/ Educational Institutions, the definition of the workplace has also been kept very wide to include not only the Office Buildings but also the places like the Parking Lots/Area, Canteen, Mess, Transportation and the Accommodations provided by the Office/Institution when employees/Staff Members are travelling for the work purposes, electronic communications, etc.; (iii) The Pandemic and the subsequent Lockdown led to a huge proportion of people working from home. However, it did not mean that the POSH Act stopped being applicable to virtual workplaces as the definition is broad. Also, it covers dwelling places/home within the definition of workplace. <p>(9) <u>WHO IS AN AGGRIEVED WOMAN/FEMALE?</u></p> <ul style="list-style-type: none"> (i) Considering the history of the Law and the Statistical Data with regards to the Sexual violence, only Women/Females, irrespective of their age or employment status, who have been subjected to any form of sexual harassment will be considered as an aggrieved woman/female and hence can file a complaint under the POSH Act; (ii) The scope of the POSH Act has also expanded over time. Now a transwoman can also file a complaint of sexual harassment at the workplace. This was the result of the recognition of Transgender as the Third Gender through the Transgender Persons (Protection of Rights) Act,
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2019;

(iii) Although the POSH Act protects only women/females, there has been an increasing trend of organizations/Educational Institutions formulating the Gender neutral POSH policies which means that people of any gender could file a complaint of sexual harassment with their respective organization/ Educational Institution.

(10) **WHO IS A RESPONDENT?**

The person against whom a complaint has been filed is known as a Respondent under the POSH Act. While the gender of the Complainant is defined, the Law is silent on the gender of the Respondent. This means that the complaint can be filed against any person, irrespective of their gender.

Hence, complaints can be filed by a woman/female against a man/male, a woman/female or a person belonging to any other gender.

(11) **WHO REDRESSES THE COMPLAINTS?**

Every organization/Educational Institution, having 10 or more employees/Staff Members, is bound by Law to constitute an Internal Complaints Committee (ICC) which will inquire into the complaints of the sexual harassment at the workplace.

(12) Certain requirements for the constitution of ICC are-

- (i) ICC should be headed by a senior female employee and will be known as the Presiding Officer (PO) or the Chairperson.
- (ii) ICC should have a minimum of 4 members.
- (iii) 50% of the members should be females.
- (iv) An external member, who is a subject-matter expert, should be a part of the ICC. External Member must be independent.
- (v) The term of the ICC shall be 3 years.

(13) The Law also provides for constitution of Local Committee (LC) at the district level. LC caters to such workplaces where the ICC is not constituted due to having less than 10 employees or the complaint is against the employer.

(14) **COMPLAINT MECHANISM:**

- (i) As per the POSH Act, only an ICC or the LC, wherever applicable, can handle the complaints of the sexual harassment at the workplace.

	<p>(ii) Few essential things to be kept in mind while filing a complaint shall be:</p> <ul style="list-style-type: none"> (a) The complaint must be in writing (handwritten, typed or email); (b) The name of the complainant as well as the respondent should be mentioned in the complaint; (c) The complaint must be filed within a period of 3 months from the date of the last incident of sexual harassment. <p>(15) A feature which makes the POSH Act distinct from our Criminal Law is that the entire procedure from the time of filing of a complaint to its conclusion is time bound.</p> <p>(16) After the conclusion of the entire procedure, if the ICC finds that the allegations against the respondent are true, it recommends the actions that need to be taken depending on the facts and circumstances of each case. The recommendations could range from a Warning, Written Apology, Withholding of the Promotion or the Increment, Termination, etc. The employer then executes the recommendations.</p> <p>(17) While the act gives the primary responsibility to the employer to prevent the sexual harassment at the workplace, it is equally important that each of us contribute our bit to ensure that all of us feel safe and respected. The first step towards achieving this is to be aware of the POSH Act.</p> <p>(18) <u>FUNCTIONS OF THE INTERNAL COMPLAINTS COMMITTEE (FEMALE):</u> The functions of the Internal Complaints Committee (Female) shall be to look into the complaints lodged by any Female Staff/group of Female Staff and to judge its merit. The Internal Complaints Committee (Female) shall also be empowered to look into the matters of sexual harassment. Anyone with a genuine grievance(s) may approach the Internal Complaints Committee (Female) members in person for registering or intimating about her grievance(s).</p> <p>(19) <u>POWERS OF THE INTERNAL COMPLAINTS COMMITTEE</u></p> <ul style="list-style-type: none"> (i) Implementation of the Internal Complaints Committee Policy relating to the prevention of sexual harassment; (ii) Resolving complaints by the aggrieved based on the guidelines of the Internal Complaints Committee Policy; (iii) Recommending actions to be taken by the Employer.
5.8 The Anti-Ragging	(1) As per the Power conferred in the Section-30 of the Y.B.N. University Act 15, 2017, the Anti-

Committee	<p>Ragging Committee shall be constituted by the Vice Chancellor in consultation with the Proctor and Dean Students Welfare.</p> <p>(2) The Anti-Ragging Committee shall be instituted at Y.B.N. University, Ranchi (Jharkhand) to ensure the compliance with the provisions of the regulations as well as the provisions of any Law for the time being in force concerning ragging; shall investigate complaints and also, monitor and oversee the performance of the Anti-Ragging Squad in prevention of the Ragging within the University campus. It shall consist of the following:</p> <table> <tbody> <tr> <td data-bbox="629 491 1241 1078">(i) Dean Students Welfare (ii) Representative of Civil Administration (iii) Representative of Police Administration (iv) Representative of Local Media (v) Representative of NGO involved in the Youth Activity (vi) Faculty Representative (vii) Faculty Representative (viii) Rector - Boys Hostels (ix) Rector - Girls Hostels (x) Administrative Officer (xi) Representative of Non-Teaching Staff (i) Parents/Representative of Parents (ii) Representative of Junior Student (iii) Representative of Senior Student (iv) Campus Officer</td><td data-bbox="1347 491 1607 1078">: Chairperson; : Member; : Member-Secretary</td></tr> <tr> <td colspan="2" data-bbox="629 1119 1991 1269">(3) The Anti-Ragging Committee of the Y.B.N. University, Ranchi (Jharkhand) shall take an appropriate decision, with regard to the punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging performed by the Student/Group of Students.</td></tr> <tr> <td colspan="2" data-bbox="629 1277 1410 1307">(4) <u>MEASURES FOR PREVENTION OF RAGGING:</u></td></tr> <tr> <td colspan="2" data-bbox="629 1315 1991 1374">(i) The advertisement issued for the Admissions by Y.B.N. University, Ranchi (Jharkhand) shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting</td></tr> </tbody> </table>	(i) Dean Students Welfare (ii) Representative of Civil Administration (iii) Representative of Police Administration (iv) Representative of Local Media (v) Representative of NGO involved in the Youth Activity (vi) Faculty Representative (vii) Faculty Representative (viii) Rector - Boys Hostels (ix) Rector - Girls Hostels (x) Administrative Officer (xi) Representative of Non-Teaching Staff (i) Parents/Representative of Parents (ii) Representative of Junior Student (iii) Representative of Senior Student (iv) Campus Officer	: Chairperson; : Member; : Member-Secretary	(3) The Anti-Ragging Committee of the Y.B.N. University, Ranchi (Jharkhand) shall take an appropriate decision, with regard to the punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging performed by the Student/Group of Students.		(4) <u>MEASURES FOR PREVENTION OF RAGGING:</u>		(i) The advertisement issued for the Admissions by Y.B.N. University, Ranchi (Jharkhand) shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting	
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(4) <u>MEASURES FOR PREVENTION OF RAGGING:</u>									
(i) The advertisement issued for the Admissions by Y.B.N. University, Ranchi (Jharkhand) shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting									

	<p>ragging is liable to be punished.</p> <p>(ii) The 'Prospectus' and other Admissions related documents shall contain directions of the Supreme Court. Affiliating University/Admission Authority/State Government/Central Govt. shall make it mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the Admissions Brochure/Instruction Booklet of Y.B.N. University, Ranchi (Jharkhand) for the candidates.</p> <p>(iii) The Application Forms for the Admissions/Enrolments shall have the printed Affidavits along with these Application Forms, preferably both in English and Hindi and/or in one of the Regional Languages. The Affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the Law regarding the prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offense of ragging and/or abetting ragging, is liable to be punished appropriately.</p> <p>(iv) The Application Forms shall also contain the printed Affidavits, preferably both in English and Hindi and/or in one of the Regional Languages and the Affidavit should be signed by the Parents/Guardians of their respective Applicants to the effect that he/she is also aware of the Law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.</p> <p>(v) The Application Forms for the Admissions shall be accompanied by the documents along with the School/College/Institution Leaving Certificates/Character Certificates which shall include the report on the behavioral pattern of the respective Applicants, so that Y.B.N. University, Ranchi (Jharkhand) can thereafter keep intense watch upon the Student/Students who has/have the negative entry in this regard.</p> <p>(vi) The Candidates/Students seeking the Admissions to the Hostels (Boys or Girls) of the Y.B.N. University, Ranchi (Jharkhand) shall have to submit another Affidavit along with his/her respective Application Forms for Hostel Accommodation that he/she is also aware of the Law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.</p> <p>(vii) Y.B.N. University, Ranchi (Jharkhand), as being the provider of the Technical Education within its campus, shall maintain a proper Record of the Affidavits obtained to ensure its safe upkeep thereof including the Digital Copies of the Affidavits (i.e. PDF Formats of the Affidavits) and such Digital Copy should be made available to the AICTE or to an Agency identified/nominated by</p>
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	<p>AICTE.</p> <p>(viii) The AICTE or an Agency identified/nominated for the purpose and affiliating Universities and Directorate of Technical Education of the concerned State Govt./UT shall maintain an appropriate Data Base of the Affidavits in the Digital form (i.e. PDF Formats) obtained from every student at the time of the Admissions to the School of Engineering & Technology, Y.B.N. University, Ranchi (Jharkhand) which is imparting technical education to the students.</p> <p>(ix) Each Batch of Freshers should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the Freshers in the Y.B.N. University, Ranchi (Jharkhand) and extend necessary help.</p> <p>(x) In case of Freshers admitted to the Hostels (Boys or Girls) it shall be the responsibility of the Teacher In-Charge of the group to co-ordinate with the Hostel Warden of the respective Hostel and to make the surprise visits to the rooms in the Hostels (Boys and Girls) where the members of the group are lodged. Freshers should be lodged in a separate Hostel Block (Boys or Girls) wherever possible and where such facilities are not available, the authorities of the Y.B.N. University, Ranchi (Jharkhand) shall ensure that the Seniors' access to the Freshers' accommodation is strictly monitored by the Wardens, Security Guards and other related Staff Members.</p> <p>(xi) Y.B.N. University, Ranchi (Jharkhand) should engage or seek the assistance of the Professional Counselors at the time of the Admissions to counsel the 'Freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in the Hostels (Boys or Girls). At the commencement of the academic session, the Heads of the Schools/Colleges, Y.B.N. University, Ranchi (Jharkhand) imparting the Technical/Professional/ Vocational/Medical etc. education shall convene and address a meeting of the various functionaries/Agencies, like the Wardens, the Representatives of the Students, Parents/ Guardians, Faculty Members, District Administration including the Police Administration, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.</p> <p>(xii) Every Fresher admitted to the respective School/College/ Institution of the Y.B.N. University, Ranchi (Jharkhand) imparting the Technical/Professional/Vocational/Medical etc. education shall be given a printed Information Booklet detailing when and whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the Institution, Members of the Anti-Ragging Committee, relevant District and Police authorities), addresses and telephone numbers of</p>
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	<p>such persons/authorities, etc.</p> <p>(xiii) Y.B.N. University, Ranchi (Jharkhand) imparting technical education also to the students through the Information Booklet mentioned above shall explain to the new Entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.</p> <p>(xiv) The Information Booklet mentioned above shall also tell the Freshers about their Rights as bonafide students and clearly instructing them that they should desist from doing anything against their “Will” even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.</p> <p>(xv) The Information Booklet mentioned above shall contain a Calendar of the Events and the Activities laid down by the Y.B.N. University, Ranchi (Jharkhand) to facilitate and complement familiarization of the Juniors with the academic environment of the Y.B.N. University.</p> <p>(xvi) To make the community at large and the students in particular aware of the dehumanizing effect of the Ragging, and the approach of the Y.B.N. University, Ranchi (Jharkhand) towards those indulging in the Ragging, big Posters (preferably with different colors for the provisions of Law, punishments, etc.) shall be prominently displayed on all the Notice Boards of all the Faculties/Departments, Hostels (Boys & Girls) and other buildings as well as at vulnerable places. Some of such Posters shall be of permanent nature in certain vulnerable places.</p> <p>(xvii) Y.B.N. University, Ranchi (Jharkhand) imparting technical, medical and other professional education shall request the media to give adequate publicity to the Law prohibiting Ragging and the negative aspects of Ragging and the University authorities resolve to ban the Ragging and punish those found guilty without fear or favor.</p> <p>(xviii) Y.B.N. University, Ranchi (Jharkhand) imparting technical, medical and other professional education shall identify, properly illuminate and man all vulnerable locations.</p> <p>(xix) Y.B.N. University, Ranchi (Jharkhand) imparting technical, medical and other professional education shall tighten the Security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.</p> <p>(xx) Y.B.N. University, Ranchi (Jharkhand) imparting technical, medical and other professional education shall utilize the vacation period before the start of the new academic year to launch wide Publicity Campaign against Ragging through Posters, Information Booklets, Seminars, Street</p>
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	<p>Plays/Nukkad Nataks, etc.</p> <p>(xxi) The faculties/departments/units of the Y.B.N. University, Ranchi (Jharkhand) imparting technical, medical and other professional education shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of the Students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.</p> <p>(xxii) Mobile Phones and other Communication Devices may be permitted in the Residential Areas including the Hostels (Boys & Girls) to provide the access to the students particularly the Freshers, to reach out for help from the Teachers, Parents and University authorities.</p> <p>(5) <u>FUNCTIONS OF THE ANTI-RAGGING COMMITTEE:</u></p> <ul style="list-style-type: none"> (i) To prevent indulging in rowdy or undisciplined activities by any student or the Group of Students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student. (ii) To prevent any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student. (iii) To Prevent asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student. (iv) To monitor any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher. (v) To prevent exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students. (vi) To prohibit any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students. (vii) To prevent any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person. (viii) To prevent any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively
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		<p>participating in the discomfiture to fresher or any other student.</p> <p>(ix) To prevent any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.</p>																		
5.9 The Collaborations Review Committee		<p>(1) As per the Power conferred in the Section-30 of the Y.B.N. University Act 15, 2017, the Collaborations Review Committee shall be constituted by the Vice Chancellor and Deans of Faculties.</p> <p>(2) The Collaborations Review Committee shall be constituted at Y.B.N. University, Ranchi (Jharkhand) to review the Memorandums of Understanding (MoUs) or Agreements or Collaborations made during the past years, analyze them with the latest trends for their relevance to continue further or to surrender some of them or to terminate some of them; to visualize and explore such Institutions/Companies/ Organizations both operational at the National as well as the International Circles which may be fruitful and accelerators in various ways after getting tied up for the set time duration with Y.B.N. University, Ranchi (Jharkhand). It shall consist of the following:</p> <table> <tr> <td>(i) Vice Chancellor</td> <td>: Chairperson;</td> </tr> <tr> <td>(ii) The Director: T & P</td> <td>: Member;</td> </tr> <tr> <td>(iii) Representative of the Planning Board</td> <td>: Member;</td> </tr> <tr> <td>(iv) Director, I.Q.A.C.</td> <td>: Member;</td> </tr> <tr> <td>(v) Two Representatives of the Dean of Faculties</td> <td>: Members;</td> </tr> <tr> <td>(vi) Representative of the C.F.A.O.</td> <td>: Member;</td> </tr> <tr> <td>(vii) Two Representatives of the Faculty Members</td> <td>: Member;</td> </tr> <tr> <td>(viii) Representative of Non-Teaching Staff</td> <td>: Member;</td> </tr> <tr> <td>(ix) The Registrar</td> <td>: Member-Secretary</td> </tr> </table> <p>(3) The role of the Collaborations Review Committee shall be not only to ensure the consistency in the delivery of high-quality course content by imparting the quality education to the students but also to invite the faculty members to work as a team and foster new ideas, which in turn shall enhance the learning experiences for the students.</p> <p>(4) Partnering with the Companies and the Business Houses shall give Y.B.N. University, Ranchi</p>	(i) Vice Chancellor	: Chairperson;	(ii) The Director: T & P	: Member;	(iii) Representative of the Planning Board	: Member;	(iv) Director, I.Q.A.C.	: Member;	(v) Two Representatives of the Dean of Faculties	: Members;	(vi) Representative of the C.F.A.O.	: Member;	(vii) Two Representatives of the Faculty Members	: Member;	(viii) Representative of Non-Teaching Staff	: Member;	(ix) The Registrar	: Member-Secretary
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(viii) Representative of Non-Teaching Staff	: Member;																			
(ix) The Registrar	: Member-Secretary																			

	<p>(Jharkhand) access to more resources to fund its Research Work and diversify its Research areas. It shall also receive the Industry feedback and worthy guidance on the inventions of its Research Scholars by helping them to improve further.</p> <p>(5) <u>BENEFITS FOR THE COMPANIES/ORGANIZATIONS:</u></p> <p>The rapid increase in the Industry-Academic relationships may indicate the huge benefits that a company can gain from a partnership with a university like Y.B.N. University, Ranchi (Jharkhand), namely:</p> <ul style="list-style-type: none"> (i) The Company shall get the access to the State-of-the-Art Research facilities and the equipment. (ii) Y.B.N. University, Ranchi (Jharkhand) shall be a hot bed of fresh ideas, perspectives and the talents for the Corporate Finance Management. (iii) Y.B.N. University, Ranchi (Jharkhand) shall provide the due space for a growing business of the companies. (iv) The Research support received by Y.B.N. University, Ranchi (Jharkhand) can translate into funding and support for the initial stage Start-ups. (v) Y.B.N. University, Ranchi (Jharkhand) is well aware of the latest and the forthcoming Industry trends that those of other institutions. <p>(6) <u>BENEFITS FOR Y.B.N. UNIVERSITY, RANCHI (JHARKHAND):</u></p> <ul style="list-style-type: none"> (i) With government research funds tightening, Y.B.N. University, Ranchi (Jharkhand) is interested to see how the corporate sector can fill the gaps. (ii) Partnering with companies and Business Houses shall provide Y.B.N. University the access to more resources to fund its Research and diversify its Research areas. We shall also receive industry feedback and guidance on its inventions helping them to improve further. (iii) Industry partnerships also shall allow Y.B.N. University to expose its students to real-time industry jobs. Most students involved in incubator projects shall often be offered a role within the company after their graduation since they have had time to adjust to the company culture. (iv) Students turning into full-time employees as a result of the partnership can be a powerful Public Relation (PR) Tool for the Y.B.N. University. High placement numbers can be used to entice prospective students and possible corporate partners. (v) Lastly, partnering with companies shall allow Y.B.N. University to conduct networking events which shall be extremely important for the Students' Career prospects. <p>(7) <u>HOW CAN THE COMPANIES IMPROVE THEIR PARTNERSHIP PROSPECTS WITH</u></p>
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	<p><u>Y.B.N. UNIVERSITY, RANCHI?</u></p> <p>(i) It can be beneficial for companies to consider a relationship model for their engagement with Y.B.N. University, Ranchi (Jharkhand). A long-term relationship can help them avoid lengthy negotiations for every Research project and stay connected with early-stage Research.</p> <p>(ii) There is always room for improvement when it comes to forging partnerships with Y.B.N. University, Ranchi (Jharkhand). Here are some ways the companies and the Business Houses can improve the quality and number of partnerships with Y.B.N. University.</p> <p>(iii) Some measures to improve the partnership prospects of the companies may be, namely:</p> <ul style="list-style-type: none"> (a) Target Y.B.N. University, Ranchi near the talent clusters and the industrial zones; (b) Provide the Funds to the early-stage Research projects in the Y.B.N. University, Ranchi; (c) Explore beyond the top level Schools; (d) Have an extensive dialogue to find a common ground for the non-disclosure (e) Develop a more flexible system for the Patent licensing; (f) Re-negotiate the partnerships in good faith with Y.B.N. University, Ranchi. <p>(8) <u>AIM FOR THE INTERNATIONAL COLLABORATIONS:</u></p> <p>(i) Fostering the Research initiatives and inter-disciplinary engagements, following the basic principle of <i>“Vasudhaiva Kutumbakam”</i>, and strive to build an ecosystem to make the twenty-first century peaceful and prosperous for the entire world.</p> <p>(ii) To facilitate collaborative Teaching and Learning Model underscoring the importance of globalism and the comparative approach in the education.</p> <p>(iii) To enable the students of the Study Centres to have Semester Exchange Programs with the International institutes.</p> <p>(iv) To create avenues for the Joint Research programs with the leading foreign and domestic institutes with emphasis on multi-dimensional and comparative learning.</p> <p>(v) To build a multi-jurisdictional network of the Researchers, the Intellectuals and the leading institutions to promote.</p> <p>(9) <u>OBJECTIVES OF THE INTERNATIONAL COLLABORATIONS:</u></p> <p>(i) Think Tank – to conduct in-depth analysis on various policy issues of national and international significance, legislations and other legal and connected developments;</p> <p>(ii) To assist the students in obtaining the Positions as the Research Assistants for the esteemed faculty members at both domestic and International Universities to gain the relevant exposure.</p> <p>(iii) To organize the academic courses for the Students to pursue niche fields of studies for enhancing</p>
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		<p>the worthy knowledge and practical experiences in their respective Academic fields.</p> <p>(iv) To provide the students with the opportunity to interact with leading personalities in the field of law.</p> <p>(v) To organize the Conferences, Seminars, Guest Lectures for the Students to gain the understanding on the intricacies of the contemporary issues of Importance.</p>
5.10	The Syllabi/Curriculum Review Committee	<p>(1) As per the Power conferred in the Section-30 of the Y.B.N. University Act 15, 2017, the Syllabi/Curriculum Review Committee shall be constituted by the Vice Chancellor in consultation with the Dean-Academics and Deans of Faculties.</p> <p>(2) The Syllabi/Curriculum Review Committee shall be constituted at Y.B.N. University, Ranchi (Jharkhand) to review the Syllabi of the existing Academic Programmes running since the past years, analyze them in respect of the introduced New Education Policy for their necessary modifications and insertions of the contents as per requisite which are required to be done to transform them for the relevance in the practical education field forthwith in consultation with the related fields experts and in accordance with the Norms of the New Education Policy compulsorily; to visualize and explore such Institutions/Companies/Organizations/Start-Ups those may be fruitful and supportive both in Academic Activities as well as in generating the Revenues for Y.B.N. University, Ranchi in a certain time frame after imparting the Education and the Practical Trainings and other Know-How to the Students through such Academic Programmes which are Industry-Oriented and Job-Oriented as well within short time period and which are operational and functional at the National as well as the International Circles which may be the accelerators in various ways as a whole for Y.B.N. University, Ranchi (Jharkhand).</p> <p>(3) The Syllabi/Curriculum Review Committee (CRC) shall be comprised of total Seven (7) faculty members (Six voting members and one alternate) elected from the Faculty Members of the Y.B.N. University, out of which Three (3) Deans of Faculty and Three (3) Faculty Members and shall be selected by the Deans of Faculty, with at least one (1) from each of the School/College's divisions or each person who may represent similar Streams in combined form. Deputy/Assistant Registrar shall be the Member-Secretary for ensuring the Quality of Educational Stuffs as well as the Curriculum of the Streams and shall be non-voting Member.</p> <p>(4) The Syllabi/Curriculum Review Committee members shall be included of: Board liaisons, Administrators, Teachers, Parents Representatives, a Representative from the Accountability Committee (if possible), and staff who have completed the training in the Syllabi/Curriculum guidelines.</p>

	<p>(5) The Syllabi/Curriculum Review Committee shall be consisted of the following, namely:</p> <p>(i) Dean or HOD : Chairperson;</p> <p>(ii) Two Representatives of Dean of Faculties : Members;</p> <p>(iii) Three Representatives of Faculty Members : Members;</p> <p>(iv) Director, I.Q.A.C. : Member;</p> <p>(v) The Dean-Academics : Member-Secretary</p> <p>(6) The Syllabi/Curriculum Review is the part of a larger suite of inquiry tools includes reviewing course completion data, reflecting on institutional documents, and conducting observations of the classroom and other campus spaces.</p> <p>(7) The term of appointment of the Members shall be for two years. A representative from the Registrar Office shall be designated as an <i>ex-officio</i> non-voting member of the Syllabi/Curriculum Review Committee (CRC) for advisory purposes. Faculty serving on the Syllabi/Curriculum Review Committee (CRC) shall have the option of being exempted from serving on the Division Personnel Committee (DPC) and Tenure and Promotion Committee (TPRC).</p> <p>(8) <u>OBJECTIVE OF THE SYLLABI/CURRICULUM REVIEW COMMITTEE:</u> The Curriculum Review Committee shall govern the process of creation, regulation, measurement of the courses of study within the Schools/Colleges of Y.B.N. University, Ranchi at the department level or the University level. The Curriculum Review Committee shall review and recommend the courses or the Academic Programs functioning under the policies and procedures set by the Academic Council of Y.B.N. University, Ranchi (Jharkhand) (either through primary advise to or mutual agreement with the Board of Management).</p> <p>(9) <u>THE DUTIES OF THE SYLLABI/CURRICULUM REVIEW COMMITTEE:</u></p> <p>(i) To review the requests from the faculty members for the approval of the course modifications;</p> <p>(ii) To review the requests from the faculty members for the approval of the new courses/new Academic Programmes.</p> <p>(iii) To review the requests from the departments for the approval of the program modifications, including the termination of the existing Academic programs.</p>
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		<ul style="list-style-type: none"> (iv) To review the requests from the departments for approval of new programs leading to certificates or baccalaureate degrees. (v) To develop, review periodically, and when necessary suggest modification of the procedures for approval and review of courses.
5.11	The Library Committee	<ul style="list-style-type: none"> (1) As per the Power conferred in the Section-30 of the Y.B.N. University Act 15, 2017, the Library Committee shall be constituted by the Vice Chancellor in consultation with the Dean Academics, the Chief Librarian and the Deans of Faculties. (2) The Library Committee shall be a group of individuals who shall be responsible for overseeing and managing the operations of the Library. The Library Committee shall be composed of the Library staff members, community members, and the representatives from other organizations or government entities. (3) The Library Committee shall include a Chairperson, a Member-Secretary, members or a convener or members. The Library Committee which shall possess enormous power to select the personnel for the Library, to arrange the acquisition of the Books, Magazines, Reference Books and the Journals etc., and shall be responsible for fund raising etc. Library Committee shall consist of some selected members who shall be responsible for the progress of Y.B.N. University, Ranchi and shall make a well-thought plan and policy for the development of the Library. (4) The Library Committee shall be consisted of the following, namely: <ul style="list-style-type: none"> (i) The Vice-Chancellor : Chairperson; (ii) Two Representatives of the Dean of Faculties : Members; (iii) Three Representatives of the Faculty Members : Members; (iv) Two Representatives of the Library : Members; (vi) The Chief Librarian : Member-Secretary (5) The Tenure of the Members of the Library Committee shall be for Three-Years term. (6) The Meetings of the Library Committee shall be held at least Three times a year and the Special ad-hoc meetings may be held as requested by members as per requisite of the Academic Activities & the Academic Programmes of Y.B.N. University, Ranchi. (7) The purpose of the Library Committee shall be to act as a channel of communication and dialogue

between the Y.B.N. University Library and its users.

(8) OBJECTIVES OF THE LIBRARY COMMITTEE:

- (i) To Facilitate the communication with and obtaining feedback from the university community on Library collections, Programs, Services, Infrastructure, and Communication Mechanisms;
- (ii) To provide a forum for discussing Y.B.N. University Library's requirements and its community's needs and expectations for information;
- (iii) To act as an advocate for the Library in Y.B.N. University's wide decision-making groups;
- (iv) To advise the Library on the Policy matters concerning with the Services, Resources and the Facilities;
- (v) To provide an opportunity to raise and discuss the Initiatives in the provision of Library and Information services;
- (vi) To facilitate the Communication between the Library and the Community it serves.

(9) RESPONSIBILITIES OF THE LIBRARY COMMITTEE:

The responsibilities of the Library Committee shall vary depending on the specific Library and its mission, but typically include:

- (i) **Strategic Planning:** Developing and implementing the Long-Term goals and objectives for the Library.
- (ii) **Budgeting:** Ensuring that the Library has adequate funding to meet its operational needs, including the Library Staff Salaries, collection development, and facility maintenance.
- (iii) **Collection Development:** Deciding what materials to acquire and maintain in the Library's collection, including Books, Periodicals, and Multimedia resources.
- (iv) **Public Relations:** Promoting the Library's services and programs to the community, and advocating for its importance and value.
- (v) **Policy Development:** Creating the Policies and the Procedures for the Library operations, such as Circulation, Borrowing, Online Access to the Users, Digital Library Facilities, Internet and other technology usages.
- (vi) **Staff Management:** Hiring, Training, and Supervising the Library staff, and ensuring that they have the sufficient Resources and proper support to carry out their duties for flawless functioning of the Library.
- (vii) Besides the above mentioned responsibilities, the Library Committee, within the framework of the

	<p>overall strategic policies of the Y.B.N. University, Ranchi shall:</p> <ul style="list-style-type: none"> (a) Advise and review the Library policies for the Instructions, Resources, Services, and the Facility; (b) Advise regarding the Library services, especially the Innovation, for the Y.B.N. University campus community; (c) Discuss and evaluate budgetary issues for Books, Journals, Databases, Media, e-resources etc.; (d) Review the benchmarking reports with the peer institutions for the Resources, Staffing, and the Services; (e) Ensure that the Library is connected with and supports the Y.B.N. University's academic programs; (f) Represent the views of the Library's stakeholders on the Library and the Information services; (g) Deliberate and advise on the direction and development of the Policies for the Library and the Information services to ensure the best possible support is provided; (h) Recommend new collections and promote contributions to link the Institutional Knowledge at YB University by the University community for the dissemination and preservation of Y.B.N.'s Intellectual and Institutional knowledge; (i) Support the Library's efforts in ensuring the financial accountability and the responsibility in the provision of the Library collections; (j) Propose and champion opportunities in bringing together Y.B.N. University community in the Library to advance knowledge and Information sharing; (k) Promote the Library to the Internal and the External community; (l) Report to the Vice Chancellor on the significant matters <p>(viii) The Library Committee shall play a critical role in ensuring that the Library has fulfilled the needs of its users and fulfilling its mission. By bringing together the diverse perspectives and the expertise, the Library Committee shall make informed decisions that shall benefit the Library and its patrons.</p>
5.12 The Alumni Committee	<ul style="list-style-type: none"> (1) As per the Power conferred in the Section-30 of the Y.B.N. University Act 15, 2017, the Alumni Association shall be constituted by the Vice Chancellor in consultation with the Proctor, the Deans of Faculties and the Deans Students Welfare. (2) The Alumni Association shall be the development partner for the Schools/Colleges/Institutions of the Y.B.N. University, Ranchi (Jharkhand), its students, and the community. Alumni relationships shall be the lifelong relationships nurturing mutual support and growth. It shall provide a variety of benefits and services and shall maintain the connections with Y.B.N. University, Ranchi and its fellow graduates. The Alumni Association shall aim to bring all the outstanding previous years students of Y.B.N. University together on a single platform. It shall provide a forum to form new

	<p>friendships and business relationships with the people of similar background. Alumni Meetings, the networking events shall conceive at different points of time to exchange their Experiences and to share their Ideas with the currently studying students, serving Faculties and other staff members. The Alumni Meets shall give the opportunity to renew the bonds with the past Classmates and shall cherish their relationship with the faculties and other staff members.</p> <p>(3) The Membership in the Alumni Association shall consist of the Regular Members, the Associate Members and the Honorary Members.</p> <p>(i) <u>Regular Members:</u></p> <p>(a) The Undergraduate Alumni Membership shall consist of those who have attended and successfully completed at least one academic year in the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(b) The Graduate Alumni Membership shall consist of those who have been awarded a Graduate Degree from the Y.B.N. University, Ranchi in any of the graduate programs offered by the Y.B.N. University.</p> <p>(ii) <u>Associate Members:</u></p> <p>The Alumni Membership shall be open to any of the Faculty Member, Part-Time Lecturers, Lab Assistants, Administrative and Support Staff who have served at the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(iii) <u>Honorary Members:</u></p> <p>The Alumni Association shall also confer the Honorary Membership to the persons of eminence who have contributed immensely or have shown a keen interest for the development of the Y.B.N. University, Ranchi (Jharkhand).</p> <p>(4) A Member of the Alumni Association shall cease to be such a Member if he/she resigns from his/her membership or is of unsound mind or is convicted by a Court for any offence involving the moral conductor on the termination of the membership by the Executive Committee/Board of Management for the compelling reasons.</p> <p>(5) The Executive Committee shall be constituted for framing the policies & procedures, regulating the functioning, and monitoring the activities of the Alumni Association. It shall decide the Membership Fees for the Alumni Association. The Membership Fees for the Alumni Association shall be reviewed every five years.</p> <p>(6) <u>The Executive Committee:</u></p> <p>There shall be an Executive Committee of the Alumni Association which shall have all the powers</p>
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to manage the affairs of the Alumni Association and contract for services but shall not have the power to amend this Constitution. All the Positions on the Executive Committee shall be the non-paid Positions.

The Executive Committee shall be composed of the following:

- (a) Chairperson: The Vice Chancellor of the Y.B.N. University, Ranchi
- (b) Conveners: Two Senior Teachers of the Y.B.N. University, Ranchi as nominated by Chairperson.
- (c) Eight (8) Members of the Executive Committee as appointed by the Board of Management of the Y.B.N. University, Ranchi (Jharkhand) from amongst the Senior Officials viz. Head of Departments, Deans of Faculties, Professors/Associate Professors/Assistant Professors, Director I.Q.A.C., Administrative Officers etc.

(7) OBJECTIVES OF THE ALUMNI ASSOCIATION:

The Alumni Association shall possess the following Objectives, namely:

- (i) Provide a forum and platform to create and encourage a sense of belonging among the alumni, the present students and the staff;
- (ii) To develop a spirit of loyalty among the alumni which will prompt them to work for the all-round development of the college;
- (iii) To exchange ideas and knowledge for mutual development and create a healthy academic, social and cultural atmosphere;
- (iv) To bring together all the talents of the Alumni who will render voluntary services to the college, especially to the needy students of the college by sponsoring scholarships, prizes, and stipends;
- (v) To provide information of employment opportunities in various fields to students- present and past and give proper direction to them;
- (vi) To bring about contact between the past and present students by holding periodical Alumni Day Celebrations as may be decided by the executive committee.

(8) FUNCTIONS OF THE ALUMNI ASSOCIATION:

- (i) The primary function of the Alumni Association shall be to start the network of the Former graduates, who will in turn solicit the Donations that shall help the Y.B.N. University, Ranchi to expand and disperse out its fame from the certain zone;
- (ii) Successful Graduates from the Alumni Association may help with the Career development of the other graduates, who are pursuing, and also for other graduates in the Alumni Association as well;

	<ul style="list-style-type: none"> (iii) The Online Portals and the Operational Platforms shall be designed for the adequate functioning of the coalition with the Alumni Association; (iv) The Alumni Association shall adopt the Core Values of the Excellence and the Advocacy; (v) The Alumni Association shall conduct the certain special Social Events for the students to be felt connected with the Y.B.N. University, Ranchi (Jharkhand) and hence shall develop the working relationship with other Alumni Council members; (vi) The Alumni Association shall function as a great resource to grant the Scholarships, Job postings, and Online resources for job seekers. <p>(9) <u>ELIGIBILITY FOR THE MEMBERSHIP IN THE ALUMNI ASSOCIATION AND ITS REGISTRATION PROCEDURE:</u></p> <p>Those students, who have passed out from the Y.B.N. University, Ranchi (Jharkhand), shall get the Registration in the Alumni Association. Persons desirous of becoming the Members of the Alumni Association shall fill up the Application Form prescribed for the purpose and pay the amount prescribed for the category of the Membership. The said Application Form shall be placed before the Executive Council whose decision on admission of membership shall be final.</p>
5.13 The Discipline Committee	<ul style="list-style-type: none"> (1) As per the Power conferred in the Section-30 of the Y.B.N. University Act 15, 2017, the Discipline Committee shall be constituted by the Vice Chancellor in consultation with the Proctor and The Dean-Academics for the ensuring the discipline and keeping constant vigilance on the acts performed by the Students as well as the Staff Members, framing the Rules & Regulations and the Policies for the Disciplinary Actions to be initiated, to be implemented and to be followed in taking such Disciplinary Actions against the culprits/the persons or the students who have provoked, or committed such undisciplined acts within the Y.B.N. University, Ranchi (Jharkhand) Campus. (2) The Discipline Committee of the Y.B.N. University, Ranchi (Jharkhand) shall ensure the compliance of Code of Discipline and Conduct for the Students and shall suggest the suitable action in case of its violation thereof. In case of matters concerning in the campus, the Disciplinary Committee shall be empowered to take necessary Decisions. (3) The Role of the Discipline Committee shall be to monitor the professional practice of the members in order to fulfill one of the aspects of their mission: protecting the public. It ensures that the behavior of our members is flawless and that their deeds and actions respect the Code of Ethics. (4) The Discipline Committee will be constituted by the Vice Chancellor. (5) <u>PURPOSE AND OBJECTIVES OF THE DISCIPLINE COMMITTEE:</u>

	<p>The Discipline Committee shall maintain the discipline, dignity, decorum and rapport of the different Departments existing within the Y.B.N. University, Ranchi (Jharkhand) campus as well as other Departments running outside the campus for and on behalf of the Y.B.N. University.</p> <p>(i) It shall control the students through Rules & Regulations and channelization of their Youth energy into positive and creative directions and</p> <p>(ii) It shall enable and transform the students for the promotion of the manners, personality, character and civilization:</p> <p>(a) To maintain the activities of Schools/Colleges joint ventures in regards to disciplinary act;</p> <p>(b) To uplift the student's potential and to develop them as a balanced citizen in the society;</p> <p>(c) The Schools/Colleges of the Y.B.N. University, Ranchi (Jharkhand) are driven with passion and mission for imparting the Education and relevant Practical Knowledge in peaceful, safe and friendly environment;</p> <p>(d) To scrutinize and prevent any indisciplinary activities (viz. lack of attendance, unpunctuality, misbehaving with staff or other fellow student(s), patients or colleague, damage to Schools/Colleges/Hospital and other related property/ properties of Y.B.N. University, Ranchi and riots etc.).</p> <p>(e) To provide a medium through which the Disciplinary Committee can monitor and control the discipline of its students and the Staff Members.</p> <p>(6) <u>KEY FUNCTIONS OF THE DISCIPLINE COMMITTEE:</u></p> <p>The key functions of the Discipline Committee shall be, namely:</p> <p>(i) To make the Rules and Regulations as per the disciplinary requirements;</p> <p>(ii) To make the Student aware about the discipline and the decorum;</p> <p>(iii) To make the Student follow the disciplinary rules;</p> <p>(iv) To take disciplinary action against any of the misconduct either done/Performed by the Student(s) or the Employee(s);</p> <p>(v) To coordinate with the Legal Cell of the Y.B.N. University, Ranchi (Jharkhand) in case of any major undisciplined activity.</p> <p>(7) <u>THE PARTS AND PARTIALS OF THE DISCIPLINE COMMITTEE DURING THE HEARING:</u></p> <p>(i) The Accused Employee(s)/Student(s);</p>
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		<ul style="list-style-type: none"> (ii) The Representative(s) of the accused; (iii) The Complainant(s) – who shall be the person(s) assigned by the Y.B.N. University, Ranchi (Jharkhand) authorities to present the Case(s)/ Matter(s) against the Employee(s)/Student(s); (iv) The Presiding Officer (Chairperson) who shall act as the “Judge”, and who shall control the Hearing(s), arrive at a verdict/the separate Verdicts and shall decide on the appropriate corrective measures on the basis of the produced or presented documentary evidences or the elaborated & defined situational evidences accordingly. (v) Any other related person whom the Chairperson of the Discipline Committee deem necessary as per circumstantial needs.
5.14 The Students Welfare Committee		<ul style="list-style-type: none"> (1) As per the Power conferred in the Section-30 of the Y.B.N. University Act 15, 2017, the Students Welfare Committee shall be constituted by the Vice Chancellor in consultation with the Dean-Students Welfare, Dean-Academics and the Proctor for the ensuring the welfare of the Students, and keeping constant vigilance on the surviving & health conditions, the Quality of Meals to be provided by the Mess Committee, and the Learning environments in the University campus, visualizing & framing the Rules & Regulations and the Policies for the Students Welfare of the Y.B.N. University, Ranchi (Jharkhand) Campus. (2) <u>MAIN OBJECTIVES OF THE STUDENTS WELFARE COMMITTEE:</u> The main Objectives of the Students Welfare Committee shall be, namely: <ul style="list-style-type: none"> (i) To provide the maximum Benefits to the Students through various welfare activities organized by the Schools/Colleges authorities of the Y.B.N. University, Ranchi (Jharkhand); (ii) To analyze and solve the problems of the students regarding the Academic & Institutional activities happened with them within the Y.B.N. University, Ranchi campus as well as other outside operational campus of the Y.B.N. University, Ranchi; (iii) To support the students with various services; (iv) To recommend on policies relating to students welfare; (v) To recommend on the enhancement of students’ facilities during their course of study; (vi) To address the relevant issues of students and give suggestions. (3) <u>POWERS & FUNCTION OF THE STUDENTS WELFARE COMMITTEE:</u> The Students Welfare Committee shall work for the welfare of the Students, namely: <ul style="list-style-type: none"> (i) To provide an environment for the emotional, sensible, spiritual and social growth;

	<ul style="list-style-type: none"> (ii) To arrange and monitor the facilities for the Scholarships, Railway Concession, Part-Time Jobs during study & Placements to the needy Students etc; (iii) To arrange and coordinate for the Medical Check-ups, Industrial Visits as well as Fun Tours from time to time for the students; (iv) To ensure the coordination between the Students, their respective Parents & Schools/Colleges authorities of the Y.B.N. University, Ranchi (Jharkhand) campus and other outside located Institutions of Y.B.N. University, Ranchi (Jharkhand) as well; (v) To conduct the orientation programme for the novice students; (vi) To handle the Drop-Out related issues of the Students; (vii) To address the issues reported by the students; (viii) To tackle any other matter pertaining to the welfare which shall be covered under the Students Welfare norms.
5.15 The Staff Welfare Committee	<p>(1) As per the Power conferred in the Section-30 of the Y.B.N. University Act 15, 2017, the Staff Welfare Committee shall be constituted by the Vice Chancellor in consultation with the Pro-Chancellor for the ensuring the welfare of the Staff Members, and keeping constant vigilance on the surviving & health conditions, the Quality of Meals to be provided by the Mess Committee, and the Tearing environments in the University campus, visualizing & framing the Rules & Regulations and the Policies for the Staff Welfare of the Y.B.N. University, Ranchi (Jharkhand) Campus.</p> <p>(2) <u>MAIN OBJECTIVE OF THE STAFF WELFARE COMMITTEE:</u></p> <ul style="list-style-type: none"> (i) To provide the maximum Benefits to the Staff Members through various welfare activities organized by the Schools/Colleges authorities of the Y.B.N. University, Ranchi (Jharkhand); (ii) To analyze and solve the problems of the Staff Members regarding the Academic, Departmental & Institutional activities and misconducts/rough behaviors happened with them or some anomalies/malfunctioning/malpractices conducted by other colleagues/any officials within the Y.B.N. University, Ranchi campus as well as other outside operational campus of the Y.B.N. University, Ranchi (Jharkhand); (iii) To support the staff members at various points of time during working hours through with various services/feasible support; (iv) To recommend on the framing the policies relating to staff welfare and their implementation;

(v) To make some special provisions for the thorough welfare specifically for the Officers holding the prestigious positions within the Y.B.N. University, Ranchi (Jharkhand);

(vi) To recommend on the enhancement of staff welfare facilities during their tenure of rendering the worthy services at different levels in various Offices and Departments;

(vii) To observe, identify, monitor and address the relevant issues/problems (personal as well as professional/service) of the staff, figure out and give worthy and feasible suggestions for its rectifications or eradication;

(viii) To look after the needs of the Staff Members to maintain their high morale;

(ix) To ensure favorable working environment for the Staff Members;

(x) To coordinate for benevolent facilities for the Staff Members;

(xi) To plan for the general, inspirational and motivational welfare activities for, the Teaching Staff and the Non-Teaching Staff within as well as outside the Y.B.N. University, Ranchi (Jharkhand) campus.

(3) **OPERATING PROCEDURES OF THE STAFF WELFARE COMMITTEE:**

(i) The Staff Welfare Committee shall deliberate the matters concerning with the working conditions and the general welfare of all the Teaching and the Non-Teaching employees of the Y.B.N. University, Ranchi (Jharkhand);

(ii) A written request by any Employee of Y.B.N. University, Ranchi or the Group concerning with the working conditions or general welfare, which requires deliberation by the Staff Welfare Committee, shall be given to the Member (convener) of the Staff Welfare Committee, who, in turn, shall forward the request to the Chairperson of the Staff Welfare Committee;

(iii) This request shall then be presented by the Chairperson to the Staff Welfare Committee for deliberation. At the invitation of the Staff Welfare Committee, an individual or group may be invited to present the request orally. Following deliberations, the Staff Welfare Committee shall decide on the proposal and then shall send a written response to the individual or the Group making the request. Also, a written recommendation shall be forwarded to the responsible Higher Authority/Competent Authority of the Y.B.N. University, Ranchi (Jharkhand) in a timely manner;

(iv) Action by the Higher Authority/Competent Authority shall be intimated immediately and shall be presented in the next proceedings;

(v) The Proceedings of each Meeting of the Staff Welfare Committee shall be recorded. Minutes will be read and approved at the following meeting;

(vi) Staff Welfare Committee shall meet at least once per month or as & when needed.

(4) **MISSION OF THE STAFF WELFARE COMMITTEE:**

The Mission of the Staff Welfare Committee (SWC) shall be to actively listen, communicate and recognize the Staff needs. The Committee shall ensure the Staff Members are deeply connected to the range of Y.B.N. University issues contributing to the success through all the Departments while supporting and enhancing the growth, welfare, and the best interests of the Staff Members through productive Leadership. The Staff Welfare Committee shall do so by promoting the active participation, open dialogue, and collaboration among the Staff Members, Faculties/Departments and the Leadership/Top Management of Y.B.N. University, Ranchi (Jharkhand).

(5) **VISION OF THE STAFF WELFARE COMMITTEE:**

The Staff Welfare Committee shall fix its Aim/Goal for the overall development of the Staff Members by applying the different Welfare Schemes. The Staff Welfare Committee shall work for the Benefit and for the Welfare of the all the Staff Members and shall provide a channel to interact with each other.

(6) **RESPONSIBILITIES OF THE STAFF WELFARE COMMITTEE:**

(i) To build a healthy working environment and foster good relationships among the Staff Members;

(ii) To collect and compile the Database of the Faculty/Departments and Staff Members working in the Y.B.N. University, Ranchi campus;

(iii) To provide the opportunities for attending the various Workshops, Seminars, Symposia and the Conferences conducted by the various Institutions and the Agencies in and outside the Jharkhand State;

(iv) To plan and organize the regular programs and the activities for the development of the Faculty Members and the Administrative Staff Members;

(v) To ensure the Maintenance of the relevant Records;

(vi) To help the Staff Members in times of Illness and difficulties;

(vii) To see that the Staff Members uphold the Staff Code of Ethics and the Rules and

Regulations framed in the Staff Notebook;

(viii) To settle the Staff Members disputes that harm the harmony of the Campus Life of Y.B.N. University, Ranchi;

(ix) To represent the Staff Members and forward the Cases of Complaints and Grievances of the Staff Members to the Board of Management of the Y.B.N. University, Ranchi (Jharkhand);

(x) To maintain the Minutes of the Meetings and submit a Report of the activities of each Semester to the Board of Management;

(xi) To organize the Welcome Party/Farewell Party for the Faculty Members.

(7) **POLICY STATEMENTS OF THE STAFF WELFARE COMMITTEE:**

There are the welfare measures available for all the Teaching Staff and the Non-Teaching Staff working in Y.B.N. University, Ranchi (Jharkhand and its constituent institutions & establishments of the University, namely:

(A) **RECRUITMENT POLICY:**

The Recruitments and the Selections shall be done as per the Guidelines of the Y.B.N. University, Ranchi (Jharkhand).

(B) **PROBATION PERIOD OF THE EMPLOYEES:**

The Probation Period for the Teaching Staff shall be of 12 months minimum to 24 months maximum as per the Policy of the Y.B.N. University, Ranchi (Jharkhand). During the Probation Period, the Teaching Staff shall not be entitled for any kind of Leaves except for Casual Leaves including the University Calendar Holidays (26) and 2 Restricted Holidays.

Vice Chancellor may sanction the Special Casual Leave up to 15 days for the Specific Purposes. Maternity Leave with full Salary Payable can be availed if the Employee has rendered minimum 80 days of his/her Services.

(C) **LEAVE BENEFITS:**

(i) **Casual Leaves** and General Holidays - 28 per year.

(ii) **Restricted Holidays** - 2 per year

(Note: At a stretch, maximum of 6 Leaves may be availed including the Restricted Holidays and the General holidays).

(iii) **Earned Leaves** - 30 days per year. (Note – The Y.B.N. University, Ranchi (Jharkhand) shall encourage all the Staff Members to avail the 15 days Encashment every year (Basic, DA/Special Pay /Allowance and Adjusted Gross Profit (AGP) if applicable). However, a maximum of 10 days can be carried forward upto a maximum period of 100 days. Earned Leaves can be adjusted for the notice period for the 7 non-teaching regular employees; Earned Leaves can be encashed at the time of relieving/retirement. For the teaching regular employees, who have put in minimum 10 years of service, encashment is allowed at the time of superannuation only.

(iv) **Commututed Leaves**- 20 days Half Paid Leaves, commuted to 10 days Full Paid Leaves per year. 5 Commuted Leaves can be carried forward to a maximum of 100 Commuted Leaves. Commuted Leaves cannot be encashed nor can be adjusted towards the notice period.

(v) At any given time, the maximum number of accumulated Earned Leaves and Commuted Leaves for the existing employees shall not exceed 100 each for both the Teaching Staff and the Non-Teaching Staff. For the existing employees who already have certain number of Earned Leaves and Commuted Leaves in their respective Leaves Credit, these leaves will be kept in their Leaves Account which can be availed with the permission of the Senior Authorities/Superiors, any time before the retirement, as per the Rules. As and when this is availed, it will get reduced to 100 someday which will be the maximum upper limit for the accumulation.

(vi) The minimum number of Earned Leaves and Commuted Leaves that can be availed shall be 3. These leaves cannot be clubbed with any other kind of Leave. Minimum of one week prior notice to be given before applying these leaves. The Earned Leaves and Commuted Leaves are calculated on 6 months basis.)

(vii) **Special Casual Leaves** -Teaching Staff can avail 15 Special Leaves per year for attending the Conferences, Workshops, Continuing Medical Education(CMEs), Examinations and other related Academic activities with the prior permission from the competent authority. The Vice Chancellor using his discretionary powers may sanction an additional 10 Special Casual Leaves for the Professors only. Special Casual Leave is to be utilized only for the mentioned purpose with the prior permission as per the norms indicated for the same. It can neither be combined nor utilized under any other pretext. It can be clubbed with the Casual Leave (CL).

(viii) **Maternity Leaves**- 182 days with Salary for 2 Child Births separately at different periods of months. Those with ESI facility will get the benefit through ESI.

(D) Retirement Benefits:

(i) Provident Fund:

Employees shall be eligible for the Provident Fund (PF) Benefits as per the provisions of the “Employees Provident Funds and Miscellaneous Provisions Act, 1952” and the scheme framed thereunder by the Govt. of India from time to time.

(ii) Gratuity:

Employees shall be eligible for the Gratuity Benefits as per the provisions of “Payment of Gratuity Act, 1972” and the Rules framed thereunder.

(iii) Pension:

Employees shall be eligible for the Pension Benefits as per the provisions of the “Employees Provident Funds and Family Pension Fund Act, 1952” and the Rules framed thereunder.

(E) Family Benefits:

The maximum 4 Family Members of the Employees of Y.B.N. University, Ranchi (Jharkhand) can avail the Medical Benefit free of cost from the *Maa Kalawati Hospital & Research Centre, Sidroll, Namkum, District Ranchi (Jharkhand)*.

(F) Health Care Benefits:

(i) **E.S.I. Benefits:** E.S.I. Benefit shall be available for the Employees of Y.B.N. University, Ranchi (Jharkhand).

(ii) **Medicare Benefits:** Health Insurance benefit shall be available for the Employees of Y.B.N. University, Ranchi (Jharkhand).

(G) Free Conveyance Facility: All the Employees can avail the Free Conveyance Facility i.e. free commute from and to the various parts of the Ranchi City in the Y.B.N. University’s official buses/ vans provided by the Y.B.N. University, Ranchi Management.

(H) Free/Subsidized Accommodation:

The Employees of the Y.B.N. University, Ranchi (Jharkhand) shall be offered the Accommodation in the On-Campus and the Off-Campus Residential facilities on a need basis, on Rent-Free/on

Subsidized Rent basis.

(A) Fee Concession:

Fee concession for the Employee's Children: Employee Children shall be eligible for the Tuition Fee concession, on the basis of merit, if admitted to the Academic Programmes/Courses in the constituent institutions/Colleges/Schools under the Y.B.N. University, Ranchi (Jharkhand).

(B) Crèche Facility:

Free Crèche facility shall be available in the Y.B.N. University, Ranchi (Jharkhand) Hostel/Residential campus for only the Day Care of the Children of the Employees.

(C) Qualification Allowance:

Employees, who upgrade their Educational or Professional qualification during the period of rendering their respective services, shall become eligible for the Additional Increments/Qualification Allowance.

(D) Stagnation Increment Benefit:

The Non-Teaching employees, who remained in the same scale, shall be given the Stagnation Benefit.

(E) Soft Loan Facility for the Employees:

The Employees of Y.B.N. University, Ranchi (Jharkhand) can avail Soft Loan facility during the time of crisis/critical needs.

(N) Academic Support Measures for the Teaching Staff:

(i) Academic Support measures for the Teaching Staff while going on Deputation to Conferences/Seminars/Workshops: Financial support for the employees attending the Seminars/Conferences/Workshops/Academic Meets etc., including the payment of the Registration Fee, Hotel Stay & Food and the Travel expenses at the National and the International destinations. The absence for such duration from the Y.B.N. University, Ranchi (Jharkhand) shall be considered as Special Casual Leaves.

(ii) Publication Incentives:

The employees of Y.B.N. University, Ranchi (Jharkhand) shall be able to receive the Publication Incentives only for the Research Papers/Articles/Academic Write-ups etc. published by the Non-Payment of Charges.

“Publication Incentives” of the Y.B.N. University, Ranchi (Jharkhand). Upper Limit for the payment shall be Rs. 30,000 for the publications in the Journals with the Impact Factor between 1-3 and the payment shall be Rs. 60,000 for the publications in the Journals with the Impact Factor between 3 – 7 and the payment shall be made at Par of the Actual Cost of the Processing Charges of the Article/Papers etc. for the publication in the Journals with the Impact Factor above 7.

(iii) **Research Incentives:**

The Employees of the Y.B.N. University, Ranchi (Jharkhand) shall get the Points based on attending the Papers/ Projects/Conferences. Minimum Points needed for claim shall be 10 Points from the publications or other attributes with the affiliation to Y.B.N. University, Ranchi (Jharkhand). All the Claims must be calculated for the output between from January to December. All the Claims must be supported by the copies of the relevant documents. The Claims without the appropriate documents shall not be considered. The Decision of the Expert Committee shall be final and the Incentive Amount shall be subject to the approval of the Finance Committee of the Y.B.N. University, Ranchi (Jharkhand).

(iv) **Seed Grant:**

The Employees of the Y.B.N. University, Ranchi (Jharkhand) shall get the Research encouragement through Seed Grant proposals upto Rupee 2 Lacs for the Tenure of One year.

(O) Study Leaves:

Employee(s)of the Y.B.N. University, Ranchi (Jharkhand) may be deputed for their Higher Studies provided that it is an advanced course offered by a recognized University and the course has a relevance to the department where such employee(s) is/are working and the course will be useful to the Institution/College/School of Y.B.N. University, Ranchi (Jharkhand). Study Leaves shall be on Full Pay or Partial Pay basis.

(P) Sabbatical Leaves:

The Employees of Y.B.N. University, Ranchi (Jharkhand) shall be eligible for Sabbatical Leaves.

(Q) Reimbursement of the Membership Fees of the Professional Bodies:

The Faculty Members shall be offered the Reimbursement of the Membership Fees for the recognized Academic/Professional Bodies/Associations with the conditions per Financial Year.

	<p>(R) <u>Financial Support for purchasing the Laptops/Notebooks for the Academic Use/Utility:</u></p> <p>The Faculty Members shall be offered the Subsidy on the purchase of Laptops/Note Books for the Academic purposes.</p> <p style="text-align: center;"><u>ANNEXURES</u></p> <p>Annexure-1. Procedure for the Recruitment of the Teaching and the Non-Teaching Staff</p> <p>Annexure-2. Leave Forms (CL / EL / SPCL / Commuted Leave/Maternity Leave/ Sabbatical Leaves)</p> <p>Annexure-3. Research Incentives Form</p>
5.16 The Grievances Redressal Committee	<p>(1) As per the Regulations of the University Grants Commission (U.G.C.) under the nomenclature “University Grants Commission (Grievance Redressal) Regulations, 2012” released in March, 2023 and as per the Power conferred in the Section-30 of the Y.B.N. University Act 15, 2017, the Grievances Redressal Committee shall be constituted by the Vice Chancellor in consultation with the Proctor and Dean Students Welfare.</p> <p>(2) There shall be a Grievances Redressal Committee in the Y.B.N. University, Ranchi (Jharkhand) for observing, listening, analyzing and understanding the various types of grievances of the Students (Boys & Girls) and for trying to figure out/find out the tentative feasible solutions of such grievances accordingly in consultation with the concerned Deans/HODs and the Campus Officer in accordance with the Acts, the Statutes, the Ordinances and the implemented Government Rules & Regulations. It shall consist of the following:</p> <p>(i) A Senior Professor of Y.B.N. University : Chairperson;</p> <p>(ii) Three Senior Teachers drawn from the affiliating colleges, on rotation basis, to be nominated by the Vice Chancellor : Members;</p> <p>(iii) A Student representing the college where the Grievance has occurred,</p>

	<p>to be nominated, based on the Academic merit, by the concerned college</p> <p>(iv) Representatives from all the Departments</p> <p>(v) Campus Officer</p> <p>(vi) The Proctor</p> <p>(3) The Grievance Redressal Committee shall have a Term of Two years.</p> <p>(4) Any person/Student aggrieved by the Decision of the Grievance Redressal Committee may within a period of Six Days prefer an Appeal to the Lokpal (Ombudsman).</p> <p>(5) As per the provisions of Section-2 of the “University Grants Commission (Grievance Redressal) Regulations, 2012”, there shall be the Terminology, unless the context otherwise requires, carrying the meanings which shall be covered under these Regulations and shall be read accordingly, namely:</p> <p>(a) “Aggrieved Student” shall mean a Student who shall bear/carry any Complaint in the matters concerned with the Grievances defined under these Regulations, and shall include the person(s) seeking the Admissions to Y.B.N. University, Ranchi (Jharkhand);</p> <p>(b) “College” shall mean the College or constituent institution of Y.B.N. University, Ranchi (Jharkhand), whether known as such or by any other name, which shall provide a Course of Study for obtaining any Qualification from Y.B.N. University, Ranchi (Jharkhand) and which, in accordance with its Rules & Regulations, shall be recognized as the competent Institution to provide such course of study and shall present the Students undergoing such course of study for the examination for the award of such Qualification;</p> <p>(c) “Commission” shall mean the University Grants Commission (UGC) established under Section-4 of the UGC Act, 1956;</p> <p>(d) “Declared Admission Policy” shall mean such Policy for the Admissions to a Course or a Program of Study as may be offered by Y.B.N. University, Ranchi (Jharkhand) and its constituent institutions and as may be published in the Prospectus referred to in Sub-Regulation (1) of Regulation-3 of the UGC (Grievance Redressal) Regulations, 2012.</p> <p>(e) “Grievances” shall include the following Complaints of the Aggrieved Students, namely:</p> <p>(i) making the Admission(s) contrary to the Merit determined in accordance with the declared</p> <p>: Special Invitee</p> <p>: Members;</p> <p>: Member;</p> <p>: Member-Secretary</p>
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Admission Policy of Y.B.N. University, Ranchi (Jharkhand);

- (ii) irregularity in the Admission(s) Process adopted by Y.B.N. University, Ranchi (Jharkhand);
- (iii) refusing the Admission(s) in accordance with the declared Admission(s) Policy;
- (iv) non-publication of the Prospectus, as specified;
- (iv) Publishing any Information in the Prospectus, which is False or Misleading and not based on the Facts;
- (v) Withhold or refuse to return any Document(s) in the form of Certificates of Degree(s), Diploma(s) or any other award or other Document deposited/submitted in Y.B.N. University, Ranchi (Jharkhand), with a view to induce or compel such person/candidate to Pay any Fee or Fees in respect of any Course or Program of Study which such person/candidate does not intend to pursue;
- (vi) Demand of Money in excess of that specified in the declared Admissions Policy or approved by the competent authority to be charged by Y.B.N. University, Ranchi (Jharkhand);
- (vii) Breach of the Policy for the Reservation(s) in the Admission(s) as may be applicable;
- (viii) Complaints, of the alleged discrimination of the Students, from the Scheduled Castes (SC), the Scheduled Tribes (ST), Other Backward Classes (OBCs), Women, Minority or Disabled/Differently Able Categories;
- (ix) Non-Payment or delay in Payment of the Scholarships to any Student that Y.B.N. University, Ranchi (Jharkhand) is committed, under the conditions imposed by the University Grants Commission (UGC), or by any other authority;
- (x) Delay in conduct of the Examinations or the declaration of the Results beyond that specified in the Academic Calendar of Y.B.N. University, Ranchi (Jharkhand);
- (xi) On provision of the Students amenities as may have been promised or required to be provided by Y.B.N. University, Ranchi (Jharkhand);
- (xii) Denial of Quality Education as promised at the time of Admission(s) or required to be provided;
- (xiii) Non-Transparent or unfair Evaluation practices;
- (xiv) Harassment and victimization of the Students, including the Sexual Harassment;
- (f) “Grievance Redressal Committee” shall mean a Committee constituted under these Regulations;
- (g) “Institution” for the purposes of these Regulations, means Y.B.N. University, Ranchi and

its constituent Institutions, Colleges, Schools, as the case may be.

(h) "Office of Profit" means an Office which is capable of yielding a Profit or Pecuniary Gain, and to which some Pay, Salary, Emolument, Remuneration or non-compensatory Allowance is attached.

(i) "Ombudsman" means the Ombudsman (Lokpal) appointed under Regulation-4 of these Regulations.

(j) "University" means Y.B.N. University, Ranchi established or incorporated by or under the Jharkhand State Act and includes an institution deemed to be University declared as such under Section-3 of the Act.

(6) The Appointments, Tenure, Removal and the Conditions of Services under the Grievance Redressal mechanism shall be, namely:

(i) Y.B.N. University, Ranchi shall appoint a Lokpal (Ombudsman) for the redressal of Grievances of the Students under these Regulations;

(ii) The Lokpal (Ombudsman) shall be a person who has been a Judge not below the Rank of a District Judge or a retired Professor who has at least Ten Years of Experience as a Professor;

(iii) The Lokpal (Ombudsman) shall not, at the time of appointment, during one year before such appointment, or in the course of his/her tenure as Lokpal (Ombudsman), be in a conflict of interest with the University where his/her personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgment towards the University;

(iv) The Lokpal (Ombudsman), or any Member of his/her immediate Family shall not:

(a) hold or have held at any point in the past, any post or, employment in the office of profit in the Y.B.N. University, Ranchi;

(b) have any significant relationship, including personal, family, professional or financial, with the Y.B.N. University, Ranchi;

(c) hold any position in Y.B.N. University, Ranchi, in the administration or governance structure of the University.

(v) The Lokpal (Ombudsman) in a State University like Y.B.N. University, Ranchi (Jharkhand) shall be appointed by the University on Part-Time basis from a Panel of Three Names

recommended by the Search Committee consisting of the following members, namely:

- (a) Nominee of the Governor of Jharkhand State – Chairperson;
- (b) Two Vice Chancellors, by rotation from the Public Universities of Jharkhand State to be nominated by the Jharkhand State Government – Members;
- (c) One Vice Chancellor, by rotation from a Private University of Jharkhand State to be nominated by the Jharkhand State Government – Member;
- (d) Secretary (Higher Education) of the Jharkhand State – Member Convener

(7) The Lokpal (Ombudsman) shall be a Part-Time Officer appointed for a period of Three Years or until he/she attains the age of Seventy Years, whichever is earlier, from the date he/she resumes the office and may be reappointed for another one Term in the Y.B.N. University, Ranchi (Jharkhand).

(8) The Lokpal (Ombudsman) shall be paid a Fees of Rs. 3000/- per Day for hearing the Cases, in addition to reimbursement of the Conveyance.

(9) The Lokpal (Ombudsman) may be removed on Charges of proven misconduct or misbehavior or as defined under Sub-Regulation (3) and Sub-Regulation-(4) of the Regulation-5 of these Regulations, by the concerned appointing authority.

(10) No Order of removal of the Lokpal (Ombudsman) shall be made except after an inquiry made in this regard by a person not below the Rank of Judge of the High Court in which such Lokpal (Ombudsman) has been informed of the Charges against him/her and give a reasonable opportunity of being heard in respect of those Charges.

(11) FUNCTIONS OF THE GRIEVANCES REDRESSAL COMMITTEE:

The functions of the Grievances Redressal Committee shall be to look into the complaints lodged by any Student/group of Students and to judge its merit. The Grievances Redressal Committee shall also be empowered to look into the matters of harassment. Anyone with a genuine grievance(s) may approach the Grievance Redressal Committee members in person for registering or intimating about his/her grievance(s).

(i) Responsible to communicate effectively with the Faculty and the Student involved in the complaint before, during, and after a decision is made Special Assessment Conditions (SAC);

(ii) Conduct thorough information gathering, review of documentation, and interviews of involved individuals in order to make fair and appropriate recommendations for the resolution of a grievance;

(iii) Maintain all information regarding grievances, including the Minutes of the Meetings of the Students Grievances Redressal Committee, evidences of resolution and all the Correspondence in accordance with all the applicable Laws and Regulations, including the Family Educational Rights and Privacy Act (FERPA).

(12) PURPOSE OF THE GRIEVANCES REDRESSAL COMMITTEE:

The purpose of the Grievances Redressal Committee shall be to hear, investigate, and resolve a Student/group of Students complaint, grievance, or conflict with any employee/any other Student or group of Students.

(13) MEETINGS OF THE GRIEVANCES REDRESSAL COMMITTEE:

The Grievances Redressal Committee shall meet as needed throughout each term to adhere to the published resolution timeframes outlined in the Resolution of Grievances Policy published in the Student Catalog.

(14) MEMBERSHIP:

(i) Chairperson

(ii) Committee members

(a) Faculty and/or staff members not directly involved in the grievance or complaint;

(b) For grievances that involve online education, an online faculty member shall serve as a member of the committee;

(c) At least one (1) student representative who is not a classmate of the student filing the grievance or complaint.

(iii) Administrative Assistant or Faculty member assigned to record the Minutes of the Meeting.

(15) VOTING MEMBERS:

(i) Chairperson (only as required to determine a final resolution when there is a split decision)

(ii) Faculty, staff and student representative committee members

		<p>Note: A faculty or staff member, and the student representative, must be present to constitute the Quorum.</p>																												
	<p>5.17 The University Grievances Redressal Cell (UGRC)</p>	<p>(1) As per the Power conferred in the Section-21(f) of the Y.B.N. University Act 15, 2017, the University Grievances Redressal Cell (UGRC) shall be constituted by the Vice Chancellor in consultation with the Proctor and The Dean-Academics and the Deans of Faculties.</p> <p>(2) <u>COMPOSITION OF UNIVERSITY GRIEVANCES REDRESSAL CELL (UGRC)</u> The composition of the University Grievances Redressal Cell (UGRC) shall be, namely:</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name</th> <th>Designation</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Dean Students Welfare</td> <td>Chairperson</td> <td></td> </tr> <tr> <td>2.</td> <td>Proctor</td> <td>Member</td> <td></td> </tr> <tr> <td>3.</td> <td>Director, I.Q.A.C.</td> <td>Member</td> <td></td> </tr> <tr> <td>4.</td> <td>Hostel Warden (Boys)</td> <td>Member</td> <td></td> </tr> <tr> <td>5.</td> <td>Hostel Warden (Girls)</td> <td>Member</td> <td></td> </tr> <tr> <td>6.</td> <td>Proctor</td> <td>Member-Secretary</td> <td></td> </tr> </tbody> </table> <p>(3) <u>OBJECTIVE:</u> University Grievances Redressal Cell shall be one of the vital parts of the administration of Y.B.N. University, Ranchi (Jharkhand). It shall be the responsibility of the University Administration to provide a secure and contented environment to all its Staff and the Students. The University Grievances Redressal Cell shall be formed in the Y.B.N. University, Ranchi as per the UGC guidelines to redress the grievances of both the staff and</p>	Sr. No.	Name	Designation	Status	1.	Dean Students Welfare	Chairperson		2.	Proctor	Member		3.	Director, I.Q.A.C.	Member		4.	Hostel Warden (Boys)	Member		5.	Hostel Warden (Girls)	Member		6.	Proctor	Member-Secretary	
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the students. Since the inception of the Y.B.N. University, Ranchi the University Grievances Redressal Cell shall be under the direct purview of the Vice Chancellor.

The grievances received by the Vice Chancellor through the concerned authority/authorities of the Y.B.N. University, Ranchi shall be forwarded to the members of the concerned Committee who shall look into the problems/compliances depending upon the seriousness of the issue.

The Committee shall consistently strive to take the best possible efforts to create and sustain a harmonious and conducive atmosphere to everyone in question within the Y.B.N. University, Ranchi (Jharkhand) campus.

(4) **FUNCTIONS OF THE UNIVERSITY GRIEVANCES REDRESSAL CELL (UGRC):**

The functions of the University Grievances Redressal Cell (UGRC) shall be, namely:

- (i) To accept the written grievances from the Students and the Staff related to the system;
- (ii) To create and implement a mechanism to handle the reported grievances;
- (iii) To forward the findings to the authorities of the Y.B.N. University, Ranchi if necessary, for further action;
- (iv) To listen, record and scrutinize the grievances submitted to them by the Staff and the Students and take necessary steps immediately;
- (v) To attend to the grievances based on the authenticity and the gravity of the criticisms made;
- (vi) To represent the grievances to the concerned section which may include the Maintenance Dept., Transport Dept., Academics, Amenities (H.K. Dept.) etc.
- (vii) To convene the Periodical Meetings to discuss whether the grievances have been settled;
- (viii) To make a follow-up of these matters at regular intervals till their final disposal;
- (ix) To maintain the strict confidentiality, if necessary.

(5) **SCOPE AND ACCESSIBILITY:**

- (i) All the students enrolled at Y.B.N. University, Ranchi (Jharkhand) in different Streams have the Right to appeal in any academic matter in which they feel that they have been treated unfairly. Examples of the students problems may be: Disputes over the Grades, Course Requirements, Misconduct of the Faculty Member or other Staff Member, Fines

	<p>and Administrative Policies and the Procedures etc.</p> <p>(ii) If any problem arises and is not resolved informally, students may file a grievance with the University Grievances Redressal Cell (UGRC). Any type of student complaint or problem may be presented to the UGRC for official review. The campus hearing body shall follow a set of formal procedures as per UGC Guidelines. A Student Representative (Ombudsman) will assist the students in presenting their Cases/Matters along with the guidance of the members of the UGRC as well. The deadlines for filing any kind of a grievance shall be the last day of the concerned semester, post the semester during which the incident has occurred. Decisions made by the UGRC shall not be appealable.</p> <p>(iii) The UGRC shall not lend itself to quick solutions, so a resolution at a lower level shall always be more desirable. Attempts at such a resolution shall be required before the UGRC accept a Case. Paperwork shall be available in the office.</p> <p>Any student who wishes to file a grievance can contact the Chairperson of University Grievances Redressal Cell (UGRC) in his/her office or Students can file the grievance online.</p>
5.18 The Staff Selection Committee	<p>(1) As per the Power conferred in the Section-30 of the Y.B.N. University Act 15, 2017, the Staff Selection Committee shall be constituted by the Vice Chancellor in consultation with the Chancellor and Pro-Chancellor, Director (HR) and the Deans of Faculties.</p> <p>(2) There shall be Staff Selection Committees for making the recommendations to the Executive Council i.e. the Board of Management for the appointments to the posts of Professor, Associate Professor, Assistant Professor, Registrar, Chief Finance & Accounts Officer, Controller of Examinations, Librarian, Non-Teaching Staff and other Staff members etc.</p> <p>(3) The Staff Selection Committee shall be constituted as per the extant UGC Regulations on the subject and shall comprise:</p> <p>(i) Vice Chancellor : Chairperson;</p> <p>(ii) Dean (of respective School)/Director of the respective centre : Member;</p> <p>(iii) Head of respective Departments (if professor) : Members;</p> <p>(iv) Director, HR Department : Member;</p> <p>(v) Subject Expert(s) as decided by</p>

	<p>the Vice Chancellor : Member(s)</p> <p>(4) The Vice-Chancellor shall convene and preside at the meeting of the Staff Selection Committee.</p> <p>(5) If the Board of Management is unable to accept the recommendations made by the Staff Selection Committee, it shall record its reasons and submit the case to the Chancellor for the final Orders.</p> <p>(6) <u>ROLE OF THE STAFF SELECTION COMMITTEE</u></p> <p>It is their role to fairly assess the merits of each applicant and recommend the best applicant. Consider the following when forming a Staff Selection Committee:</p> <p>(i) Include individuals with different perspectives, expertise and a demonstrated commitment to diversity and equity;</p> <p>(ii) Ensure the Staff Selection Committee itself is diverse with more than one committee member from an equity-seeking group. This may require inviting members from outside of the Department;</p> <p>(iii) Identify a few key members who will provide an equity lens to the hiring process. Do not automatically assume that this should be the Staff Selection Committee Member(s) who belong to equity-seeking group(s);</p> <p>(iv) The Staff Selection Committee should meet at least once in advance of the interviews to ensure everyone is familiar with the points made in this document and understands how the selection will proceed;</p> <p>(v) Each member of the Staff Selection Committee (including the hiring Manager/Officer) shall be responsible for:</p> <p>(a) reviewing and understanding the University's guidelines on staff recruitment and policies on employment equity and discrimination;</p> <p>(b) demonstrating a strong commitment to equity and inclusion;</p> <p>(c) identifying and removing potential barriers to equity and inclusion throughout the selection process, including issues of unconscious, implicit and any other kinds of bias;</p> <p>(d) understanding Human Rights considerations, including the duty to reasonably accommodate;</p> <p>(e) assessing the merits of each applicant against the selection criteria;</p> <p>(f) demonstrating impartiality and objectivity;</p>
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- (g) attending interviews of all interviewees;
- (h) recommending successful applicants;
- (i) maintaining confidentiality throughout the selection process;
- (vi) the Hiring Manager/Officer shall be typically the person who shall be responsible for identifying the recruitment needs, initiating the recruitment, and acting as the main point of contact during the recruitment process. While others will be engaged throughout the recruitment and selection process and will provide the inputs, the Hiring Manager/Officer shall be ultimately responsible for the hiring decision. The Hiring Manager/Officer shall be expected to ensure that:
 - (a) recruitment is conducted in accordance with the approved staffing plans, guidelines, and the relevant legislations;
 - (b) funds are available to cover the costs of the positions;
 - (c) they are intimately familiar with the skills, qualifications, abilities and the relevant experience required for the job in question;
 - (d) all the related recruitments and selection requirements are met in accordance with the applicable collective agreements and the policies of Y.B.N. University, Ranchi;
 - (e) the selection criteria and interview questions are appropriate for the particular employee group and are unbiased, gender-neutral, comprehensive and consistent with the job descriptions/duties;
 - (f) the Job postings are compliant with the employment equity policy and the distribution of the job postings are in locations that are accessible to diverse groups and deliberate and targeted in order to ensure the diversity of the applicant pool;
 - (g) the Staff Selection Committee is established and the members are informed of the job requirements, selection criteria, employment equity policies and the best practices;
 - (h) an inclusive and respectful environment is created where all the Staff Selection Committee members are encouraged and supported in participating equally (e.g., the Hiring Manager is prepared to moderate when someone continually dominates the discussion);
 - (i) the recruitments and the selection process is conducted in a fair, equitable and inclusive manner at all stages of the process of hiring the candidates/staff.

(7) CONSITUTING THE STAFF SELECTION COMMITTEE:

The Hiring Manager forms the Staff Selection Committee with employees from different staff levels, employee groups and departments with a mix of males and females. It provides a good cross section of people who have varying experiences/interactions with the person in that position.

The Staff Selection Committee shall consist of four to six people, including the Chairperson. The members of the Staff Selection Committee shall be chosen mainly from among the members of the Governing Body. They may represent past, current, and future leaders of the organization. For example, in a not-for-profit or association, you may wish to include a past chair, the current and incoming chairs, and other board members who have the time to participate and who bring skills to the recruitment process.

The Staff members do not usually serve on the Staff Selection Committee. However, the Institution may wish to invite a person from outside the organization who can bring insights that the members of the Governing Body may not have.

(8) GUIDELINES FOR THE STAFF SELECTION COMMITTEE:

(i) Maintain the confidentiality

Why? It is critical that the Staff Selection Committee should understand that –the names of the Candidates, the selection criteria and the Interview Questions are all confidential and should not be discussed with anyone. The Staff Selection Committee members must sign the Confidentiality Agreement of the Staff Selection Committee ;

(ii) Review the Posting and the Job Position Description

Why? The Staff Selection Committee members should know all the essential information about the Job Position before getting started; it ensures they are well informed to make the decisions regarding the recruitment and the selection process and candidates;

(iii) Confirm the minimum qualifications

Why? These are the key factors which will define the candidates included in the competition. These must match what is outlined in the Job Description;

(iv) Define the selection criteria

Must be taken directly from the Job Description – these are “nice to have’s” but not a “must have” Why? These criteria will help you choose the person who is the most qualified for the Job Position. That is, the person who has the widest and the most applicable skills set;

(v) Draft the Interview Questions

Why? By asking the right set of questions, based on the selection criteria will enable the Staff Selection Committee to adequately assess the candidates the qualifications for the Job Position. Interview Questions define how and what information the person get from the candidate. If the

	<p>members of the Staff Selection Committee ask the wrong questions or not enough of the right ones, then, the committee will be making a decision based on the information they've got, not necessarily the information the committee want;</p> <p>(vi) Define how long the interviews will be Usually based on how many Interview Questions are to be asked – so keep in mind when drafting such Question. A one-hour interview is usually the enough time to get the information as per the needs of the Staff Selection Committee. Why? Everyone is busy, so defining the amount of time spent in the interviews is important for the Staff Selection Committee and for the candidates;</p> <p>(vii) Define how the committee wants to rate the candidate Why? The Staff Selection Committee use this information to choose the candidate. It's important to understand and define which questions the committee need to have the candidate give the “right” answer to. For example: a Budget Officer must have experience with budgets and the foundation of budgeting principles, the members of the Staff Selection Committee might rate the answer of this question higher versus those that the members would like the candidate to have;</p> <p>(viii) Review and shortlist (internal/external) candidates Use the minimum qualifications and the selection criteria the committee has already defined;</p> <p>(ix) Set the dates for the Interviews Why? The Staff Selection Committee will need to plan to be away from their regular job tasks for those times and the candidates will need to be given proper notice in order to prepare for the Interview;</p> <p>(x) Things to avoid when the Staff Selecting Committee Members: (a) Those whom you know have a close relationship with the potential candidates; (b) Those who don't want to be on the Staff Selection Committee;</p> <p>Those who don't have time to be on the Staff Selection Committee.</p>
5.19 The Board of University Departments & Inter-Disciplinary Studies	<p>In exercise of the Powers contained under Section-21(f) of the Y.B.N. University Act 15, 2017, the Chancellor shall constitute the Board of the University Departments and Inter-Disciplinary Studies.</p> <p>(a) There shall be a Board of University Departments and Interdisciplinary Studies to promote interdisciplinary education and research on campus and also network with national and international institutions and create an academic and research and development environment that allows free flow</p>

of ideas amongst several disciplines.

(b) The Board of University Departments and Interdisciplinary Studies shall consist of the following members, namely:-

(i) the Pro-Vice-Chancellor : Chairperson;

(ii) the Deans of faculties and

Associate Deans, if any : Members;

(iii) four experts, to be nominated by the

Vice Chancellor from other universities

or national level research and

development laboratories, one each

having minimum experience of five

years as a professor or equivalent

position in Research & Development

Laboratories, in each of the disciplines

of science, technology, humanities,

commerce and management and

	<p>interdisciplinary studies : Members;</p> <p>(iv) four Heads of Departments or senior professors representing various subjects or disciplines in an equitable manner, to be nominated by the Vice Chancellor : Members;</p> <p>(v) the Dean of Faculty of Interdisciplinary Studies : Member- Secretary</p> <p>(c) The Board shall meet at least three times in a year.</p> <p>POWERS AND DUTIES OF BOARD UNIVERSITY DEPARTMENTS AND INTERDISCIPLINARY STUDIES:</p> <p>The Board of University Departments and Interdisciplinary Studies shall have the following powers and duties, namely:—</p> <p>(1) to devise long term policy and strategy for promotion of quality postgraduate education on university campus;</p> <p>(2) to prepare a comprehensive development plan for post-graduate education in university departments;</p> <p>(3) to work on annual financial estimates (budget) for university departments;</p>
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(4) to co-ordinate the research and development activities with the Board of Research;

(5) to establish linkages with foreign and Indian premier teaching and research and development institutions or universities for strengthening of teaching and research and development activities on the campus of the university;

(6) to work in tandem with the Board of National and International Linkages to collaborate with national and international agencies, universities (including deemed or self-financed universities) and institutions for sharing of academic resources, running joint teaching programmes, running joint degree programmes with national and international universities or institutions;

(7) to promote interdisciplinary teaching programmes on the campus by coordinating amongst teachers and also to make policy for sharing of academic and research and development infrastructure;

(8) to promote the choice based credit system in the university departments, the affiliated colleges and recognized institutions;

(9) to work out and initiate use of technology in delivery of education;

(10) to promote the face-to-face and e-learning process in classroom teaching, use of mini-research and maxi research projects as an integral part of post-graduate learning;

(11) to initiate new approaches and methodology for assessing learning by students as a continuous online process;

(12) to recommend to the Vice Chancellor,—

(i) the posts of the University Teachers (including aided posts and the posts for the purposes of Sub-Section ii of Section-8 to be filled by selection, who possess the prescribed minimum and additional qualification;

	<p>(ii) emoluments and the number of posts to be filled; and</p> <p>(iii) the number of posts under sub-clause (i), which may be reserved for the persons belonging to the Scheduled Castes or Scheduled Tribes, Vimukta Jatis (De-Notified Tribes) or Nomadic Tribes or Other Backward Classes.</p> <p>(13)to undertake any other task as may be assigned by the university authorities to carry out the objectives of the Board of University Departments and Interdisciplinary Studies and of the university.</p>
5.20 Internal Quality Assessment Cell (IQAC)	<p>In its pursuit of academic excellence and continuous improvement, The Y.B.N .University, Ranchi , proposes the establishment of an Internal Quality Assessment Cell (IQAC) under the section 21 (f) of the Y.B.N. University Act, 2017. This dedicated body will play a crucial role in fostering a culture of quality consciousness, monitoring internal processes, and continuously striving to enhance the educational experience offered to students.</p> <p>Role and Responsibilities of IQAC:</p> <ul style="list-style-type: none"> I. Develop and implement a Quality Assurance Framework: The IQAC will establish a comprehensive framework for assessing various aspects of the University's operations, including academic programs, research activities, faculty development, student support services, infrastructure, and administrative processes. II. Conduct Periodic Internal Quality Audits: The IQAC will conduct regular internal audits to identify strengths, weaknesses, and areas for improvement across all University departments and functions. III. Organize Workshops and Training Programs: The IQAC will organize workshops and training programs for faculty, staff, and students on quality assessment methodologies, best practices in higher education, and continuous improvement strategies. IV. Analyze and Interpret Data: The IQAC will collect and analyze data from various sources, including student feedback, faculty performance evaluations, course evaluations, and administrative reports, to gain insights into the University's strengths and weaknesses. V. Prepare and Submit Annual Quality Assurance Reports: The IQAC will prepare and submit annual reports to the University Board of Trustees, highlighting key findings from internal audits, recommendations for improvement, and progress made in implementing quality initiatives.

	<p>Committee Members:</p> <p>The IQAC will be a committee comprising: As per guidelines of UGC and NAAC.</p> <p>Power and Functions:</p> <ul style="list-style-type: none"> I. The IQAC will have the following powers and functions: II. To recommend policies and procedures for promoting quality assurance within the University. III. To review and approve academic programs and curriculum proposals. IV. To monitor the implementation of quality improvement initiatives. V. To conduct peer reviews of departments and programs. VI. To recommend faculty development programs and initiatives. VII. To advise the University on matters related to accreditation and rankings. <p>Benefits of Establishing IQAC:</p> <ul style="list-style-type: none"> I. Enhanced Quality of Education: The IQAC's continuous assessment and improvement efforts will result in a higher quality of education for students. II. Improved Institutional Reputation: A strong IQAC demonstrates the University's commitment to quality assurance, enhancing its reputation and attracting students, faculty, and research collaborators. III. Effective Resource Allocation: The IQAC's data-driven insights will help the University allocate resources efficiently to areas requiring improvement. IV. Accountability and Transparency: The IQAC's regular reports and recommendations will promote accountability and transparency within the University administration.
Chapter 6: Academic Programs	
6.1 Undergraduate Programs, 6.2 Postgraduate Programs & 6.3 Degree & Diploma	
	<p>The Y.B.N .University, Ranchi , is committed to offering a diverse and dynamic range of academic programs (as per UGC Section: 22 and approval of the concern regulatory authorities) that cater to the evolving needs of students, the region, and the nation. Recognizing the importance of intellectual exploration, critical thinking, and holistic development, the University strives to provide programs</p>

that are:

- Rigorous and Relevant: Academic programs will maintain high academic standards while remaining responsive to current and future societal challenges and professional demands.
- Innovative and Interdisciplinary: Encouragement of interdisciplinary collaborations and exploration of emerging fields will foster creativity and innovative approaches to knowledge production.
- Accessible and Inclusive: The University will strive to provide equal access to quality education through diverse program offerings, scholarships, and support services for students from all backgrounds.

Program Categories:

- Diploma Programs: As stepping stones to further education or a quick entry into the professional world, YBN University offers a range of diploma programs in vocational and technical fields aligned with current industry demands. These programs equip students with practical skills and job-ready knowledge, empowering them to make an immediate impact in their chosen careers.
- Undergraduate Programs: YBN University will offer a comprehensive range of undergraduate programs across various disciplines, including humanities, social sciences, natural sciences, engineering, law, medicine, and business. Emphasis will be placed on foundational knowledge, critical thinking skills, and exposure to diverse perspectives.
- Postgraduate Programs: The University will offer specialized postgraduate programs for students seeking advanced knowledge and professional skills in specific fields. Programs will be offered in formats such as Master's degrees, Doctoral programs, and professional certifications.
- Continuing Education Programs: Recognizing the need for lifelong learning, YBN University will offer a variety of continuing education programs, including executive education courses, certificate programs, and short-term workshops, catering to the professional development needs of individuals and organizations.
- Doctoral Programs: As the pinnacle of academic pursuit, YBN University's Doctoral programs

	<p>foster independent research and critical inquiry. Through intensive mentorship and access to state-of-the-art facilities, our doctoral students will contribute to the advancement of knowledge and shape the future of their respective fields.</p> <p>Guiding Principles:</p> <ul style="list-style-type: none"> • Curriculum Development: Curricula will be regularly reviewed and updated to reflect the latest advancements in knowledge, industry trends, and student needs. Emphasis will be placed on hands-on learning, research opportunities, and real-world application of knowledge. • Faculty Expertise: YBN University will recruit and retain highly qualified faculty members with expertise in their respective fields. Continuous faculty development programs will be facilitated to ensure the highest standards of teaching and research. • Pedagogical Innovation: The University will adopt innovative teaching methods and learning technologies to create engaging and interactive learning environments. Emphasis will be placed on student-centered learning, active participation, and critical thinking skills development. • Assessment and Evaluation: Robust assessment and evaluation mechanisms will be implemented to ensure the quality and effectiveness of academic programs. Regular feedback from students, faculty, and industry partners will be incorporated into program improvement initiatives.
6.4 Continuous Learning and Extension Education	<p>The Y.B.N .University, Ranchi , recognizes the ever-changing nature of knowledge and the lifelong need for individuals to adapt and grow. To bridge the gap between formal education and the evolving needs of society, we proudly establish the following rules, regulations, and norms for continuous learning and extension education:</p> <p>I. Continuous Learning Opportunities:</p> <ul style="list-style-type: none"> • Professional Development Programs: YBN University will offer a diverse range of professional development programs catering to working professionals, upskilling their knowledge and capabilities in their respective fields. Programs may include short-term workshops, certificate courses, and executive education modules. • Skill Enhancement Courses: Recognizing the ever-changing demands of the job market, the

	<p>University will offer skill enhancement courses in emerging fields like data science, artificial intelligence, digital marketing, and entrepreneurship, equipping individuals with future-proof skills.</p> <ul style="list-style-type: none"> • Lifelong Learning Initiatives: Fostering a love for lifelong learning, the University will organize seminars, workshops, guest lectures, and public talks on a variety of topics, open to the community at large. <p>II. Extension Education Programs:</p> <ul style="list-style-type: none"> • Community Outreach Initiatives: YBN University will actively engage with local communities through extension education programs, addressing specific needs and challenges faced by the community. This may involve organizing health awareness campaigns, rural development programs, and literacy initiatives. • School Outreach Programs: To foster a culture of intellectual curiosity and nurture young minds, the University will conduct outreach programs in collaboration with schools, offering science workshops, career guidance sessions, and educational webinars. • Industry Collaborations: Recognizing the importance of industry-academia partnerships, the University will develop co-designed extension programs with companies and organizations, addressing industry-specific needs and upskilling the workforce. <p>III. Operational Framework:</p> <ul style="list-style-type: none"> • Dedicated Center: A dedicated Center for Continuous Learning and Extension Education will be established as the central hub for planning, managing, and delivering all continuous learning and extension programs. • Faculty and Resource Mobilization: Qualified faculty members, along with industry experts and community leaders, will be actively involved in designing, delivering, and evaluating programs. The University will leverage internal and external resources to ensure program quality and sustainability. • Fee Structure and Scholarships: Programs will be offered at accessible fee structures, with scholarship opportunities available to ensure financial inclusivity and encourage participation from diverse groups. • Monitoring and Evaluation: Robust monitoring and evaluation mechanisms will be implemented to assess the effectiveness of programs, gather feedback from participants, and ensure continuous improvement. <p>IV. Impact and Value Creation:</p> <ul style="list-style-type: none"> • Empowering Individuals: Continuous learning and extension programs will empower individuals with knowledge, skills, and competencies to thrive in a rapidly changing world, enhancing their
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		<p>employability and career prospects.</p> <ul style="list-style-type: none"> • Contributing to Society: Through community outreach initiatives, YBN University will contribute to local development, address societal challenges, and promote inclusivity and social progress. • Strengthening Industry & Academia: Industry collaborations will bridge the gap between academic knowledge and industry needs, creating a skilled workforce and fostering innovation. <p>V. Commitment and Continuous Improvement:</p> <p>YBN University remains committed to providing high-quality and accessible continuous learning and extension education opportunities. We will continuously strive to innovate, adapt, and expand our offerings to remain relevant and responsive to the changing needs of individuals, communities, and the larger society.</p>
6.5 Research and Development		<p>The Y.B.N .University, Ranchi , recognizes the paramount importance of research and development (R&D) in advancing knowledge, addressing societal challenges, and fostering intellectual curiosity. To fulfill this commitment, we establish the following rules, regulations, and norms for a vibrant and impactful R&D ecosystem:</p> <p>I. Fostering a Culture of Research:</p> <ol style="list-style-type: none"> I. Interdisciplinary Approach: YBN University will encourage interdisciplinary research collaborations across faculties and departments, promoting cross-pollination of ideas and tackling complex challenges from diverse perspectives. II. Faculty Development: We will prioritize faculty development initiatives, including research grants, international collaborations, and training programs, to equip faculty with the skills and resources necessary to conduct high-quality research. III. Student Research Engagement: Undergraduate and postgraduate students will be actively engaged in research through dedicated projects, internships, and participation in faculty research teams, nurturing early-stage researchers and fostering talent for the future. <p>II. Supporting Research Infrastructure:</p> <ol style="list-style-type: none"> I. State-of-the-Art Facilities: YBN University will invest in establishing and maintaining cutting-edge research laboratories, libraries, and equipment, providing researchers with the tools necessary to conduct groundbreaking work.

	<ul style="list-style-type: none">II. Technology Integration: We will embrace digital technologies and develop robust research data management systems to facilitate efficient data collection, analysis, and collaboration.III. Open Access and Knowledge Sharing: YBN University will advocate for open access policies to disseminate research findings, promote knowledge sharing, and maximize the impact of research endeavors.
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III. Encouraging Research Initiatives:

- I. Seed Funding Program: We will establish a seed funding program to provide financial support to faculty and students for initiating promising new research projects, fostering innovation and discovery.
- II. Collaboration with External Partners: YBN University will actively seek collaborations with national and international research institutions, government agencies, and private companies, leveraging diverse expertise and resources to address real-world problems.
- III. Intellectual Property Management: We will develop clear guidelines for intellectual property rights management, incentivizing researchers and ensuring fair and transparent benefit sharing.

IV. Promoting Research Excellence:

- I. Peer Review and Evaluation: A robust peer review system will be implemented to ensure the quality and rigor of research projects, publications, and proposals.
- II. Performance Indicators: We will establish key performance indicators to track the impact of research activities, including publications, funding secured, patents filed, and societal contributions.
- III. Research Awards and Recognition: YBN University will recognize and reward outstanding research achievements through internal and external awards, motivating researchers and attracting top talent.

V. Building a Sustainable R&D Ecosystem:

- I. Resource Mobilization: We will actively seek diversified funding sources through government

	<p>grants, industry partnerships, private endowments, and philanthropic contributions to ensure sustainable research funding.</p> <p>II. Public Outreach and Engagement: YBN University will actively engage with the public through seminars, workshops, and science cafes, promoting scientific literacy, raising awareness about research activities, and building public support for R&D initiatives.</p> <p>III. Continuous Improvement: We will regularly review and update our R&D policies and practices, adapting to evolving trends and feedback from researchers and stakeholders to ensure continuous improvement and maximize the impact of our research endeavors.</p> <p>YBN University strives to become a leading center for research excellence, igniting intellectual curiosity, tackling complex challenges, and contributing to the advancement of knowledge for the benefit of society. These rules, regulations, and norms lay the foundation for a vibrant and impactful R&D ecosystem, nurturing a community of passionate researchers and paving the way for groundbreaking discoveries.</p>
6.6 Honorary Degrees	<p>Any proposal for the conferment of honorary degrees shall be made by the Academic Council to the Governing Body, and the proposal if accepted by the Governing Body shall require the confirmation from the Chancellor.</p>
6.7 Establishment of New Institution (s), Off-campus (s) and Creation of New Department(s) & Abolition or Restructuring of existing Department(s)	<p>To ensure continuous growth and adaptability within the dynamic landscape of higher education, YBN University, established under UGC 2(f), establishes the following rules and regulations for the establishment of new institutions, off-campuses, and departments, as well as the abolition or restructuring of existing ones. These guidelines are designed to uphold academic excellence, align with statutory requirements, and maintain financial prudence.</p> <p>1. Establishment of New Institutions:</p> <ul style="list-style-type: none"> • Needs Assessment: The University will conduct a comprehensive needs assessment to determine the necessity for a new institution, considering regional academic gaps, industry demands, student enrollment projections, and alignment with the University's strategic goals. • Feasibility Study: A detailed feasibility study will be undertaken to examine financial viability, resource availability, faculty recruitment potential, infrastructure requirements, and regulatory compliance for establishing a new institution. • Approval Process: Proposals for new institutions must undergo a rigorous review process involving the Academic Council, the Board of Management, and the Sponsoring Body, ensuring adherence to UGC regulations and quality standards.

- Compliance with UGC Regulations: The process will strictly adhere to the UGC (Establishment and Maintenance of Standards in Private Universities) Regulations, 2003, and any subsequent amendments.

2. Creation of Off-Campuses:

- Strategic Rationale: The University will establish off-campuses based on strategic objectives, such as expanding access to underserved regions, fostering industry collaborations, or offering specialized programs in specific locations.
- Feasibility and Approval: Off-campus proposals will undergo a feasibility study and approval process similar to that of new institutions, ensuring financial sustainability and compliance with UGC regulations.
- Governance Structure: Off-campuses will operate under YBN University's statutes and governance structure, while maintaining necessary autonomy to meet local needs and optimize academic delivery.

3. Creation of New Departments:

- Academic Rationale: New departments will be created to enhance existing programs, address identified gaps in the curriculum, or introduce emerging fields of study aligned with the University's vision and mission.
- Faculty Availability: The creation of new departments will be contingent upon the availability of qualified faculty with expertise in the relevant field, ensuring high-quality teaching and research activities.
- Resource Allocation: Adequate infrastructure, equipment, and funding will be allocated to new departments to facilitate their successful establishment and continued development.

4. Abolition or Restructuring of Existing Departments:

- Performance Review: Periodic reviews of existing departments will assess their academic performance, student enrollment trends, research output, and relevance to the University's strategic goals.
- Mergers and Realignment: In cases of declining enrollment, redundancy, or misalignment with strategic objectives, departments may be merged, restructured, or abolished to optimize resource allocation and enhance academic coherence.
- Transitional Support: The University will provide adequate support to faculty and students during departmental transitions, ensuring minimal disruption to their academic pursuits and career trajectories.

5. Transparency and Stakeholder Engagement:

	<ul style="list-style-type: none"> • Communication and Consultation: Decisions regarding the establishment, closure, or restructuring of institutions, off-campuses, and departments will be made transparently, with clear communication to faculty, students, alumni, and other stakeholders. • Feedback Mechanisms: Public consultation mechanisms may be implemented to gather feedback and ensure decisions are informed by the needs of the community and aligned with the University's mission. <p>6. Regulatory Compliance:</p> <ul style="list-style-type: none"> • UGC Regulations: All decisions and actions will be undertaken in strict compliance with the UGC (Establishment and Maintenance of Standards in Private Universities) Regulations, 2003, and any subsequent amendments. • State-Level Regulations: Additionally, YBN University will adhere to any applicable state-level regulations governing the establishment and operation of private universities and their affiliated institutions. <p>7. Continuous Review and Improvement:</p> <ul style="list-style-type: none"> • Periodic Review: The University will periodically review these rules and regulations to ensure their effectiveness, relevance, and alignment with evolving academic needs and regulatory frameworks.
Chapter 7: Admission, Enrollment and Evaluation	
7.1 Admission Policy and Procedures	<p>There shall be the Admissions Policy of Y.B.N. University, Ranchi (Jharkhand) as per the provisions of the Acts, the Statutes, the Ordinances and the Regulations which shall be as follows:</p> <p>(1) Subject to the provisions of the Acts, the Statutes, the Ordinances and the other applicable Rules and the Laws applicable for the time being in force, the Admissions in the Under Graduate/Integrated/ Post Graduate/Ph.D. Programs shall be made strictly on the basis of the Merit/Rank in the Entrance Examination conducted at the State level, or the All India level or the Marks/Grades obtained in the qualifying Examination and the achievements in the co-curricular activities. In case no Entrance Examination is conducted at the State level/All India level for a Program, then Y.B.N. University, Ranchi (Jharkhand) may conduct its own Entrance Examination;</p> <p>In case no Entrance Examination is conducted by the University, then the Merit in the qualifying Examination shall be the criteria for the Admissions in the Y.B.N. University, Ranchi (Jharkhand);</p> <p>The Eligibility criteria and the Procedure for the Admissions in the various Programs run by the</p>

	<p>University shall be specified through the Ordinances/Regulations from time to time;</p> <p>(2) The Employees of Y.B.N. University, Ranchi (Jharkhand) shall be exempted from any Entrance Test or Interview to get enrolled or to get the admission(s) in any Academic Programme(s) (as per the minimum eligibility criteria in the respective Academic Programme) conducting under the Y.B.N. University, Ranchi, and they shall not be charged any Fees of the concerned Academic Programme(s) or Course(s).</p> <p>(3) The Y.B.N. University, Ranchi will follows the below written reservation policy for admissions into various running programs:</p> <ul style="list-style-type: none"> I. ST – 26% II. SC – 10% III. OBC – 14% IV. Unreserved – 50% V. EWS- 10% (These seats shall be supernumerary in nature) <p>The caste certificate on the basis of which the student claims reservation should be issued by relevant authority of Govt. of Jharkhand. Provided that in case Seat(s) allotted under the reserve categories remain vacant, then the Seat(s) shall be converted into the General Category and shall be offered to the students of the General Category by all India open admission basis.</p> <p>The vacant seats shall be filled up in the following manner:</p> <ul style="list-style-type: none"> I. Against the vacant seats of ST, the SC candidates if available will be admitted. II. Against the vacant seats of SC, the ST candidates if available will be admitted. <p>Provided that in case Seat(s) allotted under the reserve categories remain vacant, then the Seat(s) shall be converted into the General Category and shall be offered to the students of the General Category.</p> <p>(4) <u>ELIGIBILITY FOR THE ADMISSION:</u> The Candidate(s) must have completed the 17 years of Age on 01st of July on the said date of that Academic Session in which the Candidate(s) seek the admission but it is not applicable for the Post Graduate Programmes of the studies.</p> <p>(5) <u>ADMISSIONS PROCESS:</u> The Admissions Process for the Academic Programmes shall be, namely:</p> <p>(a) The Candidates for the Admissions in the different Academic Programmes of Y.B.N. University, Ranchi (Jharkhand) shall be selected on the basis of the Merit/Rank in the Entrance Examination</p>
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	<p>conducted at the State level, or the All India level or the Marks/Grades obtained in the qualifying Examination and the achievements in the co-curricular activities;</p> <p>(a) The Date of the Admissions in the First Semester in each of the Academic Programme shall be as announced in the Academic Calendar notified by the Registrar of Y.B.N. University, Ranchi (Jharkhand);</p> <p>(b) Each Student shall be required to produce (and to show the Original Certificates/Documents for confirmation) the following Certificates/Documents before the Admissions In-Charge/Admissions Head of Y.B.N. University, Ranchi (Jharkhand) for the verification of the genuinity of his/her Candidature at the time of the Admission:</p> <p>(j) Counterfoil of the Admit Card issued for appearing in the Examination;</p> <p>(k) Certificate as a Proof of passing in the Intermediate (10+2) Examination or equivalent examination, in Original;</p> <p>(l) Marks Sheet of Intermediate (10+2) Examination or equivalent examination, in Original;</p> <p>(m) Caste Certificate issued by the competent authority, in case the Candidate is seeking the Admission under any Reserved Categories (viz. SC/ST/OBC), in Original;</p> <p>(n) Matriculation Certificate (10th Class) for the Proof of Age, in Original;</p> <p>(o) Declaration from the Mother/Father/Guardian of the Student, in the prescribed Format;</p> <p>(p) The Character & Conduct Certificate from the Principal of the last attended School/College/Institution in which he/she has studied, in the prescribed Format;</p> <p>(q) Medical Certificate for the Physical & Mental health fitness, from any M.B.B.S./M.D./M.S. Doctor;</p> <p>(r) U.G./P.G./Ph.D. Students shall submit the Migration Certificates in Original and the Self-Attested copies of all the relevant Documents;</p> <p>(s) Any other Document(s) and the Certificate(s) as required by the Y.B.N. University, Ranchi (Jharkhand);</p> <p>(c) The Dean/Principal/HOD of the concerned School/College/ Institution shall constitute the Admissions Committee (Documents Verifications) of three senior teachers for the verification of the Original Certificates/Documents, Photographs and the Signatures of the Candidates/Students in order to ascertain the genuinity of the Candidatures of the Candidates/Students and after being satisfied from such documents, shall recommend to the Dean/Principal/HOD on the prescribed Format known as the Check-Slip for the same for allowing the Candidates/Students to get admitted in the desired/applied Academic Programme;</p> <p>(d) On the recommendations of the Admissions Committee (Documents Verifications) and on being</p>
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	<p>satisfied regarding the genuinity of the Candidature of the Candidate/Student reporting for the Admission, the Dean/Principal/HOD shall pass the Order for the Admission of the Student after the payment of the prescribed Fees for such Academic Programme;</p> <p>(e) All the Admissions at the first instance or initially shall be taken on the provisional basis and shall be confirmed only after the verification of the genuinity of the Documents/Certificates (which have been issued by the respective competent authorities) produced by the Candidates/Students for the Admissions process;</p> <p>(f) The Late Admissions till the 07th Working Day from the date of the 01st Admission may be permitted by the Dean/Principal/ HOD concerned on being satisfied with the genuinity of the cause of the late Admissions. In such cases, the Students shall be required to pay Late Fee of Rs. 50/- per Day from the Last Date of Admissions in the Y.B.N. University, Ranchi (Jharkhand) (this may be waived off by the Order of the Dean of Academics, Y.B.N. University, Ranchi (Jharkhand);</p> <p>(g) The Late Admission till 15th Working Day from the Date of the First Admission may be permitted by the Vice Chancellor of Y.B.N. University, Ranchi (Jharkhand) on the recommendations of the Dean of Faculty on the payment of Late Fee of Rs. 50/- per Day from the Last Date of Admissions in the Y.B.N. University, Ranchi under the Special Circumstances (this may be relaxed by the Order of the Dean of Academics of the Y.B.N. University;</p> <p>(h) Each Student of Y.B.N. University, Ranchi (Jharkhand) shall be required to enroll himself/herself by the Registration in the concerned Faculty/Department or the place notified by the Registrar of Y.B.N. University, Ranchi for the prescribed Courses for each Semester. A Student shall be enrolled only when he/she has paid all the prescribed Fees and other Charges and Dues and registered for the Course by the concerned authority in the prescribed manner. For this purpose, the Registration Card/Paper will be signed by the concerned Teachers for each prescribed Course and by the Accounts Staff/Representative for the Fees submitted and by the Warden concerned for the Seat reserved in the Hostel (Boys or Girls);</p> <p>(i) If a Student got himself/herself admitted by depositing the required Fees but could not get registered in the prescribed Course on the Date fixed for such purpose, shall have to get registered by depositing the Late Fees of Rs. 50/- per Day upto the date prescribed for such purpose;</p> <p>(j) The Late Admissions after 15th Day from the date of the First Admission shall not be permissible under any circumstances;</p> <p>(k) On the Admission, each Candidate/Student shall be assigned an Admission Number by the Faculty/School concerned which will consist of the Three Components namely, the Code of the</p>
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	<p>Degree Programme, the Roll Number and the Academic Year of the Admission;</p> <p>(l) After assigning the Admission Number/Roll Number, a Personal File of the Candidate/Student, for the office of the Registrar, shall be prepared by the Faculty containing One Copy each of the Photocopy of different Certificates along with a Copy of the Check-Slip duly signed by the Members of the Admissions Committee (Documents Verification) and the Dean of the Faculty/Schools. The First Paper shall contain the Photograph of the Candidate/Student duly attested by the Dean of Faculty/Schools. All these Files containing the detailed Information about the Candidate/Student shall be sent to the office of the Registrar for maintaining the Records of the Students of Y.B.N. University, Ranchi (Jharkhand);</p> <p>(m) An Admissions Register shall also be maintained in the Faculty concerned wherein the Bio-Data of the Students as furnished by the Y.B.N. University, Ranchi after each year of the Admissions shall be entered. In addition, the Personal File of the Candidate/Student containing the records of the Academic Performance Semester-wise as also the relevant Information shall be maintained both in the Faculty as well as in the Office of the Registrar. All the Information relating to Issue of the Transfer Certificates (TCs), Character Certificates etc. and that also regarding issuing the Transcript etc. from the Office of the Registrar, Y.B.N. University, Ranchi shall invariably be recorded;</p> <p>(n) After assigning the Admission/Roll Numbers to the Students, the Faculty concerned shall issue the Identity Cards to each of the Student containing the Photograph of the Student duly attested by the Dean. The Identity Cards so made available to the Students have to be retained by the Students throughout the Tenure of the Study in the Faculty and shall be required to be produced to any authority as and when required for the verification. Such Identity Cards shall have to be returned to the Faculty Office at the time of leaving the Faculty/University and the Faculty Leaving/Transfer Certificate can be issued only after surrender of this Identity Card.</p> <p>(o) <u>ADMISSION(S) ON PRODUCING THE FALSE OR FORGED CERTIFICATES/DOCUMENTS AND MISREPRESENTATIONS OF THE FACTS</u></p> <p>There may be the conditions or the possibilities, namely:</p> <p>(i) If at any stage after Admission(s), it is detected that the Candidate(s)/Student(s) has/have managed to get himself/ herself/themselves admitted by producing the False or Forged Certificates of any kind or by misrepresentation of the fact he/she shall be rusticated from Y.B.N. University, Ranchi (Jharkhand) and his/her/their Admission(s) and the Registration(s) from the University shall be cancelled retrospectively by the University on getting the Report from the Dean and he/she/they be the person not fit to be admitted in any of the Academic Programme of the University in future;</p>
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(ii) If it is detected even after publishing the Results and award of the Degree(s) Certificate(s) to the Student(s) at any stage that he/she/they had managed to get himself/herself/ themselves admitted in Y.B.N. University, Ranchi by producing the False/Forged Certificate(s) or making the False Declaration and misrepresentation of the facts even then, the Student(s) shall be treated to have been rusticated and his/her/their Admission(s) and the Registration(s) shall be treated to have been cancelled retrospectively and the Degree(s) awarded to him/her/their shall be withdrawn and the Students shall also be a person not fit to be admitted in any Academic Programme of the University in future. This fact shall be notified to all the Universities of the Indian regions as well as in the Press to avoid the mis-utilization of the Degree or Certificate issued in his/her name;

(p) **OTHER CONDITIONS FOR THE ADMISSIONS:**
 The Vice Chancellor reserves the Right of refusing the Admission(s) to any of the Candidates even though he/she may fulfill the Academic requirements for the Admission on the basis of the criteria laid down in the Ordinances of Y.B.N. University, Ranchi for the reasons recorded in writing, whose admission in the opinion of the Vice Chancellor shall not be in the interest of the University.

(q) **ADMISSIONS OF THE STUDENT(S) BY TRANSFER:**
 (i) The Admission(s) of the Candidate(s)/Student(s) in Y.B.N. University, Ranchi may be by the transfer from other University permissible, but the Student(s) shall have to submit the Migration Certificate, Official Transcript or the Credit transfer from the previous University also applicable as per the UGC Norms regarding the Choice Based Credit System (CBCS);
 (ii) It is also must that the other University/Educational Institution is recognized by the UGC.

(r) **REGISTRATION BY THE CANDIDATE(S)/STUDENT(S):**
 (i) Every Student admitted in any of the Academic Programme of Y.B.N. University, Ranchi to get himself/herself registered in the University on payment of the prescribed Fee for which he/she shall be required to submit an Application in the prescribed Form to the Registrar duly forwarded and recommended by the Dean of Faculty in which he/she is admitted along with the Migration Certificate issued by the University/Institution where he/she was studying before his/her Admission in Y.B.N. University, Ranchi;
 (ii) The Student shall be required to get himself/herself registered in the Y.B.N. University, Ranchi within Three Months from the date of his/her First Admission in the Degree Programmes. In case the Students fails to submit the Migration Certificate within this period from the previous University, he/she will not be registered in Y.B.N. University, Ranchi and ceases his/her Right to continue his/her studies in the University;

(s) **PAYMENT OF FEES BY THE CANDIDATE(S)/STUDENT(S):**

(i) The Semester Fees and other Fees shall be as prescribed by the Academic Council of Y.B.N. University, Ranchi (as amended time to time);

(ii) All the Students are required to pay the prescribed Fees for each Semester in advance at the time of the Registration, failing which, they will not be accepted on the Rolls of the Faculty. The Dean, in certain genuine cases as per the Rules mentioned above, may permit such Registration on an additional payment of Late Fee of Rs. 50/- per Day upto the prescribed date of the Late Admissions shown in the Academic Calendar;

(iii) Hostel Fees for occupying the Rooms within the Hostels (Boys or Girls) is payable in advance for the Complete Semester at the time of the Registration, as per the schedule prescribed for the purpose;

(t) **REFUND OF FEES:**
 If the Student(s) leave the Department(s)/University before the start of the Course, then the Tuition Fee, the Development Charges and other Charges shall be refunded after deducting Rs. 1000/- of the Admission Processing Fee. All the Original Documents/Certificates submitted by the Student(s) shall also be returned forthwith. The Student(s) shall also be produced a Clearance Certificate from the Head of Department concerned, the Librarian, Hostel Wardens (Boys or Girls) and all the concerned Officials etc. If Student(s) shall leave the Department/ University after the start of the Course, then Fees and other concerned Charges shall be deducted as proportional Fees. Y.B.N. University, Ranchi shall dispose off all the matters within 15 to 20 days.

(u) **RE-ADMISSION(S) OF THE STUDENT(S) OTHER THAN ON SCHOLASTIC PROBATION:**
 There shall be the provisions of the Re-Admission(s) of the Student(s) other than on Scholastic Probation

(a) If a Student of good standing, for certain compelling reasons, has to leave the Faculty/Department with the permission of the concerned Dean of Faculty in the mid-term or the mid-stream or so, he/she may be re-admitted by the Dean of Faculty within a period of Two Years of his/her leaving the College. This period shall be counted in the Residential requirement of the Student(s).

(b) If the Student(s) of good standing leave the College during the Courses of his/her/their study programme without permission of the concerned Dean, he/she can be re-admitted within a period of Two Years only with the prior approval of the Vice Chancellor. This period shall be counted towards the Residential requirement of the Student(s).

7.2 Enrollment Policy & Procedure	<p>YBN University is committed to providing quality education to a diverse student body. To ensure a fair, transparent, and efficient enrollment process, the following rules, regulations, and norms are established:</p> <p>I. Eligibility Criteria</p> <ul style="list-style-type: none"> a) Academic Qualifications: Minimum academic qualifications for each program will be clearly defined and published in the admission prospectus. b) Entrance Examinations: If applicable, the University will conduct entrance examinations to assess the aptitude and knowledge of applicants in a transparent and standardized manner. c) Additional Criteria: Specific programs may have additional eligibility criteria, such as interviews, portfolios, or work experience, as determined by the relevant academic departments. <p>II. Application Process</p> <ul style="list-style-type: none"> a) Application Form: Applicants will submit a completed application form, along with required documents and application fees, through the designated online or offline channels. b) Documentation: Required documents will typically include academic transcripts, certificates, identity proof, and any additional documents specified by the University. c) Application Deadlines: Strict application deadlines will be set for each program and communicated clearly to potential applicants. <p>III. Selection Process</p> <ul style="list-style-type: none"> a) Merit-Based Admissions: Admission to most programs will be based on merit, considering performance in qualifying examinations, entrance tests (if applicable), and other relevant criteria. b) Reservation Policy: The University will adhere to applicable government reservation policies for underrepresented groups, ensuring a diverse and inclusive student community. <p>Special Categories: Special consideration may be given to applicants from disadvantaged backgrounds, persons with disabilities, and those with exceptional talents or achievements.</p> <p>IV. Admission Offer and Acceptance</p> <ul style="list-style-type: none"> a) Offer Letters: Selected candidates will receive official offer letters outlining program details, fee structure, and enrollment deadlines. b) Acceptance and Fee Payment: Candidates must accept the offer within a specified timeframe and complete fee payment to secure their admission. <p>V. Registration and Enrollment</p> <ul style="list-style-type: none"> a) Registration: Admitted students will register for courses online or through the designated office, adhering to course selection guidelines and timetables. b) Enrollment Verification: The University will verify the enrollment status of students and maintain
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accurate student records.

VI. Transfer and Migration

- a) Transfer Policy: Students from other recognized institutions may apply for transfer to YBN University, subject to fulfillment of eligibility criteria and approval by the relevant academic bodies.
- b) Migration Policy: Students within the University may seek migration from one program to another, based on academic performance and availability of seats, as per guidelines set by the University.

VII. International Students

- a) Eligibility: International students must meet specific eligibility criteria, including English language proficiency and visa requirements.
- b) Application Process: A separate application process may be established for international students, with additional documentation and verification procedures.
- c) Orientation and Support: The University will provide orientation and support services to international students to facilitate their academic and cultural integration.

VIII. Grievance Redressal

- a) Grievance Mechanism: A transparent and accessible grievance redressal mechanism will be in place to address any concerns or complaints related to the enrollment process.
- b) Appeals: Students may appeal decisions regarding admission or enrollment, following established procedures and timelines.

IX. Amendments and Revisions

Review and Update: The University reserves the right to review and update these enrollment rules, regulations, and norms as needed, ensuring alignment with evolving policies and best practices. YBN University is committed to upholding the highest standards of fairness, transparency, and efficiency in its enrollment processes. These guidelines are designed to ensure the admission of deserving and qualified students while maintaining the academic integrity and excellence of the University.

<p>7.3 Evaluation System and Grading & 7.4 Examinations and Awards</p>	<p>In exercise of the Powers conferred under Section-35 of the Y.B.N. University Act 15, 2017 (Jharkhand Act 15, 2017), the following Regulations have been framed towards the conduct of the Examinations of Y.B.N. University, Ranchi (These Regulations shall supersede all the previous Notifications/Rules/Regulations related to the conduct of the Examinations of Y.B.N. University, Ranchi):</p> <p>(1) DEFINITIONS & TERMS UTILIZED IN THE EXAMINATIONS DEPARTMENT:</p> <p>These Regulations are relating to the Rules for conducting the Examinations of Y.B.N. University, Ranchi (Jharkhand), unless there is anything repugnant in the subject or context. There shall be the following Terminology involved and utilized solely for the purpose of conducting the examinations and for the whole process by the Examinations Department these Terms will be applicable, utilized and framed as and when needed, namely:</p> <p>1.1 “Academic Year” means a year commencing on such date in July/January and ending with such date in June/December of the following year as may be decided by the Academic Council for the Courses except the Medical Courses where the Academic Year will start from August of the year following the Admissions made after the Entrance Test;</p> <p>1.2 “Admission to an Examination” means the issuance of an Admission Card by the Controller of Examinations (CoE) to a Candidate in token of his/her having completed all the formalities and the conditions laid down in the relevant Ordinance(s), Regulation(s) framed by the University;</p> <p>Provided, however, that a Candidate who does not meet all of these requirements may be admitted provisionally at the discretion of the CoE, however, if he/she does not meet all of the requirements later, his/her Admission may be revoked;</p> <p>1.3 “Applicant” means a person who has submitted an Application to the University in the prescribed Form for the Admission to an Examination;</p> <p>1.4 “Student” means a student who has been admitted to an Examination by the University;</p> <p>1.5 “Student of the Y.B.N. University” means a student who has been pursuing the Course of studies</p>
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in the Y.B.N. University, Ranchi;

1.6 "Candidate" means an Applicant who has applied for an Admission to the University Examination through the constituent Institute or College/School in which he/she has been pursuing a regular Course of studies at the Y.B.N. University, Ranchi;

1.7 "Examinee" means a person who actually presents himself/ herself for an Examination or a part thereof to which he/she has been admitted for the particular Qualification;

1.8 "Examination Fee" means the Total Fees chargeable from the students for the Examinations by the University from time to time as laid down by the Y.B.N. University, Ranchi. It includes the price for the Statement of Marks that may be prescribed by the Y.B.N. University at any moment;

1.9 "Repeater Student or Year Back Student" means a student who, having once been admitted to an Examination of Y.B.N. University, Ranchi, is again required to appear in the same Examination/Paper by reason of his/her failure (i.e. back in the Paper) or absence thereat in the previous Examination and shall include a student who may have joined again in the same Class;

1.10 "Under-Graduate Examination" means an Examination leading to the Graduate Degree of the University;

1.11 "Post-Graduate Diploma or Diploma Examination" means an Examination leading to the Post Graduate Diploma or the Diploma of the University;

1.12 "Post Graduate Degree Examination" means an Examination leading to Post Graduate Degree of the University;

1.13 "Super Specialty Examination" means an Examination leading to Super Specialty Degree of the University after completing the Post Graduation;

1.14 "Research Programme" means study/research leading to the Degree of Doctorate (Ph.D.) and

	<p>Master of Philosophy (M.Phil.);</p> <p>1.15 “Verification” means re-counting and re-totaling of the Marks of all the Answers evaluated earlier, including the re-assessment and the allotment of the Marks;</p> <p>1.16 “Re-evaluation” means a process in which the Answer Book(s) of the Student is/are to be re-evaluated. It refers to a separate Examiner re-evaluating the written Answer Booklet(s) after the Result has been announced and the photocopy/photocopies of the Answer Booklet(s) has/have been obtained, when suitable circumstances exist for such a request by any Student(s);</p> <p>1.17 “Attempt” means the appearance and the participation by a Candidate/Student in an Examination. Mere remittance of the Examination Fees shall not amount to an attempt in an Examination. Absence from an Examination or Examinations will not be counted as an Attempt by the Candidate/Student;</p> <p>1.18 “Unfair Means” means those Instruments or Means or Modes which are illegally and unethically favoured or practiced or utilized by any Candidate(s)/Student(s) during the Examination(s) for desiring the favorable Marks in Answer Book(s) without his/her sincere Study Efforts;</p> <p>1.19 “Unfair Means Committee” means the Committee constituted under the Ordinances/Regulations by the Vice Chancellor to monitor the illegal and unethical practices of utilizing the unfair Means by some Candidates/Students or who are indulged in such unfair practices during the Examinations and also to investigate into the Cases of unfair means, adopted/indulged in by a Candidate/Student or by a person involved in the work of the Examinations;</p> <p>1.20 “Student” means and includes a person who is enrolled as such by the University/Department in order to pursue the education, for receiving the Instructions, for writing the Answer Booklets in the Examinations, qualifying for any Degree, Diploma or Certificate awarded by the University during pursuing for the studies at the campus of Y.B.N. University, Ranchi or its constituent Institution(s)/College(s)/ School(s);</p> <p>1.21 “Moderation of Question Papers” means a confidential process where a Moderator moderates the Question Papers set by the Paper Setters. It refers to the process of evaluating the Question Papers created</p>
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by the Paper Setters to comply with the current pattern and the Academic Regulations. If necessary, any errata/aberrations/formats/choices/pattern deviation, etc. are corrected before printing the Question Papers;

1.22 “PTKT” means “Permitted To Keep Terms” of the next Class in spite of the failure in one or many Subjects of the present Class;

1.23 “Regulating Body” means a body established or constituted by or under any Law for the time being in force laying down Norms and Conditions for ensuring the Academic Standards of Higher Education such as UGC, AICTE, NCTE, MCI, DCI, PCI, INC, ICAR, DEC, CSIR, BCI etc. or any other regulatory body constituted by the Government of India for the purpose or any other regulatory body formed by replacing these existing regulatory bodies;

1.24 “Ex-Student” means a Candidate who fails to Pass an Examination of Y.B.N. University, Ranchi (Jharkhand) or its constituent Institution(s)/College(s)/Schools or is unable to appear in an Examination after having undergone a regular Course of study, may be permitted to appear in the subsequent Examination(s) as an Ex-Student without further Attendance provided that he/she keeps his/her name on the Rolls of the University in accordance with the Regulations that may be framed in this behalf;

1.25 “Candidates List” is a list of all the eligible candidates who have enrolled for an Examination, including their Name, Registration Number, and the Subjects/Courses for which they have registered;

1.26 “Centre Superintendent” is a person designated by the Controller of Examinations (CoE) to be in the overall Charge and the Supervision of the Examination Centre for a specific period/session(s) of the Examinations of Y.B.N. University, as approved by the Vice Chancellor;

1.27 “Chancellor” means the Chancellor of Y.B.N. University, Ranchi appointed by the Sponsoring Body for a period of Five (5) Years under Section-12 of the Y.B.N. University Act 15, 2017;

1.28 “Vice Chancellor” mean the Vice Chancellor of the Y.B.N. University, Ranchi appointed by the Chancellor under Section-13 of the Y.B.N. University Act 15, 2017;

1.29 “Pro-Vice Chancellor” means the Pro-Vice Chancellor of the Y.B.N. University, Ranchi appointed

by the Chancellor under Section-15 of the Y.B.N. University Act 15, 2017;

1.30 “Registrar” means the Registrar of the Y.B.N. University, Ranchi appointed by the Chancellor under Section-17 of the Y.B.N. University Act 15, 2017;

1.31 “Answer-Booklet” is a stitched booklet with fixed pages supplied by the University to the students in the Examination Hall for the purpose of writing the responses to the questions specified on the Question Paper of a topic of the Examination at Y.B.N. University, Ranchi;

1.32 “Answer Script” refers to the Answer-Booklet in which the examinee has attempted/written his/her Answers in response to the Questions on the Question Paper of the Examination’s day. It will only have a dummy number if a theoretical paper is required at the time of evaluation, and the examinee’s name will not be divulged;

1.33 “Board of the Examiners” refers to a board that has been approved by the Board of University Examinations and is made up of the Examiners chosen from a panel of the Examiners developed and submitted by the Board of Studies of each department;

1.34 “Board of Studies” refers to the board established in each Department of Teaching/Study and chaired by the Head or equivalent of the Department, with the responsibility of establishing the Academic Regulations and the Curriculum for the various programmes offered by the Department. It will also be the In-Charge of enrolling the Examiners from various Institutes into the Panel of the Examiners for each of the Courses/Subjects that are not the part of the standard BoS curriculum as outlined by the Y.B.N. University Ordinance. The Controller of Examinations (CoE) shall be the permanent member of the Board of Studies;

1.35 “Candidates List” is a list of all the eligible Candidates who have enrolled for an Examination, including their Name, Registration Number, and the Subjects/Courses for which they have registered;

1.36 “Computer Centre of the Examination Section” refers to the Computer centre established by the Y.B.N. University, Ranchi to serve exclusively the Examination-related work in a discreet manner;

	<p>1.37 "Entire Examination" means the Examination normally held at the end of an Academic period such as a Semester/Academic Year and includes all the Examinations Papers of Theory, Practical and Viva-Voce Examination if any. When used in the context of the present Examination, it is referred to as "Current Examination";</p> <p>1.38 "Errant Examinee" means an Examinee that has been caught in an act of Misconduct/Unfair-Means/Malpractice and has been booked by the Examinations Squad/Flying Squad of Y.B.N. University, Ranchi;</p> <p>1.39 "Examination Centre" means any premises designated by the Examinations Committee of Y.B.N. University, Ranchi which shall be consist of the Examination Halls, Control Room, Service Room and other necessary facilities such as the Drinking Water and Toilets etc. for the Candidates/Students as well as the deputed Staff for the Examinations;</p> <p>1.40 "Code of Conduct" is a set of guidelines for conducting oneself in the context of the functions and the responsibilities that have been assigned to an individual by the competent authority;</p> <p>1.41 "Control Room" refers to the Room in the Examination Centre that functions as the office for the Centre Superintendent(s) during the Examinations Session of Y.B.N. University, Ranchi;</p> <p>1.42 "Course" refers to a Paper on any field of study, whether Theoretical or Practical, completed during an Academic Time Period such as a Semester. A programme is made up of the numerous Courses;</p> <p>1.43 "Code Number" is a number that is printed on each Answer-Booklet after the Examination to conceal the Examinee's Identity and, if necessary, to prevent the prejudice and the malpractice in the Examination;</p> <p>1.44 "Examination Hall" refers to any Room, Laboratory, Workshop, or other location where the Y.B.N. University, Ranchi conducts the Examinations;</p> <p>1.45 "Examiners" refers to the Teachers selected by the CoE from amongst the Board of Examiners approved by the Vice Chancellor to assess the Theory/Practical Papers, UG or PG</p>
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	<p>Dissertations, and other Academic Works/Tasks;</p> <p>1.46 "Hall Assistant" is a Non-Teaching staff member of suitable rank who assists the Invigilators in issuing the Answer Booklets and also supports in other tasks during the Test/Examination in the allotted Examinations Hall;</p> <p>1.47 "Invigilator" refers to any Teaching staff from the Departments of Teaching/Study who has been assigned to the Invigilation work by the Centre Superintendent;</p> <p>1.48 "Internal Assessment/Sessional" refers to an evaluation based on the Continuous Internal Assessment (CIA) examinations and assignments delivered to the students during an Academic period;</p> <p>1.49 "Late Fee" is a sum of money paid to the Y.B.N. University, Ranchi in Cash or through other valid bank instrument as a result of failing to fulfill the deadlines of the Fee submission for the Examination(s);</p> <p>1.50 "Paper of Examination" means that any particular paper belonging to a Subject for which the Examination is being held on that day;</p> <p>1.51 "Paper Setter" means any person appointed by the Controller of Examinations (CoE) of Y.B.N. University, Ranchi from among the Board of the Examiners or from among the Panel of the Examiners in cases of any exigency with the approval of Vice Chancellor of the Central University of Jharkhand;</p> <p>1.52 "Malpractice" refers to any of the acts done by the Candidate(s)/Student(s) {viz. Cheating/Copying from the Answer Booklet of other Candidate/Student or from any Instrument illegal and unethical etc. for writing/marketing the Answer(s) of the Question(s)} that are defined as malpractice in the Examinations;</p> <p>1.53 "Misconduct" refers to any one or more of the following behaviors done by the Candidate(s)/Student(s)/other Staff: disobedience of the Instructions, insolent/violent behavior, and interfering with the tasks of the personnel on the Examination Duty, among others;</p> <p>1.54 "Near-Relative" refers to a wife, son, daughter, son-in-law, daughter-in-law, grandson, granddaughter, grandson-in-law, grand-daughter-in-law, sister-in-law, brother-in-law, cousin, nephew, niece,</p>
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	<p>brother, sister, uncle, aunt, and others as the Y.B.N. University, Ranchi may specify;</p> <p>1.55 "Panel of the Examiners" refers to a Pool of all the available Examiners from the Y.B.N. University, Ranchi and other external Institutions who have been enrolled by the Board of Studies after following the proper procedure;</p> <p>1.56 "Photocopy of the Answer Paper" refers to a reprographic reproduction of the original Answer Booklet used by the Candidate/Student in the Examination to Answer the Questions;</p> <p>1.57 "Programme" refers to a Student's Under-Grauate or Post-Graduate Degree, Diploma, or the Doctoral Programme of study. A Programme is made up of the multiple Courses that the Candidate/Student must complete over the course of the programme;</p> <p>1.58 "Reviewers" refers to the Examiners who have been appointed by the CoE of Y.B.N. University, Ranchi to review the Papers that the Examiners have deemed valuable;</p> <p>1.59 "Moderator" means a person designated by the CoE of Y.B.N. University, Ranchi to examine the Question Papers received from the Paper Setters for any irregularities, correct them and validate them before they are accepted and printed;</p> <p>1.60 "Semester" refers to an Academic Period of not less than 90 Working Days, inclusive of three Sessional Examinations, and it refers to all the Programme of study that follow the Semester System. An Academic Year is divided into two Semesters;</p> <p>1.61 "Session Report" refers to the Report prepared by the Centre Superintendent(s) of the Examination Centre for that session, which includes the Information on the number of Candidates Present/Absent, any malpractice/misconduct, the Attendance Record of the Invigilators and other Examination Staff on Duty, and other pertinent Information, as well as any necessary Attachments;</p> <p>(2) CONDUCT OF THE EXAMINATIONS:</p> <p>2.1 Y.B.N. University, Ranchi (Jharkhand) shall hold the Examinations normally two times in a Year:</p>
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	<p>First in May/June/July and Second in December/January/ February or as prescribed by the Regulating Body. There can be a Supplementary Examinations to be held within six months of the Results declaration of the Main Examination. The Vice Chancellor may allow the conduct of a Special Examination on the recommendations of the Controller of Examinations (CoE) to the Examinations Board in special circumstances;</p> <p>2.2 Save as otherwise specifically provided, the conditions prescribed for the Admissions to the Examinations under these Regulations shall apply to all the persons who seek to appear in the Examinations of Y.B.N. University, Ranchi;</p> <p>2.2.1 Only such Candidates who have regularly and satisfactorily undergone the course of study by attending not less than 75% (or as prescribed by the respective Council/Board) of his/her Classes held both in Theory and Practical separately in each Subject in every Semester/Academic Year, shall be eligible to appear in the University Examinations. Provided that if recommendations of the Head of Department or the Dean of the concerned Faculty forwarded to the Vice Chancellor for consideration, may be permitted by the Vice Chancellor;</p> <p>2.2.2 An Official Note or proper Information regarding the completion of the Courses/Syllabi, the concerned Dean/HOD/Principal/Director of the constituent Institution or School(s)/College(s)/Department of Y.B.N. University shall send to the Controller of Examinations (CoE) of Y.B.N. University, Ranchi, a Certificate of Courses completion are required ; Attendance and other requirements of the Applicants as prescribed by the Y.B.N. University, Ranchi from time to time; commencement of the date of Written Examinations shall be published at least Fifteen (15) Days before such examinations. The Examinations Calendar and the Academic Calendar of Y.B.N. University, Ranchi must be followed properly;</p> <p>2.2.3 A Candidate shall submit his/her Examinations Form for appearing in the Examinations through the concerned Dean/HOD/Principal of the constituent Institution or College(s) or School(s) or the department of the University;</p> <p>2.2.4 The concerned Dean/HOD/Principal/Director of the constituent Institution or School(s)/College(s) or department of the University shall forward such Forms and Fees to the Y.B.N. University, Ranchi on or</p>
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before the date notified by the University;

2.2.5 The Examinations Application Forms received after the prescribed date shall not be accepted, provided that if the Vice Chancellor may permit to receive the Examinations Application Form(s) with Late Fees or without Late Fees;

2.2.6 The Syllabi and the Course Scheme for the Examinations of Y.B.N. University, Ranchi shall be such as may be prescribed from time to time with the approval of the Academic Council of the University in consonance with the Norms/Guidelines/Curriculum as prescribed by the Regulating Bodies;

2.2.7 The Syllabi and the Text Books, if any, to be prescribed or recommended in connection with any Subject in which Y.B.N. University, Ranchi conducts the Examinations shall be determined from time to time by the Academic Council of the University on the recommendations of the Faculties and the Boards of Studies. All the changes in the Syllabi or in the Examinations Scheme shall be notified for the general information.

2.2.8 The Questions shall be set at any University Examinations without having any ambiguity like involving the Sensitive Issues viz. the Religious Faith or Belief on the part of the Examinee. A Candidate who is unable to present himself/herself for the Examinations or a part thereof shall not be entitled to any refund of his/her Fees. If a Candidate suppresses some vital Information or gives the False Information to appear at an Examination for which he/she is not eligible or entitled, the amount of Fee paid by him/her shall be forfeited. He/she may be debarred for One Term or more than one Term from appearing in the further Examinations and/or a Fine, as decided, will be imposed upon him/her. However, in case of subsequent indulgence of similar nature, the period of debarment may be extended upto Three Terms;

2.3 All the Examinations except the Viva-Voce/Oral/Practical/ Clinical shall be conducted by means of Printed Question Papers or the Photocopied Question Papers including such other modality in Emergency as writing of the Questions on the Class Board/Hand Written Paper or as may be prescribed by Y.B.N. University, Ranchi from time to time;

2.4 Notwithstanding anything contrary to these Regulations, no person shall be admitted to the Examination of Y.B.N. University, Ranchi if he/she has already passed the same Examination or the

	<p>corresponding Examination of any other University which has been recognized as equivalent to that Examination;</p> <p>2.5 Y.B.N. University, Ranchi shall prepare and publish a Schedule of the Examinations for each and every Course of study conducted by the University before the Examinations. Explanation: "Schedule of Examinations" means a Table giving the details about the Time, Day and Date of commencement of each Paper, which is a part of a Scheme of the Examinations. The Schedule for the Practical Examination shall be declared separately;</p> <p>2.6 All the arrangements for the conduct of the Examinations at the Y.B.N. University, Ranchi level shall be made by the Examinations Board of the University with due approval of the Vice Chancellor;</p> <p>2.7 The Examiners shall be appointed as per the list of the Examiners recommended by the concerned Department/ School/Institution with due approval of the Examinations Board or by the Vice Chancellor. In case of refusal from the person so appointed, the CoE shall appoint the substitute Examiners with the approval of the Vice Chancellor;</p> <p>2.8 Each Department/Institution/School/College shall submit a Panel of Teachers or a List of Teachers along with their Names & Addresses to the Examinations Board for the appointment as the Paper Setters/Examiners in each Paper of each Subject/Practical;</p> <p>2.9 The Controller of Examinations (CoE) shall maintain and submit a List of Teachers in the Y.B.N. University, Ranchi and also a List of Teachers of other Universities in the Jharkhand State or other State along with their Academic Qualifications, Experience in the Examinations in which they have acted as an Examiner, Moderator, Paper Setter in the past period and such other Information as may be relevant to the Committee constituted by the Examinations Board of Y.B.N. University, Ranchi;</p> <p>2.10 Internal & External Examiners: An "Internal Examiner" means a person who is a Teacher in Y.B.N. University, Ranchi and the Teachers in other Colleges/Universities in the Jharkhand State or outside the Jharkhand State shall be referred to as the "External Examiner". Y.B.N. University, Ranchi may also appoint the Internal Examiner from outside the University from other</p>
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	<p>Colleges/Institutions/Universities;</p> <p>2.11 Intimation of the Appointments to the Examiners shall be accompanied by a copy of the Instructions/Guidelines relating to the Examinations for which they are appointed, as also the Information regarding the Remuneration which they will be entitled to draw, if they act as the Examiners. The Examiners shall also be furnished with a List of all the Matters which they are expected to attend to and shall be required to send to the CoE of Y.B.N. University, Ranchi;</p> <p>2.12 Each Paper-Setter shall set and submit to the CoE the required number of copies of the Question Papers that he/she sets in a sealed Cover/Envelope, enclosed in another sealed Cover/Envelope within the prescribed period. He/she shall also furnish a Certificate to the effect that he/she has destroyed all the Notes and the Manuscripts in connection with the Question Paper(s) he/she has set. Copyright of any Question Paper(s) set by an Examiner shall vest in Y.B.N. University, Ranchi (Jharkhand);</p> <p>2.13 The Paper-Setters, who do not set and submit their Question Papers to the Controller of Examinations (CoE) or to any other authority of Y.B.N. University, Ranchi so designated by the Vice Chancellor within the prescribed time limit, shall cease to be the Examiners;</p> <p>2.14 The Examiners shall be appointed for the Examinations to be held in that Academic Year, however, they shall be eligible for the reappointment. The Examiners shall be required to maintain the confidentiality about their appointment for the Examinations and also about the Marks awarded by them to the Examinees;</p> <p>2.15 The Examiners shall have to furnish an undertaking that No Blood Relation is appearing in the said examination.</p> <p>2.16 A confidential Record of mistakes committed by the Examiners shall be preserved by the Controller of Examinations (CoE) or by any other authority of Y.B.N. University, Ranchi so designated by the Vice Chancellor/Chairperson for the future Guidance/necessary Action;</p> <p>2.17 The Question Papers, unless otherwise specified, shall be set in English;</p>
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	<p>2.18 The Dean of School, Principal of Director (of constituent Institution) where the Practical Examination is to be held shall make all the Arrangements for the conduct of the Practical Examination at that Centre;</p> <p>2.19 The Vice Chancellor shall ordinarily appoint the Dean of School/Principal or the Director (of the constituent Institution) who is designated Centre Superintendent for the University Examinations at the Centre of the Examinations. The Vice Chancellor shall also appoint a suitable person as a Centre Observer who along with the Centre Superintendent shall have the joint responsibility for the smooth conduct of the Examinations at Y.B.N. University, Ranchi (Jharkhand);</p> <p>2.20 In the exceptional cases, the Vice Chancellor may appoint a person as the Centre Superintendent for the University Examinations at a Centre even though he/she may be a Teacher in that Faculty/Off-Campus/Distance Education Centre;</p> <p>2.21 The Controller of Examinations (CoE) or any other authority of Y.B.N. University, Ranchi so designated by the Vice Chancellor shall have the overall responsibility for the proper arrangements connected with the conduct of all the Examinations of the University;</p> <p>2.22 The Centre Superintendent shall be responsible for the smooth conduct of the Examinations at that Centre. All the expenses incurred in connection with the conduct of the Examinations at a Centre shall be borne by Y.B.N. University, Ranchi as per the Rules or notified Guidelines. The Centre Superintendent shall submit a detailed Audited Account of the expenses incurred by him/her as soon as the Examinations are over at that Centre and in no case beyond one month of the date of the last Paper at that Centre. The Audited Accounts shall be submitted in the prescribed Form supplied to the Centre Superintendent for the amount given by the Accounts Section of Y.B.N. University, Ranchi in the shape of the Cheque/Cash towards the previous Advance. The Accounts Section shall also supply the copy of the Rules and the payable Rates of Remuneration for the conduct of the Examinations to the Centre In-Charge;</p> <p>2.23 No person other than the Examinees, the Invigilators and such other persons as may be authorized by the Centre Superintendent or the Y.B.N. University, Ranchi shall be allowed to enter into the premises of the Examinations Centre. The Centre Superintendent shall take all the necessary Steps to ensure these</p>
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things. A Notice to this effect shall be displayed prominently;

2.24 The Examinees in all the Examinations shall strictly abide by the Instructions that may be issued to them by the competent authority from time to time;

2.25 The Controller of Examinations (CoE) shall supply the sufficient number of copies of the Question Papers (in sealed Packets) and the Answer Booklets required at each Examination Centre to the Centre Superintendent in a reasonable time. The used Answer Booklets shall be submitted in a sealed Packet containing the dispatch Memo and the Question Papers after the completion of the Examination (on the same day) to the Controller of Examinations (CoE). The Centre Superintendent shall send the Attendance Sheets and the unused Question Papers of each Subject and the remaining unused Answer Booklets to the Controller of Examinations (CoE) of Y.B.N. University, Ranchi on the last date of the Examinations.

2.26 The Results of each Examination shall be prepared by a person, hereinafter referred to as Tabulator/Computer Programmer;

2.27 The Results of the Examinees shall be tabulated in a prescribed Form by a Tabulator/Computer Programmer. Tabulator/Computer Programmer may be appointed by the Vice Chancellor. Tabulator/Computer Programmers may be either a Teacher of the constituent Faculty or a Staff Member of any Office of Y.B.N. University, Ranchi or both or any Agency approved by the Vice Chancellor for the same;

2.28 The Results tabulated by the Tabulators/Computer Programmers shall be scrutinized by a person hereinafter called the "Scrutinizer".

(3) PRE-EXAMINATIONS WORK/ACTIVITIES

3.1 Registration of Candidate to appear for the University Examinations

3.2 Application for Registration

3.3 Y.B.N. University, Ranchi will notify the Departments of the Time-Table for issuing the

	<p>Examination Forms by the University and the deadlines for the submission of the Examination Forms to the University.</p> <p>3.3.1 Each Faculty's/Department's Examination Forms must be provided in the adequate quantities in each of the Teaching/Study Departments. Instructions to the Pupils/Students for filling out the Examination Forms must be pasted/fixed on the Departments' Examination Notice Boards or provided as a printout. The Examination Fee Data for the Theory, Practical, Viva-Voce, Project Work, and other Subjects must be presented in a systematic manner;</p> <p>3.3.2 The Departments' office should collect the completed and confirmed examination forms as well as the Examination Fee Receipt exam-by-exam/program/branch-by-program/branch-by-branch/ semester-by-semester/year-by-year;</p> <p>3.3.3 Forms received beyond the due date will be accepted only if the corresponding late penalty/fine has been paid in addition to the fees.</p> <p>3.4 Scrutiny of Examination Applications Forms</p> <p>3.4.1 The validity/correctness of details on all the Examination Application Forms received from the Candidates will be thoroughly scrutinized by the respective Centre/Department;</p> <p>3.4.2 It should be confirmed that the Candidates have paid/submitted the required Amount/Fee as well as any Fines or Late Fees, if applicable, together with the Examination Application Form, and that the receipts in the University Accounts Dept. match;</p> <p>3.4.3 At the Examination Computer Centre, all the acceptable Examination Application Forms are processed further for the Data Entry into the appropriate database systems. Cross-checking and validating such Data Entry is also required.</p> <p>3.5 Preparation of the Candidates List</p> <p>3.5.1 After the thorough examination and accounting for any attendance or other inadequacies, a list of</p>
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	<p>all the eligible Candidates for each Examination shall be established. The list must include the Candidate's Name, Registration Number, and the Course/Subject Code Numbers for which he or she has registered to appear in the Examination;</p> <p>3.5.2 Along with the printed Hall Tickets, a program-by-program list of the Candidates will be delivered to the appropriate Departments of Teaching/Study;</p> <p>3.5.3 A program-by-program list will be made accessible at the Control Rooms of the Theory Examination Centers for the verification by the Centre Superintendent in certain exigencies/circumstances.</p> <p>3.6 Release of the Admission/Hall Ticket</p> <p>3.6.1 All eligible applicants admitted to the University examination are given a Hall Ticket. Any candidate who is found to be disqualified for any reason, such as a lack of attendance, will not be given a Hall Ticket;</p> <p>3.6.2 The candidate's name, registration number, photograph, programme of study, semester/year, department, and the code numbers of the subject(s) in which he or she is registered for the present test must all be included on the hall ticket;</p> <p>3.6.3 At least three days before to the start of the examinations, the COE's office must send the Hall Tickets to the appropriate Departments. After proper verification, the Department office will distribute it to the concerned student, who will sign it. If there is a difference or error on the Hall Ticket, it should be reported to the concerned examination section with the Head of the Department's approval.</p> <p>3.7 Scheduling and the Time Table of the Examinations</p> <p>3.7.1 When scheduling the examinations, special attention should be made to ensure that neither the Regular Candidate's nor the arrear candidate's subjects/ examination papers coincide;</p> <p>3.7.2 The Examinations Time-Table will be cross-validated for any overlap and any necessary changes</p>
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	<p>will be made;</p> <p>3.7.3 The scheduling of all the Practical Examinations shall be communicated to the Controller of Examinations (CoE) by the Heads of the involved Departments sufficiently in advance of the scheduled start date of the Examinations;</p> <p>3.7.4 Examinations Time-Tables must be sent to the departments sufficiently in advance for the recording and pasting/fixing on the Notice Boards at least seven days prior to the start of the Examinations;</p> <p>3.7.5 Prior to the start of the Examinations, the Time-Tables will be provided on the University's website.</p>
	<p>3.8 Initial Preparations for the Theory Examination Period</p> <p>3.8.1 The number of Candidates, Day-by-Day and Session-by-Session, will be determined using the Examination Schedules and the list of the Candidates who have registered and been admitted to the University Test;</p> <p>3.8.2 The number of Examination Halls required should be determined based on the number of Candidates and the seating capacity of the available Halls and the appropriate procedures taken to create the Examinations arrangements;</p> <p>3.8.3 An Order for the Invigilators to be appointed is issued and conveyed to the Invigilators;</p> <p>3.8.4 At the Examination Centre, a Control Room and Services Room that are both accessible and secure (safe) are designated for the duration of the Examination;</p> <p>3.8.5 Based on the Program of Study and Semester/Year of Study, Attendance Sheets/Registers of the Candidates seated in each Examination Hall are prepared;</p> <p>3.8.6 For the Answer Booklets and the Additional Books preparation at the Examination Centre, there is</p>

a Stock Register that must be updated after each Examination session;

3.8.7 A certain number of Answer-Booklets must be provided for each Examination venue. Affixing the University seal is required;

3.8.8 Seating Charts for each Examination Room should be developed and presented in the appropriate rooms;

3.8.9 It should be double-checked that enough Question Papers for each Paper have been received in the sealed envelopes. The sealed envelopes are kept in a sealed Almirah/Safe/Locker and are arranged Date-wise, Hall-wise, and the Paper-wise. A copy of the Time-Table is kept in the Almirah/Safe along with the Question Paper envelopes. This should be readily available for reference on a daily basis. Every day before taking out the envelopes before the planned time of the test, it should be viewed;

3.8.10 Recruiting the Support Staff for the Examination Center in the Office of the CoE, the CoE shall appoint a team of the Individuals from the diverse cadres of staff to help with day-to-day operations in the conduct of the Examinations at the Centre.

3.9 Arrangement of the Question Papers

3.9.1 All the necessary arrangements must be made to obtain the relevant sets of the Question Papers for each Examination Paper adequately prior to the start of the Examination Period;

3.9.2 The Question Paper(s) must follow the Specifications/ Pattern established by the Academic Regulations of each University programme of study. The Question Papers of each Subject will be offered in various sets to accommodate any scenario.

3.9.3 The appointment of the External Question Paper-Setters will be communicated along with the relevant Instructions, Syllabus, Model Question Papers, Question Paper Pattern, Forms of Acceptance, Inner and Outer Cloth Covers, Remuneration Forms, and other associated stationery, among other things.

3.9.4 If a Question Paper Setter declines the offer, then the alternate arrangements must be made as soon

as possible to have the Question Paper set by another suitable Question Paper Setter.

3.10 Appointment of the Question Paper Setters/Scrutinizers

3.10.1 No one has the right to claim a position as a Question Paper-Setter/Scrutinizer or any other examination work. From the Board of Examinations (BoE), the CoE will finalize the Question Paper Setters/Scrutinizers;

3.10.2 No one may be appointed as a Question Paper-Setter for an Examination if any of his or her Close Relatives are appearing in such Examination;

3.10.3 The Question Paper-Setters/Scrutinizers must indicate whether they intend to accept or decline the Offer;

3.10.4 The Internal Question Paper-Setters/Scrutinizers will not generally refuse the Examination labour unless there are exceptional circumstances, as the Examination Duty is considered as a vital service by the University;

3.10.5 The External Question Paper-Setters/Scrutinizers must notify the University of their acceptance or rejection as soon as they get the communication from the University or within the time frame specified;

3.10.6 The Acceptance of the Offer may also be communicated to the Controller of Examinations (CoE) via email. If no communication is received within the specified time frame, it will be assumed that the Question Paper-Setter/Scrutinizer has rejected the assignment;

3.10.7 If the Question Paper-Setter has been offered the incorrect Subject by chance/by mistake, he/she must indicate this and decline the Offer. He/she will not accept an Offer that is unrelated to his/her field of study, competence, or understanding;

3.10.8 The Question Paper-Setters/Scrutinizers/Examiners must adhere to all the current Policies of the University regarding the setting of the Question Papers, the system of evaluation, and so on.

	<p>3.11 Functions and Responsibilities of the Question Paper- Setters</p> <p>3.11.1 The Question Paper-Setter is responsible for ensuring that the Question Papers are solely set on the prescribed Texts and the Courses of study, and that no Questions are set on the Topics not covered in the approved Curriculum;</p> <p>3.11.2 The Question Paper-Setter must take all reasonable precautions to protect the secrecy of his or her Appointment and the Question Paper(s) he or she has set;</p> <p>3.11.3 The Question Paper-Setter shall prepare the requested number of sets of the Question Papers in accordance with the prescribed pattern, with the Questions covering a broad range of Topics in the Courses for which they are prepared, and return them all to the Controller of Examinations (CoE) in the sealed packets;</p> <p>3.11.4 The Question Paper-Setter must ensure that the Question Papers have the correct Topic Name, Title, and Code, as well as any applicable Regulations (s). He or she must also state the duration of the Question Paper, the Maximum Marks allowed to each Question on the Paper, as well as the total Question Paper's Maximum Marks. It must be explicitly stated if the Question Paper is common to one or more Schemes/Courses;</p> <p>3.11.5 At the top of the Question Paper, the Question Paper-Setter must include the relevant Instructions for the guidance of the Candidates. Any Mathematical, Physical Tables, Charts, Data, and Handbooks, that are allowed to be utilized, should be properly marked;</p> <p>3.11.6 The Question Paper should be evenly scattered across the entire Course of study, rather than focusing on only one or a few Units/Portions;</p> <p>3.11.7 In the INSTRUCTIONS, the Question Paper-Setter must indicate the acceptable use of the Mathematical, Physical Tables, Charts, Data, Handbooks, Gazettes, and other materials by the Examinee. He/she must sign on each page of the Question Paper without fail;</p> <p>3.11.8 If there are any portions that must be answered in the separate Answer Booklets, the Question</p>
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	<p>Paper-Setter must provide the detailed Instructions. The number of Questions in each Part of the Question Paper, that must be answered, must also be clearly stated. All the Questions and the Sub-Divisions must be clearly marked according to the specified pattern;</p> <p>3.11.9 The Question Paper-Setter must handwrite or type the Questions legibly, avoiding the additions, modifications, and erasures. Abbreviations should be avoided at all costs. The delineation of the Mathematical Signs of the Index Figures must be done with the extreme caution. Before incorporating the numerical difficulties in the Question Papers, he or she should work out the Questions;</p> <p>3.11.10 The Question Paper-Setters must write/type the Questions in the blank Booklets provided by the University for this purpose or on A4 Size Paper. The Questions should be typed or written in a clear and legible manner. Between the two Questions, there should be enough space;</p> <p>3.11.11 The Question Paper-Setters must keep the task assigned to them strictly confidential. Carbon copies of handwritten Question Paper are not permitted to be kept by the Question Paper-Setter. Once the Question Paper set has been given to the Controller of Examinations (CoE), any Drafts or Copies of the Question Paper set should be destroyed;</p> <p>3.11.12 The Question Paper-Setters may not transfer the responsibility of arranging the Question Paper to anybody else, either partially or wholly;</p> <p>3.11.13 When the Scheme of Valuation is requested, the Question Paper-Setters must submit it in the same envelope as the Question Papers;</p> <p>3.11.14 The Question Papers and, if applicable, the Valuation Scheme shall be enclosed in a labeled inner cover, sealed, and included in an outer cover with the accompanying Information/Forms and claim Bills;</p> <p>3.11.15 The Check List must be marked to confirm that the cover has all the needed Documents and the Components;</p> <p>3.11.16 The Question Paper-Setter must properly paste the inner cover given by the University,</p>
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place his or her signature on the cover's joints, and secure the signatures with cellophane tape. The Question Paper-Setter is responsible for filling in all of the relevant details on the inner cover. This inner cover must then be sealed in a fabric lined outer envelope marked "CONFIDENTIAL" and forwarded to the Controller of Examinations (CoE) through Speed Post/Registered Post, or given to the CoE in person;

3.11.17 In addition, the Question Paper-Setter must submit the remuneration and the postage expenditures claim bills to the Controller of Examinations (CoE) in the outer cover/or separately with full details;

3.11.18 Along with the Question Papers, the Question Paper-Setter must send a Declaration and a Check List;

3.12 Handling the Question Papers Received from the Question Paper-Setters

3.12.1 The Question Paper(s) received from the appropriate Question Paper-Setters are received, processed, and securely kept, ensuring the examination system's full anonymity. If the Question Papers are not received within the specified period, an account must be kept in order to issue the Reminders to the Question Paper-Setters;

3.12.2 All the Question Papers received from the Question Paper-Setters may be subjected to scrutiny/moderation to ensure that they are in compliance with the current pattern and the Academic Regulations. Any errata or inconsistencies are treated to the necessary remedies;

3.12.3 The Question Papers must be printed in a classified zone with the restricted access. The printing process must not leave any trace that could lead to the entire or partial leaking of the Question Paper;

3.12.4 All the Printed Question Papers must be put in a cover and properly sealed for storage in the possession of the Controller of Examinations (CoE);

3.12.5 The sealed envelopes containing the Question Papers shall be organized as examination-by-examination and Paper-Code Number-by-Paper-Code. Every time the almirah containing these Question

	<p>Papers is opened, it should be sealed;</p> <p>3.12.6 In the strict conformity with the Examination Program, the relevant sealed envelopes holding the Question Papers shall be brought out of the confidential almirah. Before the envelopes are taken to the Control Room, they should be tallied and an entry must be made in the Stock Register.</p> <p>POST-EXAMINATIONS WORK/ACTIVITIES</p> <p>4.1 All documents related to the examinations (answer-sheets/Booklets, Question-papers, TR, Date-sheets, external & internal examiners invitation letters etc.) of all courses running under the Y.B.N. University, Ranchi will be disposed / destroyed under the strict supervision of a high-level committee of the University after one year of the examination completion period. The constitution/formation of the high-level committee for this task will be done under the Chairmanship of the Honorable Vice-Chancellor, who will collectively oversee the execution of this work.</p>
7.5 Withdrawal of Degrees	The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw any degree or academic distinction conferred on, or any certificate or diploma granted to, any person by the University for good and sufficient cause: Provided that; no such resolution shall be passed until a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice why such resolution should not be passed and until his objections, if any and any evidence he may produce in support of them, have been considered by the Academic Council.
7.6 Convocation	<p>Convocations of the University for conferring of degree or for other purposes shall be held in such manner as may be prescribed by the regulations.</p> <p>(a) The Convocation of the University shall be held in every academic year in the manner as may be specified by the Statute for conferring degrees, diplomas or for any other purpose;</p> <p>(b) The academic council will frame regulation relating to the format of the degrees, documents, certificates & citation, the text, issuance of these documents in absentia, duplicate degree and procedure for holding convocation;</p> <p>(c) A special convocation may also be held with the approval of the Chancellor to award honorary degree, academic distinction to a distinguish person.</p>
Chapter 8: Faculty and Staff	

<p>8.1 Appointment and Conditions of Service</p>	<p>All officers, teachers and employees of the University shall be appointed as per regulations of the University, issued from time to time, and the appointments shall as far as possible be made on a regular basis against substantive posts. However, the Governing Body may, on an urgent basis, authorize the Vice Chancellor to make appointments of the officers, teachers and other employees on short term contract basis, when deemed necessary and urgent.</p> <p>(1) All the Teachers/Academic Staffs and officials of the University shall be governed by the terms & conditions of service as prescribed by the University.</p> <p>(2) The Board of Management will formulate policies, terms & conditions of appointment of Teachers in accordance with University Grant Commission/State Government Regulations from time to time with the approval of the Chancellor.</p> <p>(3) All appointments will be made as per terms & conditions, approved for the respective positions & promotions of the employees under various schemes will be made from time to time in accordance with the eligibility conditions under relevant schemes of the University Grant Commission/State Government.</p> <p>(4) A standing committee may be constituted by the Governing Body comprising members of Governing Body, Vice Chancellor and Registrar as considered appropriate to regulate and review these policies and terms & conditions from time to time.</p>
<p>8.2 Professional Development and Training</p>	<p>Recognizing the ever-evolving nature of knowledge and skills in the modern world, YBN University is committed to fostering a culture of lifelong learning and career advancement for its faculty, staff, and students. This chapter outlines the University's commitment to professional development and training, establishing principles, frameworks, and initiatives to empower individuals and contribute to the skilled workforce of Ranchi and beyond.</p> <p>Article 1: Objectives</p> <p>Enhance the professional skills and knowledge of faculty, staff, and students to meet current and future industry demands.</p> <p>Bridge the gap between academic learning and practical application in professional settings.</p>

	<p>Promote continuous learning and upskilling for career advancement and personal growth.</p> <p>Contribute to the development of a skilled workforce in Ranchi and surrounding areas.</p> <p>Position YBN University as a leader in professional development and training within the higher education landscape.</p> <p>Article 2: Guiding Principles</p> <p>Relevance: Program design and content will be aligned with current and anticipated industry needs, drawing upon the University's academic strengths.</p> <p>Accessibility: Diverse learning formats (onsite, online, blended) and financial aid options will ensure inclusivity and cater to varying needs.</p> <p>Quality: Stringent standards will be maintained for program design, instruction, and evaluation, ensuring high-quality learning experiences.</p> <p>Collaboration: Partnerships with industry experts, professional organizations, and other universities will enrich the learning experience and provide valuable insights.</p> <p>Continuous Improvement: Regular evaluation and refinement of programs based on feedback and emerging trends will ensure ongoing relevance and effectiveness.</p> <p>Article 3: Key Initiatives</p> <p>3.1 Faculty Development:</p> <p>Workshops and conferences on current research trends, pedagogical practices, and industry-relevant skills.</p> <p>Research fellowships and sabbatical programs to support faculty research and engagement with industry</p>
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partners.

Mentorship programs for young faculty by experienced colleagues and industry experts.

Support for the development of new courses and programs aligned with industry needs.

3.2 Staff Development:

Training programs on administrative skills, technology, customer service, and effective communication.

Leadership development programs to empower staff and prepare them for future roles.

Career development initiatives to support upward mobility within the University.

3.3 Student Development:

Integration of career development services into the academic curriculum.

Internship and mentorship programs with industry partners across various sectors.

Workshops and seminars on skill development, resume writing, interview skills, and entrepreneurship.

Pre-placement training programs to prepare students for successful job placements.

3.4 Executive Education:

Short-term professional development programs for working professionals in Ranchi and surrounding areas.

Customized training programs for corporate clients based on specific needs.

Partnerships with local businesses and organizations to identify training needs and develop relevant

	<p>programs.</p> <p>Article 4: Funding and Resources</p> <p>Allocation of a dedicated budget for professional development initiatives.</p> <p>Exploration of external funding opportunities through grants, partnerships, and industry sponsorships.</p> <p>Development of a scholarship program to support access to training programs for students and staff with financial constraints.</p> <p>Article 5: Assessment and Evaluation</p> <p>Regular monitoring and evaluation of programs through participant feedback, surveys, and performance metrics.</p> <p>Periodic reviews to assess program effectiveness, identify areas for improvement, and ensure alignment with institutional goals and industry trends.</p> <p>Article 6: Implementation and Governance</p> <p>Establishment of a dedicated professional development committee comprising faculty, staff, and industry representatives to oversee program development, implementation, and evaluation.</p> <p>Development of clear guidelines and procedures for program approval, funding allocation, and participant selection.</p> <p>Promotion of awareness and participation in professional development opportunities among faculty, staff, and students through dedicated communication channels and resource centers.</p> <p>Article 7: Review and Amendment</p>
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		This chapter will be reviewed and revised periodically to reflect changes in University priorities, industry trends, and best practices in professional development.
8.3 Resignation / Discontinuation of Service	/ of	<p>(1) Any members other than an ex-officio member of the Governing Body, the Board of Management, the Academic Council, or any other authority of the University or committee may resign by letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received by the Registrar.</p> <p>(2) Any officer of the University (whether salaried or otherwise) may resign his office by letter addressed to the Registrar. Provided that such resignation shall take effect only on the date from, which the same is accepted by the authority competent to fill the vacancy.</p>
8.4 Disciplinary Procedures		Where there is an allegation of miss conduct against any employee, the Vice Chancellor as the case may be, shall constitute a Fact Finding Committee and, if necessary based on the finding of the committee, may appoint a Regular Enquiry Committee. Based on the Fact Finding Committee/Enquiry Committee report, the Vice Chancellor may decide the course of action depending on the severity/gravity of the miss conduct. The action taken will be reported to the Board of Management. For termination of services/dismissal, prior approval of the Board of Management or the committee constituted by it will be necessary. An appeal against any action taken by the Vice Chancellor can be made to the Chancellor within thirty days from the date of receiving the communication of the action taken.
8.5 Special mode of appointment		<p>Notwithstanding anything contained in Statute (8.5), the Governing Body may invite a person of high academic distinction and professional attainment to accept a post of Professor or Associate Professor or Senior Fellow in the University, as the case may be, on such terms and conditions as it deems fit, and on the person agreeing to do so, appoint him to the post.</p> <p>(1) The Vice Chancellor may invite a person of High Academic Distinction and Professional attainment to accept the post of professor or associate professor or any other academic post in the University as per the University Grant Commission, on such terms & conditions as the Vice Chancellor deems fit and on the agreeing to do so, appoint him/her to the post for one year.</p> <p>(2) The Vice Chancellor may on the recommendation of concern Director/Head of the department and the concern Dean appoint a visiting faculty for a period of one year.</p> <p>(3) The Vice Chancellor may appoint a teacher or any other academic staff working in any other university or organization to undertake a joint project.</p>

		(4) The appointment shall be subject to the approval of the Chancellor.
8.6	Conditions of Services Officers/Staffs	<p>(1) Every teacher and salaried officer and such other employees as are mentioned in the Statute shall be appointed under a written contract, which shall be lodged with the University and a copy thereof shall be furnished to the officer or teacher or employee concerned.</p> <p>(2) Any dispute arising out of a contract between the University and those mentioned in clause (1) shall, at the request of the teacher or officer or employee concerned, or at the instance of the University, be referred to a Tribunal of Arbitration consisting of one member appointed by the Governing Body, one member nominated by the officer or teacher concerned and an umpire appointed by the Chancellor, and the decision of the Governing Body shall be final.</p>
8.7	Removal of Teachers	<p>(1) Where there is an allegation of misconduct against a teacher, the Vice Chancellor may, if he thinks fit, by order in writing, place the teacher under suspension and shall forthwith report to the Governing Body the circumstances in which the order was made: Provided that the Governing Body may, if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher revoke that order.</p> <p>(2) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Governing Body shall be entitled to remove a teacher on the ground of misconduct.</p> <p>(3) Save as aforesaid, the Governing Body shall not be entitled to remove a teacher except for good cause and after giving three months' notice in writing or payment of three months' salary in lieu of notice.</p> <p>(4) No teacher shall be removed under Clause (2) or under Clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.</p> <p>(5) The removal of a teacher shall take effect from the date on which the order of removal is made: Provided that where a teacher is under suspension at the time of his removal, the removal shall take effect on the date on which he was placed under suspension.</p> <p>(6) Notwithstanding anything contained in this Statute, the teacher shall be entitled to resign by giving one month notice in writing to the Governing Body.</p>
8.8	Removal of Employees other than Teachers	(1) Notwithstanding anything contained in the terms of his contract of service or of his appointment, an employee of the University, other than a teacher, may be removed by the authority which is competent to appoint the employee – (a) if he is of unsound mind or is a deaf-mute or suffers from contagious leprosy;

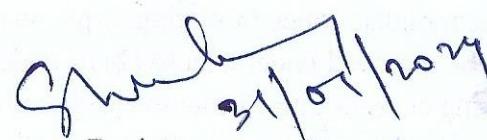
(b) if he is an undischarged insolvent;
(c) if he has been convicted by a court of law of any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months;
(d) if he is otherwise guilty of misconduct.

(2) No such employee shall be removed under clause (1) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(3) Where the removal of such employee is for a reason other than that specified in sub-clause (c) or sub-clause (d) of clause (1), he shall be given one month notice in writing or paid three month salary in lieu of notice.

(4) Notwithstanding anything contained in these Statute, an employee of the University, not being a teacher shall be entitled to resign – (i) in the case of a permanent employee, only after giving one month notice in writing to the appointing authority or paying to the University one month salary in lieu thereof; (ii) in any other case, only after giving one month's notice in writing to the appointing authority or paying to the University one month's salary in lieu thereof.

By Order of the Governing Body of The Y.B.N. University Ranchi, Jharkhand



31/01/2024

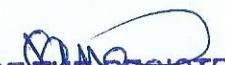
Registrar

The Y.B.N. University Ranchi, Jharkhand

Registrar

YBN University

Ranchi



OFFICE OF THE REGISTRAR
YBN UNIVERSITY, RANCHI (JHARKHAND)