

10 YEARS
OF UNIVERSITY
RECOGNITION
20 YEARS OF
ACADEMIC
EXCELLENCE



REVA
UNIVERSITY

Bengaluru, India



REVA UNIVERSITY

FIRST STATUTES

Rukmini Educational
Charitable Trust

www.reva.edu.in



REVA
UNIVERSITY

Bengaluru, India

STATUTES

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REGISTRAR
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**REVA UNIVERSITY STATUTES RELATING TO
CONSTITUTION OF THE BOARD OF
GOVERNORS AND RULES OF BUSINESS OF
ITS MEETINGS**

REVA UNIVERSITY STATUTES RELATING TO CONSTITUTION OF THE BOARD OF GOVERNORS AND RULES OF BUSINESS OF ITS MEETINGS

(framed as per the provisions under subsection (3) of section 23 of REVA University Act, 2012)

1. Title and Commencement:

These statutes shall be called “**REVA UNIVERSITY STATUTES RELATING TO CONSTITUTION OF THE BOARD OF GOVERNORS AND RULES OF BUSINESS OF ITS MEETINGS**”.

These statutes shall come into force from the date of assent of the Chancellor.

2. Constitution of the Board of Governors:

The Board of Governors shall consist of the following, namely:

- (i) The Chancellor – Chairperson;
- (ii) The Vice-Chancellor-Member;
- (iii) The Principal Secretary /Secretary to the State Government, Department of Higher Education, or his nominee not below the rank of Deputy Secretary;
- (iv) The Principal Secretary /Secretary to the State Government, Medical Education, or his nominee not below the rank of Deputy Secretary;
- (v) One expert from the field of Management, Finance or any other specialized area including administration to be nominated by the State Government;
- (vi) Two persons nominated by the Sponsoring Body of whom one shall be woman;
- (vii) Pro-Vice-Chancellor who shall be a non-voting member; and
- (viii) One eminent educationist nominee of the University Grant Commission.

3. The Registrar shall be non-voting member secretary of the Board of Governors.

4. Tenure of Members:

The tenure of office of the members of the Board of Governors other than those nominated by the Government shall be for a period of three years extendable by another term of 3 years if the sponsoring body so desires. However, there shall not be further more extension.

5. All meetings of the Board of Governors shall always be chaired by the Chancellor and in his absence by anyone member nominated by the Chancellor shall chair the meeting. If the Chancellor has not nominated any person to Chair such a meeting, members

present in the meeting shall elect the Chairperson for that meeting only from among themselves by a simple majority.

6. Quorum :

Quorum for all the meetings of the Board of Governors, shall be three members attending and voting at such meeting, provided that the presence of either the Chancellor or one nominee of the Sponsoring Body and in the absence of the Chancellor or one nominee of Sponsoring Body, the Vice Chancellor , shall always be necessary to form the quorum for any meeting of the Board.

7. Powers of the Board of Governors:

The Board of Governors shall be the Principal Governing Body of the University and shall have the following powers, namely:-

- i. to appoint the Statutory Auditors of the University;
- ii. to lay down policies to be pursued by the University;
- iii. to review decisions of the other Authorities of the University that are not in conformity with the provisions of this Act, or the Statutes or the Rules;
- iv. to approve the Budget and Annual Report of the University ;
- v. to make new or additional Statutes or amend or repeal the existing Statutes and Rules ;
- vi. to take decision about voluntary winding up of the University ;
- vii. to approve proposals for submission to the Government;
- viii. to nominate three members to Fee Regulation Committee; and
- ix. to take such decisions and steps as are found desirable for effectively carrying out the objects of the University.

8. Meeting of the Board of Governors:

The Board of Governors shall meet at least 3 times a year on dates, time and place fixed by the Chancellor, the first and second in July and November respectively and the third, to be called the Annual meeting, in March.

In addition to the above three meetings, Chancellor may convene the meeting of the Board of Governors, whenever he thinks fit.

a) Preliminary Agenda of the Meetings :

The Registrar under the direction of the Chancellor shall send to the members a notice of the meeting **fifteen days** in advance specifying the place, the day and the hour of the meeting. The preliminary agenda of the meeting be issued at least

seven clear days before the meeting; provided that the Chancellor may bring any business which in his opinion is urgent, with shorter notice or without placing the same on the agenda paper.

Non receipt of notice, agenda and other papers connected with any meeting of the Body of Governors by any member shall not invalidate the proceeding of the meeting.

b) Notice of Propositions by Members:

Notice by members on subjects to be included in the agenda shall be sent so as to reach the Registrar not later than ten clear days before the meeting.

Subjects sent by members will be included in the agenda. It shall, however, be open to the Chancellor to disallow any subject being included if he considers that it does not properly fall within the purview of the Board of Governors or that it contravenes the provisions of the Act, the Statutes, or the Regulations or that it is not expedient to discuss such subject either in public interest or in the interest of the sponsoring body or of the University.

c) Propositions without Notice :

Any proposition which has not been given may be moved by any member, if permission is granted by the Chairman, after ascertaining the majority opinion of the Board of Governors.

d) Notice of Amendments:

Amendments, if any, relating to subjects mentioned in the agenda shall be sent to the Registrar within three days after the receipt of the agenda. The Registrar should obtain prior approval of the Chancellor before including such amendments, in the supplementary agenda.

e) Supplementary Agenda:

A supplementary list of such amendments and other urgent subjects arising after the issue of the first Agenda shall be supplied to each member before the meeting.

f) Voting:

Every question shall be decided by a majority of the votes of the members present at the meeting. In case the votes are equal, the Chairman shall have a casting vote in addition to his vote as a member.

g) Rules of Debates:

No member shall have a right to speak more than once in the course of the discussion of the motion or of an amendment except the proposer of the motion who shall have a right to reply at the close of the discussion on the motion. If at

the close of the discussion and before the mover begins to reply, a member wishes to make any observations in the light of the discussion that has taken place, he shall do so without taking more than five minutes.

No speech shall exceed ten minutes in duration except with the permission of the Chairman who may at his discretion allow more time. The Chairman shall have the right to regulate the speeches.

h) Motion for Adjournment or Closure:

A motion for adjournment of the discussion or closure may be made at any time as a distinct question, but not in the form of an amendment, nor while a member is speaking.

If a motion for adjournment of the discussion is carried, such a discussion shall stand postponed to the next meeting. If a motion for closure is carried, the substantive proposal or amendment thereto, as the case may be, shall be put to vote immediately after the mover's reply.

A member may withdraw his motion of amendment with the consent of the majority of the members present at the meeting.

i) Intervention During Speech:

Any member may, by way of personal explanation with the permission of the Chairman try to remove any misconception of fact, but in doing so, he shall strictly confine himself to a statement of the fact and his speech shall not exceed five minutes in duration.

j) Point of Order:

Any member may, at any time in course of discussion rise and call the attention of the Chairman to a point of order.

If a point of order is raised by one member in the course of a speech by another, the speaker shall forthwith resume his seat until the Chairman has decided upon it. The Chairman shall be the sole judge of any point of order raised in the meeting.

k) Record of Proceedings:

The decision reached on any subject at a meeting shall be recorded immediately and read over to the Board of Governors for approval.

l) Notes of Dissent by Members:

Any member who dissents from a decision of the Board of Governors and expresses a desire to give a note of dissent may do so before the close of the meeting. Such a note shall always be brief and be confined to the main point of issue. Personal references of any kind or attributing motives shall invariably be

avoided. The dissenting note given by a member shall be circulated along with the proceedings of the meeting.

m) Proceeding of Meetings:

- i. The proceedings of each meeting of the Board of Governors shall be drawn up and circulated to members within twelve days after the meeting. The salient points indicating the trends of the discussion that have taken place on the motions put to vote shall be noted briefly in the proceedings of the meeting when necessary. If any member desires to suggest any correction as to what actually was decided at the meeting, a note shall be sent by him to the Registrar, within five days of the receipt of the proceedings. Such resolutions as have thus been objected to shall be placed before the next meeting for confirmation, and other matters shall be taken to be passed finally, provided that action may be taken in anticipation of confirmation in urgent cases.
- ii. After confirmation, copies of the proceedings shall be sent to the visitor and the Government.

n) Resolutions by Circulation:

A note of questions decided by circulation shall be recorded in the minutes book of the Board of Governors.

o) Reconsideration of Subject Once Disposed Off:

Subject once disposed off may be brought up again with reasons which appear adequate to the Chancellor.



REGISTRAR

Registrar
REVA University
Bengaluru - 560 064

**REVA UNIVERSITY STATUTES RELATING TO
CONSTITUTION OF THE BOARD OF
MANAGEMENT AND RULES OF BUSINESS OF
ITS MEETINGS**

REVA UNIVERSITY STATUTES RELATING TO CONSTITUTION OF THE BOARD OF MANAGEMENT AND RULES OF BUSINESS OF ITS MEETINGS.

(framed as per the provisions under subsection (3) of Section 24 and Section 32 of REVA University Act, 2012)

1. Title and Commencement:

These statutes shall be called “**REVA UNIVERSITY STATUTES RELATING TO CONSTITUTION OF THE BOARD OF MANAGEMENT, ITS POWERS AND FUNCTIONS AND RULES OF BUSINESS OF ITS MEETINGS**”.

These statutes shall come into force from the date of assent of the Chancellor.

2. Constitution of the Board of Management:

The Board of Management shall consist of the following, namely:

- (i) The Vice-Chancellor;
- (ii) The Pro-Vice Chancellor(s), if any;
- (iii) The Registrar;
- (iv) Two nominees of the Sponsoring Body;
- (v) Two Deans of Faculties as nominated by the Vice Chancellor;

3. The Vice-Chancellor shall be the Chairperson of the Board of Management and the Registrar shall be the Secretary of the Board of Management.
4. All meetings of the Board of Management shall always be chaired by the Vice-Chancellor and in the absence of the Vice-Chancellor, the member nominated by the Sponsoring Body shall chair the meeting and where the Sponsoring Body has not nominated any nominee, then any other member as elected by the members present in the meeting may chair the meeting.
5. In the event of conflict of opinion at a meeting of the Board of Management, the issue shall be referred to the Chancellor and the decision of the Chancellor in respect of such issue shall be final and binding on the University.

6. Tenure of Members:

The tenure of office of the members of the Board of Management nominated by the Sponsoring body shall be for a period of **three years** extendable further more than one term if the Management so desires.

The tenure of membership of Deans to the Board of Management shall be for a period of **two years** or till such time as they continue to be the Dean(s) of School(s).

7. Powers of the Board of Management:

The Board of Management shall be the principal executive body of the University and shall have the following powers, namely:

- (i) To recommend to the Board of Governors, on the advise of the Academic Council, to establish the Faculties, Schools, Departments and such other centre's, cells, units of teaching, research and extension activities for the academic work and functions of the University and to allocate areas of study, teaching, research and such other related task to them;
- (ii) To create teaching and academic posts, to determine the number, cadres and qualification there of as per the norms of the University Grants Commission, AICTE, NCTE and other statutory body concerned and the emoluments of such posts in consultation with the Finance Committee and with the approval of the Board of Governors or the Chancellor;
- (iii) To appoint such Professors, Associate Professors, Assistant Professors and other academic staff as may be necessary, and against vacancies on the recommendation of the Selection Committee and with the approval of the Chancellor;
- (iv) To lay down the duties and conditions of service of the Professors, Associate Professors, Assistant Professors and other academic staff of the University in consultation with the Chancellor;
- (v) To provide for appointment of Visiting Fellows and Visiting Professors in consultation with the Chancellor;
- (vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down in consultation with the Finance Committee and with the approval of the Board of Governors or the Chancellor;
- (vii) To appoint such administrative, ministerial and other supportive staff against vacancies on the recommendation of the Selection Committee and with the approval of the Chancellor;
- (viii) To constitute, for the benefit of the teaching , academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the University;
- (ix) To regulate and enforce discipline among the employees of the University and to take appropriate disciplinary action, whenever necessary;

- (x) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the University with the approval of the Board of Governors;
- (xi) To approve the award of Degrees and Diplomas based on results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions on the recommendation of the Academic Council;
- (xii) To fix the emoluments and traveling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with Academic Council and the Finance Committee;
- (xiii) To institute Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose and with the approval of the Board of Governors;
- (xiv) To recommend to Board of Governors on matters relating acquisition, management and disposal of any immovable property on behalf of the University;
- (xv) To recommend to Board of Governors to purchase, take on lease or accept as gift or otherwise any land or buildings or work which may be necessary or convenient for the purpose of the University, on such terms and conditions as it may deem fit and proper, and to construct, alter and maintain any such building(s) or work(s);
- (xvi) To recommend to the Board of Governors for transfer or accept transfers of any movable property on behalf of the University with the approval of the Chancellor;
- (xvii) To recommend to the Board of Governors for conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreement in respect of property, movable or immovable, belonging to the University or to be acquired for the purpose of the University;
- (xviii) To issue appeals for the funds for carrying out the objectives of the University and, consistent with the provisions of the objectives and in consent with the Chancellor, to receive grants, donations, contributions, gifts, scholarships and to invest the funds of the University judiciously in appropriate schemes;
- (xix) To charge and collect fees in consent with the Chancellor for :
 - (a) tuition and research
 - (b) admissions, examinations and convocations
 - (c) such other services as the University may undertake
 - (d) such other purposes as may be prescribed by the Statutes.
- (xx) To recommend to the Board of Governors to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the University, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the

- University, all expenses incidental to the raising of money and to repay and redeem the money borrowed;
- (xxi) To recommend to the Board of Governors to draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange cheques or other negotiable instruments with the approval of the Chancellor;
 - (xxii) To maintain a fund which shall be credited:
 - (a) all money provided by the Central or State /UT Government(s)/ University Grants Commission;
 - (b) all fees and other charges received by the University;
 - (c) all money received by the University as grants, gifts, donations, benefactions, bequest or transfers and
 - (d) all money received by the University in any other manner or from any other source;
 - (xxiii) To open account or accounts of the University with anyone or more scheduled banks with the approval of the Chancellor and to lay down the procedure for operating the same;
 - (xxiv) To deposit all moneys credited to the funds in scheduled banks or to invest them judiciously in appropriate schemes in consultation with the Finance Committee and with the approval of the Chancellor;
 - (xxv) To invest funds of the University or money entrusted to the University with the approval of the Chancellor in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;
 - (xxvi) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Rules;
 - (xxvii) To manage, regulate and administer the revenue, the finance, accounts, investment, properties, business and all other administrative affairs of the University and for that purpose to appoint with the approval of the Board of Governors such agent or agents as it may deem fit;
 - (xxviii) To provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the University with the approval of the Chancellor;
 - (xxix) To establish, maintain and manage residences for faculty and staff and hostels for the students of the University;

- (xxx) To regulate, supervise and control the residence and discipline of the students of the University within the campus and its annexes and to promote their health and well being;
- (xxxvi) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the University and to rescind such recognition;
- (xxxvii) To make arrangements for the conduct of examinations prescribed by the Statutes, Ordinances and Regulations.
- (xxxviii) To appoint such Committees for such purpose and with such powers as the Board of Governors may think fit and to co-opt such persons on these Committees as it thinks fit;
- (xxxix) To constitute and regulate the working of Employment Bureau/Placement Cell/Bureau of Information/Training Centre and such other centre's to assist students in their future prospects with the consent of the Chancellor;
- (xl) To establish centre's, units, cells for various purposes as per the directions of State Government / Central Government, and such other statutory bodies;
- (xli) To recommend to the Board of Governors to select an emblem and to have a common seal for the University and to provide for the custody and use of such seal;
- (xlii) To delegate all or any of its powers to any Committee or sub-Committee constituted by it or the Vice-Chancellor of the University or any other person;
- (xliiii) To arrange for the conduct of litigations by or against the University;
- (xliv) To confer Honorary degrees, titles or other academic distinctions on the recommendation of the Academic Council and with the approval of the Board of Governors;
- (xlv) To confer the title of Professor Emirates on the recommendations of the Academic Council and in consent with the Chancellor;
- (xlvi) To conduct all administrative affairs of the University otherwise specifically provided for /delegated /assigned by the Chancellor/ Board of Governors;
- (xlvii) To take all necessary decisions for the smooth and efficient functioning of the University;
- (xlviii) To recommend to the Board of Governors to amend or repeal statutes;
- (xlvix) Nothing contained in subsections detailed above shall be deemed to confer on the Board of Management to revise the pay scales of any of the employees or to grant any allowances or emoluments to them.

8. Meeting of the Board of Management:

The Board of Management shall meet at least **four times** a year on dates, time and place fixed by the Vice-Chancellor. However, the duration between two consecutive meetings shall not exceed three months. In addition to the above four meetings, Vice-Chancellor may convene the meeting of the Board of Management, whenever he thinks fit.

(a) Quorum :

Quorum for all the meetings of the Board of Management shall be **four members** attending and voting at such meeting.

(b) Preliminary Agenda of the Meetings:

The Registrar under the direction of the Vice-Chancellor and on the approval of the Chancellor shall send to the members a notice of the meeting **fifteen days** in advance. However, the preliminary agenda of the meeting be issued at least **seven clear days** before the meeting, specifying the place, the day and the hour of the meeting; provided that the Vice-Chancellor with the approval of the Chancellor may bring any business which in his opinion is urgent, with shorter notice or without placing the same on the agenda paper.

Non receipt of notice, agenda and other papers connected with any meeting of the Body of Management by any member shall not invalidate the proceeding of the meeting.

(c) Notice of Propositions by Board Members:

Notice by board members on subjects to be included in the agenda shall be sent so as to reach the Registrar not later than ten clear days before the meeting.

Subjects sent by board members will be included in the agenda. It shall, however, be open to the Vice-Chancellor to disallow any subject being included if he considers that it does not properly fall within the purview of the Board of Management or that it contravenes the provisions of the Act, the Statutes, or the Regulations or that it is not expedient to discuss such subject either in public interest or in the interest of the sponsoring body or of the University.

(d) Notice of Amendments:

Amendments, if any, relating to subjects mentioned in the agenda shall be sent to the Registrar within three days after the receipt of the agenda. The Registrar should obtain prior approval of the Vice-Chancellor and the Chancellor before including such amendments, in the supplementary agenda.

(e) Supplementary Agenda:

A supplementary list of such amendments and other urgent subjects arising after the issue of the first Agenda shall be supplied to each member before the meeting.

(f) Voting:

Every question shall be decided by a majority of the votes of the members present at the meeting. In case the votes are equal, the Chairman shall have a casting vote in addition to his vote as a member.

(g) Rules of Debates:

No member shall have a right to speak more than once in the course of the discussion of the motion or of an amendment except the proposer of the motion who shall have a right to reply at the close of the discussion on the motion. If at the close of the discussion and before the mover begins to reply, a member wishes to make any observations in the light of the discussion that has taken place, he shall do so without taking more than five minutes.

No speech shall exceed ten minutes in duration except with the permission of the Chairman who may at his discretion allow more time. The Chairman shall have the right to regulate the speeches.

(h) Motion for Adjournment or Closure:

A motion for adjournment of the discussion or closure may be made at any time as a distinct question, but not in the form of an amendment, nor while a member is speaking.

If a motion for adjournment of the discussion is carried, such a discussion shall stand postponed to the next meeting. If a motion for closure is carried, the substantive proposal or amendment thereto, as the case may be, shall be put to vote immediately after the mover's reply.

A member may withdraw his motion of amendment with the consent of the majority of the members present at the meeting.

(i) Intervention During Speech:

Any member may, by way of personal explanation with the permission of the Chairman try to remove any misconception of fact, but in doing so, he shall strictly confine himself to a statement of the fact and his speech shall not exceed five minutes in duration.

(j) Point of Order:

Any member may, at any time in course of discussion rise and call the attention of the Chairman to a point of order.

If a point of order is raised by one member in the course of a speech by another, the speaker shall forthwith resume his seat until the Chairman has decided upon it. The Chairman shall be the sole judge of any point of order raised in the meeting.

(k) Record of Proceedings:

The decision reached on any subject at a meeting shall be recorded immediately and read over to the Board of Management for approval.

(l) Notes of Dissent by Board Members:

Any member who dissents from a decision of the Board of Management and expresses a desire to give a note of dissent may do so before the close of the meeting. Such a note shall always be brief and be confined to the main point of issue. Personal references of any kind or attributing motives shall invariably be avoided. The dissenting note given by a member shall be circulated along with the proceedings of the meeting.

(m) Proceeding of Meetings:

9. The proceedings of each meeting of the Board of Management shall be drawn up and circulated to members within **twelve days** after the meeting. The salient points indicating the trends of the discussion that have taken place on the motions put to vote shall be noted briefly in the proceedings of the meeting when necessary. If any member desires to suggest any correction as to what actually was decided at the meeting, a note shall be sent by him to the Registrar, within **five days** of the receipt of the proceedings. Such resolutions as have thus been objected to shall be placed before the next meeting for confirmation, and other matters shall be taken to be passed finally, provided that action may be taken in anticipation of confirmation in urgent cases.
10. After confirmation, copies of the proceedings shall be sent to the Chancellor, Visitor and the Government.

(n) Resolutions by Circulation:

A note of questions decided by circulation shall be recorded in the minutes book of the Board of Management.

(o) Reconsideration of Subject Once Disposed Off:

Subject once disposed off may be brought up again with reasons which appear adequate to the Vice-Chancellor and with the prior approval of the Chancellor.


REGISTRAR
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Bengaluru - 560 064

**REVA UNIVERSITY STATUTES RELATING TO
CONSTITUTION OF ACADEMIC COUNCIL
AND ITS POWERS AND FUNCTIONS AND
RULES OF BUSINESS OF ITS MEETINGS**

REVA UNIVERSITY STATUTES RELATING TO CONSTITUTION OF ACADEMIC COUNCIL AND ITS POWERS AND FUNCTIONS AND RULES OF BUSINESS OF ITS MEETINGS

(Framed as per the provisions under sub section (2) of Section 25 and Section 32 of REVA University Act, 2012.)

1. Title and Commencement:

The Statute shall be called the” **REVA UNIVERSITY STATUTES RELATING TO CONSTITUTION OF ACADEMIC COUNCIL AND ITS POWERS AND FUNCTIONS AND RULES OF BUSINESS OF ITS MEETINGS**”.

These Statutes shall come into force from the day of assent of the Chancellor.

2. Constitution and Composition of the Academic Council:

The Academic Council shall be composed of the following members:

- (i) The Vice Chancellor - Chairperson
- (ii) The Pro Vice Chancellor(s) if any - Member(s)
- (iii) The Registrar - Secretary
- (iv) The Registrar (E) - Member
- (v) Deans of Faculties - Members
- (vi) Three Directors of Schools of the University nominated by the Vice-Chancellor by rotation in the order of seniority, each for a term of two years - Members
- (vii) Three Professors of the University nominated by the Vice-Chancellor by rotation in the order of seniority for a period of two years. - Members
- (viii) Three Associate Professors of the University nominated by the Vice-Chancellor by rotation in the order of seniority for a period of two years. - Members
- (ix) Three eminent persons representing industry, R & D, Commerce, Banking, or any other profession based within Karnataka, nominated by the Chancellor. - Members
- (x) The Dean - Student Affairs - Member
- (xi) The Dean - Research and Innovation Council - Member
- (xii) The Librarian - Member

- (xiii) The Director of Physical Education - Member
- (xiv) Three students, nominated by the Chancellor for a period of one year, of whom one shall be student of Degree Course, one student of Post-graduate Course, and one Research student on the basis of merit and of them at least one shall be a woman.
- Members

Provided that no student shall be eligible for nomination:-

- (a) Unless his name appears on the rolls of the University or its colleges.
- (b) Unless he is following a course in the University or in its college, leading to a Degree or a Post-graduate Degree or a Post-graduate Diploma and research leading to PhD of the University.
- (c) If he is studying in the morning college or an evening college or having examination as an external candidate or through distance education mode/ correspondence course.
- (d) If he has failed to complete a course within prescribed duration at a stretch.

3. Powers and Functions of the Academic Council:

The Academic Council shall be the principal academic body of the University and shall have the following powers and functions:-

- (a) To exercise general supervision over the academic policies of the University and to give direction regarding methods of instructions, evaluation or research or improvement in academic standards;
- (b) To promote research with the University , acquire reports on such researches from time to time;
- (c) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the Faculties/Board of Studies /Schools / Departments and to take proper action thereon;
- (d) To prescribe courses of study leading to degrees and PG Diplomas /Diplomas and such others of the University;
- (e) To make arrangements for the conduct of examinations in conformity with the rules and regulations of the University;
- (f) To appoint examiners, moderators, tabulators and such other personnel for different examinations.
- (g) To maintain proper standards of examinations;
- (h) To recognize diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of the University;
- (i) To make recommendations to the Board of Management/ Board of Governors on :-
 - i. Measures for the improvement of standards of teaching, training and research;
 - ii. Institution of Fellowships, Travelling Fellowships, Scholarships, Medals, Prizes, Studentships etc;
 - iii. Establishment or abolition of schools/departments/centre's and courses of study;
 - iv. Institution of Teaching posts- Professors, Associate Professors, Assistant Professors, Teaching Assistants, and such other positions required for academic and research and extension activity of the University;
 - v. Institution or abolition of programs of study;

- vi. Appointment of visiting Professors/Scholars, Adjunct-Faculty, Professors Emirates, and such others for enhancing the quality of higher education and research;
 - vii. Introduction of Academic innovations such as award of dual-major degree ,major-minor degree, Faculty Improvement Program, Semester Abroad Program etc;
 - viii. To frame law covering academic functioning of the University, discipline, residence, admissions, examinations, attendance, award of fellowships and studentships, free ships, concessions, etc.
- (j) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
 - (k) To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Board of Management) with a view to maintaining and improving the standards of instruction;
 - (l) To take periodical review of the activities of various Schools / Centres and to take appropriate action (including making of recommendations to the Board of Management) with a view to maintaining and improving the standards of instruction; and
 - (m) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules, statutes and bye-laws.

4. Meeting of the Academic Council:

The Academic Council shall meet at least **three times a year** on dates, time and place fixed by the Vice-Chancellor. However, the duration between two consecutive meetings shall not exceed six months.

In addition to the above three meetings, Vice-Chancellor may convene the meeting of the Academic Council, whenever he thinks fit.

(p) Quorum :

Quorum for all the meetings of the Academic Council including the Chairperson shall be **2/3 (two third) members** on the roll attending and voting at such meetings.

(q) Preliminary Agenda of the Meetings:

The Registrar under the direction of the Vice-Chancellor and on the approval of the Chancellor shall send to the members a notice of the meeting fifteen days in advance specifying the place, the day and the hour of meeting. The preliminary agenda of the meeting be issued at least **seven clear days** before the meeting.

Provided that the Board of Governors/ Board of Management / the Vice-Chancellor with the approval of the Chancellor may bring any business which in the opinion of the concerned is urgent, with shorter notice or without placing the same on the agenda paper.

Non receipt of notice, agenda and other papers connected with any meeting of the Academic Council by any member shall not invalidate the proceeding of the meeting.

(r) Notice of Propositions by Members:

Notice by members on subjects to be included in the agenda shall be sent so as to reach the Registrar not later than **ten clear days** before the meeting.

Subjects sent by members will generally be included in the agenda. It shall, however, be open to the Chancellor / Vice-Chancellor to disallow any subject being included if he considers that it does not properly fall within the purview of the Academic Council or that it contravenes the provisions of the Act, the Statutes, or the Regulations or that it is not expedient to discuss such subject either in public interest or in the interest of the sponsoring body or of the University.

(s) Notice of Amendments:

Amendments, if any, relating to subjects mentioned in the agenda shall be sent to the Registrar within three days after the receipt of the agenda. The Registrar should obtain prior approval of the Vice-Chancellor and the Chancellor before including such amendments, in the supplementary agenda.

(t) Supplementary Agenda:

A supplementary list of such amendments and other urgent subjects arising after the issue of the first Agenda shall be supplied to each member before the meeting.

(u) Business of Meetings:

At every meeting of the Academic Council, the following shall be the order of the business:

- (i) Report of orders on the ordinances and regulations submitted to the Chancellor ;
- (ii) Business brought forward by the Chancellor / Vice Chancellor or the Board of Management or the Board of Governors;
- (iii) Business brought forward by the Faculties and Boards of Studies;
- (iv) Business brought forward by the members of the Academic Council.

The business at the meeting of the Academic Council shall be transacted in accordance with the agenda issued for the purpose (for approval and confirmation, ratification and discussions) and the various items placed on the agenda will be considered in sequence unless otherwise decided unanimously by the members at the meeting and consented by the Chairperson.

(v) Rules of Debates:

No member shall have a right to speak more than once in the course of the discussion on the agenda and no speech shall exceed five minutes in duration except with the permission of the Chairman who may at his discretion allow more time. The Chairman shall have the right to regulate the speeches.

(w) Voting:

Every question / resolution shall be decided / passed by a majority through consensus or voting by the members present at the meeting. In case of voting, the Chairman shall have a casting vote in addition to his vote as a member if the votes are equal.

(x) Record of Proceedings:

The minutes of all the proceedings of each meeting and the decision of the Academic Council shall be recorded only in the form of the resolution, and not all the deliberations and discussions shall be recorded.

The decision reached / resolution made on any subject at a meeting shall be recorded immediately and read over to the Academic Council for approval.

(y) Notes of Dissent by Members:

Any member who dissents from a decision of the Academic Council and expresses a desire to give a note of dissent may do so before the close of the meeting. Such a note shall always be brief and be confined to the main point of issue. Personal references of any kind or attributing motives shall invariably be avoided. The dissenting note given by a member shall be circulated along with the proceedings of the meeting.

(z) Proceeding of Meetings:

(i) The proceedings of each meeting of the Academic Council shall be drawn up and circulated to members within **twelve days** after the meeting. If any member desires to suggest any correction as to what actually was decided at the meeting, a note shall be sent by him to the Registrar, within **five days** of the receipt of the proceedings. Such resolutions as have thus been objected to shall be placed before the next meeting for confirmation, and other matters shall be taken to be passed finally, provided that action may be taken in anticipation of confirmation in urgent cases.

(ii) After confirmation, copies of the proceedings shall be sent to the Chancellor.

(aa) Resolutions by Circulation:

The Vice-Chancellor may, at his discretion, obtain the opinion of the Members of the Academic Council / Committee of Academic Council by circulation. A note of questions decided by circulation shall be recorded in the minutes book of the Academic Council.

(za) Reconsideration of Subject Once Disposed Off:

Subject once disposed off may be brought up again with reasons which appear adequate to the Vice-Chancellor and with the prior approval of the Chancellor.

5. Committee of the Academic Council:

- The Academic Council may appoint a Committee which shall consist of the Vice Chancellor as the Chairperson and TEN other members inclusive of Deans of all Faculties. The quorum of the meeting of the Committee shall be FIVE.
- It is competent for the Vice Chancellor to invite for any meeting of the Committee persons having special knowledge and experience on any subject and the persons so invited shall be competent to take part in the discussions of the Committee, but shall not be entitled to vote upon any question.
- The Committee shall exercise powers and perform duties which the Academic Council may delegate or assign to it by resolution.
- The Committee shall advise the Academic Council in the matters including the following:

- (i) The grant of exemptions in accordance with regulations, if any;
 - (ii) The qualifications for the admissions to the university courses in accordance with regulations, if any; and
 - (iii) Recognition of examinations / degree(s) of other universities, institutions or boards as equivalent to the examinations / degree (s) of the university.
- The Vice Chancellor, if present, shall preside over the meetings of the Committee. In his/her absence, a person nominated by the Vice Chancellor shall be the chairperson.



REGISTRAR

Registrar
REVA University
Bengaluru - 560 06

**REVA UNIVERSITY STATUTES RELATING TO
CONSTITUTION, POWERS AND FUNCTIONS
OF THE FINANCE COMMITTEE**

REVA UNIVERSITY STATUTES RELATING TO CONSTITUTION, POWERS AND FUNCTIONS OF THE FINANCE COMMITTEE

(framed as per the provisions under section 27 and 32 of REVA University Act, 2012.)

1. Title and Commencement:

These statutes shall be called “**REVA UNIVERSITY STATUTES RELATING TO CONSTITUTION, POWERS AND FUNCTIONS OF THE FINANCE COMMITTEE**”.

These statutes shall come into force from the day of assent of the Chancellor.

2. The Finance Committee shall consist of the following :-

- | | | |
|-------|--|---------------|
| i. | The Chancellor or his nominee | - Chairperson |
| ii. | The Vice Chancellor | - Member |
| iii. | The Registrar | - Member |
| iv. | The Finance Officer | - Secretary |
| v. | One nominee of the Sponsoring Body | - Member |
| vi. | The Pro Vice-Chancellor(s) | - Member |
| vii. | The Registrar (Evaluation) | - Member |
| viii. | One Member of the Academic Council nominated by the Chancellor | |

3. Term of Office of the Members:

The term of office of the members of the Finance Committee other than Ex-officio members shall be for a term of **three** years.

4. Functions of Finance Committee:

The Finance Committee shall perform the following functions: -

- (a) To conduct the general scrutiny of accounts of the University, review the yearly audit reports and make recommendations thereon;
- (b) To scrutinize the annual budget estimates and make recommendations to the Academic Council , Board of Management and Board of Governors;
- (c) To scrutinize all proposals of the University involving expenditure for which no provision is made in the budget or involving the expenditure in excess of the amount provided for in the budget including creation, up-gradation and abolition of posts in the University;

5. Notwithstanding anything contained in sub-sections (a) to (c), the Vice-Chancellor may in case of urgency and for reasons to be recorded in writing, and in consultation with the Chancellor incur without the approval of the Finance Committee, any expenditure not exceeding rupees two lakhs in any one case for which no provision is made in the budget or which is in excess of the provisions made in the budget;

Provided that such expenditure shall be placed before the Finance Committee for ratification at its immediate next quarterly meeting.

6. The Meeting of the Finance Committee:

- (i) The Chancellor or the Chairman of the Finance Committee nominated by him shall preside over the meeting.
- (ii) The Finance Committee shall meet at least once in three months.
- (iii) The Finance Officer shall issue a notice of the meeting two weeks prior to the day of the meeting. He shall send the agenda for the meeting as approved by the Chancellor/Chairman at least seven days before the date of the meeting.

FOUR members including the Chairman shall be the quorum for any meeting of the Finance Committee.

- (i) The business at the meeting of the Finance Committee shall be transacted in accordance with the agenda issued for the purpose (for approval and confirmation, ratification and discussions) and the various items placed on the agenda will be considered in sequence unless otherwise decided unanimously by the members at the meeting.
- (ii) Any member who wishes to place an agenda shall send in writing the agenda item to the Finance Officer of the university at least TEN days prior to the date of the meeting.
- (iii) The decision of the Finance Committee shall be recorded in the form of the resolutions (not to record deliberations and discussions).
- (iv) Every resolution shall be passed by a majority through consensus/voting. Where the votes on any subject considered by the Finance Committee are equally divided, the Chairman shall have the casting vote in addition to the vote as Chairman of the Finance Committee.
- (v) The minutes of the meeting shall be circulated by the Finance Officer to the members, after obtaining the approval of the Vice-Chancellor and Chairman/Chancellor, within two weeks after the meeting.
- (vi) The minutes of the meeting shall be placed before the next meeting for confirmation and approval by the Finance Officer.


REGISTRAR

**REVA UNIVERSITY STATUTES RELATING TO
FORMATION OF THE BOARDS OF STUDIES,
THEIR POWERS AND FUNCTIONS, 2013**

REVA UNIVERSITY STATUTES RELATING TO FORMATION OF THE BOARDS OF STUDIES, THEIR POWERS AND FUNCTIONS, 2013

(framed as per the provisions under Section 28 and Section 32 of REVA University Act, 2012)

1. Title and Commencement:

These statutes shall be called “**REVA UNIVERSITY STATUTES RELATING TO FORMATION OF THE BOARD OF STUDIES, THEIR POWERS AND FUNCTIONS, 2013**”.

These statutes shall come into force from the date of assent of the Chancellor.

2. Constitution of the Board of Studies:

There shall be two separate Boards of Studies, viz (I) Post-graduate & (II) Under-graduate Board of Studies in each discipline/subject.

Every Post-graduate and Under-graduate Board of Studies shall be constituted by the Board of Management from out of the panel of names recommended by the Chairpersons of Board of Studies in office. Such panel of names shall comprise:

- a) Internal Persons: The names of Senior Faculty (Professors, Associate Professors and Assistant Professors in case no Professor or Associate Professor in the discipline concerned is available in the University).
- b) External Persons: The names of Senior Faculty (Professors, Associate Professors) working in other Universities and Colleges.
- c) The names of persons who have made recognizable contribution in the concerned field, from the industry, business, judiciary, educational administration, research institute etc.

The panel in each of the above categories under sub section b) and c) shall not be less than eight members.

In case the concerned Board of Studies fails to give adequate competent names of experts, the Management may invite additional panel or appoint members of Board of Studies other than the panel submitted by the Board of Studies in office.

3. Composition and Strength of the Board of Studies:

The Post-graduate Board of Studies shall normally comprise of 6 to 9 members while Under-graduate Board of Studies including Chairman shall be 4 to 6 members.

Provided that no Under-graduate Board of Studies shall consist of not less than Four members and more than Six members including the Chairman. And, in case Post-graduate

Board of Studies concerned with more than one PG programme, the members of the Board of Studies may be more than ceiling limit of nine but shall not exceed Twelve.

Provided further that for the Post-graduate Board of Studies, there shall be at least two external members from other universities / institutions (i.e., Post-graduate Departments of colleges, Institutes, Industries and such other sectors) and at least one member in the related field within the university and for the Under-graduate Board of Studies there shall be at least one external member (from other university, Institute, Industry and such other sectors).

Explanation:

- a) “External member” means a member who is not a teacher of the REVA University and its colleges
- b) “Related field “means the field having close connection with the subject/discipline for which the Board of Studies has been set up. The objective is to encourage interdisciplinary approach.

Any other person possessing special knowledge of the subject concerned can also be appointed as a member by the Vice-Chancellor or invited with the approval of the Vice-Chancellor to participate in the deliberations of the Board. However, the number of such invitees shall not exceed two.

4. Combined Board of Studies:

The Board of Management may, at its discretion, amalgamate the Under-graduate Board of Studies and the Post-graduate Board of Studies relating to the same subject and constitute Combined-Board of Studies for one or more subjects for the sake of co-ordination and maintenance of standards.

However, the strength of such Combined-Board of Studies shall be maximum of **eleven** members and at least one member in the discipline/ in each discipline so combined shall be the Under-graduate senior faculty.

5. Chairperson:

The Chairperson of Post-graduate Board of Studies shall be nominated by the Vice-Chancellor and such Chairman shall ex-officio be the Chairperson of the Under-graduate /Combined-Board of Studies for the same subject or group of subjects.

6. Arrangement during the Absence of the Chairman:

When the Chairman of a Board of Studies is unable to carry on his functions temporarily, the Vice-Chancellor may appoint any other member of the Board to act on his behalf as Chairperson during such a period.

7. Cessation of Membership:

A member appointed in his capacity as a teacher in the REVA University, in any other University or College or as the holder of an office shall cease to be member of the Board of Studies concerned from the date he ceases to be a teacher in the University or of such College or the holder of any such office. Any person appointed by the Vice-Chancellor in a casual vacancy shall, subject to other provisions, be a member of the concerned Board of Studies only for the residual period for which the person in whose place he is appointed.

In such circumstances, where in there exist(s) casual vacancy(ies), the Vice-Chancellor is empowered to appoint members / Chairperson against such vacancy.

8. Quorum :

The quorum for a meeting of any Board of Studies shall not be less than half the strength of the Board.

9. Functions of the Board:

- a) The Board of Studies shall consider a report on any matter or an issue referred to it by the Academic Council or the Faculty or the Dean of the concerned Faculty.
- b) The Board of Studies of a subject or a Group of Subjects shall recommend to the Academic Council through the concerned Faculty, the courses of study, detailed curriculum and scheme of examination of each course for different levels of studies in such subject(s)/discipline(s).

10. Powers of the Board:

The Board of Studies shall have the following powers:-

- a) To prepare and recommend to the Academic Council, the courses of study, detailed curriculum and the scheme of examinations, through the concerned Faculty.
- b) To recommend text books for several courses of study.
- c) To advise the authorities of the University in such matters as may be referred to them.

11. Meeting of the Board of Studies:

- a) The Board of Studies shall normally meet at least once a year. The Special meetings of the Board of Studies may be convened, under extraordinary circumstances, on the direction of the Vice-Chancellor.
- b) The Registrar , under the direction of the Vice-Chancellor shall fix the date and time of meetings of the Board of Studies and through circular inform Chairpersons of all Boards

of Studies /Chairperson of Board of Studies in a specific subjects/disciplines to hold meeting(s) of the Board(s) on the appointed date and time.

- c) On requisition/circular received from the Registrar, the Chairman of the Board of Studies shall issue the notice of meeting along with the agenda at least seven **clear** days before the date of the meeting.
- d) The Chairperson of the Board of Studies shall preside over the meetings. In temporary absence of the Chairman, the members shall choose a person from amongst themselves to preside over the meeting and report the same to the Registrar, who shall obtain post-facto approval from the Vice-Chancellor.

12. Joint Meeting of Board of Studies:

Under certain extraordinary circumstances, the Vice-Chancellor shall be competent to convene the joint meetings of two or more Boards of Studies and all such meetings the Vice-Chancellor shall preside.

13. Interdisciplinary Board of Studies:

The Vice-Chancellor may form Interdisciplinary Board of Studies consisting of experts/scholars both internal and external, in concerned subjects/areas of study. He may consult Deans of various Faculties, Senior Faculty members and experts from outside for this purpose. The Chairperson of such Interdisciplinary Board shall be the Vice-Chancellor or any member of that Interdisciplinary Board nominated by him/her.

The number of members of such Interdisciplinary Board shall not exceed **Twelve**. The Vice-Chancellor may convene the meeting of the Interdisciplinary Board of Studies as and when required.

14. Adhoc Board of Studies:

In such cases where no Board of Studies exist and is necessary to frame syllabus / rules / regulations / scheme of examination in newer areas/disciplines, the Vice-Chancellor with the prior approval of the Chancellor may form Adhoc Board of Studies temporarily.

Such Adhoc Board of Studies shall perform all functions and enjoy all powers of the regular Board of Studies. All other provisions such as quorum of the meeting, recording minutes etc., provided in these Statutes do apply to Adhoc Board of Studies also. However, Adhoc Board of Studies ceases to be in existence, after formation of regular Board of Studies in that discipline /subject, which shall be done within one academic year.

15. Minutes

The Chairman of each Board of Studies shall maintain a register for recording the minutes of the meeting. All resolutions of the Board of Studies passed shall be recorded at the meeting and read out by the Chairman for the information of the members present at the meeting and signature of all the members present be obtained.

The Chairman of the meeting shall send to the Registrar a copy of the minutes within **seven** days after the date of the meeting.

16. Opinion /Suggestion by Circulation:

The Vice-Chancellor may, in case of urgency, obtain the opinion of the Members of the Board of Studies by circulation. Such opinion/suggestion, together with the action taken thereon shall be communicated to all the members.



REGISTRAR

**REVA UNIVERSITY STATUTES RELATING TO
FORMATION, COMPOSITION AND
FUNCTIONS OF THE FACULTIES, SCHOOLS,
AND CENTRES OF STUDIES**

REVA UNIVERSITY STATUTES RELATING TO FORMATION, COMPOSITION AND FUNCTIONS OF THE FACULTIES, SCHOOLS, AND CENTRES OF STUDIES

(Framed as per the provisions under Section 28 and 32 of the REVA University Act, 2012 and approved by the Board of Governors of REVA University in its meeting held on 11.12.2013 and notified on 19.12.2013)

1. Title and Commencement :

These Statutes shall be called “**REVA UNIVERSITY STATUTES RELATING TO FORMATION, COMPOSITION AND FUNCTIONS OF THE FACULTIES, SCHOOLS, DEPARTMENTS OF STUDIES AND CENTRES OF STUDIES**”.

These Statutes shall come into force from the date of assent of the Chancellor.

2. Formation, Composition and Functions of Faculties :

The University shall have following Faculties:-

- a) Faculty of Architecture
- b) Faculty of Commerce and Management Studies
- c) Faculty of Education
- d) Faculty of Engineering and Technology
- e) Faculty of Legal Studies
- f) Faculty of Science and Technology
- g) Faculty of Arts and Humanities

The Board of Governors on the recommendation of the Academic Council and the Board of Management may prescribe additional Faculties from time to time.

2.1 Composition of Faculties :

Each Faculty shall be headed by the Dean and shall consist of the following members:-

- | | |
|---|--------------------|
| (i) The Dean of the Faculty | - Chairperson |
| (ii) The Registrar | - Member Secretary |
| (iii) The Registrar (Evaluation) | - Member |
| (iv) The Dean-Research and Innovation Council | - Member |

- (v) All Directors of the Schools in the Faculty - Members
- (vi) All the Professors of the Schools in the Faculty - Members
- (vii) One Associate Professor and one Assistant Professor from each UG program and each PG programme nominated by the Vice-Chancellor by rotation in order of seniority for a term of two years - Members
- (viii) Two Experts in concerned subjects from other Universities nominated by Vice-Chancellor for a term of two years - Members

2.2. Powers and Functions of the Faculty:

- (i) to consider and report on matters referred to it by any of the Authorities of the University;
- (ii) to refer any matter to a Board of Studies comprised within the Faculty for consideration and report;
- (iii) to consider and report on any recommendation referred to it by a Board of Studies before it is referred to the Academic Council;
- (iv) to make suggestions or any recommendations to the Board of Management and the Academic Council regarding the organization of teaching, training, research, examinations and extension activities in the subjects comprised in the Faculty.

2.3. Meetings:

- (a) The Faculties shall meet ordinarily **once a year** or at such times as are fixed by the Vice-Chancellor or on requisition of the Dean to the Vice-Chancellor.
- (b) The Dean of the Faculty concerned shall Chair and preside over the meetings.
- (c) During the temporary absence of the Dean, the members of the Faculty may elect one member from amongst themselves as Chairman.

2.4. Quorum: The quorum for a meeting of a Faculty shall be two third (2/3) of members entitled to be present at the meeting.

2.5 Notice of Resolutions:

A member of a Faculty may bring before the meeting of the Faculty any matter within its cognizance by giving written notice of the same to the Dean, who shall, subject to the provisions of Statutes, request the Registrar to include such matters in the agenda of the next meeting of the Faculty and the Registrar in consultation with the Vice-Chancellor and with the approval of the Chancellor finalize the agenda.

2.6. Notice of Meeting and Agenda:

Notice of a meeting of a Faculty shall be sent to each member by the Registrar, under the direction of the Vice-Chancellor, stating the date, time and place of the meeting. The Registrar with the consent of the Vice-Chancellor should obtain prior approval of the Chancellor, the business to be brought before the meeting. The period of notice shall ordinarily be **ten days**

unless the Vice-Chancellor, for reasons of urgency, fixes a shorter period. No item of business which is not entered on the agenda paper of a meeting of a Faculty shall be considered at the meeting.

2.7. Joint Meetings:

The Vice-Chancellor may convene joint meetings of two or more Faculties for the purpose of considering any matter common to them and shall preside over such meeting and in his absence the senior-most Dean shall preside over the meetings.

The Dean may, in consultation with the Vice-Chancellor, remit any matter referred to the Faculty to concerned Board of Studies before taking it to the Faculty meeting.

3. The Schools:

Each Faculty shall consist of such number of Schools as decided by the Board of Governors on the recommendation of the Academic Council and the Board of Management.

The term School may include:-

- (a) Post-graduate of Studies and Research programs.
- (b) Under-graduate programs.

The School shall offer such Under-graduate and Post-graduate programs and such other programs, courses leading to degree, diploma, PG diploma and Certificate Courses, as decided by the Board of Management.

The School shall also undertake M.Phil, PhD and Post Doctoral research and funded research from various agencies, government and national international organizations including industries.

The School shall engage itself in inter disciplinary, multidisciplinary studies, research and extension activities and promote them by creating interdisciplinary culture among faculties and students. For this purpose the School shall form research circle, consortia, clubs of various types and collaborate with other Schools within the University and institutions, industries and such other organizations / agencies outside the University.

3.1. Following shall be the Schools under different Faculties:-

(a) Faculty of Commerce and Management Studies;

- (i) School of Commerce.
- (ii) School of Management Studies.

(b) Faculty of Education;

- (i) School of Education.

(c) Faculty of Engineering & Technology;

- (i) School of Civil Engineering
- (ii) School of Computing and Information Technology
- (iii) School of Electrical and Electronics Engineering
- (iv) School of Electronics and Communication Engineering
- (v) School of Mechanical Engineering

(d) Faculty of Science and Technology;

- (i) School of Chemical and Biological Sciences
- (ii) School of Physical Sciences & Computer Applications

(e) Faculty of Arts and Humanities

- (i) School of Humanities
- (ii) School of Arts and Social Sciences

3.2. Additional School may be established by the Board of Management with the concurrence of the Board of Governors and on the recommendation of the Academic Council and the Faculty concerned.

The Board of Management with the approval of the Board of Governors and on the recommendation of the School Board, concerned faculty and the Academic Council may establish Centres of Research / Advanced Studies and Research Centre which shall be headed by the Coordinator appointed by the Vice Chancellor in consultation with the Chancellor and on the recommendation of the Director of the concerned School.

3.3. Each School shall have a Director who shall also be the Chairman of School Board.

3.4. The Director shall be appointed by the Board of Governors as per the guidelines laid for this purpose, for a term of two years, or for such other terms as the Board of Governors may determine from time to time.

In circumstances wherein situation demands, the Chancellor may appoint the Director(s) which shall be ratified by the Board of Governors within the stipulated time.

Provided further that, to be designated as Director of a School, one shall be Professor or Associate Professor.

The Director shall be in charge of the administration of the School and is responsible for smooth functioning of all academic and research programs and projects.

3.5. Powers, Duties and Functions of the Director:

- (i) The Director of the School shall be in charge of the administration of the School, and implement policies and decisions of the University pertaining to the School in consultation with the School Board.
- (ii) He shall provide academic Leadership and administrative Co-ordination for proper organization of teaching, training and research and such other extension activities.
- (iii) He shall convene the meetings of the School Board, preside over such meetings and record the proceedings in the register maintained for the purpose.
- (iv) He shall take all steps necessary for the implementation of the decisions of the School Board, that relate to academic, research and extension activities of the School.
- (v) He shall promote collaborations with industries and such other institutions to undertake joint academic, research and extension work.
- (vi) He shall also lead joint research projects / research, such other academic research and extension activities with other schools within the University and promote for interdisciplinary / multidisciplinary studies and research.
- (vii) He shall create encouraging environment for innovative teaching practices and learning techniques.
- (viii) He shall initiate innovative programs and funded research projects and extension activities that links society, teachers and students.
- (ix) He shall spot creativity among students and teachers and promote innovations.
- (x) He shall bridge net between Under-graduate and Post-graduate and promote talent / innovative ideas resulting in new products, methods and techniques.
- (xi) He shall strive to bring harmony, build teams to study and work together for better results.
- (xii) In such cases where the departments / study and research centre's are established within the School he shall delegate powers and responsibilities to the concerned Chairperson / Co-ordinator of such department / School and guide will supervise the activities of such departments / centre's.
- (xiii) He shall arrange for circulation of Circulars / Notification received from various quarters to the faculty members well before the last date fixed for the purpose.
- (xiv) Recommend to the Librarian for purchase of books to the library based on the recommendation of the School Board / Students.
- (xv) With the permission of the University and on the decision of the School Board procure equipment and such other material required by the department.
- (xvi) He shall exercise such other powers and carry out such other duties and functions assigned to him/her by the Board of Management, the Chancellor and the Vice-Chancellor.

- 3.6. In such cases where in the School offers more than one P G programme or both P G and U G programmes, the Vice Chancellor on the recommendation / requisition of the concerned School Director and in consultation with the Chancellor, Programme Coordinator(s) for such programme(s) shall be appointed to assist the Director of the School in smooth conduct of academic, research and extension activities of all the programmes of the school. The Coordinators so appointed shall carry out all duties and responsibilities relating to a given programme assigned to him/ her by the Director. The Director may delegate such powers and functions to the coordinators for carrying out given responsibilities efficiently and effectively. It shall be the duty of the Director of the School to maintain close coordination between U G and PG programs and also between PG programmes incase the School offers more than one such programmes.

3.7. The School Board

Each School shall have a School Board consisting of:-

- (a) All the Professors and Associate Professors in the School.
- (b) Two senior most Assistant Professors in the School.
- (c) Honorary Professor(s), Adjunct Professors, Professor Emeritus and such others if any attached to the School.
- (d) Scientists or persons of eminence appointed to conduct research or other task relating to Academic and Research work in the School.

3.8. Powers, Duties and Functions of School Board

- 1) The School Board shall have the powers to review the progress of work of the Research fellows working in the School.
- (b) The School Board shall have the following functions:-
 - (i) Discuss all academic matters pertaining to the School and make its recommendations to the Faculty to which it is assigned;
 - (ii) Prepare the budget estimate for the School;
 - (iii) Plan the utilization of the grant made to the School by the University or any funding agency for the purchase of books, equipment, furniture, etc.
 - (iv) Prepare general plan of work and time table of the School;
 - (v) Plan the research activities of the School;
 - (vi) Discuss any other matter connected with the welfare of the School and make its recommendation to the Registrar of the University.

3.9. Meetings of School Board

- (i) The School Board shall meet as frequently as necessary.

- (ii) The Director may whenever he / she thinks fit, and shall, whenever so directed by the University, convene a meeting of the Departmental Council.
- (iii) The quorum for the meeting shall be 2/3 of the strength of the School Board.
- (iv) All questions at the meeting shall be decided by the majority of the votes of members present and voting and in the case of equal number of votes, the Director shall have a casting vote.
- (v) The Director shall draw up the minutes of the meeting of the School Board, which shall contain a record of the decisions taken in the meeting. The minutes shall be recorded in a separate register maintained for the purpose and such record shall be signed by the members present.



REGISTRAR
Registrar
REVA University
Bengaluru - 560 064

**REVA UNIVERSITY STATUTES RELATING TO
THE CONSTITUTION AND FUNCTIONS OF
THE RESEARCH
AND INNOVATION COUNCIL, 2013**

REVA UNIVERSITY STATUTES RELATING TO THE CONSTITUTION AND FUNCTIONS OF THE RESEARCH AND INNOVATION COUNCIL, 2013

(Framed as per the provisions under Sec.26 & 32 of the REVA University Act, 2012)

1. Title & Commencement:

These Statutes shall be called “**REVA University Statutes relating to constitution and functions of the “Research and Innovation Council”**”

These Statutes come into force from the date of assent of the Chancellor.

2. Constitution of the Research and Innovation Council:

The Research and Innovation Council shall consists of the following, namely

i.	The Vice-Chancellor	- Chairperson
ii.	The Pro-Vice-Chancellor	- Member
iii.	The Dean of Research and Innovation Council	- Secretary
iv.	The Head of the Department of Innovation	- Member
v.	The Dean of Faculty of Commerce and Management	- Member
vi.	The Dean of Faculty of Education	- Member
vii.	The Dean of Faculty of Engineering & Technology	- Member
viii.	The Dean of Faculty of Science & Technology	- Member
ix.	The Dean of Faculty of Arts & Humanities	- Member
x.	Two Representatives from the Industry/R & D who have established their name in Research/ innovation nominated by the Chancellor	- Members
xi.	The Registrar	- Member
xii.	The Registrar (Evaluation)	- Member

3. Term of Office of the Members:

The term of Office of the Members of the Research Council other than Ex-Officio members shall be for a period of 3 years.

4. Functions of the Research Council:

The Research and Innovation council shall be the principal research committee of the university and shall provide the larger holistic vision of the kind of research to be undertaken by the university, including prioritization of the research area. This council shall subject to the provisions of the act, the statutes, regulations and the rules coordinate and exercise general supervision over the research and innovation policies of the university. In particular the research and innovation council shall perform the following functions:

- 1) To draft and recommend broad policies and programs of research in the university and provide prioritization of the research areas to be undertaken by the university;
- 2) To inculcate research and innovation culture among faculty members and research scholars;
- 3) To promote inter-disciplinary research and innovation and to initiate innovative academic programs;
- 4) To establish collaborations / linkages with industries, R&Ds, business firms, voluntary organizations, universities and such other institutions engaged in research

in India and abroad and enter into MOU / Agreements for conduct of research and training.

- 5) To undertake joint research projects in collaboration with other universities and institutions;
- 6) To facilitate faculty members to undertake minor/major research projects in nascent areas and of social relevance;
- 7) To encourage faculty members to undertake collaborative research projects along with sister departments within the university and with other institutions, universities and industries;
- 8) To ensure coordination and cooperation between various faculties, schools, and departments to engage in team work, to undertake client research projects and to initiate inter-disciplinary, multi-disciplinary research and academic programs;
- 9) To promote innovations and protect intellectual property rights by initiating right measures;
- 10) To promote faculty members, research scholars and students to publish research papers in reputed and peer reviewed national and international journals;
- 11) To establish with the help of / in collaboration with industries, the incubation centres on thrust areas of research and equip them with latest technologies, tools and such other gadgets to facilitate students on hand training and perform better;
- 12) To encourage faculty and research scholars to design and develop modules, protocols for different products and initiate patenting of such designs, protocols and products;
- 13) To regulate, monitor and supervise research related activities within the REVA campus;
- 14) To organize brainstorming sessions with entrepreneurs, industrialists, experts and faculty members of the university to exchange ideas and generate collaborative research/innovative programs;
- 15) To encourage the faculty members to pursue their higher studies leading to Doctoral and Post Doctoral studies;
- 16) To create an environment of innovation and motivate students, scholars and teachers to generate newer ideas, problems of research yielding better results to serve the society;
- 17) To develop inter-departmental, inter-institutional networking to share innovative ideas and to initiate joint research programs;
- 18) To appreciate and acknowledge the research contribution of the faculty, researchers and students and recommend to the university for proper reward and recognition;

5. The meetings of the Research Council:

The Research Council shall meet at-least 4 times a years on dates, time and place fixed by the Vice-Chancellor. However, the duration between the 2 consecutive meetings shall not exceed 4 months.

In addition to 4 meetings, the Vice-Chancellor may convene the meeting of the Research Council whenever he thinks fit.

The quorum of the meeting shall be 2/3 of the members.

The Dean under the direction of the Vice-Chancellor shall send to the members a notice of the meeting 10 days in advance specifying the date, place and hour of the meeting and also the agenda of the meeting.

The Dean shall record the minutes of the meeting and the decision on each agenda and shall circulate the minutes of the meeting to all the members within 8 days after the meeting.

6. The Dean:

There shall be the Dean of Research and Innovation Council appointed by the Vice-Chancellor from among Professors of the university. The term of office of the Dean shall be 3 years, which may be extended for one more term.

7. Duties and Responsibilities of the Dean:

1. To Establish and maintain a sound database of the University system, academic, research and extension programs and significant activities / development of the University;
2. To create and maintain database of faculty, their areas of expertise, their research and publication contributions;
3. To liaison between various departments, the faculty and outside agencies, industries, business firms, academic and research institutions and funding agencies;
4. To organize meetings, visits and such other programs relating to research and innovation activities between the University faculty and the entrepreneurs, industrialists and such other experts from various sectors outside the university;
5. To establish closer link between the university and the external agencies, institutions, industries and government departments and funding agencies;
6. To identify funding agencies / institutions, the thrust areas of research for funding and promote faculty and research scholars within the university to make proposals for such funding;
7. To train junior faculty and research scholars to prepare proposals for funding, to make presentations and seek funding successfully;
8. To organize orientation programs, workshops for faculty and researchers on areas of research thrust and social relevance, to publish their research output in journals of repute that have higher impact factor;
9. To train teachers and researchers in report writing, in intellectual property rights and in the process and procedures of patenting;
10. To promote inter-departmental cooperation for undertaking inter-disciplinary / multi-disciplinary research projects;
11. To initiate such measures that inculcate research culture among students, scholars and teachers at every level;
12. To arrange regular evaluation of research productivity and quality of research of the

- faculty and to guide them with proper measures to move forward in a right direction to accomplish the best quality research output acceptable by the industries and the funding agencies;
13. To work closely with industries, entrepreneurs and business organizations and attract them to invest with the university for establishing research centres, incubators and such others and promote research that is relevant for their respective industries and business firms;
 14. To organize exhibitions, demonstrations of the research productivity as well as expertise of the university to showcase the same before the entrepreneurs, industrialists and public at large;
 15. To arrange on the direction of the Vice-Chancellor, meetings of the Research Council and record the proceedings, circulate the proceedings among the members and take necessary action to implement the decision taken in the research council meeting;
 16. To assist the Vice-Chancellor and the Chancellor in planning and promoting academic and research activities of the university.

REVA UNIVERSITY STATUTES
RELATING TO TUITION FEE AND OTHER FEE
FOR THE PROGRAMS / COURSES OFFERED, 2013

REVA UNIVERSITY STATUTES RELATING TO TUITION FEE AND OTHER FEE FOR THE PROGRAMS / COURSES OFFERED, 2013

1. These Statutes shall be called as “**REVA University Statutes relating to Tuition Fee and other Fee for the Programs / Courses offered, 2013**”

These Statutes shall come into force from the date of the assent of the Chancellor.

2. There shall be two types of Fee:
 - i) For 40% of Karnataka students admitted as per the provisions under Section 9 of the REVA University Act, 2012; and
 - ii) For remaining 60% of the students admitted under University quota.
3. The fee of the University seats reserved for Karnataka students under Section 9 of the REVA University Act, 2012, shall be regulated by the Fee Regulation Committee constituted by the Government as per the provisions under Section 38 of the REVA University Act, 2012, which shall be headed by a Retired Supreme Court or High Court Judge and consists of Chancellor, Vice-Chancellor of the University, Principal Secretary or Secretary to Government, in-charge of Higher Education or his nominee not below the rank of Deputy Secretary, Principal Secretary or Secretary to Government, in-charge of Medical Education or his nominee not below the rank of Deputy Secretary, two academicians nominated by the Board of Governors of whom one shall be woman. A Chartered Accountant shall be co-opted for this purpose in the Committee. The Committee shall look after a compliance of the University in its admission and collection of fee as per Section 9 of the REVA University Act, 2012.
4. For 60% of total admissions in each course / program, there shall be Committee consisting of the following to recommend the fixation of the fee / revision of fee every academic year taking into consideration the current market trend, inflation and income & expenditure of the University.

i. Vice Chancellor	-	Chairman
ii. Deans of Faculties	-	Members
iii. Director-Planning	-	Member
iv. Registrar (Evaluation)	-	Member
v. Finance Officer	-	Member

- | | | |
|--|---|------------------|
| vi. One Expert on Finance matter nominated
by the Hon'ble Chairman | - | Member |
| vii. One Chartered Accountant / Audit Officer
nominated by the Hon'ble Chairman | - | Member |
| viii. Registrar | - | Member Secretary |
5. The fee recommended by the above Committee shall be applicable to students who pursue B Tech, B Com, BBM, M Sc. MA, MBA, M Com and PG Diploma programs and such other programs offered by the REVA University and are admitted against 60% of the seats under University quota.
 6. Functions and powers of the REVA University Fee Fixation Committee shall be:
 - i. To recommend fee for new programs being instituted and introduced by the University.
 - ii. To recommend revision of fee for existing courses / programs of the University.
 - iii. To recommend modification in the fee structure as and when required.
 - iv. The Committee shall recommend the fee taking into consideration the current market trend, inflation and income & expenditure of the University.
 - v. The Committee shall further take-up such other finance related issues referred by the Finance Committee, BOM, BOG, the Chancellor, the Vice-Chancellor of the University and submit its report / recommendation to the University.
 7. The fee so recommended by the Fee Fixation Committee shall be placed before the Finance Committee and the Board of Management. The Finance Committee and the Board of Management may accept recommendations of the Fee Fixation Committee with modifications, if any.
 8. The fee so accepted by the Finance Committee and the Board of Management comes into force after the assent of the Chancellor. The Chancellor may however redirect the Finance Committee / Board of Management to the Fee Fixation Committee to reconsider the recommendation.

**REVA UNIVERSITY STATUTES RELATING TO
FORMATION OF THE BOARDS OF
EXAMINERS AND THEIR FUNCTIONS, 2015**

REVA UNIVERSITY STATUTES RELATING TO FORMATION OF THE BOARDS OF EXAMINERS AND THEIR FUNCTIONS, 2015

(framed as per the provisions under Section 28 and Section 32 of REVA University Act, 2012)

1. Title and Commencement:

These statutes shall be called “**REVA UNIVERSITY STATUTES RELATING TO FORMATION OF THE BOARDS OF EXAMINERS AND THEIR FUNCTIONS, 2015**”.

These Statutes shall come into force from the date of assent of the Chancellor.

2. Definition:

a) Board of Examiners

The Board of Examiners(hereafter to be called as BOE) is the University authority consisting of members constituted as per the provisions under these Statutes and is responsible for all the activities relating to examination of all academic and research programs offered by REVA University.

b) Board of Appointment of Examiners:

The Board of Appointment of Examiners (hereafter to be called as BOAE) is the University authority consisting of members constituted as per the provisions under these Statutes. The BOAE is empowered to constitute all BOEs in respective subjects on the recommendation of the concerned Boards of Studies.

c) Members of Board of Examiners:

The members of the Board of Examiners are those who have been appointed by the Board of Appointment of Examiners from out of the panel examiners provided by the concerned Boards of Studies. The members of the Board of Examiners are responsible for all the examination related activities of all programs offered by REVA University.

d) Chairperson

The Chairperson is one of the members of the BOE appointed by the BOAE who will be responsible for appointment of examiners, evaluators for concerned programs, conducting meetings of the BoE, scrutinizing question papers and overseeing all activities relating to examinations in cooperation with members of the BOE and the Registrar(Evaluation).

e) Panel of Examiners

The panel of Examiners comprises of internal Faculty members and external Faculty members as provided in this Statute.

9. Constitution of the Board of Examiners:

There shall be two separate Boards of Examiners, viz (I) Post-graduate & (II) Graduate Board of Examiners in each discipline/subject.

Every Post-graduate and Graduate Board of Examiners shall be constituted by the Board of Appointment of Examiners (BOAE) consisting of Vice-Chancellor (Chairperson), Dean of concerned faculty, Chairperson of Board of Studies in respective subject(s), Director of respective School, two senior Professors / Faculty members in respective subject appointed by the Vice-Chancellor (members), and Registrar–Evaluation (Member Secretary) from out of the list of names of faculty members recommended by the Chairpersons of Board of Studies in office. Such panel of names shall comprise:

- d) **Internal Persons:** The names of Faculty members (Professors, Associate Professors, Assistant Professors) involved in teaching various courses in the program (s) in the discipline / subject concerned.
- e) **External Persons:** The names of Faculty (Professors, Associate Professors) working in other Universities and Colleges and are teaching concerned courses / subjects.

The BOAE apart from the constitution Board of Examiners shall prepare panel of examiners in respective subjects / courses based on the list of examiners provided by the Board of Studies.

The concerned Board of Studies shall give detailed list of members specialized in each of the courses in the concerned subjects. In case the concerned Board of Studies fails to give adequate competent names of experts, the BOAE may appoint members of Board of Examiners other than the panel submitted by the Board of Studies in office. The BOAE may add additional members to the list of Examiners submitted by the Board of Studies in office.

10. Composition and Strength of the Board of Examiners:

The Post-graduate as well as Graduate Board of Examiners including Chairman shall normally comprise of 4 to 6 members.

In case of more than one program, the members of the Board of Examiners may be more than ceiling limit of six but shall not exceed eight.

Provided further that, (a) for each of the Post-graduate Board of Examiners, there shall be at least two external members from other universities / institutions; (b) the Chairman with the permission of the Vice-Chancellor may appoint subject experts in case it is felt necessary as invited members. However, the numbers of such invited members shall not exceed three and the role of such invited members is limited to the scrutiny of the question papers and scheme of examination of the course in which he / she is specialized.

11. Combined Board of Examiners:

The Board of Management may, at its discretion, amalgamate the Under-graduate Board of Examiners and the Post-graduate Board of Examiners relating to the same subject and constitute Combined-Board of Examiners in case the number of programs offered are not more than two in a subject / discipline for the sake of co-ordination and maintenance of standards.

However, the strength of such Combined-Board of Examiners shall be maximum of **eight** members and there shall be proper representation from both Graduate and Post Graduate faculty members involved in teaching the concerned courses.

12. Chairperson:

The Chairperson of Post-graduate Board of Examiners shall be nominated by the Vice-Chancellor and such Chairperson shall ex-officio be the Chairperson of the Graduate / Combined-Board of Examiners for the same subject or group of subjects.

13. Arrangement during the Absence of the Chairperson:

When the Chairperson of a Board of Examiners is unable to carry on his functions temporarily, the Vice-Chancellor may appoint any other member of the Board to act on his behalf as Chairperson during such a period.

14. Tenure and Cessation of Membership:

The tenure of membership the BOE shall be for a period of one year. A member appointed in his capacity as a teacher in REVA University or in any other University / College / institution or as the holder of an office shall cease to be member of the Board of Examiners concerned from the date he ceases to be a teacher in his / her parent University / institution. In such circumstances, where in there exist(s) casual vacancy(ies), the Vice-Chancellor is empowered to appoint members / Chairperson against such vacancy and such of the person(s) appointed by the Vice-Chancellor in a casual vacancy shall, subject to other provisions, be a member of the concerned Board of Examiners only for the residual period for which the person in whose place he / she is appointed.

15. Quorum:

The quorum for a meeting of any Board of Examiners shall not be **less than 2/3rd** of the strength of the Board.

16. Functions of the Board:

- c) The Board of Examiners shall scrutinize the question papers and scheme of examination (in case of graduate courses) of C3 examinations of respective programs / courses submitted by the examiners / question paper setters and finalize them to enable the Registrar (Evaluation) to get the same printed.
- d) The Board of Examiners shall review the question papers of previous semesters to find out the deviations / duplications if any and avoid such deviations / duplications in coming examinations.

Following shall be the precautions that the BOE has to keep in mind while finalizing the question papers:

- i) The question paper contains only such questions that are based on the curriculum and not outside curriculum;
- ii) The questions normally shall elicit answers from creative, analytical, innovative thinking rather than being monotype;
- iii) To ensure that no error / mistake / duplication occur in the questions / question paper.

17. Meeting of the Board of Examiners:

- e) The Board of Examiners shall normally meet at least **once in a semester**. The Special meetings of the Board of Examiners may be convened, under extraordinary circumstances, on the direction of the Vice-Chancellor.
- f) The Registrar (Evaluation), under the direction of the Vice-Chancellor shall fix the date and time of meetings of the Board of Examiners and through circular inform Chairpersons of all Boards of Examiners in a specific subjects / disciplines to hold meeting(s) of the Board(s) on the scheduled date and time.
- g) On requisition/circular received from the Registrar (Evaluation), the Chairman of the Board of Examiners shall issue the notice of meeting along with the agenda at least seven **five** days before the date of the meeting.
- h) The Chairperson of the Board of Examiners shall preside over the meetings. In temporary absence of the Chairperson, the members shall choose a person from amongst themselves to preside over the meeting and report the same to the Registrar (Evaluation), who shall obtain post-facto approval from the Vice-Chancellor.

18. Joint Meeting of Board of Examiners:

Under certain extraordinary circumstances, the Vice-Chancellor shall be competent to convene the joint meetings of two or more Board of Examiners and all such meetings the Vice-Chancellor shall preside.

19. Adhoc Board of Examiners:

In such cases where no Board of Examiners exist and is necessary to scrutinize question papers and decide on issue relating to examination in newer areas / disciplines, the Vice-Chancellor with the prior approval of the Chancellor may form Adhoc Board of Examiners temporarily.

Such Adhoc Board of Examiners shall perform all functions of the regular Board of Examiners. All other provisions such as quorum of the meeting, recording minutes etc., provided in these Statutes do apply to Adhoc Board of Examiners also. However, Adhoc Board of Examiners ceases to be in existence after formation of regular Board of Examiners in that discipline /subject, which shall be done within one academic year.

20. Minutes

The Chairperson of each Board of Examiners shall maintain a register for recording the minutes of the meeting. All resolutions of the Board of Examiners passed shall be recorded at the meeting and read out by the Chairperson for the information of the members present at the meeting and signature of all the members present be obtained.

The Chairperson of the meeting shall send to the Registrar (Evaluation) a copy of the minutes within **seven** days after the date of the meeting.

21. Opinion / Suggestion by Circulation:

The Vice-Chancellor may, in case of urgency, obtain the opinion of the Chairperson / Members of the Board of Examiners by circulation. Such opinion / suggestion, together with the action taken thereon shall be communicated to all the members.

**REVA UNIVERSITY STATUTES RELATING TO EMPLOYEE
ATTRACTION AND RETENTION POLICY**

REVA UNIVERSITY STATUTES RELATING TO EMPLOYEE ATTRACTION AND RETENTION POLICY

(Framed as per the provision under Section 32 (iv), Section 8 (vii), (xv), of REVA University Act, 2012)

1. Title and Commencement

These statutes are called “REVA University Statutes Relating to Employee Attraction and Retention Policy”.

They shall come into force from the date of assent of the Chancellor.

2. Definition

- a. **Employee:** means any employee / person employed by REVA University on full time basis or temporarily with salaries and wages as determined by the University.
- b. **Attraction Policy:** A policy framed by the University to attract talented, committed persons for appointment to serve as teachers, researchers, officers, and non-teaching staff.
- c. **Retention Policy:** A policy framed by the University to maintain a working environment and to address various needs of employees to enhance their job satisfaction, healthy practices and thereby increase employee retention.
- d. **Teacher:** means and includes a Professor, Associate Professor, Assistant Professor or such other persons as may be appointed for imparting instruction or conducting or to guide research in the University in conformity with the norms specified by the University Grants Commission.
- e. **Non-Teaching Staff:** means and include all employees other than teachers appointed by the University to carry out job(s) other than teaching and instruction.

3. Objectives

- a. To attract and retain high calibre individuals for teaching research, administration and to perform such other functions of the University to take the University to greater heights.
- b. To manage people well and to ensure directed and motivated employees.
- c. To pay people competitively and to reward superior / better performers.
- d. To promote perpetual learning, critical thinking and innovative research among teachers and scholars and rewarding them suitably.
- e. To facilitate acquisition of ICT and soft skills and develop work ethics among non-teaching staff.
- f. To value and respect all employees and provide them equal opportunities to develop their full potential and pursue a career path of their choice.
- g. To establish an environment of ownership, commitment, conviction and dedicated work culture that is attractive and supportive.

- h. In our work environment, all employees are valued and respected and have opportunities to develop their full potential and pursue a career path of their choice.

4. Scope:

The attraction and retention policy shall operate within the broader initiatives of talent management. These include, but are not limited to, skills development, staff development, mentorship, performance management, employment equity and employee relations.

5. Performance Management (Initiatives)

- a. Attraction and retention initiatives will include monetary and non-monetary interventions, and will be approached objectively and holistically.
- b. The University shall identify certain individuals based on the demonstrated performance and potential.
- c. The University shall adopt market and best practices in its initiatives to attract and retain employees. This will be achieved by retaining employees who see the University as a great place to work in and this is determined largely by the quality of leadership and good management practices which entail:
 - i. Remunerating employees well
 - ii. Rewarding exceptional performance
 - iii. Developing employees
 - iv. Communicating openly and sharing information
 - v. Caring for their employees
 - vi. Recognizing achievement publicly and celebrating successes
 - vii. Continuous training and counseling of poor performers to transform them as better performers.
 - viii. Developing and maintaining a reputation as being “an employer of choice”. This reputation is often best promoted by own employees
 - ix. Encouraging teachers and non-teaching staff to undertake learner-ships and interns to improve their knowledge and skills and in turn ensure high quality teaching research and administrative operations.
 - x. Facilitating career path of employees through :
 - Formal training by means of subsidized study assistance programs
 - International; exposure/ experience by means of seminars and workshops
 - xi. Providing facilities which include clean office environment, security, housing units, subsidized water and electricity, subsidized staff meals during office hours, sports and recreation facilities.
 - xii. Adopting steps to promote a positive and enabling climate for performance

to take place through constant coaching to senior level and middle level officers and heads of Schools on management of subordinates as their behavior is a key determinant of how people experience their subordinates.

- xiii. Create a well managed recognition program that can contribute towards considerable contribution to the well being of employees and the culture of the University.

6. Incentives

- a. Guaranteed salary
- b. Premium on Guaranteed Salary
- c. Performance based Annual increments
- d. Dearness Allowance
- e. HRA
- f. Pension/ Provident fund
- g. Medical aid
- h. Group life Insurance
- i. Housing loan, vehicle loan facility
- j. Staff quarters for employees on subsidized rent
- k. Study assistance for employees
- l. Leave – EL, CL
- m. Maternity leave
- n. Fraternity leave
- o. Research/ sabbatical leave
- p. Sick leave
- q. Sabbatical Leave to pursue Higher Education, Research, Staff development training etc.,
- r. Additional Ph D allowance
- s. Medical Insurance and Accidental benefit policy
- t. Encashment of Earned Leave
- u. Special Pay to Staff Members for Continuous Service
- v. Concessional rate of fee to avail Bus Facility to Staff Members
- w. Laptops and such other facility to Faculty members while at service to pursue Research and Academic work
- x. Sharing of revenue earned through consultancy, sponsored projects, patents and such other contributions.
- y. Financial assistance present papers in conferences abroad periodically.
- z. Children Welfare Scheme
- z1. Scholarship for children of employees of the University

7. Implementation

The above incentives shall be implemented as per the provisions in the guidelines / rules and regulations framed by the University from time to time.

8. Control, Reporting, and Auditing

The attraction and retention initiatives are subject to sound and accountable management practices. These shall be achieved through:

Control: The attraction and retention process will be facilitated by the Committee constituted for the purpose and the inputs from the HR Department

Reporting: The Committee shall meet every six months and will detail the status of attraction and retention based on the data available from the HR Department and report to the University along with recommendations for improvements if any, to place the same before the Board of Governors for further decision.

Auditing: Internal audit relating to remuneration practices for the attraction and retention candidates shall be conducted once a year to ensure compliance and sound practice. A formal report shall be placed before the Board of Governors for approval.



Registrar

Registrar

REVA University

Bengaluru - 560 064

**STATUTES GOVERNING SENSITIZATION TO,
PREVENTION OF, AND REDRESSAL FOR SEXUAL
HARASSMENT (SPARSH) IN
REVA UNIVERSITY, 2016**

Statutes Governing Sensitization to, Prevention of, and Redressal for Sexual Harassment (SPARSH) in REVA University, 2016

(Framed under Section 32 (v), Section 8 (vii) (x) (xv) of REVA University Act, 2012 and in view of the Guidelines laid down by the Supreme Court in Vishaka's Case)

1. Short Title and Commencement:

These Statutes may be called the **“Statutes Governing Sensitization to, Prevention of, and Redressal for Sexual Harassment (SPARSH) in REVA University, 2016”**

They shall come into force from the date of assent of the Chancellor.

b. Definitions:

- i. “APEX BODY” means ‘the Apex body of SPARSH’(ABS)
- ii. “DISCIPLINARY AUTHORITY” in relation to imposition of penalty on an employee or a student of the University means the authority competent under these or other relevant Statutes to impose on the employee or on the student, that penalty.
- c) “EMPLOYEE” means any person appointed to any post in the University and includes any person whose services are temporarily placed at the disposal of the University including those working under ‘outsourcing’ arrangements.
- d) “EMPLOYER” means the authority empowered to make appointments or the authority which appointed the employee, including those working under ‘outsourcing’ arrangements.
- e) “SEXUAL HARASSMENT” includes unwelcome sexually determined behavior (whether directly or by implication) such as –
 - i) Eve-teasing
 - ii) Unsavoury gender based remarks
 - iii) Gender based jokes causing or likely to cause awkwardness or embarrassment
 - iv) Gender based innuendoes and taunts
 - v) Gender-based insults or sexist remarks
 - vi) Unwelcome sexual overtone in any manner such as obnoxious telephone calls and the like
 - vii) Touching or brushing against any part of the body and the like
 - viii) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
 - ix) Forcible physical touch or molestation
 - x) Physical confinement against one’s will and any other act likely to violate one’s privacy
 - xi) A demand or request for sexual favours

and also includes any act or conduct by a male person in authority which denies or would deny equal

opportunity in pursuit of career development or otherwise make the environment at the workplace hostile or intimidating to a woman, only on the ground of sex/gender.

Notwithstanding what is stated above:

Where any comment, act or conduct is directed against any woman and such affected party has a reasonable apprehension that;

- It is humiliating and may constitute a health and/ or safety problem or affront to modesty and dignity.
- It is discriminatory, as for instance when the victim has reasonable grounds to believe that the objection by her would disadvantage her in connection with her employment or study, including recruitments or promotion or advancement or when it creates a hostile environment, or
- It would result in adverse consequences if the affected party does not consent to the conduct or raises any objection,
- It shall be deemed to be sexual harassment.

f) “STUDENT” means a person who has registered himself / herself as a student of the University for any course/degree/diploma/certificate.

Explanation: Any complaint by or against the student under these Statutes shall not be entertained later than one year after the student obtains his/her degree/diploma/certificate.

g) “UNIVERSITY” means the REVA University.

h) “UNIVERSITY COMPLAINTS COMMITTEE (UCC)” means the committee constituted to deal with the complaints of the victims of sexual harassment.

i) “WORKPLACE” in relation to an “Employee” means a building or structure belonging to the University, along with land appurtenant to such building or structure, as well as all other lands belonging to the University including playgrounds etc., used for University purposes and in relation to a student shall include all the above said places as well as such structures.

Applicability: These Statutes shall apply to the employees and students, in the event of any complaint of sexual harassment in workplaces the University against them.

3. Obligations of the University:

- a) The University shall, through a notification in each academic year notify the names and contact details of the members of ABS (Apex Body of SPARSH) and the UCC (University Complaints Committee) and they shall be responsible for gender sensitisation and enquiries into complaints of sexual harassment.

- b) The University will ensure that the policy is included in the Admission Brochure and circulated at the time of admission. The University will ensure that recruitment announcements to all academic and non-teaching positions include the following statement, as notification of the policy. “The University has a policy against sexual harassment and is committed to providing an environment free from gender discrimination and harassment”.
 - c) In order to ensure the permanent placement of the policy, the University shall arrange for several copies to be placed on boards for display in prominent places.
 - d) The University shall provide legal, medical and counseling assistance to those complainants who have to take recourse to the law.
 - e) The University shall forward to the Government Departments concerned such as the Department of Higher Education, the Department of Women and Child Development, the Karnataka State Commission for Women, the Scheduled Caste and Tribes Commission, the Backward Classes Commission, the Minority Commission etc., the Report together with a written record on the Action upon the decision/recommendations of the UCC.
- 4. Constituent bodies of SPARSH:** SPARSH shall include the Apex Body of SPARSH (ABS) and the University Complaints Committee (UCC).
- 5. Constitution of ABS:** The ABS shall consist of the following members who will be nominated by the Board of Governors.
- a) Five members representing various faculties / Centres of the University, of which at least three shall be women.
 - b) Two students of whom at least one shall be a girl (names to be proposed by Director, Student Welfare).
 - c) Two members from the non-teaching staff, of whom at least one shall be a woman.
 - d) One woman representative from an NGO concerned with women’s issues.
 - e) One woman advocate.
 - i) The Chairperson shall be a woman faculty member.
 - ii) At least one member of the ABS shall be a woman belonging to SC / ST.

Explanation: In making nominations to the ABS, the Board of Governors shall ensure that the nominees possess concern for women’s issues.

6. Functions and Powers of ABS:

- a) To emphasize the commitment of the University to provide a workplace free of gender-based discrimination, sexual harassment and other acts of gender-based violence.
- b) To promote an environment in the workplace which will raise awareness about gender based discrimination and prevent sexual harassment and other acts of gender based violence.

7. Constitution of UCC: The Board of Governors shall nominate the members of the UCC from among the members of the ABS. It shall comprise the following:

- a) Two faculty members- one male and one female.
- b) One non-teaching staff.
- c) The woman representative from the NGO concerned with women's issues.
- d) One woman advocate.

The UCC shall designate one of its women members as Member Secretary. The Chairperson shall be a woman member of the faculty, other than the Chairperson of the ABS nominated by the Board of Governors.

8. Functions and Powers of UCC:

- a) To comply with the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.
- b) To evolve a permanent mechanism for prevention and Redressal of gender based discrimination, sexual harassment and other acts of gender based violence.
- c) To ensure that the provisions of the Statutes are implemented in letter and spirit through proper reporting and Redressal of the complaints.
- d) To cause wide publicity to be given in respect of filing complaints.
- e) Taking cognizance of complaints about sexual harassment, the UCC shall conduct enquiries, provide assistance and Redressal to the victims, and recommend penalties and other action to be taken.

9. Term of office of Chairperson and Members of ABS and UCC:

- a) The Chairperson and members shall hold office for a term of three years from the date on which they assume office.
- b) Provided that the Chairperson and members shall not hold office for more than two terms.

10. Vacancy of the Office of Chairperson or members of ABS/UCC:

If the office of the Chairperson or any other member becomes vacant or if either of them remains absent without written intimation for three consecutive meetings or for two months, whichever is greater another member may be appointed to fill the vacancy. The new Chairperson/member shall be nominated by the Chancellor.

11. Procedures for transaction of business of ABS:

The ABS shall hold at least four meetings / programs in an academic year. The procedures to be adopted at the meeting shall be prescribed by the rules of business to be framed by the ABS.

12. Procedure for Filing Complaints with the UCC:

- a) The complaint may be oral or in writing. If it is oral, it shall be recorded in writing by the receiving authority.
- b) Any student, service provider, faculty member or non-teaching staff may lodge a complaint of sexual harassment against a student, service provider, faculty member or non-teaching staff. Save that this shall not exclude those rendering services in the University even if they are not employees.
- c) Complaints are to be registered maintaining strict confidentiality.
- d) The affected party may lodge a complaint to anyone of the following:
 - i) The Vice-Chancellor/Registrar/Director of Student Welfare.
 - ii) Directors of the School concerned / Chairperson of the Department concerned.
 - iii) Chairperson or member of the UCC.

On receipt of the complaint the person receiving it shall forward it to the Chairperson of the UCC within 24 hours.

13. Procedure for processing complaints:

- a) UCC shall examine if there are sufficient grounds for conducting a formal enquiry. In the event of the UCC concluding that further enquiry is not necessary the matter will be dropped.
- b) The formal inquiry shall commence within a week of receipt of complaint by the UCC and shall be completed within two months. If the UCC is unable to complete the enquiry within the stipulated time it may seek extension of time from the Vice-Chancellor. The Vice-Chancellor in consultation with the Chancellor may consider the request and grant extension accordingly.
- c) The UCC shall forward a copy of the complaint to the opposite party, directing him to give his version of the case, within a period, of 15 days which may be extended by another 15 days.

- d) Where the opposite party, on receipt of the copy of the complaint, referred to him files a written reply admitting the allegation made in the complaint, and if such allegation amounts to sexual harassment in the work place, the UCC may record its findings of guilt including its opinion on the gravity of the offence and submit a report to the Vice-Chancellor for appropriate action. The Vice-Chancellor shall submit the report to the Chancellor for further decision.
- e) Where the opposite party omits or fails to take any action to represent his case, within the time given to him, even after due service of the copy of the complaint on him, the UCC shall proceed to record its finding on the basis of oral and documentary evidence, brought to its notice by the complainant.
- f) Where the opposite party denies or disputes the allegation contained in the complaint, the UCC may institute an enquiry.
- g) The UCC shall proceed to conduct the enquiry as follows:
 - i) Permit the parties to call for any document or other material object, mentioning the relevance of the said documents or material objects and take steps to secure those documents or material objects before commencing the recording of oral evidence
 - ii) List of witnesses from both the parties shall also be filed before the UCC for the recording of oral evidence
 - iii) The copies of documents and the list of witnesses filed by parties shall be furnished to the other party
 - iv) Record the oral evidence of the complainant and her witnesses, after giving full opportunity to the opposite party to cross examine them
 - v) Allow the opposite party to examine themselves and/or examine such witnesses whom he desires to examine and give opportunity to the complainant to cross examine them
 - vi) Receive such documentary evidence that may be adduced by the Parties
 - vii) The complainant and/ or opposite party, with the permission of the UCC may choose to produce additional documents/materials and may choose to examine additional witnesses. The UCC either sue-motto or at the instance of the complainant and/ or opposite party may also call for documents, material objects which are relevant and necessary for arriving at a just conclusion of the matter in dispute
 - viii) Allow both parties to present their arguments orally and/ or in writing
 - ix) The UCC may also examine the parties and witnesses
 - x) The UCC may summon any person and may also verify any vital aspects by making such inspection as may be required
 - xi) Consider the evidence adduced and the arguments and arrive at findings and submit a report to the Vice-Chancellor with the recommendation for appropriate action

- h) The Vice-Chancellor in consultation with the Chancellor shall cause a copy of the report to be served on the complainant and the opposite party and consider their representations, if any, and take such action as he/she deems fit. The Chancellor may impose any penalty which he is competent to impose on the employee or the student or place the matter before the Board of Governors to impose any penalty that could be imposed by it on the employee or the student or direct the head of the School / Hostel / Institute to take appropriate action.
- i) However, if in the opinion of the Chancellor, the enquiry / report suffers from serious infirmities so as to cause injustice to any of the parties, the Chancellor may refer the matter back to the University Complaints Committee for further enquiry and the UCC shall thereupon proceed to hold such further enquiry as may be necessary.

14. Third party harassment: If the sexual harassment occurs as a result of any act by any third party or outsider, the employer and the person/s in charge of the workplace shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

15. Protection for the complainant and witnesses: The employer shall ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the accused or their own transfer.

16. Penalties and empowered authorities:

a) In respect of Employees-

Sl. No	Penalties	Empowered authority
i	Censure	Chancellor
ii	Fine not exceeding Rs.25,000/- (Twenty Five Thousand only)	Chancellor
iii	Withholding of increments without Cumulative effect	Board of Governors
iv	Withholding of increments with cumulative effect	Board of Governors
v	Reduction in rank or pay	Board of Governors
vi	Compulsory Retirement	Board of Governors
vii	Removal from service	Board of Governors

b). In respect of Students:

Sl. No.	Penalties	Empowered authority
i	Warning	Chancellor
ii	Fine, not exceeding Rs. 25,000/- (Twenty Five Thousand only)	Chancellor
iii	Debarring from examinations	Board of Governors
iv	Rustication from the college or hostel or an institution	Board of Governors
v	Cancellation of admission to the Course to which he was admitted	Board of Governors

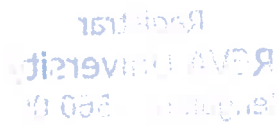
17. Savings: Nothing contained in these Statutes shall prejudice any rights available to the employer/employee / student or prevent any person from seeking any legal remedy under any law in force.

Where such conduct amounts to an offence under the Indian Penal Code or under any law, the employer shall initiate appropriate action in accordance with the law, by making a complaint to the appropriate authority.

Registrar


Registrar
REVA University
Bengaluru - 560 064

**REVA UNIVERSITY STATUTES RELATING TO
APPOINTMENT, POWERS AND FUNCTIONS OF THE
VICE-CHANCELLOR**



REVA University Statutes relating to appointment, powers and functions of the Vice-Chancellor

(framed in as per Section-16 and 32 (iv) of the REVA University Act, 2012)

1. Title and Commencement:

These Statutes shall be called “**REVA University Statutes relating to Appointment, Powers and Functions of the Vice-Chancellor**”

These Statutes shall come into force from the date of assent of the Chancellor.

2. Definitions:

- a) **Act:** Act means the REVA University Act, 2012 (Karnataka Act No. 13 of 2013) first published in the Karnataka Gazette Extra-ordinary of the 7th day of February, 2013.
- b) **Section:** The “Section” means a Section of the REVA University Act, 2012.
- c) **The Chancellor:** The Chancellor means the Chancellor of REVA University as provided in Section-15 of the REVA University Act, 2012.
- d) **The Vice-Chancellor:** The “Vice-Chancellor” is the Principal Executive and Academic Officer of the University appointed as per the provisions under Section-16 of the REVA University Act, 2012.
- e) **Statutes:** Statutes means the Statutes of the University made under the provisions in Section-32, 33 and 34 of the REVA University Act, 2012.
- f) **The University:** University means REVA University established and incorporated under the REVA University, 2012.
- g) **University Grants Commission (UGC):** University Grants Commission means the commission established under Section-4 of the University Grants Commission Act, 1956 (Central Act 3 of 1956).
- h) **Statutory Bodies:** The “Statutory Bodies” means the body established by the Act of Parliament for a particular purpose.
- i) **AICTE:** The “All India Council for Technical Education” (AICTE) means the All India Council for Technical Education established under Section-3 of the All India Council for Technical Education Act, 1987 (No. 52 of 1987) passed by the Houses of Parliament.

3. Appointment and terms of reference of the Vice-Chancellor

The Vice-Chancellor shall be appointed as per the provisions under Section-16 of REVA University Act, 2012. He shall be the Principal Executive and Academic Officer of the University and shall exercise the powers and his terms of appointment shall be as provided in the said section of the REVA University Act.

4. Functions and Responsibilities of the Vice Chancellor

Following shall be the functions and responsibilities of the Vice-Chancellor:

- 1) To Coordinate between the University, Government, UGC, AICTE and such other Statutory Bodies;
- 2) To constitute statutory bodies of the University as per the provisions of the REVA University and to Conduct Meetings of the Statutory Bodies of the University;
- 3) To coordinate academic and administrative activities of the University programs with the support of the Deans & Faculties and Heads of the Schools;
- 4) To consolidate research work in REVA University, and REVA Group of Institutions
- 6) To appoint Statutory Officers in concurrence with the Chancellor's direction, decision of the Board of Governors and provisions in the REVA University Act;
- 7) To appoint, promote teaching and non-teaching staff as per the provisions of the Statutes and with the approval of the Chancellor and the Board of Governors;
- 8) To take decisions relating to the policy of the University and in accordance with the REVA University Act and the provisions of the Statutory Bodies of the Government such as UGC, AICTE etc.
- 9) To initiate the implementation of the decisions of various Statutory Bodies of the University, directions of the Chancellor, Government, UGC, AICTE and other Statutory Bodies of the Government;
- 10) To establish collaborations with the important Institutions / Universities / Industries and such others both at National and International level;
- 11) To initiate implementation of all possible provisions in the REVA University Act;
- 12) To take all necessary steps for maintaining discipline among the employees and the students;
- 13) To initiate new programs / courses as per the provisions in the REVA University Act;
- 14) To carry out in consultation with the Chancellor, all functions of the University as per the provisions in the Act.

**REVA UNIVERSITY STATUTES RELATING TO
APPOINTMENT, POWERS, DUTIES AND
RESPONSIBILITIES OF THE REGISTRAR**

REVA University Statutes relating to Appointment, Powers, Duties and Responsibilities of the Registrar

(framed in as per Section-19 and 32 (iv) of the REVA University Act, 2012)

1. Title and Commencement:

These Statutes shall be called “**REVA University Statutes relating to Appointment, Powers, Duties and Responsibilities of the Registrar**”

These Statutes shall come into force from the date of assent of the Chancellor.

2. Definitions:

- a. **The Registrar:** The “Registrar” is the Officer of the University appointed by the Chancellor as per the provisions under Section-19 of the REVA University Act, 2012.
- b. **Records:** The Records means the records of the University constituting a piece of evidence about the past, especially about university, its properties, activities, correspondences, accomplishments, persons working in the university and such others.
- c. **Board of Governors:** The Board of Governors means the Board of Governors of the REVA University as constituted under Section-23 of the REVA University Act, 2012
- d. **Board of Management:** The Board of Management means the Board of Management of the REVA University as constituted under Section-24 of the REVA University Act, 2012
- e. **Academic Council:** The Academic Council means the Academic Council of the REVA University as constituted under Section-21 of the REVA University Act, 2012.

3. Appointment, terms of reference and powers of the Registrar.

The Registrar shall be appointed as per the provisions under Section-19 of REVA University Act, 2012. He shall have the powers and his terms of appointment shall be as provided in the said section of the REVA University Act.

4. Duties and Responsibilities of the Registrar

The following shall be the Roles and Responsibilities of the Registrar shall:

- 1) be responsible for the due custody of the records and the common seal of the University and shall be bound to place before the Chancellor, the Vice Chancellor or any other authority, all such information and documents as demanded;
- 2) issue all notices convening meetings of the Board of Governors, the Board of Management, the Academic Council and of any Committees appointed by those authorities, as per the advice of the Chancellor / Vice Chancellor;
- 3) keep the minutes of all the meetings of the Board of Governors, the Board of Management, the Academic Council and of any Committees appointed by those authorities.

- 4) conduct the official correspondence of the Board of Governors, the Board of Management, the Academic Council and other Statutory Bodies of the University;
- 5) supply to the Visitor, Chancellor, Pro-Chancellor, and the Govt. the copies of the agenda of the meetings of the Authorities of the University as soon as they are issued and the minutes of such meetings;
- 6) execute the decisions of the Board of Governors, the Board of Management, Academic Council and other Statutory Bodies of the University in consultation with the Chancellor and the Vice Chancellor;
- 7) execute the decisions and directions of the Government, UGC, AICTE and such other statutory bodies of the Government in consultation with the Chancellor and the Vice Chancellor;
- 8) represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose;
- 9) exercise all such powers that is required to maintain legal proceedings on behalf of the University and group of REVA Institutions to safeguard and protect the interests of the REVA University and Rukmini Educational Charitable Trust;
- 10) Shall issue orders of appointment of teaching & non-teaching staff, members of various authorities as per the decision of the respective authority & with the approval of the Chancellor, the Vice Chancellor;
- 11) exercise all such powers as may be conferred on him for maintaining discipline among the employees of the University;
- 12) exercise all such powers that are required to protect and maintain the University property in consultation with the Chancellor, the Vice-Chancellor and other appropriate Authorities of the University;
- 13) administer matters relating to the purchase of furniture, equipment, stationeries, consumables and such other articles as may be required for the smooth functioning of the University;
- 14) ensure regular attendance and efficient work of the employees of the University;
- 15) coordinate with Central Govt. and State Govt. departments and Govt. recognized agencies for admission of foreign students in REVA University;
- 16) keep in contact with foreign embassies in India and Indian embassies abroad in relation to students admission academic exchange programs
- 16) look after routine administration of the University;
- 17) oversee the supervision of the transportation, security, stores and hostel mess operations.
- 18) assist the Chancellor and Vice-Chancellor in carrying out all functions of the University.

**REVA UNIVERSITY STATUTES RELATING TO
DECLARATION SOME OFFICERS AS OFFICERS OF
THE UNIVERSITY AND THEIR ROLES AND
RESPONSIBILITIES**

REVA University Statutes Relating to Declaration some Officers as Officers of the University and their Roles and Responsibilities

(framed in as per Sections-12(x) 32 (iv) and 33 of the REVA University Act, 2012)

I. Title and Commencement:

These Statutes shall be called “**REVA University Statutes Relating to Declaration some Officers as Officers of the University and their Roles and Responsibilities**”. These Statutes shall come into force from the date of assent of the Chancellor.

II. Declaration some Officers as Officers of the University

To ensure smooth administration and holistic development of the University, following officers are hereby declared as Officers of the REVA University under the provisions of the Section 12 (x) of the REVA University Act, 2012.

1. Principal Director – Academic
2. Director – Planning
3. Dean, Research and Innovation Council
4. Director - Internal Quality
5. Director – Career Counseling, Training and Placement (CCTP) Centre
6. Director –University Industry Interaction and Skill Development Centre
7. General Manager – Administration

III. Definition:

- a. **Principal Director–Academic:** “Principal Director–Academic” means the Head of the Schools of REVA University appointed as per the provisions under these Statutes.
- b. **Dean, Research and Innovation Council:** “Dean, Research and Innovation Council” means the Head of the research and innovation division of REVA University appointed as per the provisions under these Statutes.
- c. **Director - Internal Quality:** “Director - Internal Quality” means the Head of the Internal Quality division of REVA University appointed as per the provisions under these Statutes.
- d. **Director – Career Counseling, Training and Placement (CCTP) Centre:** “Director – Career Counseling, Training and Placement (CCTP) Centre” means the Head of the Career Counseling, Training and Placement (CCTP) Centre of REVA University appointed as per the provisions under these Statutes.
- e. **Director – University Industry Interaction and Skill Development Centre:** “Director – University Industry Interaction and Skill Development Centre” means the Head of the University- Industry Interaction and Skill Development Centre of REVA University appointed as per the provisions under these Statutes
- f. **General Manager – Administration:** “General Manager – Administration” means the Head

of general administrative units REVA University appointed as per the provisions under these Statutes.

- g. **Faculty:** “Faculty” means a group of Schools of REVA University concerned with a major division of knowledge.
- h. **Director:** “Director” means the Head of the School or other unit(s) of REVA University appointed as per the provisions under the REVA University Statutes relating to Appointment, Duties and Responsibilities of the Directors.
- i. **School:** “School” means the School of Studies in the REVA University run and maintained by the University.
- j. **Program:** “Program” means the academic program leading to a Degree, Post Graduate Degree, Post Graduate Diploma Degree or such other degrees instituted and introduced in the REVA University.
- k. **Course:** “Course” means a subject introduced and taught as part of the program offered by the REVA University.
- l. **Student:** “Student” means a student registered to pursue higher education in any branch of study or research offered by the REVA University.
- m. **Teaching:** “Teaching” means the act, practice, or profession of a teacher that includes all the activities of providing education to students.
- n. **Training:** “Training” means the organized activity aimed at imparting information and / or instructions to improve the performance or to attain required level of knowledge or skill of students, teachers and other staff of the University / institution / industry or any such agency.
- o. **Research:** “Research” means the systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions.
- p. **Examination:** “Examination” means the act or process of examining and / or the exercise designed to examine progress or test qualification or knowledge of students or such others.
- q. **Degree:** “Degree” means an academic degree issued in recognition of having satisfactorily completed the prescribed courses of study at REVA University.

IV. Appointment and Terms of Appointment of the Officers

There shall be a committee consisting of the following:

- i) One Trustee or the Nominee of the Chancellor;
- ii) Two academic administrators at senior level, preferably present / former Vice-Chancellor or any academic administrator of equivalent rank;
- iii) Two experts in the concerned subject / area / activity nominated by the Chancellor on the recommendation of the Vice-Chancellor.

At least three members of the above shall form the quorum for conducting the proceedings and the committee shall recommend a penal of three persons for the position of the Director / Dean. The Chancellor shall appoint from out of the penal recommended by the above committee as the Director / Dean. Provided further that the Chancellor may appoint / designate any person found to be suitable as Directors / Dean.

The term of the Director / Dean shall be for a period of three years extendable further term(s) based on the satisfactory performance.

V (A). Roles and Responsibilities of the Principal Director

The Principal Director shall:

- 1) Supervise over all academic and research activities of all schools in the University under the guidance of the Hon'ble Chancellor and the Vice Chancellor;
- 2) Be completely responsible for smooth functioning of academic activities, and be accountable for all academic programs of various schools in the University;
- 3) Conduct regular meetings of all the Heads of Schools and faculty members to implement academic activities as per the calendar of events;
- 4) Guide and monitor preparation of common timetable of classes well in advance and arrange for its display on notice board and as well to host on University website;
- 5) Coordinate and assess the requirements of various schools and take them forward with higher authorities to facilitate such requirements for smooth functioning of academic activities;
- 6) Initiate faculty orientation programs in consultation with Director-IQAC for improving the quality and efficiency;
- 7) Establish smooth cooperation among teachers of various schools and create congenial environment for learning, teaching and research;
- 8) Plan meticulously perfect teaching-learning process, placement and training activities for the students;
- 9) Supervise monitoring of students and teachers attendance, performance, discipline meticulously and take necessary steps for smooth conduct all academic activities;
- 10) Support and encourage fast learners to take additional courses of study that helps them for their future prospects and career growth;
- 11) Take necessary steps to organize bridge courses, special coaching, remedial classes etc. to slow performing students so as to take them to the main stream of students;
- 12) Execute and oversee the conduct of C1 and C2 tests and C3 semester end examination of all the graduate, post-graduate and such other programs as per the calendar of events in cooperation with the Registrar - Evaluation and Directors of various Schools;
- 13) Guide, motivate and inculcate among students and teachers to imbibe the qualities of

discipline, patriotism, peace, human values, ideals of democracy, and respect to others.

- 14) Maintain discipline, integrity and honesty among the faculty and staff and uphold the dignity and ideals of the profession
- 15) Design proper counseling procedure for entire student community and implementing it with the cooperation of the Heads of Schools, mentors and the administration;
- 16) Initiate innovative programs, inter disciplinary studies and facilitate cross cultural learning;
- 17) Spot creativity among students and teachers and promote talent, innovative ideas resulting in new products, methods and techniques.
- 18) Promote and arrange for preparation of instructional materials, e-lessons, video / audio recordings and such other resources by experts within and outside the university for the benefit of students and junior faculty;
- 19) Promote organizing workshops, seminars, symposia, exhibitions, demonstrations and such other programs on current and nascent topics of importance to keep students abreast of recent developments in the respective areas.
- 20) Promote research activities, funded project and cooperate with Director Research and Innovation in promoting research culture among teachers and students.
- 21) Take all such initiatives that will help smooth conduct of curricular, co-curricular and research activities in the school.
- 22) Establish and maintain congenial environment among various schools so as to give students comfort for their studies and such other activities that help them in overall development of their personalities.
- 23) Strive to bring harmony among teachers, students and all stake holders, build teams to study and work together for better results;
- 24) Monitor the maintenance of the discipline of students in the campus in cooperation with the senior faculty, Disciplinary Committee and the Heads of the institutes and General Manager-Administration;
- 25) Promote arrange inter school, inter institutions, competitions in curricular and co-curricular activities;
- 26) Lead and promote inter institute collaborations and initiate joint innovative academic and research programs / projects;
- 27) Involve in promoting marketing, placements and monitor admissions of students to various courses / programs;
- 28) Guide the Directors of various schools to prepare long term and short term plans for the overall development of respective schools and monitor successful implementation of the plan and their phase wise growth;
- 29) Promote collaborations with industries and such other institutions to undertake joint academic, research and extension work;

- 30) Establish congenial academic environment and guide to Principal, REVA ITM as and when required for smooth functioning of academic activities of RITM and RU;
- 31) Present from time to time the report of all the activities and progress of such activities to the Hon'ble Chancellor and the Vice-Chancellor and seek guidance;
- 32) Exercise such other powers and carry out such other duties and functions assigned to him/her by the Board of Management, the Chancellor and the Vice-Chancellor;
- 33) Attend to such other duties as may be entrusted to him by the Hon'ble Chancellor Vice-Chancellor.

V (B). Duties and Responsibilities of the Director – Planning

- 1) Shall take care of marketing activities of the University;
- 2) To prepare master plan for development of the University for next ten years in consultation with the Chancellor, Vice Chancellor, all Academic Heads of the REVA University and REVA Group of Institutions and as well peers outside the University;
- 3) To draft a vision document of the University for the year 2015;
- 4) Coordinating with the Government, UGC, AICTE and other statutory bodies, PU Board, Affiliating University etc;
- 6) To establish and maintain a sound database of the University system and REVA group of institutions since inception, pertaining to administrative, academic, developmental, financial and examination related issues of the University;
- 7) To collect and maintain details of all courses, curriculum, schedule of establishment and Curriculum Vitae of all teachers; Planning of infrastructure, faculty and other requirements of general facilities.
- 8) To make SWOT Analysis of the University and all schools of the University and also REVA Group of Institutions and assess the growth and strength of the each academic and administrative unit of the University and REVA Group of Institutions;
- 9) To organize appropriate training modules to the existing staff and to record and maintain the database of the University for their routine work;
- 10) To organize exhibitions, demonstrations, conferences, seminars, special lectures etc. to improve the quality of the teaching and learning and to promote research culture among the faculty members and students; Identifying eminent guests for various events of importance with prior approval of the Chancellor well in advance.
- 11) To coordinate the collaborative activities of the University;
- 12) To prepare in association with the Registrar and heads of the institutions and departments, the academic calendar of the University and REVA Group of Institutions. Planning PTA Meetings, General Holidays, Calendar of events.
- 13) To maintain database of complete infrastructure in the campus;
- 14) To assist the Chancellor and the Vice-Chancellor in carrying out all functions of the University;

- 15) Implementation of ERP (VAPS or any other) and conduct of University entrance examination.

V(C). Duties and Responsibilities of the Dean – Research and Innovation:

The Dean – Research and Innovation shall:

1. Establish and maintain a sound database of the University system, academic, research and extension programs and significant activities / development of the University;
2. Create and maintain database of faculty, their areas of expertise, their research and publication contributions;
3. Liaison between various departments, the faculty and outside agencies, industries, business firms, academic and research institutions and funding agencies;
5. Organize meetings, visits and such other programs relating to research and innovation activities between the University faculty and the entrepreneurs, industrialists and such other experts from various sectors outside the university;
17. Establish closer link between the university and the external agencies, institutions, industries and government departments and funding agencies;
18. Identify funding agencies / institutions, the thrust areas of research for funding and promote faculty and research scholars within the university to make proposals for such funding;
19. Train junior faculty and research scholars to prepare proposals for funding, to make presentations and seek funding successfully;
20. Organize orientation programs, workshops for faculty and researchers on areas of research thrust and social relevance, to publish their research output in journals of repute that have higher impact factor;
21. Train teachers and researchers in report writing, in intellectual property rights and in the process and procedures of patenting;
22. Promote inter-departmental cooperation for undertaking inter-disciplinary / multi-disciplinary research projects;
23. Initiate such measures that inculcate research culture among students, scholars and teachers at every level;
24. Arrange regular evaluation of research productivity and quality of research of the faculty and to guide them with proper measures to move forward in a right direction to accomplish the best quality research output acceptable by the industries and the funding agencies;
25. Work closely with industries, entrepreneurs and business organizations and attract them to invest with the university for establishing research centres, incubators and such others and promote research that is relevant for their respective industries and business firms;
26. Organize exhibitions, demonstrations of the research productivity as well as expertise of the university to showcase the same before the entrepreneurs, industrialists and public at large;

27. Arrange on the direction of the Vice-Chancellor, meetings of the Research Council and record the proceedings, circulate the proceedings among the members and take necessary action to implement the decision taken in the research council meeting;
28. Assist the Vice-Chancellor and the Chancellor in planning and promoting academic and research activities of the university.

V (D). Roles and Responsibilities of Director, IQAC

The Director, IQAC shall:

1. Design and develop a quality system for conscious, consistent and catalytic improvement in the overall performance of the university;
2. Take necessary steps to channelize all efforts and measures of the university towards promoting its holistic academic excellence.
3. Develop and implement quality benchmarks/parameters for the various academic and administrative activities of the University and its constituent units.
4. Advocate and develop Quality Culture among faculty, staff and students in the University;
5. Disseminate among all school heads and the faculty members, information on the various quality parameters of higher education;
6. Organize inter and intra institutional workshop, seminars on quality related themes and promotion of quality circles;
7. Guide and promote initiation of quality related activities and good practices in all schools and coordinate such activities;
8. Guide and promote formation and working of quality circles within the Schools and across Schools;
9. Encourage faculty members and heads of schools to adopt good practices teaching, learning , research, administration;
10. Promote for creating a learner-centric environment conducive for quality education;
11. Guide and encourage the faculty to adopt the required knowledge and technology for participatory teaching learning process;
12. Ensure timely, efficient and progressive performance of academic, administrative and financial tasks;
13. Ensure relevance and quality of academic and research programs;
14. Ensure the adequacy, maintenance and functioning of the support structures and services;
15. Collect, consolidate and compile information, data and documents from the faculty members, School Heads, Administrative and supportive units and preserve the same for the presentation to the external agencies / accreditation bodies;
16. Create and maintain comprehensive, consolidated data base of all such information that different accreditation agencies require;

17. Arrange feedback responses from students, parents and other stake holders on quality-related institutional processes;
18. Take necessary steps for regular and up-to-date documentation of all the quality-related activities conducted and good practices followed in the university and the feedback from different stake holders;
19. Design MIS and develop institutional database to enhance the institutional quality;
20. Prepare the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters / assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;
21. Create an exclusive IQAC window in the university website to regularly reporting its activities, as well as for posting the AQAR;
22. Regularly submit the AQARs to the NAAC / other accreditation bodies / agencies;
23. Interact with SQACs (State Quality Assurance Cell) in the pre and post accreditation quality assessment, sustenance and enhancement endeavors;
24. Develop network with other best quality institutions in India and abroad and mutually share the experiences, best practices and quality parameters adopted;
25. Present the detailed report of the NAAC Peer Committee to the Chancellor and the Vice-Chancellor during the exit meeting; and
26. Attend to such other duties as may be entrusted by the Chancellor / Vice-Chancellor.

V (E). Roles and Responsibilities of General Manager - Administration

1. Ensures effective campus operations and recommends operational improvements to the Chancellor.
2. Works closely with the campus security, transportation operations, Housekeeping and Administrative Services to aid in the maintenance of a safe learning environment
3. Coordinates with Hostel wardens for maintenance and upkeep of buildings
4. Analyzing & proper utilization of Electricity & Water usage in the campus
5. Coordinates special campus projects, special events and other public relations affairs of the campus.
6. Coordinates University / Institution scheduling program, assigning campus classrooms and facilities to maximize room utilization throughout the campus.
7. Managing the Seminar halls schedules in the campus, managing the display boards at each seminar hall.
8. Analyzing and scheduling of Labs to an efficient / maximum possible
9. Works closely with Stores department for the inventory
10. Manages inventory of supplies for classrooms and initiates reordering process when necessary. Provides logistical support for campus faculty and staff.

11. Networking with various Committees formed by the Chancellor
12. Take charge of any important event happenings and its arrangements in the campus
13. Overall Maintenance of the campus and discipline of students within the campus
14. Plan and design the maintenance schedule calendar of the campus (RO Plant, STP, DG, Vehicles)



REGISTRAR

Registrar
REVA University
Bengaluru - 560 064

Registrar
REVA University
BANGALORE

**REVA UNIVERSITY STATUTES RELATING TO
DUTIES AND RESPONSIBILITIES OF DEANS OF
FACULTIES**

REVA University Statutes relating to Duties and Responsibilities of Deans of Faculties

(framed in as per Section-18 and 32 (iv) of the REVA University Act, 2012)

1. Title and Commencement:

These Statutes shall be called “**REVA University Statutes relating to Duties and Responsibilities of Deans of Faculties**”

These Statutes shall come into force from the date of assent of the Chancellor.

2. Definition:

- a. **Dean:** “Dean” means the Head of the Faculty of REVA University appointed as the provisions under Section-21 of the REVA University Act, 2012 and REVA University Statutes relating to Appointment, Duties and Responsibilities of the Deans of Faculties.
- b. **Faculty:** “Faculty” means a group of Schools of REVA University concerned with a major division of knowledge.
- c. **Director:** “Director” means the Head of the School or other unit(s) of REVA University appointed as per the provisions under the REVA University Statutes relating to Appointment, Duties and Responsibilities of the Directors.
- d. **School:** “School” means the School of Studies in the REVA University run and maintained by the University.
- e. **Program:** “Program” means the academic program leading to a Degree, Post Graduate Degree, Post Graduate Diploma Degree or such other degrees instituted and introduced in the REVA University.
- f. **Course:** “Course” means a subject introduced and taught as part of the program offered by the REVA University.
- g. **Student:** “Student” means a student registered to pursue higher education in any branch of study or research offered by the REVA University.
- h. **Teaching:** “Teaching” means the act, practice, or profession of a teacher that includes all the activities of providing education to students.
- i. **Training:** “Training” means the organized activity aimed at imparting information and / or instructions to improve the performance or to attain required level of knowledge or skill of students, teachers and other staff of the University / institution / industry or any such agency.
- j. **Research:** “Research” means the systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions.
- k. **Examination:** “Examination” means the act or process of examining and / or the exercise designed to examine progress or test qualification or knowledge of students or such others.

- l. **Degree:** “Degree” means an academic degree issued in recognition of having satisfactorily completed the prescribed courses of study at REVA University.
- m. **Diploma:** “Diploma” means a diploma issued in recognition of having satisfactorily completed the prescribed courses of study at REVA University.

3. Appointment of the Deans of Faculties

The **Deans of Faculties** shall be appointed by the Vice-Chancellor with the written approval of the Chancellor as per the provisions under Section-18 of REVA University Act, 2012. Provided, further that, one among the Professors in each Faculty shall be appointed as Dean of Faculty for a term of three years, extendable by another term of three years. In the absence of the Professor one of the Associated Professor based on the merit and seniority shall be appointed as Dean of the Faculty.

4. Duties and Responsibilities of Deans of Faculties

The Dean shall:

1. Be the executive officer of the respective faculty and shall preside over the meetings of the faculty;
2. Be in overall charge of academic programs of the respective Faculty which shall include teaching research and extension activities;
3. Coordinate and supervise planning of academic and research programs such as graduate, post graduate, research and such others;
4. Set guidelines for preparing schemes of instructions, examinations, curriculum etc. so as to maintain uniformity among various schools within the faculty;
5. Set high standards of education and take all such measures that are necessary to make the academic programs relevant to societal and industrial needs of today and tomorrow;
6. Keep close interaction with, Principal Director, Director-IQAC, Dean-Research and Innovation, research guides, Directors of various Schools and supervise research activities so as to produce quality research output;
7. Furnish opinion on academic matters in consultation with the concerned Chairman of the Board of Studies when referred by the Chancellor, Vice Chancellor, Registrar and other Authorities of the University;
8. Present the eligible candidates for award of degrees at the Convocations;
9. Carry out such other academic assignments as assigned by the Chancellor, Vice Chancellor;
10. Carry out such other functions and duties that may be prescribed in any Statutes or Ordinances;


REGISTRAR

**REVA UNIVERSITY STATUTES RELATING
TO ROLES AND RESPONSIBILITIES
OF TEACHERS**

REVA University Statutes Relating to Roles and Responsibilities of Teachers

(framed in as per Section-19 and 32 (iv) of the REVA University Act, 2012)

1. Title and Commencement:

These Statutes shall be called “REVA University Statutes Relating to Roles and Responsibilities of Teachers.”

These Statutes shall come into force from the date of assent of the Chancellor.

2. Definitions:

- a) **Teacher:** “Teacher” means and include a Professor, Associate Professor, Assistant Professor and such other person as may be appointed for imparting instruction or conducting or to guide research in the REVA University or its branches in conformity with the norms specified by the University Grants Commission.
- b) **Student:** “Student” means a student registered to pursue higher education in any branch of study or research offered by the REVA University.
- c) **Director:** “Director” means the Head of the School or other unit(s) of REVA University appointed as per the provisions under the REVA University Statutes relating to appointment of Directors.
- d) **School:** “School” means the School of Studies in the REVA University run and maintained by the University.
- e) **Program:** “Program” means the academic program leading to a Degree, Post Graduate Degree, Post Graduate Diploma Degree or such other degrees instituted and introduced in the REVA University.
- f) **Course:** “Course” means a subject introduced and taught as part of the program offered by the REVA University.
- g) **Interdisciplinary:** “Interdisciplinary Subject” means a subject of study involving the combination of at least two academic disciplines into one activity.
- h) **Multidisciplinary:** “Multidisciplinary Subject” means the subject or course or program combining several fields of study or academic interests offered for study by the University

3. Roles and Responsibilities of Teachers.

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be

his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

1. Adhere to a responsible pattern of conduct and behavior expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Cooperate with the Director of the School and the Universities in implementing policies and decisions of the University pertaining to the School/ University.
5. Give necessary input to the Director / university in preparing long term and short term plans for the overall development of the school / university.
6. Take lead in entering in to collaborations with industries and such other institutions and undertake joint academic, research and extension work.
7. Associate in preparing handbook of programs / courses, lab manuals, course materials and such others that would help students in their studies.
8. Extend cooperation to the Director /colleagues in preparing and implementing timetable of classes and such other schedules of events to give best possible education to students.
9. Extend cooperation to the Director /colleagues in preparing the requirements of the School, such as lab equipments, consumables, books and journals and such others well in advance.
10. Undertake individual / joint research projects in interdisciplinary / multidisciplinary areas with colleagues within the school / sister schools in the University and elsewhere.
11. Initiate and involve in evolving and implementing academic programs at different levels in nascent areas of interdisciplinary / multidisciplinary studies.
12. Undertake extension activities and community development programs that would help students in learning together the team work, moral values, social concerns and over all development of their personality.
13. Participate actively at professional meetings, seminars, conferences etc. and give productive inputs towards the contribution of knowledge;
14. Participate in extension, co-curricular and extra-curricular activities including community service.
15. Maintain active membership of professional organizations and strive to improve education and profession through them;
16. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;

17. Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of college examinations, including supervision, invigilation, evaluation and such others;
18. Involve in organizing workshops, seminars, symposia, exhibitions, demonstrations and such other programs on current and nascent topics of importance to keep students abreast of recent developments in the respective areas.
19. Conduct smoothly all curricular, co-curricular and research activities in the school.
20. Initiate innovative teaching practices and learning techniques and encourage others to do so.
21. Involve in bringing harmony, building teams to study and work together for better results.
22. Keep in track of circulars/ notifications received from various quarters and follow the directions there in.
23. Try to resolve the problem(s) or grievance(s) of the students of the School if any without giving room for its / their ramification.

4. Teachers and the Students

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from instigating students against other students, colleagues or administration.
11. Arrange for conducting bridge courses, remedial classes, special lectures, quiz competitions, essay competitions etc. for students of the school and as well along with students of other schools / institutions.

12. Guide, motivate and inculcate among students and junior colleagues to imbibe the qualities of discipline, patriotism, peace, human values, ideals of democracy, and respect to others.
13. Maintain congenial environment in the school so as to give students comfort for their studies and such other activities that help them in overall development of their personalities.
14. Be creative and spot talent / creativity among students and other teachers and promote innovative ideas resulting in new products, methods and techniques.
15. Identify, motivate, mentor, council and help slow learners to study well and improve their performance.
16. Support and encourage fast learners to take additional courses of study that helps them for their future prospects and career growth.
17. Encourage students to undertake interdisciplinary studies and research activities.
18. Maintain discipline, integrity and honesty and uphold the dignity and ideals of the profession.

IV. Teachers and Colleagues

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

V. Teachers and Authorities:

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made; and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
9. Attend to such other duties as may be entrusted by the Hon'ble Chancellor, Vice-Chancellor, Registrar, Director of the School or any other officers / Authorities of the University.

VI. Teachers and Non-teaching staff:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VII. Teachers and Guardians

Teachers should:

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VIII. Teachers and Society

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.


REGISTRAR
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**REVA UNIVERSITY STATUTES RELATING TO
ROLES AND RESPONSIBILITIES OF
THE DIRECTORS OF SCHOOLS OF STUDIES**

REVA University Statutes Relating to Roles and Responsibilities of the Directors of Schools of Studies

(framed in as per Section-19 and 32 (iv) of the REVA University Act, 2012)

1. Title and Commencement:

These Statutes shall be called “**REVA University Statutes Relating to Roles and Responsibilities of the Directors of Schools of Studies**”

These Statutes shall come into force from the date of assent of the Chancellor.

2. Definitions:

- a. **Director:** “Director” means the Head of the School or other unit(s) of REVA University appointed as per the provisions under the REVA University Statutes relating to appointment of Directors.
- b. **School:** “School” means the School of Studies in the REVA University run and maintained by the University.
- c. **Program:** “Program” means the academic program leading to a Degree, Post Graduate Degree, Post Graduate Diploma Degree or such other degrees instituted and introduced in the REVA University.
- d. **Course:** “Course” means a subject introduced and taught as part of the program offered by the REVA University.
- e. **Student:** “Student” means a student registered to pursue higher education in any branch of study or research offered by the REVA University.
- f. **Teaching:** “Teaching” means the act, practice, or profession of a teacher that includes all the activities of providing education to students.
- g. **Training:** “Training” means the organized activity aimed at imparting information and / or instructions to improve the performance or to attain required level of knowledge or skill of students, teachers and other staff of the University / institution / industry or any such agency.
- h. **Research:** “Research” means the systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions.
- i. **Examination:** “Examination” means the act or process of examining and / or the exercise designed to examine progress or test qualification or knowledge of students or such others.

3. Appointment of the Directors of Schools of Studies

Each School shall be headed by a Director who shall also be the Chairman of School Board. The Director shall be appointed by the Board of Management as per the guidelines laid for this purpose, for a term of two years, or for such other terms as the Board of Management may determine from time to time.

Provided further that, to be designated as Director of a School one shall be Professor or Associate Professor.

The Director shall be in charge of the administration of the School and is responsible for smooth functioning of all academic and research programs and projects.

4. Roles and Responsibilities of the Directors of Schools of Studies

The Director of the School shall:

1. Provide academic Leadership and administrative Co-ordination for proper organization of teaching, training, research and such other extension activities;
2. Implement policies and decisions of the University pertaining to the School in consultation with the School Board;
3. Convene the meeting of the School Board and record the proceedings, and implement the decisions after seeking approval of the University;
4. Take all steps necessary for the implementation of the decisions of the University / School Board, relating to academic, research and extension activities of the School;
5. Prepare handbook of programs / courses being offered containing scheme of instruction, scheme of examination, detailed syllabus with objectives, outcomes and references relating to each course;
6. Prepare course materials, lab manuals and such others in co-operation with concerned faculty members and arrange for printing and distribution of such materials to students;
7. Prepare in cooperation with colleagues in the School the timetable of classes well in advance and arrange for its display on notice board and as well host on University website;
8. Arrange and monitor regularly conduct of classes, students attendance, performance and discipline in the School;
9. Consolidate all students attendance at the end of the day and report the same to the Principal Director-Academics and respective parents;
10. Maintain strict vigilance on conduct of classes regularly, students regularity in attendance, their performance in continuous assessment and take in consultation with the Principal-Director all such measures that are necessary to overcome the limitations if any;

11. In case of irregularity, poor attendance of students take necessary measures to council such students through mentors, councilors, class teachers and parents;
12. Identify and motivate slow learners to study well and improve their performance, with the help of class teachers, subject teachers, mentors and counselors;
13. Support and encourage fast learners to take additional courses of study that helps them for their future prospects and career growth;
14. Plan, supervise and co-operate in smooth conduct of examinations;
15. Plan and prepare in consultation with colleagues in the School / School Council, the requirements of the School, including lab equipments, consumables, books and journals and such others well in advance and seek approval from the management/university;
16. Recommend to the university Librarian for purchase of books to the library based on the recommendation of the school council;
17. Place orders for purchase of equipment to the School based on the decision of the School Council and the sanctioned orders communicated by the management/university and take stock after purchase and maintain the records of their stock and also ensure their optimum usage;
18. Arrange for conducting special lectures, quiz competitions, essay competitions etc. for students of the school and as well along with students of other schools / institutions;
19. Create encouraging environment for innovative teaching practices and learning techniques;
20. Bridge network between Under-graduate and Post-graduate and promote talent / innovative ideas resulting in new products, methods and techniques;
21. Encourage students and teachers to undertake interdisciplinary studies and research activities;
22. Plan and arrange for organizing workshops, seminars, symposia, exhibitions, demonstrations and such other programs on current and nascent topics of importance to keep students abreast of recent developments in the respective areas;
23. Take all such initiatives that will help smooth conduct of curricular, co-curricular and research activities in the school;
24. Promote co-curricular and such other extension activities, spot talents in other areas too and give students necessary encouragement to participate and develop overall personality;
25. Spot creativity among students and teachers and promote innovations;
26. Maintain high level dignity, honesty, integrity and impartiality;
27. Guide, motivate and inculcate among students and faculty the qualities of discipline, patriotism, peace, human values, ideals of democracy, and respect to others;
28. Strive to bring harmony, build teams to study and work together for better results;
29. Maintain discipline, integrity and honesty among the faculty and staff and uphold the dignity

- and ideals of the profession;
30. Prepare in consultation with the colleagues and experts in the area a long term plan for the overall development of the school by 10 years and set goals for phase wise growth margin and successful implementation of the plan;
 31. Prepare in consultation with School Board and counterparts in other Schools a plan of action for the overall development of the School within 5 years;
 32. Promote collaborations with industries and such other institutions to undertake joint academic, research and extension work;
 33. Lead joint research projects / research, such other academic research and extension activities with other schools within the University and promote for interdisciplinary / multidisciplinary studies and research;
 34. Initiate innovative programs and funded research projects and extension activities that links society, teachers and students;
 35. Sanction C.L for all the staff working in the School without hampering the activities of the school.
 36. Forward application of teachers/non-teaching staff for sanction of OOD/special leave with necessary remarks/recommendation to the Registrar;
 37. Circulate among the staff, the circulars/ notifications received from various quarters, well before the last date fixed for the purpose;
 38. Report from time to time the progress of curricular and co-curricular activities performed by the School to the Hon'ble Chancellor, Vice-Chancellor, Registrar, Principal Director-Academics, Director-Planning;
 39. Present to the Principal Director, Registrar, Vice-Chancellor and Hon'ble Chancellor any problem(s) or grievance(s) of the students of the School in case it could not be solved at the School level;
 40. Furnish the opinion on any matter pertaining to the School which may be referred to him by the Hon'ble Chancellor, Vice-Chancellor / Registrar;
 41. Exercise such other powers and carry out such other duties and functions assigned to him/her by the Board of Management, the Chancellor and the Vice-Chancellor; and
 42. Attend to such other duties as may be entrusted to him by the Hon'ble Chancellor, Vice-Chancellor, Registrar, Principal Director.


REGISTRAR
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**REVA UNIVERSITY STATUTES RELATING TO
CONSTITUTION AND FUNCTIONS OF THE
INTERNAL QUALITY
ASSURANCE CELL (IQAC), 2015**

REVA University Statutes Relating to Constitution and Functions of the Internal Quality Assurance Cell (IQAC), 2015

(Framed as per provision under sub section xiii of section 32 of the REVA University Act, 2012)

1. Title & Commencement:

These statutes shall be called “REVA University Statutes Relating to Constitution and Function of the Internal Quality Assurance Cell (IQAC), 2015”.

These statutes come into force from date of assent of the Chancellor

2. Definitions:

- a) **Quality:** "Quality" means the totality of features and characteristics of a students, faculty, staff, teaching, research, publications and or service provided by REVA University that bear on the university's ability to satisfy needs.
- b) **Quality Management:** “Quality Management” means the assembly and management of all activities aimed at maintaining and further improving the quality of teaching, learning, research, administration and all other activities of REVA University.
- c) **Quality Assurance:** “Quality Assurance” means determination of adequate technical requirement of inputs and outputs, auditing of the process quality, evaluation of the process to establish required standards or benchmark to established quality, performance, safety, and reliability, maintainability, and performance requirements.
- d) **Internal Quality:** “Internal Quality” means maintenance and improvement quality of all academic, research and administration related activities of all teaching, research and administrative units within REVA University.
- e) **Internal Quality Assurance Cell:** “Internal Quality Assurance Cell” (here after called IQAC) means the unit created to evolve, initiate quality measures to ensure higher bench mark and improve the overall quality of education and research in REVA University.

3. Constitution of IQAC:

The IQAC shall consists of the following, namely

- | | |
|---|--------------------|
| i) Vice-Chancellor | - Chairperson |
| ii) Registrar | - Member |
| iii) Eight Senior Teachers | - Members |
| iv) Director of Planning | - Member |
| v) One senior Administrative Officer | - Member |
| vi) Three External Experts on Quality Management /
Industry / Commerce / Science / Technology /
Local Community nominated by the Chancellor
on the recommendation of the Vice-Chancellor | - Members |
| vii) Director / Coordinator IQAC: | - Member Secretary |

4. Term of the office of the members:

The term of the office of the members of IQAC other than the ex-officio members shall be a period of two years.

5. Goals of IQAC:

REVA University is Government of Karnataka approved University Committed to reach higher academic standards continuously. Hence REVA University is constituting IQAC. The prime tasks of the IQAC are to guide the university

- i) To develop a quality system for conscious, consistent and catalytic improvement in the overall performance of institution.
- ii) To channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

6. Functions

The IQAC shall have the following functions;

- i) Development and application of quality benchmarks/parameters for the various academic and administrative activities of the University and its constituent units.
- ii) Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching learning process;
- iii) Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
- iv) Dissemination of information on the various quality parameters of higher education;
- v) Organization of inter and intra institutional workshop, seminars on quality related themes and promotion of quality circles;
- vi) Documentation of the agency of the University for coordinating quality-related activities, including adopting and dissemination of good practices;
- vii) Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;
- viii) Development of Quality Culture in University
- ix) Preparation of the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;
- x) Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of the University based on the AQAR;
- xi) Create an exclusive window in its institutional website to regularly report its activities, as well as for posting the AQAR;

- xii) Regularly submit the AQARs to the NAAC/ other accreditation bodies
- xiii) Interaction with SQACs (State Quality Assurance Cell) in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.
- xiv) The Director to present the detailed report of the NAAC Peer Committee to the Vice-Chancellor during the exit meeting.

7. The meetings of the IQAC:

The IQAC shall meet at-least 4 times in years. However, the reviewing of academic progress of REVA University shall be performed by IQAC as and when Vice-Chancellor desires. The duration between the 2 consecutive meetings shall not exceed 3 months.

The quorum for any meeting shall be to 2/3 of its members. If the quorum is not present at any meeting, it shall be adjourned for half an hour, and proceed with those who are present and the proceedings of such meetings shall not be challenged on the ground of absence of quorum.

The IQAC Director / Coordinator under the direction of the Vice-Chancellor shall send to the members a notice of the meeting 10 days in advance specifying the date, place and schedule of the meeting. He / She shall record minutes of the meeting including the decisions / recommendations made and circulate among all members of the IQAC after obtaining approved form the Vice-Chancellor.

8. Appointment and Term of the Director, IQAC

The Vice-Chancellor with the written approval of the Chancellor shall appoint the Director, IQAC from among the Professors in the university for a term of three years, extendable by another term of three years.

The Director shall perform the duties and responsibilities as provided in the University Statutes.


Registrar
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REVA UNIVERSITY STATUTES RELATING TO CONVOCAION FOR CONFERRING DEGREES

REVA UNIVERSITY
BANGALORE

REVA University Statutes relating to Convocation for Conferring Degrees

(Framed as per Section 8 (iii) and 32 (viii) of the REVA University Act, 2012)

1. Title and Commencement:

These Statutes shall be called “**REVA University Statutes relating to Convocation for Conferring Degrees**”

These Statutes shall come into force from the date of assent of the Chancellor.

2. Definitions:

- a) **Convocation:** “Convocation” means a ceremonial function arranged by REVA University to award Degrees to students and research scholars after have been examined and found qualified for the respective Degrees.
 - b) **Degree:** “Degree” means an academic degree issued in recognition of having satisfactorily completed the prescribed courses of study at REVA University.
 - c) **Diploma:** “Diploma” means a diploma issued in recognition of having satisfactorily completed the prescribed courses of study at REVA University.
 - d) **Dean:** “Dean” means the Head of the Faculty of REVA University appointed as the provisions under Section-21 of the REVA University Act, 2012 and REVA University Statutes relating to Appointment, Duties and Responsibilities of the Deans of Faculties.
 - e) **Faculty:** “Faculty” means a group of Schools of REVA University concerned with a major division of knowledge.
 - f) **Student:** “Student” means a student registered to pursue higher education in any branch of study or research offered by the REVA University.
 - g) **Research:** “Research” means the systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions.
 - h) **Examination:** “Examination” means the act or process of examining and / or the exercise designed to examine progress or test qualification or knowledge of students or such others.
3. (i) A Convocation for the purpose of conferring Degrees shall be held once a year preferably in the first three months of the calendar year and at other times as the Chancellor may direct on the recommendation of the Board of Governors of the University;
- (ii) The Registrar shall, at least 30 days before the Annual Convocation, cause a Notification to be published in the University Web Site, in the University Office, and in some newspapers inviting applications from eligible candidates and indicating the date of the Convocation, last date for receipt of applications and such other details.

(iii) All the candidates eligible for First Graduate Degrees, Post-graduate Degrees, and Doctoral Degrees shall submit their applications in the prescribed form to the Registrar (Evaluation) along with the prescribed fee before the last date prescribed for submission of applications.

5. (i) (a) After the publication of the results of the Degree examinations held every year, the Registrar (Evaluation) will prepare a list of candidates eligible to receive the Degrees at the ensuing Annual Convocation. A list of such candidates eligible for conferment of Degrees shall be presented at the Annual Convocation and all the candidates shall be conferred Degrees.

(b) In case of the names of any of the candidates who have become eligible to be included in the said list of candidates to receive the Degrees in the said Convocation, but have not been included in the said list, either on account of any mistake or inadvertence on the part of the concerned staff of the University in preparing such list or due to any other ground, such names of the candidates could be added to the said list at any time subsequently, with the prior approval of the Vice-Chancellor and the Chancellor after a note mentioning circumstances under which such names are sought to be included in the said list is placed before the Board of Governors, Board of Management and the Academic Council or circulated among the members of the said University bodies.

Note: When any name of such candidate is added to such list, the reason for such inclusion and the particulars of the order under which approval of the Vice-Chancellor and the Chancellor was obtained, should be clearly mentioned in such list.

Admission to Convocation shall be limited to the candidates eligible for Post-graduate Degrees, Doctorates, Honorary Doctorates and winners of prizes and medals in the First Degrees, for being awarded Degrees in person. All other candidates shall be awarded their degrees in-absentia.

7. (i) At the first Annual Convocation to be held after coming into force of these Statutes, Degrees will be conferred on all persons who have graduated in previous years.

(ii) Distribution of Degree Certificates to such persons shall be made by post by the Office of the Registrar (Evaluation) provided the candidates submit their applications in the prescribed form to the Registrar (Evaluation) along with the prescribed fee.

Distribution of Degree Certificates

8. (i) Distribution of Degree Certificates to the persons coming under Statute 3 above shall be made either at the Convocation or at any time after the Convocation.

Provided however that no such candidate will be distributed the Convocation Certificate who does not submit his/ her application in the prescribed form to the Registrar (Evaluation) along with the prescribed fee so as to reach him within the date prescribed for submission of application.

(ii) Distribution of Degree Certificates to all graduates other than those to whom degrees have been awarded in person and included in the list mentioned in Statute 3 (i) (a) shall ordinarily be made by the respective Schools / institutions of the University after such Convocation is held, but it shall be a condition that such candidates should have applied to the Registrar (Evaluation) in the prescribed form within the time specified in the University Notification after paying the prescribed fees.

(iii) In respect of graduates whose names are included in the list mentioned in Statute 3(i) (a), but who have not taken the Degree Certificates from the University in the manner noted in Statute 6 (i) and (ii), and in respect of graduates whose names are subsequently added to the list as per provisions contained in Statute 3 (i) (b), they may at any time after the annual convocation apply to the Registrar (Evaluation) in the prescribed form and they shall be issued the Degree Certificates by post only on payment of prescribed fees.

9. (i) Between two annual Convocations, if University Examinations are held and the students are successful in such examinations thus becoming eligible for conferment of Degrees at the next Annual Convocation, the Registrar (Evaluation) is competent to issue a provisional certificate declaring them to have passed such public examination. Such candidates will, however, be entitled for conferment of Degrees only at the next Annual Convocation.

(ii) Degree Certificates to such candidates will be issued only on an application made to the Registrar (evaluation) by paying the prescribed fees at the next Annual Convocation.

(iii) However, in circumstances where in such candidate(s) who require (s) Degree certificate for any genuine purpose, the Registrar (Evaluation) pending ratification of the conferment of the degree by the University Statutory Bodies and after obtaining written approval from the Vice-Chancellor and the Chancellor may issue Degree certificate, after receipt of prescribed fees; and it shall be the responsibility of the Registrar (Evaluation) to place the list of such candidate(s) before the University Statutory Bodies for ratification of the conferment of the degree in the ensuing Convocation.

Every candidate applying for the Degree shall sign a declaration in the following form printed in the application form:

“I hereby solemnly declare and promise that, if admitted to the Degree of For which I have been recommended, I shall, in my daily life and conversation conduct myself, as befits a member of this University that I shall, to the utmost of my capacity and opportunity support the cause of morality and sound learning; and that, as far as in me lies, I shall uphold and advance the social order and well-being of my fellowmen. I shall faithfully and carefully fulfill the duties of the profession to which I may be admitted by virtue of my Degree; that I shall on all occasions maintain its purity and reputation and I shall never deviate from the straight path of their honorable exercise by making my knowledge subservient to unworthy ends.”

10. *Attendance at Convocation*: Candidates attending the Convocation shall come in dress code prescribed by the University and shall occupy their respective seats before the proceedings begin.

Preliminary meeting to the Board of Governors

11. (i) There shall be a meeting of the *Board of Governors* prior to the Convocation in which the report of the Board of Management containing lists of candidates recommended by the Academic Council for Admission to the various Degrees shall be approved.

(ii) The Dean of each Faculty, or in his absence, the Senior Member of such Faculty shall present then move that the persons so recommended for the Degrees relating to this Faculty be admitted to the Degree(s) for which they have been recommended.

Convocation Procession

12. On the passing of those motions, the Chancellor, the Pro-Chancellor, the Vice-Chancellor and Members of the Board of Governors and the Board of Governors shall pass in procession to the place where the Convocation is to be held, the order of the procession being as under:

- (i) Members of the and Board of Management and Board of Governors (in pairs):
- (ii) Deans of Faculties (in pairs) :
- (iii) The Trustees
- (iv) The Registrar (Evaluation) :
- (v) The Registrar
- (vi) Recipients of Honorary Degrees
- (vii) Chief Guest invited to deliver Convocation Address:
- (viii) The Vice-Chancellor :
- (ix) The Chancellor:
- (x) The Pro-Visitor
- (xi) Mace-bearer:
- (xii) The Visitor (followed by Aide-de-camp)

Candidates and others in the hall will remain standing till the members forming the procession take their seats

Conferment of Degrees

13. (i) After the Members forming the procession have taken their place, the Vice-Chancellor will:
- (a) Welcome the dignitaries and present the report of the University; and
 - (b) request the Visitor or the Pro-Visitor in the absence of the Visitor or the Chancellor in the absence of the Pro-Visitor to declare the Convocation open in the following words:

“Mr. Visitor, or Pro-Visitor or Chancellor, I have the Honour to request you Sir, to declare the Convocation open.”

Then Visitor or the Pro-Visitor in the absence of Visitor or the Chancellor in the absence of the Pro-Visitor will then declare the Convocation open and say.

“This Convocation of the REVA University has been called to confer Degrees upon the candidates who in the examinations held for the purpose, have been successful and certified to be worthy of receiving the Degrees. Let the candidates be presented.”

(ii) The Deans of Faculties other Members of the Academic Council who may be nominated for the purpose by the Vice-Chancellor shall present the candidates to the Visitor or the Pro-Visitor in the absence of the Visitor or the Chancellor in the absence of the Pro-Visitor thus for the award of Degrees.

“Sir,

I Present the Candidates whose names are set out in the list for the Degrees of..... under the Faculty of They have been examined and found qualified for the respective Degrees for which I pray they may be admitted.”

All the candidates who belong to the several Degrees under the Faculty will rise from their seats and bow to the Visitor, or Pro-Visitor or Chancellor (as the case may be) and then resume their seats.

(iii) After presentation of candidates by the Deans of respective faculties the Vice-Chancellor shall introduce the persons on whom the Honorary Degree is being conferred and shall request Visitor or the Pro-Visitor in the absence of the Visitor or the Chancellor in the absence of the Pro-Visitor for the award of Honorary Degrees as under:

“Sir,

Considering the services rendered by Shri / Dr / Prof..... in the area of the university Board of Governors recommends to confirm on him / her the Doctor of Laws (L.L.D) / Doctor of Literature (D. Litt.) / Doctor of Education (D.Ed) / Doctor of Science and Technology (D.Sc) of the REVA University. I pray to kindly award him / her Honorary Degree.”

(iv) At the conclusion of presentation of candidates, the Vice-Chancellor shall request the Visitor or the Pro-Visitor in the absence of the Visitor or the Chancellor in the absence of the Pro-Visitor as under:

“Sir, the Deans of respective Faculties are presented the candidates who have been examined and found qualified for the respective Degrees for which I pray they may be admitted”

The Visitor or the Pro-Visitor in the absence of the Visitor or the Chancellor in the absence of the Pro-Visitor shall say to the candidates:

“By virtue of the authority vested in me as Visitor/Pro-Visitor/Chancellor of the REVA University, I admit all the candidates presented for the Degrees of in this University and in token thereof they have been presented with these Degrees.”

Convocation Address

- (i) The Vice-Chancellor with the permission of the Visitor / Pro-Visitor /Chancellor, shall introduce the Chief guest and request the Chief guest to deliver Convocation Address.
- (ii) The Chief Guest invited to deliver the Convocation Address will then deliver his/her address.

Conclusion

13. The Visitor or the Pro-Visitor in the absence of the Visitor or the Chancellor in the absence of the Pro-Visitor shall then dissolve the Convocation. The Visitor or the Pro-Visitor in the absence of the Visitor or the Chancellor in the absence of the Pro-Visitor and the Trustees, the members of the Board of Governors and Board of Management shall retire in procession in the reverse order in which they entered.

14. Every Degree Certificate shall bear the signature of the Vice-Chancellor.

Schedule of Robes for the Visitor, the Pro-Visitor, Chancellor, the Vice-Chancellor, Trustees, Members of the Board of Governors etc.

15. The academic robes for the Visitor, the Pro-Visitor, Chancellor, the Vice-Chancellor, the Registrar, the Registrar (Evaluation), the Trustees, the Members of the Board of Governors, and Board of Management shall be as under:

Visitor

Navy blue robe with grey velvet / silk panel

Pro-Visitor

Navy Blue robe with grey velvet / silk panel

Chancellor

Navy blue robe with broad orange velvet / silk panel

Vice-Chancellor

Navy Blue robe with thin grey and orange velvet / silk panel

Chief Guest

Navy blue robe with thin grey and ink blue velvet / silk panel

Registrar & Registrar (Evaluation)

Navy blue robe with thin dark orange and light orange velvet / silk panel

Trustees

Navy Blue robe with thin orange and ink blue velvet / silk panel

Deans

Navy blue robe with thin ink blue and orange velvet / silk panel

Members of the Board of Governors and the Board of Management

Navy blue robe with thin orange and grey velvet / silk panel

For Recipients of Honorary Degrees

Navy blue robe with thin dark orange and light orange velvet / silk panel

Honorary Degree Awardees

Navy blue robe with white velvet / silk panel

Graduate Students

Civil Engineering: Black gown with royal-blue stole.

Computer Science & Information Technology: Black gown with ink-blue stole.

Electronics & Communication Engineering: Black gown with orange stole.

Electrical & Electronics Engineering: Black gown with light-blue stole.

Mechanical Engineering: Black gown with yellow stole.

Architecture: Black gown with maroon stole.

Legal Studies: Black gown with grey stole.

Commerce: Black gown with light-purple stole.

Management Studies: Black gown with dark-purple stole.

Science & Technology: Black gown with red stole.

Humanities: Black gown with green stole.

Special Convocation

16. (i) Special Convocations for conferring Honorary Degrees or other distinctions may be held on such date and time as the Board of Governors may, with the Chancellor's approval.

(ii) The procedure outlined in the Statutes relating to the Annual Convocation shall apply *mutatis mutandis* in the case of conferment of Honorary Degrees also except that in the later case the recipient of the Honorary Degrees may be allowed to make a brief address after receiving the Degree and be a member of the Convocation.

17. The Vice-Chancellor may make suitable changes with prior approval of the Chancellor in regard to the procedure to be followed at Convocation when circumstances necessitate.

**REVA University Statutes Relating to Establishment of
School of Architecture, 2015**

REVA University Statutes Relating to Establishment of School of Architecture, 2015

(Framed as per the provision under Section 8 (iii), 8 (xvi), 7 (ii) Section 32 and Section-33 of the REVA University Act, 2012)

- 1. Title and Commencement :** These Statutes may be called “REVA University Statutes relating to establishment of School of Architecture, 2015”

These Statutes shall come into force from the date these are assented to by the Chancellor.

- 2. Objectives :** Following are the objectives of the School of Legal Education

- a) To impart Architecture education at graduate, post graduate, certificate, diploma and such other programs, viz, five year B Arch, M Arch, Diploma in Interior Design and others as decided by the concerned Board of Studies.
- b) To engage in Research activities leading to M Phil, PhD and Post Doctoral degree programs in Architecture.
- c) To undertake advanced research and to seek funding from various funding agencies.
- d) To engage in extension programs such as - consultancy, publication etc.
- e) To undertake faculty improvement programs, HR Development programs through training, workshops, conferences etc.
- f) To establish collaborations with other institutions for joint research, training, academic and extension programs.
- g) To undertake such other activities promoting Architecture education, research and extension.

- 3. Functions of the School of Architecture** The School of Architecture shall :

- i. Impart legal education leading to graduate degree, post graduate degree, diploma certificate programs such as five year B Arch, M Arch, Diploma in Interior Design and other certificate / diploma programs in specialized areas.
- ii. Engage in research relating to M Phil, PhD and Post Doctoral degree.
- iii. Undertake advance research and funded projects from funding agencies.
- iv. Engage in extension activities such as consultancy, publications, and such others.
- v. Conduct faculty development programs, training programs and organize conferences, workshops, seminars etc. to keep abreast both faculty and practitioners, about the new developments in the areas of Architecture and related disciplines.
- vi. Establish collaborations with other institutions for joint academic, training programs, and research.

- vii. Promote faculty, students and practicing professionals to enhance their knowledge in the field of Architecture and related disciplines.
- viii. Establish infrastructure facilities required to conduct the above academic research and extension programs.
- ix. Perform such other activities to promote legal education and research and to prepare human resource in Architecture.

4. The School of Architecture :

The School of Architecture shall have the School Council consisting of members and shall function as provided by the REVA University Statutes relating to formation, composition and functions of the faculties, schools, and centers of studies.

5. Faculty and Non-Teaching Staff:

- i. The University shall create and appoint adequate number of Professors, Associate Professors and Assistant Professors as per the norms of the Council of Architecture (COA) / University Grants Commission.
- ii. The Faculty so appointed shall have possessed the qualifications, experience as per the regulations laid down by the UGC / COA from time to time.
- iii. The University in addition to the regular faculty shall also appoint adjunct faculty, emirates professors, guest faculty and such others from the practicing field to add value to the Architecture education.

6. Director / Head of the School Architecture:

- a) The University shall appoint senior professor as Director / Head of School of Architecture as provided in the REVA University Statutes.
- b) The Director / Head shall plan, execute, co-ordinate and oversee the activities of the school.
- c) He shall maintain co-ordination within the School and with other schools / Departments within the University and other departments / Schools / Institutions / Universities in the country and outside the country.
- d) It is the responsibility of the Director / Head of the School of Architecture to maintain in co-operation with others, minimum standards of education in all respects including, infrastructure and impart quality education.

7. Studio, Material Museum,

The School of Architecture shall establish Studio, Material Museum and such other laboratories to enable students of Architecture conduct of practical exercises.

8. Library: The School of Architecture shall have an independent library which shall consists of adequate number of books, journals and e-resources as prescribed by the Council of Architecture. The library shall be managed by the trained library staff.

9. Internship of Students :

- a. The students of Five Year B Arch program and M Arch shall have internship for a prescribed period as per the regulations and education tour within and outside the country so as to expose the students with modern as well as medieval architecture and design existing elsewhere.
- b. Each student shall keep Internship diary in proforma provided by the University and the same shall be evaluated by the Guide in Internship and also a Core Faculty member of the staff each time.

10. Academic Standard and Courses to be Studied:

The School should adopt and strictly follow the admission criteria, medium of instruction, courses of study, scheme of examination, and such other provisions laid down in the REVA University regulations for concerned Architecture program(s) laid down from time to time based on the COA/ UGC guidelines.


REGISTRAR
Registrar
REVA University
Bengaluru - 560 064

**REVA UNIVERSITY STATUTES RELATING TO
ESTABLISHMENT OF
SCHOOL OF LEGAL STUDIES, 2015**

REVA UNIVERSITY
BANGALORE

**REVA UNIVERSITY STATUTES RELATING TO ESTABLISHMENT OF
SCHOOL OF LEGAL STUDIES, 2015**

*(Framed as per the provision under Section 8 (iii), 8 (xvi), 7 (ii) Section 32 and Section-33 of the
REVA University Act, 2012)*

1. **Title and Commencement :** These Statutes may be called “REVA University Statutes relating to establishment of School of Legal Studies, 2015”
These Statutes shall come into force from the date these are assented to by the Chancellor.

2. **Objectives :** Following are the objectives of the School of Legal Education
 - i) To impart Legal education at graduate, post graduate, certificate, diploma and such other programs, viz, five year BA LLB, BBA LLB, B Sc LLB, 3 year LLB, LLM and others as decided by the concerned Board of Studies.
 - ii) To engage in Research activities leading to M Phil, PhD and Post Doctoral degree programs in Law.
 - iii) To undertake advanced research and to seek funding from various funding agencies.
 - iv) To engage in extension programs such as - legal aid, consultancy, publication etc.
 - v) To undertake faculty improvement programs, HR Development programs through training, workshops, conferences etc.
 - vi) To establish collaborations with other institutions for joint research, training, academic and extension programs.
 - vii) To undertake such other activities promoting legal education, research and extension.

3. **Functions of the School of Legal Studies:** The School of Legal studies shall :
 - a) Impart legal education leading to graduate degree, post graduate degree, diploma certificate programs such as five year BA LLB, BBA LLB, B Sc LLB, 3 year LLB, LLM and certificate and diploma programs in specialized areas.
 - b) Engage in research relating to M Phil, PhD and Post Doctoral degree.
 - c) Undertake advance research and funded projects from funding agencies.
 - d) Establish legal clinic and engage in extension activities such as legal aid, consultancy, publications, and such others.
 - e) Conduct faculty development programs, training programs and organize conferences, workshops, seminars etc. to keep abreast both faculty and practitioners, about the new developments in the areas of Judicial and related disciplines.
 - f) Establish collaborations with other institutions for joint academic, training programs, and research.

- g) Promote faculty, students and practicing professionals to enhance their knowledge in the field of Judiciary and related disciplines.
- h) Establish infrastructure facilities required to conduct the above academic research and extension programs.
- i) Perform such other activities to promote legal education and research and to prepare human resource in law and Judiciary.

4. The School Council: The School of legal studies shall have the School Council consisting of members and shall function as provided by the REVA University Statutes relating to formation, composition and functions of the faculties, schools, and centres of studies.

5. Faculty and Non-Teaching Staff:

- i) The University shall create and appoint adequate number of Professors, Associate Professors and Assistant Professors as per the norms of the Bar Council of India / University Grants Commission.
- ii) The Faculty so appointed shall have possessed the qualifications, experience as per the regulations laid down by the UGC / BCI from time to time.
- iii) The University in addition to the regular faculty shall also appoint adjunct faculty, emirates professors, guest faculty and such others from the practicing field to add value to the legal education.

6. Director / Head of the School of Legal Studies:

- i) The University shall appoint senior professor as Director / Head of School Legal studies as provided in the REVA University Statutes.
- ii) The Director / Head shall plan, execute, co-ordinate and oversee the activities of the school.
- iii) He shall maintain co-ordination within the School and with other schools / Departments within the University and other departments / Schools / Institutions / Universities in the country and outside the country.
- iv) It is the responsibility of the Director / Head of the School of Legal Studies to maintain in co-operation with others, minimum standards of education in all respects including, infrastructure and impart quality education.

7. Moot Court and the Legal Aid Centre:

- i. The School of legal studies shall establish moot court to enable students of law conduct of practical exercises.
- ii. The School shall also establish and run Legal Aid Clinic under the supervision of senior faculty member who may administer the Clinic run by the Final year students of the Institution in cooperation with the Legal Aid Authorities with list of voluntary lawyers

and other Non-Government Organizations engaged in this regard in the locality.

8. Library: The Law Library shall have a set of AIR manual, Central Acts and Local Acts, Criminal law journal, SCC, Company cases, Indian Bar Review, selected Judgments on Professional Ethics and Journals with the back volumes for at least ten years and also such number of text books in each subjects taught.

9. Internship of Students :

(a) The students of both Three Year Course stream and Five Year Course stream shall have minimum of 12 weeks and 20 weeks internship respectively during the entire period of legal studies under NGO, Trial and Appellate Advocates, Judiciary, Legal Regulatory authorities, Legislatures and Parliament, Other Legal Functionaries, Market Institutions, Law Firms, Companies, Local Self Government and other such bodies, where law is practiced either in action or in dispute resolution or in management. However, the internship in any year cannot be for a continuous period of more than Four Weeks. And, all students shall at least gone through once in the entire academic period with Trial and Appellate Advocates.

(b) Each student shall keep Internship diary in proforma provided by the University and the same shall be evaluated by the Guide in Internship and also a Core Faculty member of the staff each time.

The total mark shall be assessed in the Final Semester of the course in the 4th Clinical course as stipulated under the BCI Rules in Schedule II.

10. Formal Dress Code during internship: Students placed under internship or in moot court exercise shall have formal dress of legal professional in pupillage as follows:

1. (For all) White/Black trouser, white shirt, black tie, black coat, black shoe and black socks. When students have problems of getting the entire formal dress for any reason, they have to have a white trouser, full sleeve shirt to be tucked in and covered shoe.
2. (Optional for Girl students) Black printed saree, with white full sleeve blouse and covered black shoe or Lawyer's Suit with black covered shoe.

The Organization or Advocate under whom the internee is placed is required to follow suitable dress code.

11. Academic Standard and Courses to be studied: The School should adopt and strictly follow the admission criteria, medium of instruction, courses of study, scheme of examination, and such other provisions laid down in the REVA University regulations for concerned Law program(s) laid down from time to time based on the BCI / UGC guidelines.

REGISTRAR

**REVA UNIVERSITY STATUTES RELATING TO THE
CONSTITUTION AND FUNCTION OF THE
WOMEN GRIEVANCE REDRESSAL CELL (WGRC), 2013**

REVA UNIVERSITY STATUTES RELATING TO THE CONSTITUTION AND FUNCTIONS OF THE WOMEN GRIEVANCE REDRESSAL CELL (WGRC), 2013

(Framed as per provision under Section 32 (v) of the REVA University Act, 2012)

1. Title & Commencement:

The Statutes shall be called “REVA University statutes relating to the constitution and function of the women grievance redressal cell (WGRC), 2013”.

These Statutes come into force from the date of assent of the Chancellor.

2. Constitution of WGRC:

The WGRC shall consist of the following, namely;

1. One of the senior most women professors in REVA University nominated by the Chancellor on the recommendation of the Vice-Chancellor - Chairperson
2. Three senior teachers drawn from different faculties, on the rotation basis, to be nominated by the Vice-Chancellor - Member
3. One lady student representative of the University - Special Invitee
4. Registrar - Member

5. Term of Office of the Members:

The term of office of members of WGRC other than ex-officio members shall be for a period of two years.

6. Powers and Duties of the WGRC

1. To ensure implementation of these Directions as may be laid down in the University and other constituents to which it is applicable.
2. To process individual grievances concerning sexual harassment in the University departments/Administration/Authorities and to recommend suitable action in the manner and mode particularly provided hereafter.
3. To exercise such other powers and perform such other duties as may be conferred or imposed on it by or under these Directions.
4. To do all such acts and things as may be necessary to carry out the objects of these Directions.

7. Meetings of the Cell

1. The Cell shall meet at least twice every academic year and the intervening period between two meetings shall not exceed six months.
2. The Chairperson of the Cell can call a Special Meeting at any time upon the written request of not less than one third of the total number of members of the Cell, on a date not later than fifteen days after the receipt of such requisition by the Chairperson.

3. The quorum for any meeting of the Cell shall be one third of its members. If the quorum is not present at any meeting, it shall be adjourned for half an hour and proceed with those who are present and the proceedings of such a meeting shall not be challenged on the ground of absence of quorum.

8. Procedure for Investigation of Complaints

1. Any woman employee/female student of the University Departments/Schools/Administration/Authority shall have the right to lodge a complaint with any of the members of the Cell.
2. Such complaints may be oral or in writing.
3. Any complaint in writing shall be signed by the person making the complaint. If the complaint is oral the same shall be documented in writing in detail by the Cell member to whom the complaint is made and shall not be acted upon till signed by the complainant. A Complaint Register shall be maintained by the Complaints Committee. It should be a confidential document.
4. The complainant shall be afforded full confidentiality at this stage.
5. In the event of the complaint being made to any member of the Cell, immediately upon receipt of the complaint, and within not more than ten working days, the member of the Cell to whom the complaint is made, shall communicate the same to the Chairperson of the Cell. However, if the complainant so desires, her name shall be kept confidential and shall not be divulged except to the Cell.
6. Within a period of three weeks from the date of such communication, the Chairperson shall convene its meeting.
7. At the first meeting, which shall be held within three weeks of the receipt of the complaint, the complainant or at her request her representative, shall be heard. If a woman complainant specifically expresses a desire that she be allowed to depose in the presence of only women members of the Cell, the Cell shall hear the said complainant after the male members have withdrawn from the hearing. However, the complaint shall not be finally disposed off until after the male members of the Cell attend and participate in the decision making process. The Cell shall then decide whether the complaint deserves to be proceeded with. The complaint shall stand dropped, if according to the Cell, the complainant has not been able to disclose prima facie, an offence of sexual harassment.
8. In case, the Cell decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice, then the alleged offender shall be called to the meeting of the Cell, heard and if so satisfied that a warning is just and proper, it be recommended to the Vice Chancellor that he may be warned about his behaviour. The matter shall then be treated as concluded

with a recording, to that effect, made in the Complaint Register. With acceptance of the recommendation by the Vice Chancellor, he be warned about his behaviour and necessary note be made into the Service Book of the employee/Record of the student including the Migration Certificate. The Cell should verify compliance of the action taken.

9. However, before proceeding with the enquiry, the Cell shall decide whether the delinquent deserves to be placed under suspension or prohibited from entering the premises pending enquiry, keeping in mind the nature and gravity of the mis-demeanour complained of. In case the Cell comes to the conclusion that such an action is necessary, it shall recommend to the Vice Chancellor accordingly.
10. The Cell shall accord fair and reasonable opportunity to the delinquent to defend himself and shall ensure observance of the principles of natural justice.
11. If the complainant wishes to proceed with the complaint beyond a mere warning to the delinquent, the delinquent shall be given in writing by the Cell an opportunity to explain within two weeks; why he should not for good and sufficient reasons be treated as guilty of his behavior and be not recommended to be punished for the act complained of. If the written explanation of the delinquent is not found to be satisfactory or if he does not provide any written explanation, the Cell shall recommend at the outset whether the offence deserves a minor or a major penalty.
12. In the event of the Cell coming to a decision that the delinquent be imposed a minor penalty, a specific minor penalty shall be recommended by the Cell to the Vice Chancellor who shall then expeditiously act on such recommendation.

9. Protection Against Victimization

1. In the event of the complainant being a student and the accused being a teacher, during the pendency of the investigation and inquiry and even after such an enquiry if the teacher is found guilty, the accused shall not act as an examiner for any examination for which the student appears.
2. In the event of the complainant and the accused both being employees, during the pendency of the investigation and inquiry, even after such an inquiry, if the accused is found guilty, the accused shall not write the Confidential Reports of the complainant, if he is otherwise so authorized.

10. Penalties and Punishment for Sexual Harassment

The Cell may recommend the following penalties on a person found guilty of sexual harassment:

1. An employee found guilty of sexual harassment shall be liable to receive the

following penalties:

Minor Penalties:

1. Warning, Reprimand or Censure
2. Fine
3. Withholding of increments or promotion
4. Reduction to a post in the lower pay-scale or to a lower stage of increment in his own pay-scale.

Major Penalties:

1. Compulsory retirement
2. Termination of service
3. Removal/dismissal from service

1. A student found guilty of sexual harassment shall be liable to receive the following penalties:

Minor Penalties:

1. Warning
2. Written Apology
3. Bond of good behavior
4. Debarring entry into a hostel/campus/off-campus
5. Suspension for a specified period of time
6. Withholding results.

Major Penalties

1. Debarring from examinations for a specified period of time
2. Expulsion from university

The University shall decide whether the person against whom a complaint of sexual harassment is made should be placed under suspension. An employee placed under suspension shall be entitled to subsistence allowance at the rates as applicable under the rules of discipline.

The University may direct that the person against whom a complaint of sexual harassment is made, be prohibited from entering the premises of the University during the pendency of the matter before the Committee.



REGISTRAR

Registrar

REVA University
Bengaluru - 560 064

**REVA UNIVERSITY STATUTES RELATING TO THE
CONSTITUTION AND FUNCTIONS OF THE
GENERAL GRIEVANCE REDRESSAL CELL (GGRC),
2013**

REVA UNIVERSITY STATUTES RELATING TO THE CONSTITUTION AND FUNCTIONS OF THE GENERAL GRIEVANCE REDRESSAL CELL (GGRC), 2013

(Framed as per provision under sub section xiii of section 32 of the REVA University Act, 2012)

1. Title & Commencement:

These Statutes shall be called “REVA University Statutes relating to the Constitution and Function of the General Grievance Redressal Cell (GGRC), 2013

2. Constitution of the GGRC:

The GGRC shall consist of the following, namely

- i) The senior Dean of the university nominated by the Vice-Chancellor
-Chairperson
- ii) Three senior teachers drawn from different Faculties / Schools on rotation basis to be nominated by the Vice-Chancellor
-Members
- iii) One student representative from the respective Faculty of the University nominated by the Vice-Chancellor on the basis of academic merit.
-Special Invitee
- iv) Registrar
-Member Secretary

II. Term of the office of the members:

The term of the office of members of GGRC other than ex-officio members shall be for period of three years.

III. Functions of the GGRC:

When any aggrieved student or person or employee make an application to the Registrar of the university seeking redressal of grievance, the GGRC shall examine the substance in the subject of the grievance.

If necessary the committee may seek the assistance of any person belonging to the SC, ST, Socially and Economically Backward classes, Woman, Minority or Disabled category, as amicus curiae, for hearing complaint of alleged discrimination. An aggrieved person may be called to appear before the Cell and after hearing aggrieved person, the Cell shall ensure disposal of the concerned application speedily, and not later than one month after receipt of the grievance. The GGRC shall subject to the provisions of the REVA University Act, the Statutes, Regulations, Rules and Guidelines make its impartial recommendations. The institution shall comply with the recommendation of the GGRC. In case of any false or frivolous complaint the GGRC may recommend appropriate action against the complainant.

The GGRC shall receive grievances that include the following type of complaints of the aggrieved persons.

- i) Making admission contrary to merit determined in accordance with the declared admission policy of the institute;
- ii) non publication of prospectus, as specified;
- iii) demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by the university ;
- iv) breach of the policy for reservation in admission as may be applicable;
- v) complaints, of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories;
- vi) non-payment or delay in payment of scholarships to any student that REVA University is committed, under the conditions imposed by University Grants Commission, or by any other authority;
- vii) non transparent or unfair evaluation practices;
- viii) information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- ix) broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or programme of study, including the teaching hours, practical sessions and other assignments; and,
- x) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provision of nay regulating in this behalf made by the relevant statutory regulatory authority.

IV. The meetings of the GGRC:

The GGRC shall meet at-least 2 times a year as per the direction of the Vice-Chancellor. However, the duration between the 2 consecutive meetings shall not exceed 6 months.

In addition to 2 meetings, the Vice-Chancellor may direct to convene the meeting of the GGRC whenever he thinks necessary.

The quorum of the meeting shall be 2/3 of the members.

- The Chairperson under the direction of the Vice-Chancellor shall send to the members a notice of the meeting at least 10 days in advance specifying the date, place and hour of the meeting and also the agenda of the meeting.

The Chairperson shall record the minutes of the meeting and the decision on each agenda and shall circulate the minutes of the meeting to all the members within 8 days after the meeting, with a copy of the same to the Registrar.


REGISTRAR
Registrar
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REVA University
Bengaluru - 560 064



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UNIVERSITY

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