



राजस्थान RAJASTHAN

DEED OF DECLARATION OF TRUST

344813

THIS DEED OF DECLARATION OF TRUST MADE ON THE 16th DAY OF December, 2007 by the Indian Council for International Amity a society formed and registered under the Rajasthan Societies Registration Act 1958 for the promotion of Hobbies, Art, Culture & Education, for spreading of knowledge relating to education and research in any subject, and for other allied objectives (herein after referred to as the Settler)

Whereas the Settler has promoted and been maintaining and/or managing educational institutions in the State of Rajasthan and elsewhere including International College for Girls, Jaipur which is an autonomous institution affiliated to University of Rajasthan (hereinafter referred to as the **college**) and

Whereas the Settler is in the process of seeking the approval of the University Grants Commission (a statutory body under the University Grants Commission Act 1956), for grant of 'Deemed to be University' status to the College, under section 3 of the UGC Act and in the context and regard, is determined to vest the properties and the management of the affairs of the college to an independent and empowered Board of Management, by settling the properties and affairs of the College on Trust in favour of the Board of Trustees herein specified

This Deed Declaration Trust witnesseth as hereunder:

1. The name of the Trust shall be **The IIS University Trust**
2. The objectives, beneficiaries, and the conduct of the Trust shall be as provided in the Memorandum of Association and the Rules, which shall form part of this Declaration of Trust.

Attested

Notary Public
Jaipur

16 DEC 2007

[Signatures of the Settler and Trustees]

3. This Deed of Declaration is irrevocable. The Settler hereby expressly further declare that they neither reserve any right to revoke the trust nor reserve any claim for any benefit, either directly or indirectly, from the trust under any circumstance.
4. The Trust Property settled in favour of the Board of Trustees are the assets and liabilities of the College as disclosed in its Statement of Affairs (Audited Balance Sheet) as on 31st March 2007 subject to the Audit report thereon and as it stands on the date of this declaration.
5. The powers and duties of the Trustees shall be, to the extent not specified herein and subject to the provisions contained in the Memorandum of Association and the Rules referred to above, shall be governed by the provisions of the Indian Trusts Act 1882. More specifically to act as per and subject to Memorandum of Association and the Rules of the University, in respect of:



5.1 Investments

The funds of the Trust shall be invested in the modes specified under the provisions of section 13(1)(d) read with Sections 11(5), 11(2) and 13(1) (C) of the Income Tax Act, 1961 as amended from time to time.

5.2 Accounts

Proper books of accounts of the trust shall be maintained every year with respect to all sums of money received and expended on account of the Trust and matters in respect of which such receipt and expenditure take place and the liabilities and assets for the time being of the Trust. The accounting year of the trust shall end on the 31st day of March every year. The books of account shall be kept at the Registered Office of the Trust or at such other place or places as may from time to time be determined by the Trustees. The accounts shall be duly audited by a Chartered Accountant.

5.3 Amendment

The Board of Trustees, Shall by three fourth majority of the Trustees present at a duly convened meeting of the Board of Trustees (and not by circular resolution) and voting and after obtaining the prior written approval of the Settler, may approve any amendment to the trust deed subject to Memorandum of Association and the Rules, not being in violation of any specific restriction imposed by the University Grants Commission, under the UGC Act such that no amendments to the Trust Deed, Memorandum of Association and the Rules shall be made which may prove to be repugnant to the provisions of Sections 2(15), 11, 12 and 12 and 80-G of the Income Tax Act, 1961 as amended from time to time.

5.4 Dissolution

In the event of dissolution or winding up of the trust, the properties and assets remaining as on the date of dissolution shall under no circumstance be distributed among the Trustees or the beneficiaries /members of the Trust but the same shall be transferred to another charitable trust or society including the Settler, or institution whose objects are similar to those of this Trust and /or which enjoys recognition under Section 11 or 12 and 13 and 80-G of the Income Tax Act, 1961 as amended from time to time.

Attested
Notary Public
Jaipur

16 DEC 2007

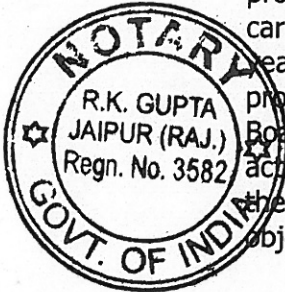
[Signature]

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5.5 Funds

The funds and the income of the Trust shall be solely utilized for the achievements of its objects and no portion of it shall be utilized for payment to the Trustees or to the Beneficiaries or Members by way of profit, interest, dividends, etc. If the income from the trust property in a particular year is not fully utilized, the unexpended income shall, subject to the applicable provisions of the Income Tax Act, 1961, be set apart or accumulated and/or carried over to the next year(s) and spent in such subsequent year(s) or next years for the advancement of any of the objects of the trust in the manner provided in Section 11(1)(a) and Section 11(2) of the Income Tax Act and the Board of Trustees shall pass the necessary resolutions and do all requisite acts needed to effectuate the accumulation or setting apart of the income in the manner provided in the Income Tax Act and in attainment of the objectives of the trust.



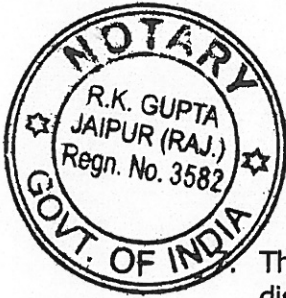
6. Trustees:

- 6.1 The Trust shall have four trustees including (i) The Secretary General of the Settler, Presently Dr. Ashok Gupta, shall be the first trustee and President of the Board of Trustees (ii) The Executive Secretary of the Settler, presently Sh. Rajeev Sogani shall be the second trustee, (iii) A Member of the Executive Council of the settler nominated by the Settler, presently Ms. Salila Bhansali shall be the third trustee and (iv) A Member of the Executive Council of the Settler nominated by the Settler, presently Mr. Sumit Gupta shall be the fourth trustee.
- 6.2 The Trustees shall hold their office by virtue of their official status with the Settler and shall forthwith vacate the office of trustee, in the event of their discontinuing or not holding the office with the Settler and in such an event the new incumbent in the office of the Settler shall automatically assume the office of the trustee.
- 6.3 Notwithstanding the foregoing, in the event of unwillingness of any of the office bearers of the Settler as aforesaid to be appointed as or to continue in appointment as, or is otherwise considered not suitable to be, a trustee, the Settler, shall have absolute power to appoint any one else as Trustee in his position. Any or all vacancies shall be filled according to the position. The Settler shall also have the power to remove any trustee or trustees without assigning any reason.

Name of the Trust shall be "The IIS University Trust"
Address: Gurukul Marg, SFS, Mansarovar, Jaipur-302020.

Attested
Notary Public
Jaipur

16 DEC 2007




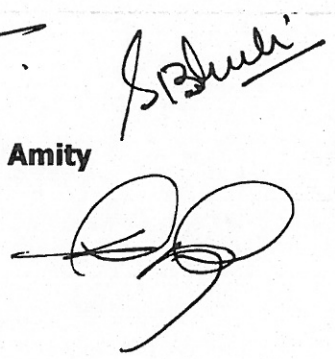

- 6.4 A trustee may resign from office but it shall not be effective until accepted by the Board of Trustees. The Board shall notify any vacancy arising in the office of the Trustee to the Settler. The Board of Trustees shall have power to co-opt not more than two persons of specialized knowledge or skill as additional trustees to assist professionally, though however, such additional trustees shall neither constitute quorum nor shall have any voting power.

The President of the Board of Trustees shall hold meeting of the Board to discuss and decide on matters relating to the Trust, in such frequency, as he may deem necessary but at least twice in a year. Three Trustees shall constitute quorum for the Meeting and simple majority resolves matters. In case of a tie on any decision, the President may exercise a casting vote.

8. Any Trustee may hold office of profit in the Trust independent of his position as a Trustee in respect of any specific or general service rendered. No trustee shall have any dealing or relationship of commercial nature with the trust.
9. Except and to the extent specified herein above the Settler shall neither interface nor influence in the administration of the Trust by the Trustees in accordance with the Memorandum of Association and the Rules.
10. This Deed of Declaration of Trust is a lawful document executed by the Settler under proper authority and be duly stamped and registered as a Trust Deed.





Signed by the Settler and Accepted by the Trustees at Jaipur this 16th day of December, 2007.


Signed by the Settler:
Indian Council for International Amity
Represented by



Attested
Notary Public
Jaipur

16 DEC 2007


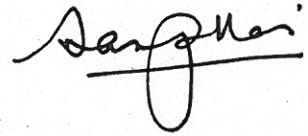
ACCEPTED BY THE TRUSTEES:

SNO	Name	Address	Occupation	Signature
1.	Dr. Ashok Gupta S/o Shri S.L. Gupta	54, Taru Chhaya Nagar Near Gem Stone Park Tonk Road Jaipur- 302011	Educational Administration	
2.	Sh. Rajeev Sogani S/o Shri H.C. Sogani	C-186, Gyan Marg, Tilak Nagar, Jaipur- 302004	Chartered Accountant	
3.	Ms. Salia Bhansali W/o Shri Sanjay Bhansali	J-50, Sarojini Marg, C-Scheme, Jaipur- 302001	Broadcaster	
4.	Mr. Sumit Gupta S/o Shri A. Gupta	Tab India Granites Pvt. Ltd. Apex Mall, Tonk Road Jaipur-302015	Industrialist	

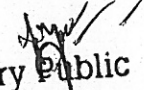


(Under authority of Resolution dated 16 November, 2007)

In presence of Witnesses:

Name & Address	Signature
1. Dr. Raakhi Gupta Principal International College for College Gurukul Marg, SFS, Mansarovar, Jaipur-302020	
2. Dr. Manju Nair Asstt. Principal International School of Informatics and Management Sector-12, Mahaveer Marg Mansarovar, Jaipur-302020	

Attested


Notary Public
Jaipur

16 DEC 2007



Memorandum of Association Of **The IIS University Trust, Jaipur, Rajasthan**

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Preamble

The IIS University Trust shall be a Trust created by Indian Council for International Amity specifically for the purpose of exercising effective and independent control and management of the affairs of the International College for Girls (Autonomous) and other institutions so created on its acquiring deemed to be University status. This memorandum of association shall be registered as a document with the Registrar of Trusts, as a part of the Trust Deed.

1. **Name** :
The name of the Society shall be **The IIS University Trust, Jaipur,** (hereinafter referred to as the University) comprising International College for Girls, Jaipur.

2. **Office** :
The registered office of the University shall be situated at **Gurukul Marg, SFS, Mansarovar, Jaipur – 302020, Rajasthan**

3. **Objectives** :
The objectives for which the University is established are :

- I. To provide for instruction and training in such branches of learning as it may deem fit particularly for the promotion of Education, Literature, Science, Technology, Engineering; Management and Art; spreading of knowledge relating to Commerce, Industry and any useful knowledge.
- II. To provide for research and for the advancement of and dissemination of knowledge
- III. To undertake extra mural studies, extension programmes and field outreach activities to contribute to the development of society.
- IV. To impart education in all its forms and at all levels, in open and distance learning mode at any location in India or abroad.
- V. To do all such other acts and things as may be necessary or desirable to further the objects of the University.

4. **Powers and Functions of the University**
To carry out the above objectives and for the management and administration of the properties of the University, the University shall have the following powers.

- I. To establish course of study and research and to provide instruction in such branches of study as the University deems appropriate for the advancement of learning and dissemination of knowledge in such branches.
- II. To confer degrees and to grant Diploma and /or Certificates to persons who have satisfactorily completed the approved courses of study and /or research as may be prescribed and shall have passed the prescribed examinations.
- III. To institute and award visitorship, fellowship, scholarship, exhibits, prizes and medals.

Attested





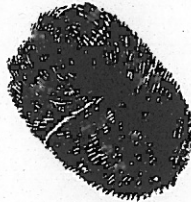



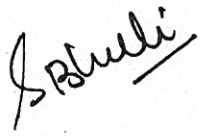


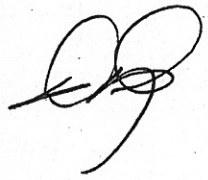
Notary Public
Jaipur

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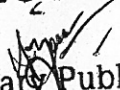


Signatories to this trust deed:

SNO	Name	Photograph	Left Thumb Impression	Signature
1.	Dr. Ashok Gupta			
2.	Sh. Rajeev Sogani			
3.	Ms. Salia Bhansali			
4.	Mr. Sumit Gupta			

December 16, 2007

Attested


Notary Public
Jaipur

16 DEC 2007

- IV. To co-operate, collaborate and associate with organizations both in India and abroad for promotion of education in such branches of learning as it may deem fit.
- V. To decide, determine and frame rules and regulation or to do any other act for effectively carrying out the objectives of the society.

5. **Interpretation of the Objectives**

The University is established for public benefit and accordingly the objectives of the University as set forth above will be interpreted and restricted to mean such objectives and purposes as are regarded in law to be a public charitable in nature.

6. **University Open to All**

- I. The University shall be open to all persons of what ever race, religion, creed, caste, class and geographical area of the country. No test or condition shall be imposed as to religious belief or occupation in admitting or appointing members, students, teachers, workers or in any other connection whatsoever.
- II. No capitation fee shall be charged in any form in consideration for admission.
- III. In the case of self-financing institutions, fees to be prescribed shall be as per regulations prescribed under the UGC Act, Section 26 (I)(i).
- IV. No benefaction that involves conditions and obligations opposed to the spirit and objects of the Institution shall be accepted by the University.



7. **Admissions**

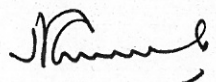
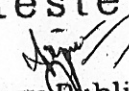
Admissions of students to various courses shall follow a national basis and shall be made on an all India basis to the identical courses in all deemed to be Universities through a common entrance test conducted either by the University Grants Commission or by an Institution /Agency identified and approved by the UGC.

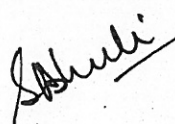
8. **Income and property of the university to be applied for the objectives only.**

The income and property of University, howsoever derived, shall be applied towards the promotion of the objectives as set forth in this Memorandum of Association.

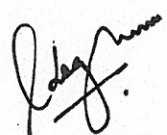
9. **Income and property of the University not to be paid or transferred by way of profit.**

No portion of the income and property of the University shall be paid or transferred directly or indirectly by way of profit, to the persons, who at any time, or have been members of the University or to any of them, provided that nothing herein contained shall prevent the payment in good faith or remuneration to any member thereof or other person in return for any service rendered to the University or for traveling, halting and other similar charges.


Attested

Notary Public
Jaipur







16 DEC 2007

10. **Management of the University**

The names and addresses and occupations of the first members of the Board of Management to whom under rules, the management of the University is entrusted till the various authorities in accordance with the rules are constituted are given below :

Sl No.	Name & Occupation	Address
1	Dr. Ashok Gupta Educational Administration	54, Taru Chhaya Nagar Near Gemstone Park, Off Tonk Road, Jaipur-302011
2	Mr. Rajeev Sogani Chartered Accountant	C-186, Gyan Marg, Tilak Nagar, Jaipur- 302004
3	Ms. Salila Bhansali Broadcaster	J-50, Sarojini Marg, C-Scheme, Jaipur- 302001
4	Mr. Sumit Gupta Industrialist	Tab India Granites Pvt. Ltd., Apex Mall, Tonk Road, Jaipur 302015



11. **Review and Inspection**

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

Following the inspection, the Central Government/UGC may issue directions to the University (deemed to be University), which shall be binding on the University.

In case University fails to comply with the direction(s) of the Central Government/UGC and /or fail to perform as per expectations of the Central Government/UGC, the deemed to be University status conferred on the University can be withdrawn by the Central Government on the recommendation of the UGC.

[Signatures]

Attested

Notary Public
Jaipur

16 DEC 2007

RULES OF THE IIS UNIVERSITY TRUST, JAIPUR

1. Short Title

These rules shall be called the rules of the **IIS University Trust** comprising International College for Girls, Jaipur.

2. Address of the University

The registered office of the University shall be situated at **Gurukul Marg, SFS, Mansarovar, Jaipur 302020 Rajasthan**

3. Definition (to be in alphabetical order)

In these rules unless the Context otherwise requires:

- a) "Academic Council" means the Academic Council of the University.
- b) "Authorities" means the authorities of the University.
- c) "Board of Management" means the Board of Management of the University.
- d) "Central Govt." means the Govt. of India.
- e) "Chancellor" means Chancellor of the University.
- f) University Grants Commission means the University Grants Commission established under University Grants Commission Act 1956.
- g) "Vice-Chancellor" means Vice-Chancellor of the University.



4. Authorities of the University

The following shall be the authorities of the University

1. Chancellor
2. Board of Management
3. Academic Council
4. Planning and Monitoring Board
5. Finance Committee
6. Advisory Committee
7. Such other authorities as may be declared by the bye-laws to be authorities of the University.

5. Powers and Composition of the Board of Management

The Board of Management shall be the principal organ of the management in the University. It shall be a compact and homogenous body enabling it promptly to take and implement well considered decisions and to effectively handle crisis situations.

(a) Powers

The Board of Management shall be the principal executive body of the University and shall in addition to all powers vested in it have the following powers namely :-

1. To manage and administer the revenues and properties of the University and to conduct all administrative affairs of the University not otherwise specifically provided for.
2. To create teaching and academic posts, to determine number, qualifications and cadres thereof as approved by the University Grants Commission and the emoluments of such posts in consultation with the Finance Committee.
3. To appoint such Professors, Associate Professors (Readers), Asstt. Professors, lecturers and other academic staff as may be necessary on the recommendation of the Selection Committee.

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Jaipur

16 DEC 2007



4. To lay down the duties and conditions of service of the Professors, Associate Professors, Asstt. Professors and other academic staff maintained by the University in consultation with the Academic Council.
5. To provide for appointment of Visiting Fellows and Visiting Professors.
6. To create administrative, ministerial and other necessary posts in terms of the cadres laid down or otherwise and to make appointment thereof in consultation with the Finance Committee.
7. To grant leave of absence to the Vice Chancellor or any other officer of the University and to make necessary arrangements for carrying on the functions of the officers proceeding on leave during their absence.
8. To regulate and enforce discipline among the employees of the University and to take appropriate disciplinary action, wherever necessary.
9. To manage and regulate the finance, accounts, investments, property and all other administrative affairs of the University and for that purpose to appoint such agent or agents as it may deem fit.
10. To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the University.
11. To select an emblem and to have a common seal for the University and to provide for the custody and use of such seal.
12. To University, Fellowships, including Traveling, Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the bye-laws to be framed for the purpose.
13. To amend and receive payment of fees and other charges.
14. To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these committees as it thinks fit.
15. To appoint Auditors for the ensuing year.
16. To open account or accounts of the University with any one or more scheduled banks and to lay-down the procedure for operating the same.
17. To manage the Finances accounts, investments, moveable properties, business and all other administrative affairs of the University.
18. To issue appeals for funds for carrying out the objectives of the University and consistent with the provisions of the objectives clause of the University to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys to give grants and donations to award prizes, scholarships etc.
19. To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the University, and, on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works.
20. To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills and exchange, cheques or other negotiable instruments.
21. To transfer or accept transfers of any movable property on behalf of the University.
22. To advise the Holding Trustees (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the University.

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Jaipur

16 DEC 2007



23. To provide building or buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the University.
24. To execute in consultation with the Holding Trustees (if any) conveyance, transfer, Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, moveable or immovable belonging to the University or to be acquired for the purposes of the University.
25. To appoint in order to execute an instrument or transact any business of the University, any person as attorney of the University with such powers as it may deem fit.
In consultation with the Holding Trustees (if any), 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 and 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 any money borrowed.
27. To invest the funds of the University or money entrusted to the University in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment
28. To maintain a fund to which shall be credited.
 - (a) All moneys provided by the Central or State Governments/University Grants Commission.
 - (b) All fees and other charges received by the University.
 - (c) All moneys 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 sources.
29. To deposit all moneys credited to the fund in scheduled banks or to invest them in consultation with the Finance Committee.
30. To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts including the Balance-sheet for every previous financial year, in such form as may be prescribed by the Regulations/Bye-laws .
31. To constitute for the benefit of the teaching, academic, technical, administrative, and other staff, in such manner and subject to such conditions as may be prescribed by the Bye-laws such pension, insurance, provident fund and gratuity as it may deem fit for the benefit of the employees of the University and to aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the University.
32. 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.
33. To establish, on the advice of the Academic Council Divisions and Departments for the academic work and functions of the University and to allocate areas of Study, Teaching and Research to them.
34. To conduct examinations or tests for admission to the courses taught in the University, to conduct examinations for Degrees and diplomas and to declare the results of such examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions.

Attested
Notary Public
Jaipur

16 DEC 2007



35. To establish, maintain and manage hostels for the students of the University and to prescribe rules and regulations for admission thereto.
36. To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee.

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.

The Board of Management shall be the principal executive body of the University and shall have the powers to take all necessary decisions for the smooth and efficient functioning of the University.

To do any other act necessary for smooth and efficient functioning of the University including but not limited to managerial and executive decisions.

(b) **Composition of the Board of Management**

The Board of Management shall consist of: -

- 1 Vice-Chancellor -----Chairman.
- 2 Deans of Faculties (if any) not exceeding three by rotation and on seniority.
- 3 Three nominees of the Chancellor of the University.
- 4 One nominee of the Chairman, UGC.
- 5 One nominee of the Government of India.
- 6 One nominee of the funding agency/agencies.
- 7 Three teachers (Professor, Associate Professor, Asstt. Professor) (by rotation) according to seniority.
- 8 One nominee of the sponsoring society.
- 9 The Registrar shall be the non-member Secretary.

(c) **Terms of Membership**

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

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

(d) **Meetings of the Board of Management**

- (i) The Board of Management shall meet atleast four times a year. Not less than 15 days notice shall be given of a meeting of the Board of Management and a copy of the proceedings of each meeting shall be furnished to the Chancellor of the University as soon as possible after the meeting.
- (ii) Each member of the above Body including its Chairman shall have one vote, and decisions at the meeting of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- (iii) Every meeting of the above Body shall be presided over by its Chairman, and in his absence by a member chosen by the members present from amongst themselves shall preside over the meeting.

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Jaipur

16 DEC 2007

- (iv) Any business which it may be necessary for the above Body to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.
- (v) If a member other than the, Vice-chancellor or those representing the teachers accepts a full time appointment in the University or he does not attend three consecutive meetings of the Board of Management without proper leave of absence, he shall cease to be a member of the above Body.
- (vi) One third of the members shall constitute a quorum, for the meeting.



6. **Constitution of Standing Committee and Appointment of Adhoc Committee by the Board of Management.**

(i) Subject to the provision of the Rules/bye-laws of the University, the Board of Management may by a resolution constitute such standing Committee or co-Committee or Ad-hoc Committee or Committees for such purposes and with such powers as the Board may think fit for exercising any power or powers or discharging any functions of the University or for inquiring into reporting and advising upon any matter of the University.

(ii) The Board of management may co-opt such persons on the standing committees or ad-hoc Committees, as it may consider suitable.

7. **Delegation of Powers of the Board of Management**

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

8. **Academic Council**

The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of the Memorandum of Association and the Rules and Bye-laws, shall have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and tests within the University and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules and Bye-laws.

(a) **Membership of the Academic Council**

- (i) The Academic Council shall consist of the following persons, namely :-
 - (a) The Vice Chancellor of the University ---- Chairman.
 - (b) Dean of Faculties, if any.
 - (c) Heads of the academic Departments of the University.
 - (d) Ten Professors other than the Heads of the Departments (by rotation and on seniority).
 - (e) Three Associate Professors from the Departments other than Heads of the Departments by rotation in the order of seniority nominated by the Vice Chancellor.
 - (f) Three Asstt. Professors from the Departments by rotation in the order of seniority nominated by the Vice Chancellor.

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- (g) Three persons from amongst educationists/industrialists of repute or persons from any other field related to the activities of the University who are not in the service of the University, nominated by the Chancellor.
- (h) Three persons who are not members of the teaching staff co-opted by the Academic council for their specialized knowledge.
- (i) Registrar – Ex-Officio Non-Member Secretary.

The term of members other than ex-officio members shall be two years. They shall not be eligible further unless every one has completed one term.

(b) Powers and Functions of the Academic Council

The Academic Council shall be the principal academic body of the University and shall, in addition to all other powers, and duties vested in it, have the following powers and duties viz :



- (a) To exercise general supervision over the academic work of the University and to give direction regarding methods of instructions, evaluation or research or improvements in academic standards.
- (b) To promote research within 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 and to take proper action thereon.
- (d) To make arrangements for the conduct of examinations in conformity with the bye-laws.
- (e) To maintain proper standards of the examinations.
- (f) To recognize diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of the Universities.
- (g) To prescribe courses of study leading to degrees and diplomas of the University.
- (h) To appoint examiners, moderators, tabulators and such other personnel for different examinations.
- (i) To suggest measures for departmental co-ordination.
- (j) To make recommendations to the Board of Management on:
 - I. Measures for improvement of standards of teaching, training and research
 - II. Institution of Fellowships, Travelling Fellowships, Scholarships, Medals, Prizes etc.
 - III. Establishment or abolition of departments/centres and
 - IV. Bye-laws covering the academic functioning of the University, discipline, residence, admissions, examinations, award of fellowships and studentships, freships, concessions, attendance etc.
- (k) To appoint sub-committees, to advise on such specific matters as may be referred to it by the Board of Management.
- (l) To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Board of Management) as the circumstances on each case may require.

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- (m) To take periodical review of the activities of the Departments/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.
- (n) To exercise such other powers and perform such other duties as may be conferred or imposed upon, it by the rules and bye-laws.
- (o) To recommend institution of Teaching posts, Professors, Readers, and Lecturers to the Board of Management
- (c) **Meeting of the Academic Council**
 - I. The Academic Council shall meet as often as may be necessary but not less than three times during the academic year
 - II. One third of the total members of the Academic Council shall constitute the quorum for the meeting of the Academic Council
 - III. Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that atleast one half of the total number of the members of the Academic Council have recorded their views on the Resolution.
 - IV. One third of the members shall constitute a quorum for the meeting.



9 **Finance Committee**

The finance Committee shall consist of the following members :

- I. Vice Chancellor of the University ----- Chairman.
- II. A person nominated by the Chancellor.
- III. Two nominees of the Board of Management, one of whom shall be a member of the Board.
- IV. A representative of the UGC.
- V. A representative of the Central Govt./ State Govt.
- VI. The Finance Officer of the University -----Ex-Officio Non-Member Secretary.
- VII. One third of the members shall constitute a quorum for the meeting.

(a) **Terms of Office of the Members of the Finance Committee**

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

(b) **Powers and Functions of the Finance Committee**

- (a) The Finance Committee shall meet atleast twice a year to examine the accounts and to scrutinize proposals for expenditure.
- (b) The annual accounts and financial estimates of the University shall be placed before the Finance Committee for consideration and thereafter submitted to the Board of Management together with the comments of the Finance Committee for approval.

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- (c) The Finance Committee shall fix limits of the total recurring expenditure and the total nonrecurring expenditure of the year based on the income and resources of the University. No expenditure shall be incurred by the University in excess of the limits so fixed.
- (d) No expenditure other than that provided in the budget shall be incurred by the University without the approval of the Finance Committee.
- (e) To recommend to the Board of Management the creation of all types of posts.

Advisory Committee

For a period of first ten years the University will have an Advisory Committee under the Chairmanship of a person nominated by the Commission from among members of the Commission including Vice-Chairman. The Advisory Committee, will include the Head of the University and its senior faculty along with one/two experts nominated by the UGC to help its academic planning and growth.

11. Planning & Monitoring Board

The Planning & Monitoring Board shall be the principal Planning Body of the University and shall be responsible for the monitoring of the development programmes of the University.

The Vice-Chancellor of the University shall be the Chairman of the Planning & Monitoring Board. It may include six or seven internal members and a few outside experts, including one nominee of the UGC. Registrar shall be Ex-Officio Non-Member Secretary.

The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Bye-laws.

The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter, which it considers necessary for the fulfillment of the objectives of the University.

The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to academic matters may be processed through the Academic Council. One third of the members shall constitute a quorum for the meeting

12. Selection Committee

- I There shall be a Selection Committee for making recommendations to the Board of Management for appointment to the posts of Professors, Associate professors and Asstt. Professors in the University and such other posts as may be prescribed by the Bye-laws.

- II Every selection Committee shall consist of the following members.

(a) For Appointment of Professors

- 1 Vice-Chancellor of the University as Chairman.
- 2 A person nominated by the Chancellor.
- 3 Dean of Faculty/Head of the Deptt./Chairman, Board of Studies, Provided he is a Professor.
- 4 Three outside experts nominated by the President from a panel of not less than six names recommended by the Academic Council and approved by the Board of Management.

For Appointment of Associate Professors and Asstt. Professors

- 1 Vice Chancellor ---Chairman.
- 2 A person nominated by the Chancellor of the University.
- 3 Dean of Faculty/Head of the Deptt./Chairman, Board of Studies, Provided he is a Professor or a Reader.

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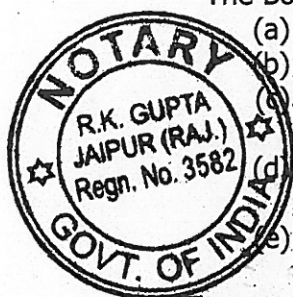
- 4 Two outside experts nominated by the Chancellor from a panel of not less than six names recommended by the Academic Council and approved by the Board of Management.

III Meetings

- 1 The meetings of the Selection Committee will be convened by the Chairman of the Selection Committee as and when necessary.
- 2 Four members of the Selection Committee shall form the quorum, consisting, of atleast two experts.
- 3 If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons about it and submit the case to the Chancellor whose decision shall be final in the matter.

13 Board of Studies

There shall be one Board of Studies for each Department of the University. The Board of Studies of each Department shall consist of :



- (a) Head of the DepartmentChairman.
- (b) All Professors of the Department.
- (c) Two Associate Professors of the Department by rotation according to seniority.
- (d) Two Asstt. Professors of the Department by rotation according to seniority.
- (e) Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the concerned profession or industry.

The powers and functions of the Board of Studies shall be prescribed by the Bye-laws of the University.

14 Grievance Redressal Machinery

For individual grievance and complaint, every University shall have a Grievance Redressal Machinery as may be prescribed in the Bye-laws.

15 Officers of the University

The following shall be the officers of the University.

- (a) Vice Chancellor
- (b) Registrar
- (c) Finance Officer
- (d) Controller of Examinations and
- (e) Such other officers as may be prescribed in the Bye-laws.

(a) Chancellor

The University shall have a Chancellor who by virtue of his office be the Head of the -University and shall when present preside over the convocations of the University. He shall be appointed by the sponsoring Society and shall hold office for a period of 5 years.

Where power is conferred upon the Chancellor to nominate persons to authorities, the Chancellor shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the University.

(b) Vice Chancellor

The Vice-Chancellor shall be a whole time salaried officer of the University and shall be appointed by the Chancellor from a panel of three names suggested by a Search Committee The composition of the above Committee would be :-

- i. A nominee of the Chancellor of the University
- ii A. nominee of the State Government/Central Government
- iii A nominee of the Chairman, UGC.

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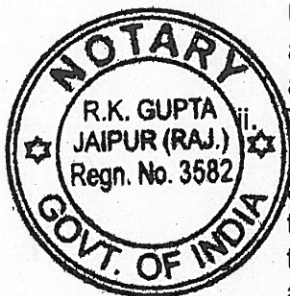
16 DEC 2007

Provided further that if the Chancellor does not approve of any of these persons so recommended he shall call for a fresh panel.

The Vice-Chancellor shall hold office for a term of 5 years. He shall not be eligible for reappointment.

Provided that notwithstanding the expiry of the said period of 5 years, he can continue in office till his successor is appointed and assumes office, but not beyond six months.

Provided further that a person appointed as Vice-Chancellor shall retire from office during the tenure of his office of extension, thereof, if any, when he completes the age of 65 years.



- i. The Vice-Chancellor shall be the Principal and executive officer of the University and shall exercise general supervision or control over the affairs of the University and implement the decisions of all the authorities of the University.

The Vice-Chancellor may, if he is of the opinion that immediate action is called for on any matter exercise any power conferred upon any authority of the University under the Memorandum of Association and the Rules and Regulations/Bye-laws, take such action or proceed to take such action and shall report to the concerned authority on the action taken by him on such matters.

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

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

- iii. The Vice-Chancellor, unless otherwise provided, shall be the Ex-officio Chairman of the Board of Management, the Academic Council and the Finance Committee.
- iv. It shall be the duty of the Vice-Chancellor to ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the University are duly observed and implemented and he shall have all the necessary powers in this regard.
- v. The Vice-Chancellor shall exercise general control over the affairs of the University and shall be mainly responsible for implementation of the decisions of the various authorities of the University.
- vi. All powers relating to the proper maintenance and discipline of the University shall be vested in the Vice Chancellor.
- vii. The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Bye-laws and Regulations.
- viii. The Vice-Chancellor shall exercise all other powers as may be delegated to him by the Board of Management.
- ix. The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Board of Management.
- x. The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the various bodies of the University.

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16 DEC 2007

(c) **Deans**

The University shall have Deans in respect of different faculty specialization of specializations as may be approved by the Board of Management. Deans shall be appointed by the Vice Chancellor, of persons of such qualifications and experience in teaching or in profession/industry or in both as may be deemed appropriate. Dean shall normally be in whole time employment of the University and shall have powers and duties as may be specified in the bye-laws of the University.

(d) **Head of the Department**

(i) There shall be a Head of the Department for each of the Departments in the University who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department

Provided that if there is no Professor in the Department the Vice-Chancellor may appoint an Associate Professor as Head of the Department

The term of appointment of the Head of the Department shall normally be 3 years and he shall be eligible for reappointment for one more term.

The powers and function of the Head of the Department shall be prescribed by the bye-laws of the University.

(e) **Registrar**

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

- I Vice Chancellor Chairman
- II One nominee of the Chancellor of the University
- III One nominee of the Board of Management
- IV One expert appointed by the Board of Management who is not an employee of the University.

(b) The emoluments and other terms and conditions of service of the Registrar shall be as may be prescribed by the Bye-laws.

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

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

(e) The Registrar shall be directly responsible to the Vice-Chancellor of the University:

(f) The following shall be the duties of the Registrar:-

- I. To be Custodian of the records, the funds of the University and such, other property of the University as the Board of Management may commit to his charge.
- II. To conduct the official correspondence on behalf of the authorities of the University.
- III. To issue notices convening meetings of the authorities of the University and all Committees and Sub-Committees appointed by any of these authorities.

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- IV. To keep the minutes of the meetings of all the authorities of the University and of all the committees and sub-committees appointed by any of these authorities.
- V. To make arrangements for and supervise the examinations conducted by the University.
- VI. To represent the University in suits or proceeding by or against the University, sign powers of attorney and perform pleadings or depute his representatives for this purpose.
- VII. To enter into agreement, sign documents and authenticate records on behalf of the University.
- VIII. To hold in special, custody books and documents of the University.
- IX. To safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms,, equipment and other properties, of the University.
- X. To perform such other duties as may be specified in the Rules and Bye-laws or as may be specified by the Board of management or the Vice-Chancellor from time to time.

(f) **Finance Officer**

The Finance Officer shall be whole time salaried officer of the Institute and shall be appointed by the Board of Management preferably on deputation from a panel of names submitted by the State Govt./Central govt. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by the Bye-laws.

The Finance Officer shall work under the supervision of the Vice-Chancellor and is accountable to the Board of Management through the Vice-chancellor. He would be the Ex-officio non-Member Secretary of the Finance Committee. He would be an advisor to the Vice-Chancellor for financial matters.

Subject to the control of the Board of Management to manage properly and investment of the University, he shall be responsible for the preparation of annual estimates and statements of account for submission to the Finance Committee and the Board of Management.

(g) **Controller of Examinations**

- i The Vice Chancellor may appoint a Controller of Examination for the University who shall be responsible for smooth and timely conduct of the examinations of the University, organize for systematic evaluation of answer sheets, tabulation of mark-sheets, declaration of results, revaluation and reviews etc. and shall work in consultation and coordination with the Registrar.
- ii Controller of examination would be an invited member of the Academic Council and shall have right to express views on examination related matters but shall not have any voting right.
- iii The qualifications, emoluments and other terms and conditions of service of the Controller of Examination shall be as may prescribed by the bye-laws.

(h) **Personnel Officer**

The Vice chancellor may appoint a Personnel Officer for the University to be In-charge of the staff related matters including recruitments, staff welfare, staff grievances, staff training etc.

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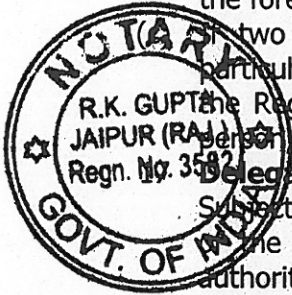
Personnel Officer may be non-member secretary of all staff selection committees and sub committees except where he is stated to be Member Secretary.

The qualifications, emoluments and other terms and conditions of service of the Personnel Officer shall be as may prescribed by the bye-laws.

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16 Seniority List

- (a) Whenever in accordance with these Rules, any person is to hold an office or to be a member of an authority of the University by rotation according to seniority, such seniority shall be determined according to the length of the continuous service of such person in grade and in accordance with such other principles as the Board of Management may from time to time prescribe
- (b) It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons to whom the provisions of these rules apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.



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

Delegation of Powers

Subject to the provisions of these Rules and Bye-laws any officer or authority of the University may delegate his or its power to any other officer or authority or person under their respective control and subject to the conditions that the overall responsibility for exercise of the powers so delegated shall continue to rest in the officer or Authority delegating such powers.

18 Dispute as to membership

If any question arises, whether any person has been duly elected or appointed as or is entitled to be a member of any authority or any Committee to the University the matter shall be referred to the Chancellor of the University whose decision thereon shall be final.

19 Right of Central Government to Inspect the University

- i) The Government of India, shall have the right to cause an inspection to be made by such person or persons as it may direct, of the University, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done by the University and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the University
- ii) The Government of India, shall, in every case, give notice to the University of its intention to cause an inspection or inquiry to be made and on receipt of such a notice the University shall have the right to make such representations to the Government of India as it may consider necessary.
- iii) Where an inspection or inquiry has been caused to be made by the Government of India the University; shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.
- iv) The Government of India may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the University to the Vice-Chancellor of the University who shall communicate the same to the Board of Management

The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the University and communicate to the Government of India the action, if any which it proposes to take or has taken upon the result of such inspection or inquiry.

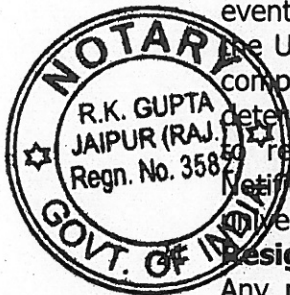
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- vi) Where the Board of Management does not within a reasonable time, take any action to the satisfaction of the Government of India, the Government of India may after giving due consideration to the explanation furnished or representation made by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

20 Review of the Academic Activities of the University

- i) The functions of the University shall be reviewed after a period of every 5 years or even earlier, if necessary, by a Committee appointed by the University Grants Commission.
- ii) The report of the Committee shall be considered by the Commission. In the event of an adverse appraisal of the University, the Commission shall direct the University to take immediate remedial measures. In the event of non-compliance of the Commission's directions within the specified period as determined by the UGC in this respect the Commission shall have the right to recommend to the Government of India for the revocation of the Notification issued earlier declaring an Institution as deemed to be University.



Resignation

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

22 Acting Chairman of the Meetings

Where no provision is made for a Chairman to preside over a meeting of an authority of the University or any Committee of such authority, or if the Chairman so provided, is absent, the members shall select one from, amongst themselves to preside at such meeting.

23 Validation of certain Acts, Decisions

No Act or proceedings of any authority or any body or any Committee of the University shall be invalid merely by reason of:

- a) any vacancy therein or any defect in the constitution thereof; or
- b) any defect in the nomination or appointment of a person acting as a member thereof; or
- c) any irregularity in its procedure not affecting the merits of the case

24 Disqualification

- (a) A person shall be disqualified for having chosen as and for being a member of any of the authorities of the University.
- i) If he is of unsound mind or is deaf or mute
- ii) If he is an undischarged insolvent
- iii) If he has been convicted by a court of law of an offence involving moral turpitude.
- (b) If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor and his decision shall be final and no suit or proceeding shall lie in any civil court against such decision.

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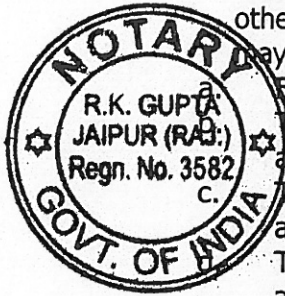
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25 Filling of Casual Vacancies

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

26 Bye Laws

Subject to the provisions of the Memorandum of Association and the Rules and By-laws, the Board of Management shall in addition to all other powers vested in it, have the power to frame Bye-laws which may provide for all or any of the following matters :-



- a. Establishment of Departments of teaching and halls of residence
- b. The admission of students to the University and their enrolment as such
- c. The courses of study to be laid down for all degrees, diplomas and certificates of the University
- d. The grant of academic awards (such as degrees and diplomas) and distinctions
- e. The fees to be charged for courses of study in the University and for admission to the examination, degrees, diplomas and certificates of the University
- f. The institution of and prescription of the conditions of the award of fellowships, scholarships, studentships, medals and prizes.
- g. The conduct of examinations, appointment of examiners and approval and publication of results thereof.
- h. The maintenance of discipline among the students.
- i. The maintenance of discipline among the employees of the University
- j. The conditions of residence and health of students of the University
- k. The classification, emoluments, method of appointment and the determination of the terms and conditions of service of the teaching staff of the University.
- l. The constitution of pension, provident fund, insurance etc. for the benefit of the officers, teachers Academic Staff and the other staff of the University.
- m. The establishment of special centres
- n. The creation, composition and functions of any committees or body, which is considered necessary for the work of the University
- o. The preparation and submission of budget estimates
- p. The procedure for convening of meeting of any authority or committee
- q. The laying down of procedures to be observed at any meeting of any authority or any committees.
- r. To constitute any other body as an authority of the University

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- s. all other matters which by this Memorandum or the Rules may be provided for by the Bye-laws provided that no Bye-laws shall be made affecting the condition of residence, health of disciplines of student, admission or enrolment of students, conditions, mode of appointment or duties of examiners or the conduct or standard of examinations or any course of study without consulting the Academic Council.

Interpretation Clause

In the event of conflict of opinion with regard to interpretation of Memorandum of Association or the Rules and Bye-laws, the opinion of the UGC shall be final.

28 Income and property of the University to be Utilized for its objects only

The income and property of the University howsoever derived shall be utilized solely for promoting the objects of the University as set out in this Memorandum of Association.

29 Bar on Payment of Transferring of the Income and Property of the University by way of Profit

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

30 Adjustment of Income and Property on Dissolution of the University
After, on the winding up or dissolution of the University there shall remain after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the University- or any of them but shall be transferred to the Indian Council for International Amity the parent body, or other bodies in consultation with the agencies concerned who have helped in creation of those assets.

31 Legal Proceedings

- i) The person in whose name the University may sue or be sued shall be the Registrar.
- ii) No suit or legal proceedings shall lie against the Central Government or UGC or the University or an Officer of the University or a member of the authority of the University in respect of anything done or purported or intended to be done in pursuance or any article of Memorandum of Association or the Rules of Bye-laws made thereunder.
- iii) No suit by the University will be initiated unless such action is approved by the Board of Management

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