

MEMORANDUM OF ASSOCIATION OF BIRLA INSTITUTE OF TECHNOLOGY MESRA, RANCHI

(A Deemed to be University under Section 3 of University Grants Commission Act, 1956, vide Notification No. F.9-2/83. U.3 dated 28-08-1986, issued by the Ministry of Human Resource Development, Government of India)



(As per UGC (Institutions Deemed to be Universities) Regulations, 2023)

Effective from **01/01/2025** being the date of approval of this modified Memorandum of Association by UGC vide their letter No. **F.No.6-3/83(CPP-I/DU)** dated **24/09/2024**

MEMORANDUM OF ASSOCIATION OF THE BIRLA INSTITUTE OF TECHNOLOGY MESRA, RANCHI

(A Deemed to be University under Sec 3 of University Grants Commission Act, 1956, vide Notification No. F.9-2/83. U.3 dated 28-08-1986, issued by the Ministry of Human Resource Development, Government of India)

(As per UGC (Institutions Deemed to be Universities) Regulations, 2023)

1.00 Name, Address, and Registration details of the Trust / Society / Company registered for the Deemed to be University:

1.01 A Society in the name “**The Birla Institute of Technology, Mesra, Ranchi**”, a not-for profit organisation and not involved in any Commercial Activity, hereinafter referred to as the “**Society**”, was registered under the Societies Act, 21 of 1860 having Registration No. 246 dated 21-08-1986, issued by the IG Registration at Patna, in undivided Bihar. Consequent upon bifurcation of Bihar, the said Society is now registered under Societies Act XXI of 1860 with IG Registration at Ranchi, Jharkhand vide Registration No. 47 dated 08.02.2024.

All assets and liabilities of the said Society, earlier registered with IG Registration at Patna, shall continue to vest in the Society now registered with IG Registration, Ranchi, Jharkhand.

1.02 The society established an educational institution in the name “Birla Institute of Technology” at Mesra, Ranchi, which was recognized as a Deemed to be University, under Section 3 of the UGC Act, 1956 vide notification No. F.9-2/83.U.3 dated 28-08-1986.

1.03 This modified Memorandum of Association is now being adopted to comply with the requirements of UGC Regulations, 2023.

1.04 This modified Memorandum of Association will be the Memorandum of Association of the Society as also of the Institute.

2.00 Name of the Institution Deemed to be University, its approved constituent units/off-campus/off-shore campuses

a) “**Birla Institute of Technology**”, hereinafter referred to as “BIT” or as the “Institute”, having its address at Mesra, Ranchi - 835215 in the State of Jharkhand, India.

b) **Off-Campuses:**

Noida (Uttar Pradesh), Jaipur (Rajasthan), Patna (Bihar), Deoghar (Jharkhand).

3.00 Approved Constituent Units/Off-Campuses/Off-Shore Campuses with UGC letter / MHRD/MoE Notification and dates:

Constituent Unit / Off - Campus/Off -Shore Campus	Reference of UGC/MoE (MHRD) Letters/Notifications and Dates
Birla Institute of Technology, Mesra Campus, Ranchi – 835215 (Jharkhand)	F.9-2/83.U.3 dated 28.08.1986 & 10/1/2016-U.3(A) dated 19.01.2024, (Gazette Notification dated 09.02.2024)
BIT, Noida Campus A-7 Sector 1, Noida 201301(UP)	10/1/2016-U.3(A) dated 19.01.2024, (Gazette Notification dated 09.02.2024)
BIT, Jaipur Campus 27, Malviya Industrial Area, Jaipur 302017 (Rajasthan)	
BIT, Patna Campus Near Patna Airport, P.O. Bihar Veterinary College, Patna 800014	
BIT, Deoghar Campus P.O. Ratanpur, Jasidih, Dist. Deoghar 814142, Jharkhand	

4.00 Definitions

In this Memorandum of Association of BIT [As per UGC (Institutions Deemed to be Universities) Regulations, 2023] unless the context otherwise requires:

- 4.01. “Academic Council”** means the academic council of the institution deemed to be University.
- 4.02. "Act"** means the University Grants Commission Act, 1956 (Act 3 of 1956).
- 4.03. “Board of Studies”** means the Board of Studies of a Department of the institution deemed to be University;
- 4.04. “Campus”** means campus (single or multiple locations within the city) of the institution deemed to be University wherein its facilities, faculty and staff members, students, and Academic Departments are situated.
- 4.05. “Centre”** means a centre of studies (teaching and research) of the institution.
- 4.06. “Chancellor”, “Vice Chancellor”, and “Pro-Vice-Chancellor”** means the Chancellor, Vice-Chancellor and Pro-Vice Chancellor of the Institution, respectively.
- 4.07. “College”** means any institution whether affiliated college or constituent college, known as such or by any other name and provides undergraduate or postgraduate or Ph.D. programmes or all together, for obtaining any qualification from a University, in accordance with the rules and regulations of such University, which has been recognised as competent by the University Grants Commission to provide such programmes or courses of study.
- 4.08. "Constituent College"** means a college operating under the administrative, academic and financial control of the Sponsoring Body.
- 4.09. "Constituent Unit"** means an academic unit(s) (Schools or centres or departments) of the Institution existing on the date of adoption of this modified Memorandum of Association”.
- 4.10. “Department”** means a department of studies of the institution.
- 4.11. "Commission"** means the University Grants Commission (UGC) constituted under the Act.

- 4.12. **“Distinct Category”** means an existing institution or an institution starting from the beginning with the focus on teaching or research in the unique disciplines or addressing the strategic needs of the country or engaged in the preservation of Indian cultural heritage or preservation of the environment or dedicated to skill development or dedicated to sports or languages or any other discipline, as so determined by the Expert Committee approved by the Chairman of the Commission
- 4.13. **“Executive Council”** means the executive council of BIT.
- 4.14. **“Expert Committee”** means a committee consisting of academics and other experts from other fields and includes representatives of the statutory bodies and approved by the Chairman of the Commission.
- 4.15. **“Government”** means the Department of the Ministry of Education in the Central Government dealing with higher education.
- 4.16. **“Institution”** means an institution of higher education engaged in teaching and research at the undergraduate, post-graduate or higher levels.
- 4.17. **“Institution Deemed to be University”** means an institution of higher education so declared by the Central Government by notification under Section 3 of the Act, on the advice of the Commission.
- 4.18. **“Main Campus”** means the campus of the institution (Deemed to be University), where its major facilities, faculty and staff members, students, academic departments, and administration are situated.
- 4.19. **“NAAC”** means National Assessment and Accreditation Council.
- 4.20. **“NBA”** means National Board of Accreditation.
- 4.21. **“Necessary Infrastructure”** means the infrastructure required under the norms of the concerned statutory body/Commission.
- 4.22. **“NEP”** means the National Education Policy, 2020.
- 4.23. **“NIRF”** means National Institutional Ranking Framework
- 4.24. **“Notification”** means a notification issued by the Central Government in the Official Gazette declaring an institution of higher education, as an Institution Deemed to be University under Section 3 of the Act.
- 4.25. **“Off-Campus”** means the premises of the Institute, approved by the Government, other than the main campus.
- 4.26. **“Off-Shore Campus”** means the premises of the Institute approved by the Government outside India, other than the main campus in India.
- 4.27. **“Processing Fee”** means the fee to be paid by the applicant institution to the Commission along with the application for processing such application.
- 4.28. **“Regulations”** means the University Grants Commission (Institutions deemed to be University) Regulations, 2023
- 4.29. **MoA/Rules** means Memorandum of Association and/or Rules of Birla Institute of Technology
- 4.30. **“Sponsoring Body”** means “Hindusthan Charity Trust”, being a not-for-profit Trust” declaring an institution under its administrative, academic and financial control as a Deemed to be University.
- 4.31. **“School” or “faculty”** means a school or faculty of studies of institution.
- 4.32. **“Standing Committee”** means a committee consisting of academics and other experts from other field and includes representatives of the statutory bodies and approved by the Chairman of the Commission.

- 4.33. "Statutory Body"** means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education including the All India Council for Technical Education (AICTE), Bar Council of India (BCI), Dental Council of India (DCI), Indian Nursing Council (INC), National Council for Teacher Education (NCTE), National Medical Council (NMC) or any other such regulatory body established under an Act of Parliament.
- 4.34. "Teacher"** means Professors, Associate Professors, Assistant Professors and such other academic staff as may be appointed for imparting instruction or conducting academic courses and research in the institution including the Adjunct Faculty or Professor of Practice or Visiting Faculty (on contract or term appointment).
- 4.35.** The words and expressions used in the Regulations and not defined, but defined in the Act shall have the same respective meanings assigned to them.
- 4.36. "General Council"** means all the regular members of the Society comprising the various categories of members as per the Rules of the Society, which is also known as the **"General Body"** of the Society.

5.00 Objectives of the Institution (Deemed to be University)

The objectives for which Birla Institute of Technology, as declared by the Government, as an Institution Deemed to be University are:

- 5.01.** To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit, primarily at undergraduate, at post-graduate and research degree levels, fully conforming to the concept of University as defined herein.
- 5.02.** To engage in inter-disciplinary or multi-disciplinary or trans-disciplinary teaching and research in addition to domain-specific activities.
- 5.03.** To provide for high-quality teaching and research recognized nationally and globally.
- 5.04.** To recognise, identify, and foster the unique capabilities of each student, by sensitising teachers as well as parents to promote each student's holistic development.
- 5.05.** To provide multi-disciplinary and a holistic education in the faculties of science, engineering, technology, social sciences, arts, humanities, sports, and other disciplines.
- 5.06.** To progressively emerge as a research and teaching intensive University over a period of time.
- 5.07.** To focus on research and innovation by setting up start-up incubation centres; technology development centres; centres in frontier areas of research; industry-academic collaboration centres; and inter-disciplinary research units covering humanities, economics, management and allied areas.
- 5.08.** To provide flexible and innovative curriculum, which includes credit-based courses and projects in the areas of community engagement and service, environmental education, value-based education, entrepreneurship, etc.
- 5.09.** To contribute for social transformation through socially responsive teaching, learning, research, and fieldwork.
- 5.10.** To adopt the provisions of NEP 2020 and,
- 5.11.** To strengthen the research ecosystem by establishing Research and Development Cell (RDC).
- 5.12.** To possess such academic and physical infrastructure as may be specified by the Commission or the relevant statutory body, as the case may be.

- 5.13. To have teacher-student ratio of 1:20 with a minimum combined faculty strength of not less than one hundred and fifty teachers and a minimum combined student strength of three thousand on rolls under the regular classroom mode, of which not less than one fifth being post-graduate or research or as per the norms of the relevant statutory body; and
- 5.14. To have an administrative area, library, lecture halls, labs, hostels, health care, common facilities and recreational facilities.

6.00 Powers and Functions of the Institute

To carry out the above objectives and for management of the affairs and properties, the Institute shall have the following powers with due approval of the University Grants Commission:

- 6.01 To administer and manage the Institute and to establish other centers for research, extension, and instruction as are necessary for the furtherance of the objectives of the Institute.
- 6.02 To establish, takeover and acquire by purchase, gift, or otherwise from the Government and other public and private bodies or individuals, any educational institution or institutions, libraries, laboratories, museums, collections, immovable properties, endowments, or other funds together with any attendant obligations and engagements acceptable to the Executive Council of the Institute and not inconsistent with the objectives of the Institute, and to manage and or run the same.
- 6.03 To establish courses of study and research and to provide instruction in such branches of Engineering, Technology, Management, Sciences and Arts, and other disciplines, as the Institute deems appropriate, for the advancement of learning and dissemination of knowledge in such branches.
- 6.04 To prescribe for the students prior to admission to the courses or during or on completion of the courses, such tests/examinations as may be determined from time to time and declare results thereof.
- 6.05 To confer degrees and to grant diplomas 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.
- 6.06 To decide schemes including visitor-ship, fellowship, scholarships, stipend, prizes and medals, faculty and student exchange programme etc.
- 6.07 To fix, demand and receive fees and other charges.
- 6.08 To establish, maintain and manage halls and hostels for the residence of students.
- 6.09 To supervise and control the residence and regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and corporate life;
- 6.10 To provide for the maintenance of units of the NCC, NSS and other similar bodies for the students of the Institute.
- 6.11 To create academic and other posts and to make appointments thereto.
- 6.12 To receive gifts, grants, donations or benefactions, bequests, donations and transfers of movable and immovable properties from testators, donors for the purpose of the Institute, provided that no subscription, donation, transfer and gifts shall be accepted if they are accompanied by conditions inconsistent or in conflict with the objects of the Institute.
- 6.13 To establish and collect funds for the purpose of the Institute.

- 6.14** Subject to authorization by the Executive Council to raise loans for the purpose of the Institute.
- 6.15** To co-operate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the Institute by providing academic support, exchange of teachers and scholars and generally in such manner as may be conducive to their common objects.
- 6.16** To institute and award visitor-ships, fellowships, scholarships, stipend, prizes and medals.
- 6.17** To own and run projects for research, development, and training purposes of sandwich courses and for regular students.
- 6.18** To provide any grant-in-aid contribution, donation, subscription and membership for education, research and development, workshops, seminar to any other society / agency / section-8 company or other such organisation having similar objects as that of the Institute.
- 6.19** To constitute, for the benefit of the academic, technical, administrative, and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and to aid in the establishment and support of associations, institutions, funds, trusts and convenience calculated to benefit the staff and students of the Institute.
- 6.20** To regulate the conduct and duties of the employees of the Institute.
- 6.21** To regulate and enforce discipline among the employees of the Institute and to take such disciplinary measures in this regard as may be deemed necessary.
- 6.22** To make arrangements for promoting the health and general welfare of the employees of the Institute.
- 6.23** To provide instruction including correspondence and such other courses to such persons as it may determine.
- 6.24** To establish outside Ranchi, in or outside India, such campuses to provide facilities for instruction, research and extension as are necessary for furthering the objectives of the Institute with due approval of the Commission.
- 6.25** To maintain one or more funds to which shall be credited:
- (a) All money provided by the Central or State Government/ University Grants Commission.
 - (b) All fees and other charges received by the Institute.
 - (c) All money received by the Institute by way of grants, gifts, donations, benefactions, bequests, or transfers; and
 - (d) All money received by the Institute in any other manner or from any other source.
- 6.26** To control and administer the property and funds of the Institute, to invest the funds of the Institute in the forms and modes specified in the Income Tax Act, 1961 for the time being in force.
- 6.27** To maintain proper accounts and other relevant records, prepare an annual statement of accounts including the balance sheet and prepare annual budget.
- 6.28** To create such development, sinking and reserve funds as are considered necessary to promote specific or long-term objects of the Institute.
- 6.29** To create such co-operative welfare funds as are considered necessary to promote co-operate life and welfare of students, scholars and employees of the Institute.
- 6.30** To constitute such committee or committees as it may deem fit.

- 6.31** To delegate all or any of its powers to the Executive Council or to any Committee or any sub-committee constituted by it or to the Chairman, Executive Council or the Vice Chancellor of the Institute, or to its other officers.
- 6.32** To confer honorary degrees, distinctions and awards.
- 6.33** To undertake educational experiments and evolve contents, systems and methods of education for the furtherance of the objects of the Institute.
- 6.34** To determine the standards for admission and the methods of admission to courses of the Institute, which methods shall include examinations, evaluation, interview and other modes of testing.
- 6.35** To appoint Visiting Professors, Emeritus Professors, Fellows, Scholars, Resident Designers, Resident Inventors, Auditors Technocrats, Consultants or such other persons who may contribute to the advancement of the objects of the Institute.
- 6.36** To approve persons working in any other institution co-operating, collaborating or associating with the Institute.
- 6.37** To appoint persons working in any University, institution or organization as teachers at the Institute for a specified period.
- 6.38** To do all such other acts and things as Institute may consider necessary, conducive or incidental to the attainment or enlargement of aforesaid objects or any one-of them;
- 6.39** The Institute is established for public benefit and accordingly the objectives of the Institute as set forth above will be interpreted and restricted to mean such objectives and purposes as are regarded in law to be of public charitable nature.
- 6.40** The Institute shall be open to persons of either sex, and of whatever race, creed, caste or class and no test or condition shall be imposed as to religious belief or profession in admitting or appointing members, students, teachers, workers or in any other connection whatsoever.
- 6.41** No benefactrices shall be accepted by the Institute which in its opinion involves conditions and obligations opposed to the spirit and object of this section.
- 6.42** The Trustees of the Sponsoring Body shall be the Holding Trustees of the Institute. The Holding Trustees shall have the power to acquire and accept the transfer of any immovable property on behalf of and for the purposes of the Institute. They shall hold, transfer or otherwise dispose of any immovable properties so acquired and settled in Trust for purposes of the Institute. Provided, where such assets have been created through a grant from an agency prior concurrence of the agency concerned will be obtained in this behalf.
- 6.43** Notwithstanding anything contained in this Memorandum of Association- The Rules, Statutes and Ordinances in force immediately before this Memorandum of Association, shall continue to apply in so far as they are not inconsistent with the provisions of this Memorandum of Association.
- 6.44** If upon the winding up or dissolution of the Institute there remains after satisfaction of all its debts and liabilities, any money or property whatsoever, the same shall not be given or paid to or distributed among the members of the Institute but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Institute to be determined by the governing members of the Institute at the time of dissolution.
- 6.45 Interpretation of the Objects:**

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

6.46 Income and Property of the Institute to be applied for the Objects only:

The income and property of the Institute however, derived shall be applied towards the promotion of the objects as set forth above.

6.47 Mode of Meetings:

All meetings can be held either in physical (in person) or in virtual (using an appropriate digital platform) mode as per the scope and guidelines of the concerned committee, group or function.

7.00 Corpus Fund

- a) A corpus fund of rupees twenty-five crores or as decided by the Commission from time to time shall be created and maintained in the name of BIT.
- b) The interest accrued on the Corpus Fund shall be used only for the purpose of further development of the Institute.
- c) BIT may invest the corpus fund in any suitable scheme or schemes.

8.00 Off-Campus

New Off-Campus or External Centres shall be started by the Institute (Deemed to be University) only in accordance with the UGC [Institutions Deemed to be Universities] Regulations and as amended time to time.

9.00 Off-Shore Campus

Institute may start or establish off-shore campuses with the prior approval of the Central Government and in accordance with the provisions of the Commission, Act, Rules and Regulations. Existing off-shore campuses shall continue to operate, provided they have obtained proper permissions and approval.

10.00 New Course(s) / Programme(s) / Department(s) / School / Centre

Institute shall start new courses or programs in any fields in BIT and its approved Off-campus with the prior approval of the Executive Council and wherever applicable, with the approval of the relevant Statutory bodies.

11.00 Monitoring the Performance of the Institute (Deemed to be University)

The Commission shall have the authority to monitor the performance and academic outcomes of the Institute, as per prevailing Regulations of the Commission.

12.00 Governance

12.01 The Birla Institute of Technology is registered as a not-for-profit Society under the Societies Act, 1860 having Registration No. 47 dated 08.02.2024 issued at Ranchi (extension of undivided Bihar Registration No. 246 dated 21.08.1986). The Society has setup an Educational Institution under the name “**Birla Institute of Technology**”.

12.02 All moveable and immovable assets of the Institute shall be used only for the purpose of conducting academic activities, promotion of research and related administrative requirements of the Institute, including the outreach educational activities.

12.03 The highest governing body of BIT shall be the Executive Council to be headed by the **Vice Chancellor** and consisting of not less than ten and not more than thirteen members.

12.04 Notwithstanding the change of nomenclature from “Board of Governors” to “Executive Council”, the minutes/resolutions of the Board of Governors in force up to immediately before the change of nomenclature shall continue to apply and the numbering of the meetings of the Board of Governors/ Executive Council shall be adopted and continued as the numbering of the Executive Council.

12.05 As per the prevailing norms since inception in 1955, the minutes of the Executive Council will be sent to the “General Council”, the representative body of the holding trust of BIT Mesra, namely Hindusthan Charity Trust, for information and/or ratification.

13.00 Composition of the Executive Council

The Executive Council shall be the principal executive body of the BIT and the Composition shall be as under:

- (a) Vice-Chancellor – Chairperson
- (b) Pro-Vice-Chancellor (if any)
- (c) Two members from amongst the Deans of the Institute, by rotation to be appointed by the Vice Chancellor
- (d) One Professor, who is not a Dean, by rotation, to be appointed by the Vice Chancellor
- (e) One Associate Professor, by rotation, to be appointed by the Vice Chancellor
- (f) One Assistant Professor, by rotation, to be appointed by the Vice Chancellor
- (g) One nominee of the Commission
- (h) Up to four nominees of Hindusthan Charity Trust or General Council
- (i) Registrar, the ex-officio Secretary of the Executive Council

14.00 Tenure of the Members of the Executive Council

All the members of the Executive Council, other than the Vice Chancellor and Pro-Vice Chancellor (if any), shall hold office for a term of three years, and in the case of Deans, the terms shall be three years or until they hold the office of the Dean, whichever is applicable.

Members of the Executive Council appointed by the Vice Chancellor from Professors, Associate Professors and Assistant Professors category shall hold office for a period of one year or till such time they cease to be teachers of the Institute, whichever is earlier.

15.00 Power and Limitations of the Executive Council

15.01 The Executive Council shall have the power of management and administration of the Institute.

15.02 The Executive Council shall be the final decision-making body of the Institute in respect of every matter of the Institution, including the academic, administrative, personnel, financial and developmental matters.

15.03 Subject to the provisions of the Regulations and the Rules of the institution, the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely:

- (a) to appoint such Professors, Associate Professors, Assistant Professors and other academic staff, including Chairs, as may be necessary, on the recommendation of the Selection Committee constituted for the said purpose and to fill up vacancies therein.
- (b) to regulate and enforce discipline amongst the employees of the institution in accordance with the Rules of the Institute.
- (c) to provide for the appointment of Visiting Professors, Emeritus Professors, Professor of Practice, Consultants, Scholars, Experts etc., and determine the terms and conditions of such appointments.
- (d) to exercise such other powers and perform such other duties as may be conferred or imposed on it by the Rules of the Institute.
- (e) to make Rules for the Institute.

16.00 Meetings of the Executive Council

- 16.01** The Executive Council shall meet at least four times in a year (minimum two in one semester) with not less than seven days' prior notice given before every meeting of the Executive Council and emergency meeting may be convened at a shorter notice and reasons for such meeting shall be recorded in writing.
- 16.02** Quorum of the meeting shall be one-third of the total number of members of the Executive Council shall form the quorum for a meeting.
- 16.03** In the absence of the Vice-Chancellor, the Pro-Vice Chancellor (if any) shall preside over the meeting, otherwise, a member chosen by the other members of the Executive Council present at the meeting shall preside over the meeting.
- 16.04** Every member of the Executive Council, including the Chairperson, shall have one vote and the decisions at the meetings of the Executive Council shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.
- 16.05** Any business, which may be urgent in nature, may be carried out by circulation amongst its members.
- 16.06** A copy of the minutes of each meeting shall be furnished to the Chancellor of the Institute as soon as possible after the convening of meeting.

17.00 Termination of Membership of Executive Council

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a full-time appointment in the Institute or has failed to attend three consecutive meetings of the **Executive Council**, without proper leave of absence, such member shall cease to be a member of the **Executive Council**.

18.00 Delegation of Powers of the Executive Council

The **Executive Council** may, by a resolution, delegate to the Vice-Chancellor or any other officer/faculty or to a Committee of officers/faculties of BIT, such powers as it may deem fit, subject to the condition that the action taken by the Vice-Chancellor or the officer/faculty, or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the **Executive Council**.

19.00 Academic Council

The Academic Council shall be the principal academic body of BIT and shall, subject to the provisions of the Rules of the Institute, co-ordinate, and exercise general supervision over the academic policy of the Institute.

The composition of the Academic Council shall be as under:

- a) Vice Chancellor - Chairperson
- b) Pro-Vice-Chancellor (if any)
- c) Dean(s), Heads of the Departments or Centres and Directors/In-charges of Off-campus/Off-Shore campuses
- d) All Professors of the Institute and its Off-campus and Off-shore campuses
- e) Five Associate Professors from the Departments or centres, other than the Heads of the Departments or Centres, by rotation, to be appointed by Vice Chancellor
- f) Five Assistant Professors from the Departments or centres other than the Heads of the Departments or Centres, by rotation, to be appointed by Vice Chancellor

- g) Six persons of repute from amongst the educationists or expert for their specialized knowledge, who are not in the service of the Institution, nominated by the Vice-Chancellor
- h) The Registrar, ex-officio Secretary of the Academic Council

Note: The representation of different categories shall be only through rotation and not through election. The term of members, other than the *ex-officio* members, shall be three years.

The Controller of Examination shall be a permanent invitee to the meetings of the Academic Council.

Special Invitees (without voting rights), may be invited for specific purposes for a fixed tenure.

20.00 Powers and Functions of the Academic Council

Subject to the provisions of the Regulations and Rules of the Institute, the Academic Council shall in addition to all other powers vested in it, have the following powers, namely:

- (i) To frame new rules and review existing rules and practices to enhance quality of education in the Institute. All such rules and executive decisions pertaining to academic functioning of the Institute will be referred to as "Ordinances" to serve as the academic guidelines of the Institute.
- (ii) To exercise general supervision over all academic policies of BIT and to give directions regarding methods of instruction, implementation of policies, coordination of teaching among department or schools or centres or off-campuses, evaluation, and improvements in academic standards.
- (iii) To bring about and promote inter-departmental, inter-faculty, inter-school, inter-centre co-ordination and to establish or appoint such committees or boards, as may be deemed necessary for the purpose.
- (iv) To consider matters of academic interest either on its own initiative or on a reference by a department or faculty or school or centre or the Executive Council, and to take appropriate action thereon.
- (v) To prescribe courses and programmes of study leading to degree and diploma of BIT.
- (vi) To make arrangements for the conduct of examinations in conformity with the Rules and byelaws of the Institute.
- (vii) To maintain proper standards of the examinations including evaluation and grading.
- (viii) To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of BIT.
- (ix) To institute Fellowships, Scholarships, Medals, Prizes, etc.
- (x) To frame rules covering the academic functioning of the Institute, admissions, examinations, academic and research collaboration and cooperation, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence, etc.
- (xi) To take periodical review of the activities of the departments/centres and to take appropriate action with a view to maintaining and improving standards of instruction.
- (xii) To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Executive Council.
- (xiii) To make recommendations to the Executive Council for the establishment or abolition of departments or centres or schools or faculties, etc.

- (xiv) To make recommendations to the Executive Council on all academic matters.
- (xv) To exercise such other powers, and to perform such other duties, as may be conferred or imposed upon it by the Rules or needed by the Institute.
- (xvi) To make necessary provisions for successful implementation of NEP 2020.

21.00 Meeting of the Academic Council

- 21.01** The Academic Council shall meet as often as may be necessary but not less than four times (at least two times in a semester) during an academic year with not less than seven days prior notice being given before every meeting of the Academic Council. An emergency meeting may be convened at a shorter notice, for reason to be recorded in writing for such emergency meeting.
- 21.02** One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- 21.03** Each member, including its Chairperson, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.
- 21.04** Any business, that may be necessary for the Academic Council to perform, which may be urgent in nature, may be carried out by circulation amongst its members of the resolution.

22.00 Planning & Monitoring Board

- 22.01** The Planning & Monitoring Board shall be the principal Planning Body of BIT and shall be responsible for the proposing and monitoring of the development programmes of BIT.
- 22.02** The Vice-Chancellor and the Registrar shall be the Chairman and the Secretary, respectively, of the Planning & Monitoring Board, which may include seven members, internal to BIT, and up to three experts of eminence from outside the institution.
- 22.03** The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules of the Institute.
- 22.04** The Planning & Monitoring Board shall have the right to advise the Executive Council and the Academic Council on any matter which it considers necessary for the fulfilment of the objectives of BIT.
- 22.05** The recommendations of the Planning & Monitoring Board shall be placed before the Executive Council for consideration and approval.

23.00 Composition of Finance Committee

The composition of the Finance Committee shall be:

- (i) Vice Chancellor – Chairperson.
- (ii) Pro-Vice-Chancellor (if any)
- (iii) One person nominated by the Sponsoring Body i.e. Hindusthan Charity Trust;
- (iv) Three persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council
- (v) One representative nominated by the Commission
- (vi) Three persons to be nominated by the Chancellor
- (vii) Finance Officer – Secretary - Ex officio

24.00 Tenure of members of the Finance Committee

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

25.00 Powers and Functions of the Finance Committee

- 25.01** To consider the annual accounts and financial estimates of BIT, the same shall be submitted to the Executive Council for its approval.
- 25.02** All proposal relating to the creation of posts and those items which have not been included in the Budget (financial estimates) shall be examined by the Finance Committee before the Executive Council considers them
- 25.03** To decide reduction or waiver in fees, and policies on establishment of scholarships, free-ship and any other financial benefits to the students.
- 25.04** To recommend the limits for the total recurring and non-recurring expenditures for the year, based on the income and resources of the Institute.
- 25.05** To formulate policies on all financial transactions (income and expenditure) covering government and non-governmental grants, donations, earnings, deposits, etc. for Executive Council to consider and approve.

26.00 Meetings of the Finance Committee

The Finance Committee shall meet at least four times in an academic year (at least twice each semester) prior to Executive Council meetings to examine the accounts and to scrutinize the proposals for expenditure. One-third members shall constitute the quorum for the meeting.

27.00 Board of Studies

- 27.01** There shall be one Board of Studies for each Department or Academic Unit(Centre) of BIT. The composition of Board of Studies of each Department or Centre shall be as under:
 - (i) Head of the Department/Centre - Chairperson
 - (ii) All Professors of the Department/Centre
 - (iii) Two Associate Professors of the Department/Centre by rotation
 - (iv) Two Assistant Professors of the Department/Centre by rotation
 - (v) Two external experts to be co-opted for their specialized knowledge.
- 27.02** Subject to the overall control and supervision of the Academic Council, the functions of a Board of Studies shall be to advise on maintaining and enhancing quality of academic exercises and approve subjects for research for various degrees and related requirements for prescribing degree programs and to recommend in such manner as prescribed by the Rules of BIT regarding
 - (a) Courses of studies and evaluation process.
 - (b) Appointment of supervisor for research.
 - (c) Measures for the improvement of the standards of teaching and research
- 27.03** The powers and functions of the Board of Studies shall be prescribed in the Rules of the Institute.

28.00 Selection Committee for appointment of teaching staff

- 28.01** There shall be one or more Selection Committees constituted, for making recommendations to the Executive Council for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed, in accordance with the UGC Regulations, 2018 (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), as amended from time to time.
- 28.02** The meetings of the Selection Committees shall be convened, as and when necessary, by the Vice Chancellor, who is the Chairperson of each Selection Committee, and who will constitute the said Selection Committee.

28.03 Four members of the Selection Committee, of which at least two shall be external experts, shall form the quorum.

29.00 Disqualification

29.01 A person shall be disqualified for being chosen as, and for being, a member of any of the authorities, or being appointed as, and for being, an officer, of the Institute if—

- (a) if he or she is of unsound mind; or
- (b) if he or she is an un-discharged insolvent; or
- (c) if he or she has been convicted by a court of law for an offense involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months; or
- (d) if he or she has not been appointed as per the provisions of the Regulations; or
- (e) if he or she attracts any clause of disqualification due to conflict of interest or ethical norms.

29.02 If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned above, the question shall be referred to the Chancellor, and his or her decision shall be final and no suit or other proceedings shall lie in any civil court against such decision

30.00 Miscellaneous matters pertaining to different authorities

30.01 If any question arises, as to whether any person, other than government nominated or appointed has been duly nominated or appointed as, or is, entitled to be a member of any authority or any committee of BIT, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.

30.02 Any member, other than an ex-officio member of any other 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 or the Chairperson of the Executive Council, as the case may be.

30.03 Sudden vacancies among the members of any authority or any Committee of BIT shall be filled by the respective authority, as soon as may be, within a period of six months.

31.00 Chancellor

- (i) The Chancellor shall be appointed by the Sponsoring Body and shall hold office for a period of five years from the date of assuming office and shall be eligible for re-appointment for one more term by following the procedure prescribed for the appointment of the Chancellor.
- (ii) The Chancellor shall, by virtue of his/her office, be the Head of the Institution and shall, if present, preside at the Convocation of the Institution held for conferring degrees.

32.00 Vice-Chancellor

32.01 The Vice-Chancellor shall be a whole-time salaried officer of BIT and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.

32.02 The qualifications of the Vice-Chancellor shall be in accordance with the UGC Regulations, 2018 (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), as amended from time to time.

32.03 The procedure/composition of Search-cum-Selection-Committee (SCSC) for selection of Vice- Chancellor shall be as under:-

- (a) a nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee.

- (b) a nominee of the Chairman, University Grants Commission; and
- (c) an academician, with not less than ten years' service as Professor, nominated by the Executive Council.

33.00 Tenure of Vice-Chancellor

33.01 The Vice-Chancellor shall hold office for a term of five years from the date of assuming office and shall be eligible for reappointment for a second term.

Provided that in no case shall the person appointed as Vice Chancellor hold office beyond the age of 70 years.

Provided further that notwithstanding the expiry of the period of five years, the Vice Chancellor may continue till the successor is appointed and the latter assumes office, whichever, is earlier.

Provided further that the Chancellor may direct the Vice Chancellor, after his/her terms has expired, to continue in office for such period, not exceeding of total period of one year.

33.02 Where the office of the Vice-Chancellor falls vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro-Vice-Chancellor shall perform the duties of the Vice Chancellor.

Provided that if the Pro-Vice-Chancellor is unavailable, the Chancellor shall appoint a Senior most Professor to perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties.

34.00 Powers and Duties of the Vice-Chancellor

34.01 The Vice-Chancellor shall be the Principal Executive Officer and Academic Officer of BIT and shall exercise general supervision and control over its affairs and shall be mainly responsible for implementation of the decisions of all its authorities.

34.02 The Vice-Chancellor shall have the power to convene, or cause to convene, meeting of the various authorities of BIT.

34.03 The Vice-Chancellor may, if he/ she is of the opinion that immediate action is necessary on any matter, exercise any power conferred upon any authority of BIT under the Regulations and Rules of the Institute, and shall report to such authority at its next meeting the action taken by him/her on such matters. and take such action, or proceed to take such action, and shall report to the authority concerned on the action taken by him/her on such matters:

Provided that, if the authority mentioned in this sub-regulation 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 if any person in the service of BIT is aggrieved by the action taken by the Vice-Chancellor under the Regulations, he/she shall have the right to represent against such action to the Executive Council within 90 days from the date on which decision on such action is communicated to him/her and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor.

34.04 If the Vice Chancellor is of the opinion that any decision of any authority of the Institute is beyond the power of the authority conferred by the provisions of the Regulations or that any decision taken is not in the interest of the Institute, may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Chancellor whose decision thereon shall be final.

- 34.05** The Vice-Chancellor shall be the ex-officio Chairperson of the Executive Council, the Academic Council, the Planning and Monitoring Board, Selection Committees and the Finance Committee and shall, in the absence of the Chancellor, preside at the Convocations held for conferring degrees to the students.
- 34.06** The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the institution but shall not be entitled to vote unless he or she is a member of such authority or body.
- 34.07** It shall be the duty of the Vice-Chancellor to see that the Regulations are duly observed and implemented, and he or she shall have all the powers necessary to ensure such implementation.
- 34.08** The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the institution deemed to be University, and he or she may delegate any such powers to such person or persons, as he or she may deem fit.
- 34.09** The Vice-Chancellor shall have the power to convene or cause to be convened the meetings of the Executive Council, the Academic Council, the Planning and Monitoring Board and Selection Committee, the Finance Committee, and other authorities.

35.00 Removal of Vice-Chancellor

- 35.01** Where there are reasons to believe that the Vice-Chancellor of Institute does not possess the qualification as required under the Regulations and also under the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time or is not appointed as per the procedure stipulated in the Regulations or has committed any financial/administrative impropriety, the Chairman of Commission shall constitute a committee consisting of academic, administrative or financial experts to enquire into the matter.
- 35.02** On the directions from the Commission, the Chancellor shall place the Vice-Chancellor under suspension, pending an enquiry.
- 35.03** The enquiry committee shall give an opportunity of hearing to the Vice-Chancellor before submitting its report to the Commission and where the report of the enquiry committee confirms the ineligibility or procedural violations or impropriety, as the case may be, the Commission shall direct the Chancellor to remove the Vice-Chancellor by following due procedure:
- 35.04** Notwithstanding anything contained in the Regulations, the Chancellor may, at any time after the Vice-Chancellor has entered upon his or her office, by order in writing, remove the Vice-Chancellor from office on the grounds of incapacity, misconduct, or violation of the Regulations:

Provided that the Chancellor shall make no such order unless the Vice-Chancellor has been given a reasonable opportunity of showing cause against the action proposed to be taken against him:

Provided further that the Chancellor may, at any time before making such order, place the Vice-Chancellor under suspension, pending an inquiry.

36.00 Pro Vice-Chancellor

- (1) On the recommendation of the Vice-Chancellor, the Executive Council shall appoint a Professor as Pro-Vice-Chancellor to discharge the duties of the Pro-Vice-Chancellor in addition to his or her duties as a Professor:

Provided further that where the recommendation of the Vice-Chancellor is not accepted by the Executive Council, the matter shall be referred to the

Chancellor, who may either appoint the Professor recommended by the Vice-Chancellor or ask the Vice-Chancellor to recommend name of another Professor for re-consideration by the Executive Council.

- (2) The term of office of the Pro-Vice-Chancellor shall be such as may be decided by the Executive Council, but it shall not, in any case, exceed five years or until the expiration of the term of office of the Vice-Chancellor, whichever is earlier:
Provided that the Pro-Vice-Chancellor whose term of office has expired shall be eligible for re-appointment by following the procedure prescribed for the appointment of Pro-Vice-Chancellor:
Provided further that the Pro-Vice-Chancellor shall, while discharging the duties of the Vice-Chancellor, continue in office, notwithstanding the expiration of his or her term of office as Pro-Vice-Chancellor, until the Vice-Chancellor resumes office or a new Vice-Chancellor assumes office, as the case may be:
Provided also that, in any case, the Pro-Vice-Chancellor shall retire on attaining the age of sixty-five years.
- (3) The Pro-Vice-Chancellor shall have the powers and duties as may be prescribed by the Rules of the Institute.
- (4) The Pro-Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor on this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Vice-Chancellor.

37.00 Registrar

- 37.01** The Registrar shall be a whole-time salaried officer of BIT and shall be appointed by the Executive Council on the recommendations of the Selection Committee consisting of the following:-
- a) Vice Chancellor - Chairperson
 - b) One nominee of the Chancellor
 - c) Two members as nominees of the Executive Council.
 - d) One external expert, not being an employee of the Institute, to be nominated by the Executive Council
- 37.02** The meeting of the selection committee shall be fixed after prior consultation with, and subject to the convenience of the Chancellor's nominee and the experts nominated by the Executive Council and the proceedings of the selection committee shall not be valid unless at least three of the Chancellor's nominees or persons nominated by the Executive Council attended the meeting.
- 37.03** The Registrar shall hold office for a term of five years from the date of assuming office and shall be eligible for re-appointment for a second term by following the procedure prescribed for Registrar:
Provided that, the Registrar shall retire on attaining the age of sixty-two years and the emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the Rules of the Institute.
- 37.04** When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence, or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- 37.05** The Registrar shall be ex-officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of any of these authorities.

37.06 The Registrar shall be directly responsible to the Vice-Chancellor and work under his or her direction.

37.07 The Registrar shall have the power to take disciplinary action against employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:

Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him or her.

37.08 An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-regulation (7).

37.09 In the case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice- Chancellor along with his or her recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice- Chancellor imposing any penalty.

37.10 It shall be the duty of the Registrar—

- (a) to be the custodian of the records, the common seal, and such other property of the Institute as the Executive Council shall commit to his or her charge.
- (b) to issue all notices convening meetings of the Executive Council, the Academic Council, and any Committees appointed by those authorities.
- (c) to keep the minutes of all the meetings of the Executive Council, the Academic Council, and any Committees appointed by those authorities;
- (d) to conduct the official correspondence between the Executive Council and the Academic Council.
- (e) to supply to the Chancellor copies of the agenda of the meetings of the authorities of the Institute as soon as they are issued and the minutes of such meetings.
- (f) to represent the Institute in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his or her representative for the purpose.
- (g) to perform such other duties as may be specified in the Rules of the Institute or as may be required from time to time by the Executive Council or the Vice-Chancellor, as the case may be.
- (h) to enter into an agreement, sign documents, and authenticate records on behalf of the Institute.
- (i) to make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute.
- (j) to conduct the official correspondence on behalf of the authorities of the Institute.

38.00 Finance Officer

38.01 The Finance Officer shall be appointed by the Executive Council on the recommendations of a selection committee constituted for the purpose and he or she shall be a whole-time salaried officer of the Institute.

38.02 The Finance Officer shall be appointed for a term of five years and shall be eligible for re-appointment by following the procedure prescribed for the appointment of the Finance Officer:

Provided that, the Finance Officer shall retire on attaining the age of sixty-two years.

38.03 The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Executive Council from time to time.

38.04 When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

38.05 The Finance Officer shall be ex-officio Secretary of the Finance Committee but shall not be deemed to be a member of such Committee.

38.06 The Finance Officer shall:

- (a) exercise general supervision over the funds of the Institute and shall advise it as regards its financial policy; and
- (b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Rules of the Institute.

38.07 Subject to the control of the Executive Council, the Finance Officer shall:

- (a) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditures for a year are not exceeded and that all amounts of money are expended on the purpose for which they are granted or allotted;
- (b) be responsible for the preparation of annual accounts and the budget (financial estimates) of the Institute and for their presentation to the Executive Council;
- (c) keep a constant watch on the state of the cash and bank balances and on the state of investments;
- (d) watch the progress of the collection of revenue and advice on the methods of collection employed;
- (e) ensure that the registers of buildings, land, furniture, and equipment are maintained and up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, departments, schools, faculties, centres, Off-campus, Off-shore campuses and specialised laboratories;
- (f) bring to the notice of the Vice-Chancellor un-authorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault;
- (g) call for from any office, department, school, faculty, centre, laboratory, Off-campus, Off-shore campuses etc. maintained by the Institute any information or returns that he or she may consider necessary for the performance of his or her duties; and
- (h) work under the direction of the Vice-Chancellor and shall be responsible to the Executive Council through the Vice-Chancellor.

39.00 Controller of Examinations

39.01 The Controller of Examinations shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose and he/she shall be whole time salaried officer of the Institute.

39.02 The Controller of Examinations shall be appointed for term of 5 years and shall be eligible for reappointment by following the procedure prescribed for the appointment of the controller of examination.

Provided that the Controller of Examinations shall retire on attaining the age of 62 years.

39.03 The emoluments and other terms and conditions of service of the Controller of Examination shall be such as may be prescribed by Executive Council from time to time.

39.04 When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

39.05 The Controller of Examination shall arrange for and superintend the examinations of the Institute in the manner as may be prescribed by the Rules of the Institute.

39.06 The Controller of Examinations shall be a permanent invitee to the Academic Council.

39.07 The Controller of Examinations shall ensure that all the specific directions of the Executive Council, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.

40.00 Dean

40.01 The Dean shall be the Head of the school or faculty or centre and shall be responsible for the conduct and maintenance of the standards of teaching and research in the school or faculty or centre and shall have such other functions as may be prescribed by the rules of the institution deemed to be University.

The Dean shall have the right to present and speak at any meeting of the Board of Studies or Committees of the school or faculty or centre, as the case may be, but shall not have the right to vote there unless he is a member thereof.

The Departments dealing with allied subjects may be grouped into faculties or schools, etc., and every faculty shall be headed by a Dean. The Deans may also be appointed to run administration and assist the Vice Chancellor in specific functions like affairs related to student, faculty, admission, academic, research, alumni and international collaboration, infrastructure and similar functions.

40.02 Every Dean shall be appointed by the Vice-Chancellor from amongst the Professors in the Institute or faculty, by rotation, for a period of two years. If an appropriate candidate is not available from among the professors the Dean shall be appointed, from amongst the Associate Professors.

40.03 When the office of the Dean is vacant or when the Dean is, by reason of illness absence or any other cause, unable to perform duties of his or her office, the duties of the office shall be performed by the senior most Professor or Associate Professor, as the case may, in the School.

41.00 Head of the Department

41.01 There shall be a Head of the Department or Chairperson of the centre for each of the Department or Centre in the Institution deemed to be University, who shall be appointed by the Vice-Chancellor from amongst the Professors of the department or centre:

Provided that if there is no Professor in the department or centre or there is only one Professor in the department or centre, whose term as Head of the department or chairperson of the centre is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.

41.02 The term of the Head of the Department or Chairperson of the Department or Centre shall normally be two years and he or she shall be eligible for re-appointment for one more term by following the procedure prescribed for appointment of the Head of the Department or Chairperson.

41.03 The powers and functions of the Head of the Department or Chairperson of the Department or Centre shall be prescribed by the Rules of the Institute.

42.00 Admissions and Fees Structure

42.01 Admission

- (a) Admission of students to BIT shall be strictly based on merit in the entrance exam conducted by a Government Testing Agency or the Institute and as prescribed by the appropriate statutory authority, wherever applicable and in case of no entrance examination, the admission of students to the Institute may be made in the manner specified in the prospectus.

42.02 Fee Structure

- (a) Donation or capitation fee in whatever nomenclature or form, either directly or indirectly, is strictly prohibited.
- (b) The Institute will follow the rules and regulations regarding fee structure, number of seats, etc., issued by the relevant statutory bodies and in case Institute offers different courses which come under the regulatory ambit of different statutory bodies, namely the University Grants Commission, the All India Council of Technical Education, National Medical Council etc., the rules and regulations regarding fee structure, number of seats, etc., issued by such statutory body concerned shall be applicable.
- (c) The fee shall be fixed transparently, keeping in view non-profiteering or non-commercial aspects.
- (d) The fee shall be collected as declared in the prospectus of the Institute and with a proper receipt for such payment and the prospectus shall also state that donation or capitation fee in whatever nomenclature or form, either directly or indirectly, shall not be collected from the student or parent and in case of any grievance, the student or parent may submit their complaint to the Institute.
- (e) The Institute may provide fee concession or scholarships or may allocate some seats to meritorious students belonging to socially and economically deprived groups of the society.
- (f) The Institute shall abide by all the University Grant Commission notifications, guidelines regarding the refund of fees and return of original certificates, as may be issued from time to time.
- (g) The Institute shall maintain the records of the entire process of selection of candidates, exhibit such records on its website, and preserve such records for a minimum period of five years.
- (h) The Institute shall make available the prospectus on its website at least sixty days before the commencement of admissions, including fee structure, refund policy, number of seats in a programme, eligibility qualifications, admission process, etc.

- (i) The Institute shall not retain any original certificates of the students, faculty members, and staff.

43.00 Institution Deemed to be University open to all.

43.01 The Institute shall be open to the persons of all genders and of whatever caste, creed, race or class, and it shall not be lawful for the Institute to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him or her to be appointed as a faculty member of the Institute or to hold any other office therein or to be admitted as a student in the institution deemed to be University or to graduate there at or to enjoy or exercise any privilege thereof:

Provided that nothing in this section shall be deemed to prevent the Institute from making special provision for the employment or admission of women, persons with disabilities, or of persons belonging to the weaker section of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens.

43.02 All policies and procedures, in matters of admission, fee, and employment as applicable to the university level public funded and self-financing institutions, respectively, shall apply.

44.00 Institution Deemed to be University to be Unitary

BIT shall be Unitary in nature and shall not grant affiliation to any other institution.

45.00 Reservation Policy

BIT shall implement the policy on reservations in admissions and recruitment, in accordance with provisions of the Constitution of India, any Act of Parliament, Regulations of the Commission, and any agreement with State/Central Government for the time being in force and disclose all such information on its website.

46.00 Online or Distance Education

BIT may offer courses online or distance courses or degrees in accordance with the Regulations notified by the Commission from time to time.

47.00 Power to conduct enquiry and consequences of violation of Regulation

47.01 Where the Government or the Commission, as the case may be, receives information by way of a complaint or otherwise, that BIT has violated any of the provisions of the Regulations, it shall cause to conduct an enquiry into the facts of such information after issuing a notice to the said effect to BIT.

47.02 The Commission may also cause an inspection, to be made by persons of eminence and integrity; being experts in matters of academics, administration and finance; regarding academic outcomes or any matter connected with the administration or finances of BIT for the purpose of the enquiry.

47.03 Based on the enquiry or through regular inspections mentioned in the Regulations, if the Government or the Commission, as the case may be, is satisfied that the Regulations have been violated, BIT shall be subjected to such action as provided in the Regulations.

48.00 Funds, Accounts, Audits and Annual Report

48.01 The books of accounts of BIT shall be maintained, managed and operated in the name of BIT and not in the name of the Sponsoring Body i.e., Hindusthan Charity Trust, or any other body; and, shall be kept in such form as may be specified by the Executive Council and conform to the rules and regulations, if any, prescribed in this regard by the Commission.

- 48.02** Funds shall not be diverted at any time from the accounts of the institution deemed to be University to any other accounts, including to the accounts of the sponsoring body or to any other body.
- 48.03** BIT shall get its books of accounts audited annually, separately published and uploaded on the website of the Institution; Accounts of BIT shall also, wherever required, be open for inspection by the Commission.
- 48.04** The annual financial statements and accounts shall be audited by a qualified professional, being a Member or Fellow of the Institute of Chartered Accountants of India, to be appointed by BIT.

Provided that, the Commission may, on receipt of information in regard to financial impropriety or embezzlement or illegal diversion of funds from the accounts of BIT; or of fees being collected against the provision of the Regulations, issue a notice directing BIT to show cause as to why an inspection, including a forensic audit, not be ordered in respect of the complaint, and after providing a reasonable opportunity to BIT, the Commission may on being satisfied that there were sufficient grounds to proceed further, cause an inspection by a team of the Commission and may direct a forensic audit, the report of and the inspection team and the forensic audit report taken together shall form the basis for the Commission to take further action, as it may be Deemed fit, under these regulations including the recommendation for withdrawal of institution deemed to be University status, to the Government.

- 48.05** Annual Reports, Annual Financial Statements and the Audit Reports shall be uploaded on the Institute's website and also on the Commission's portal after approval by the Executive Council.

49.00 Miscellaneous

- 49.01** BIT shall, as soon as may be, after the completion of the academic programme, and in no case later than 180 days from the date of such completion, ensure that the degree, diploma, certificate, or any other qualification in respect of the programme of studies, is awarded and made available to students.
- 49.02** The Institute shall compulsorily create Academic Bank of Credits (ABC), identities of their students and upload their credit scores in digital lockers and ensure that the credit scores are reflected in ABC portal and adopt Samarth e-Gov.
- 49.03** BIT shall not at any time enter into any franchise agreement or arrangement, either overtly or covertly, with any individual or organization for establishing, maintaining or operating the off-Campus/off-shore campus/constituent unit(s)/constituent institution/course/programme of study/department/school/faculty of BIT except the following cases, namely-
- (a) the Institute, which is eligible under sub-regulations (1) and (2) of regulation 8 of the UGC (Deemed to be University) may enter into an agreement or arrangement, if—
 - i. the establishment, maintenance, or operation of such institution is permitted under any Act of Parliament or the rules or regulations made there under; and
 - ii. it has made an application under sub-regulation (3) of regulation 8, after following the procedure specified in the Regulations
 - (b) the campus to be established under such agreement or arrangement shall be—
 - i. treated as an off-campus centre of the institution deemed to be University as long as such agreement or arrangement remains valid under such law; and

- ii. subject to similar standards of audit and disclosure as a not-for-profit entity as that of the Institute.
- (c) the institution deemed to be University, which is eligible under regulation 8 of the UGC (Deemed to be University) may enter into an agreement or arrangement for practical training of students of a skill-oriented vocational courses, if such course is approved by the University Grants Commission or any other body established under any Act of Parliament.
- (d) twinning Programmes, Joint Degree Programmes, and Dual Degree Programmes shall be offered in accordance with the provisions stipulated in the University Grants Commission (Academic Collaboration between Indian and Foreign Higher Educational Institutions to offer Twinning, Joint Degree, and Dual Degree Programmes) Regulations, 2022.
- (e) the income and property of the Institute shall be utilised solely for promoting the objectives of the Institute.
- (f) the Commission shall have the power to issue directions to an Institute for implementation of any public policy of the Government or in respect of any law in force, including appropriate directions in case of any violation of any law or policy by the Institute.
- (g) no portion of the income and property of the institution deemed to be University shall be paid or transferred directly or indirectly, by way of dividend, bonus, or otherwise how so ever by way of profit to the persons who were at any time or are members of the Institute or to any of them or any persons claiming through them:

Provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or another person as consideration for any service rendered to the Institute or for traveling or other allowances and such other charges.

- (h) in consultation with the Commission, the Government shall have the power to impose such other conditions, not inconsistent with the Regulations, in the notification, and the same shall be binding on the Institute.
- (i) where an Institute wishes to surrender its status of “institution deemed to be University”, it may do so with the prior permission of the Government; and similarly, withdrawal of any constituent units or off-campus or off-shore campus of the Institute from the purview of an institution deemed to be University, shall require the sponsoring body to take the prior permission of the Government:

Provided that such surrender or withdrawal, as the case may be, shall take effect only after the last batch of students on the rolls of the Institute or its constituent units, as the case may be, have been accorded the opportunity to qualify for the completion of the programme of study and award of degree.

- (j) the Institute shall furnish to the Central Government or the Commission such returns or other information with respect to its property or activities as the Central Government or the Commission may, from time to time, require, within such period as may be specified by the Central Government or Commission.
- (k) convocations of the Institute for conferring the degrees or for other purposes shall be held in such manner as may be prescribed by the Rules of the Institute.
- (l) the Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw a degree

of academic distinction conferred on, or any certificate or diploma granted to, any person by the Institute for good and sufficient cause:

Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him or her to show cause within such time as may be specified in the notice as to why such a resolution shall not be passed and until his or her objections, if any, and any evidence he or she may produce in support of them, have been considered by the Executive Council.

- (m) in the event of conflict of opinion with regard to the interpretation of the Regulations, the opinion of the Commission shall be final.
- (n) with regard to institutions deemed to be Universities, the provisions contained in the Regulations shall prevail in case of any inconsistency or conflicting provisions in any other regulations issued by the Commission under the provisions of the Act.

50.00 Legal Proceedings.

50.01 The Registrar may sue or be sued for the purpose of any legal proceedings against BIT, who shall have the power to enter into agreements, sign documents and authenticate records on behalf of BIT, and have the powers to exercise such powers and perform such duties under the provisions of the Regulations

50.02 No suit or legal proceedings shall lie against the Government, or the Commission, in respect of anything done or purported or intended to be done in pursuance of the Regulations.

51.00 Consequences of the violations of Regulations.

Where the Institute is found to have violated the provisions of the Regulations or any other applicable regulations of the Commission, it may be subjected to one or more of the following actions, namely:

- (a) for violation of the Regulations established by the enquiry committee set up by the Commission or Government, the Institute shall be warned in writing with public notice or barred from any expansion in terms of diversification to new courses or programmes of study or departments and establishment of off-campus or off-shore campuses, for a period of three years or as recommended by the enquiry committee, whichever is higher;
- (b) continuous violation of Regulations established by the enquiry committee set up by the Commission or the Government may result in closure of the courses or programmes of study or Departments and off-campus or constituent institutions or off-shore campuses or may result in withdrawal of the status of the Institute.
- (c) in order to protect the interests of students in case of surrender or withdrawal of the status, as the case may be, shall take effect only after the last batch of students on the rolls of the Institute or its constituent units, has been accorded opportunity to qualify for the completion of the programme of study and award of degree.

* * * * *