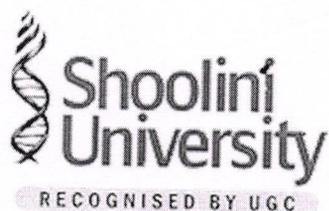


Section 4 (1) (b) of the RTI Act 2005



**SHOOLINI UNIVERSITY OF BIOTECHNOLOGY AND
MANAGEMENT SCIENCES
SOLAN**



REGISTRAR

**Registrar
Shoolini University of Biotechnology
& Management Sciences
Solon (H.P.)**

1. Section 4(1)(b)(i) – The particulars of its organisation, functions and duties

Shoolini University of Biotechnology and Management Sciences was founded with a clear-cut objective of setting-up a research-driven university in science, technology and management sciences established under the Shoolini University of Biotechnology and Management Sciences (Establishment and Regulation) Act, 2009 and recognised by the Government of India under the provisions of Sections 20(f) of the University Grants Commissions Act, 1956. Within ten years' of inception, it has emerged as a leading research-intensive university, becoming a role model for other private universities in India. Consistently ranked among top 150 universities in NIRF Rankings for three years, Shoolini enjoys reputation for courageous thinking and attracting exceptional people and talented students, who are leading the varsity towards its bold vision of to be amongst top 200 global universities by 2022. It is also B++ NAAC rated university.

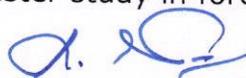
Shoolini is a not-for-profit multi-disciplinary Private University with a unique "research and innovation" led model. We believe that a great university drives cutting edge knowledge and innovation, while simultaneously working for the social and economic uplift of the local community. It is this belief - along with our truly distinctive internationally qualified faculty, our undiluted focus on careers and placements for students, our continuous innovation in pedagogy and our highly motivated students - is what makes Shoolini University truly distinctive.

As a leading university in providing access to education, our guiding principle in all we do is to enhance the appreciation and accessibility of education in our communities. Under Innovation in Science Pursuits for Inspired Research (INSPIRE) programme of Government of India, we are organizing regular training camps in science for Class XII toppers in Himachal Pradesh and more than 8200 students have participated in thirty five camps.

Nestled in mid-Himalayas, university's research philosophy is focused on harnessing Himalayan biodiversity, its conservation and sustainable management by employing cutting edge technologies in basic sciences, biotechnology, pharmaceuticals, engineering, management, legal studies, mass communication and liberal arts. Researches relate to interdisciplinary challenges that cross traditional boundaries - from linking biotechnology to biodiversity conservation, sustainability and human health, to addressing the complexity of climate change not only through basic and environmental sciences but also through management sciences.

Highly qualified faculty, about thirty with post-docs from international centres of excellence, is leading the university in its pursuit for research, as testified by over 30 extramurally funded projects worth Rs 180 million; 'h-index' 50; 348 filed patents; 250 students currently registered for PhD.

The University has developed meaningful international partnerships with Seoul National University, University of Ulster, Chung Yuan Christian University, Lanzhou University, Arkansas University, to name a few. Under active international exchange, 250+ students undertook a semester study in foreign universities, and



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likewise 150+ students from other countries like South Korea, Taiwan, Nepal etc. came to Shoolini.

Our education empowers students to challenge conventional thinking in pursuit of original ideas. Choice-Based-Credit System allows students to select general electives from a host of subjects. Our online eUniv courses supplement classroom teaching. Skills driven pedagogy (SPRINT), benchmarked against top US Universities, helps rural and semi-urban students to develop soft and technical skills. Shoolini university has tied with industry for curriculum development and training in line with Skill India Mission.

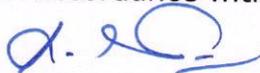
The objective of the University:

The objective of the University is to provide instructions, teaching and training in higher education with a view to create higher levels of intellectual abilities; to establish facilities for education and training; to carry out teaching, research and offer continuing education programmes; to create centres of excellence for research and development relevant to the needs of the State and for sharing knowledge and its application.

Functions of the University

The University shall have the following powers and functions, namely:

- i) to make provisions and adopt all measures (including adoption and updating of the curricula) in respect of study, teaching and research relating to the courses through traditional as well as new innovative modes including on-line education mode;
- ii) to institute and confer degrees, diplomas, certificates, awards, grades, credits and academic distinctions;
- iii) to conduct and hold examinations;
- iv) to provide for the degrees, diplomas, certificates, equivalent or corresponding to the degrees, diplomas, certificates of other recognized Universities, Boards or Councils;
- v) to take all necessary measures for setting up campuses;
- (vi) to set up central library, departmental libraries, museums and allied matters;
- (vii) to institute and confer honorary degrees as may be prescribed;
- (viii) to institute and award fellowships, scholarships, studentships as may be specified;
- (ix) to take special measures for spreading educational facilities among the educationally backward strata of the Society;
- (x) to encourage and promote sports and martial arts;
- (xi) to create technical, administrative, ministerial and other necessary posts and to make appointments thereto;
- (xii) to undertake research projects on mutually acceptable terms and conditions in respect of agriculture, industry and business;
- (xiii) to provide consultancy services;
- (xiv) to frame statutes, ordinances and regulations for carrying out the objects of the University in accordance with the provisions of this Act;



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- (xv) to encourage and promote co-curricular activities for personality development of the teachers, students and employees of the University;
- (xvi) to provide for dual degrees, diplomas or certificates vis-a-vis other Universities on reciprocal basis within and outside the country as per instructions of the State Government, Government of India and University Grants Commission;
- (xvii) to make such provisions for integrated courses in different disciplines in the educational programmes of the University;
- (xviii) to set-up colleges, institutions, off-campus centres, off-shore campus and study centres, as per the instructions issued by the State, Central Government and University Grants Commission from time to time;
- (xix) to receive donations, gifts and grants and to acquire, hold, manage and dispose of any property, movable or immovable, including trust or endowed property within and outside Himachal Pradesh for the purpose and objects of the University and to invest funds in such manner as the University thinks fit;
- (xx) to prescribe the fee structure for various courses from time to time as per provisions of this Act;
- (xxi) to demand and receive payments of such fees and other charges as may be specified from time to time;
- (xxii) to seek collaboration with other institutions on mutually acceptable terms and conditions;
- (xxiii) to determine salaries, remunerations, honoraria to teachers and employees of the University in accordance with the norms, specified by the University Grants Commission and the other regulatory bodies;
- (xxiv) to organize and to undertake extra-mural teaching and extension services;
- (xxv) to establish and maintain Halls and Hostels;
- (xxvi) to recognize, supervise and control Halls and Hostels not maintained by the University and other accommodation for the residence of the students and to withdraw any such recognition;
- (xxvii) to regulate and enforce discipline among students and employees of the University and to take such disciplinary measures as may be deemed necessary;
- (xxviii) to make arrangements for promoting health and general welfare of the students and the employees of the University;
- (xxix) to co-operate with any other University in and outside the country, authority or any public or private body having in view the promotion of purposes and objects similar to those of the University, for such purposes as may be agreed upon, on such terms and conditions as may from time to time, be specified;
- (xxx) to provide for the printing, reproduction and publication of research and other work, including text books, which may be issued by the University; and
- (xxxi) to do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the University

Authorities of the University


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The following shall be the authorities of the University, namely:

- (i) the Governing Body;
- (ii) the Board of Management;
- (iii) the Academic Council; and
- (iv) such other authorities as may be declared by the Statutes to be the authorities of the University.

The Governing Body

(1) The Governing Body of the University shall consist of the following, namely:

- (a) the Chancellor;
- (b) the Vice-Chancellor;
- (c) three persons, nominated by the sponsoring body out of whom two shall be eminent educationists;
- (d) one expert of management or information technology from outside the University, nominated by the Chancellor;
- (e) two persons, nominated by the Government; and
- (f) two members of the State Legislative Assembly, to be elected by the State Legislature.

(2) the Governing Body shall be the supreme authority of the University.

(3) the Governing Body shall have the following powers, namely:

- (a) to provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by this Act or the statutes, ordinances, regulations or rules made thereunder;
- (b) to review the decisions of other authorities of the University in case they are not in conformity with the provisions of this Act or the statutes, ordinances, regulations or rules made thereunder;
- (c) to approve the budget and annual report of the University;
- (d) to lay down the policies to be followed by the University;
- (e) to recommend to the sponsoring body about the voluntary liquidation of the University if a situation arises when smooth functioning of the University does not remain possible, in spite of all efforts; and
- (f) such other powers as may be prescribed by the statutes.

(4) The Governing Body shall meet at least thrice in a calendar year.

(5) The quorum for meetings of the Governing Body shall be five.

(6) The Board of Management of the University shall be independent of the Sponsoring Body with full autonomy to perform its academic and administrative functions.

The Board of Management

(1) The Board of Management shall consist of the following members, namely:—

- (a) the Vice-Chancellor;



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- (b) two members of the Governing Body, nominated by the sponsoring body;
 - (c) three persons, who are not the members of the Governing Body, nominated by the sponsoring body; and
 - (d) three persons from amongst the teachers, nominated by the sponsoring body.
- (2) The Vice-Chancellor shall be the Chairperson of the Board of Management.
 - (3) The powers and functions of the Board of Management shall be such as may be specified by the statutes.
 - (4) The Board of Management shall meet at least once in every two months.
 - (5) The quorum for meetings of the Board of Management shall be five.

The Academic Council

- (1) The Academic Council shall consist of the Vice-Chancellor and such other members as may be specified by the statutes.
- (2) The Vice-Chancellor shall be the Chairperson of the Academic Council.
- (3) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act and the rules, statutes and ordinances made thereunder, co-ordinate and exercise general supervision over the academic policies of the University.
- (4) The quorum for meetings of the Academic Council shall be such as may be specified by the statutes.

Other authorities:

The composition, constitution, powers and functions of other authorities of the University shall be such as may be specified by the statutes.

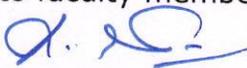
THE FACULTIES

- (1) The University shall have such Faculties as may be specified by the subsequent statutes.
- (2) Each Faculty shall consist of such Academic Units as may be specified in the ordinances.
- (3) No department shall be established or abolished except in accordance with the provisions as may be specified in the subsequent statutes.

THE BOARD OF STUDIES

Every School / Faculty has Board of Studies constituted of all faculty members and atleast two external members who are experts in their field. The Dean of the faculty is the Chairman. The Board of Studies has the following powers and functions:

- (i) Allocation of teaching work to faculty members of the department


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- (ii) To recommend books, including text books, supplementary / reading reference books and other study material for such courses of study.
- (iii) To recommend to the Academic Council for its approval the preparation and publication of selections or writing of work of authors and other matters as well as material consequent to curriculum development by the teacher of the University for its introduction in the syllabi of the courses of study under the preview of the Departments Boards in accordance with the Regulations made by the Academic Council in that respect;
- (iv) To discuss and if necessary suggest changes in the syllabi;
- (v) To recommend to the Board of Examination/Academic Council to consider the names of suitable persons for inclusion in the panels for appointment as paper-setters, examiners and moderators at the University examinations in the subject.
- (vi) Proposal of research by the faculty members;
- (vii) To recommend the Committee for Advance studies and Research names of persons suitable for appointment as examiners for evaluation of thesis, dissertations and conduct viva-voce examinations. Wherever prescribed for awarding post graduate, doctorate and higher degrees.
- (viii) To recommend organisation of orientation and refresher courses in the subject and
- (ix) Perform all other functions as may be assigned by the Academic Council.

COMMITTEE FOR ADVANCE STUDIES AND RESEARCH

Subject to the general supervision of the Academic Council, all matters connected with the post graduate degree programmes, especially Ph.D., shall be dealt by the following committees:

- A) Research and Development Committee (RDC)
- B) Grievance Committee (GC)

A. Research and Development Committee (RDC)

The **RDC** shall consist of the following:

- i. Dean Research (Chairman)
- ii. Dean of the concerned Faculty
- iii. Two academician from outside
- iv. One expert from Industry
- v. Heads of the concerned faculties/schools
- vi. All Associate Professors
- vii. Assistant/ Associate Professor appointed by the Dean (Member Secretary)

B. Grievance Committee

There shall be a Committee for the purpose of grievance of the research scholars. The Committee shall consist of the following:

- i. Dean Academic Affairs

 :

Chairman

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- | | | | |
|------|--|---|-----------|
| ii. | Dean Post Graduate Studies | : | Member |
| iii. | Two Senior Professors
the University nominated by the
Vice -Chancellor | : | Member of |
| iv. | Senior most Dean Faculty
Secretary | : | Member |

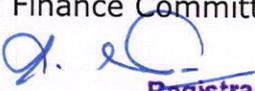
All the cases involving academic/research interests of the research scholar and the guide should be addressed to the Chairman of the Committee

The terms of the reference of the **Grievance Committee** shall be as follows:

- a) The committee shall look into all the matters that may be referred to it by the concerned Dean of the Faculty.
- b) The Committee may study the specific cases and devise its own procedure to analyze the issue referred to it and may submit its recommendation to the Vice-Chancellor. The Registrar may pass appropriate order on the recommendation of the Committee and inform Academic Council for rectification.
- c) The Chairman of the Committee may convene meeting of the Grievance Committee as and when necessary.

THE FINANCE COMMITTEE

1. (1) The Finance Committee shall consist of the following, namely:-
 - (i) the Vice-Chancellor;
 - (ii) one person to be appointed by the Board of Management from amongst its members other than an employee of the University;
 - (iii) three persons to be nominated by the Chancellor; and
 - (iv) one member as Government Representative.
- (2) The Vice-Chancellor shall be the Chairperson of the Finance Committee.
- (3) The Chief Finance and Accounts Officer shall be the ex-officio Member Secretary of the Finance Committee and he shall have a right to vote.
- (4) Every member of the Finance Committee, other than the ex-officio Member, shall hold office for a term of three years from the date on which he becomes a member of the Committee.
- (5) Three members of the Finance Committee shall form a quorum for a meeting of the Committee.


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(6) The Finance Committee shall meet at least thrice in a year to examine the accounts and scrutinize the proposals for expenditure:

Provided that a period of not exceeding 180 days shall elapse between two consecutive meetings.

(7) All proposals relating to revision of grades, up gradation of the pay scales and those items which are not included in the budget, shall be examined by the Finance Committee before those are considered by the Board of Management.

(8) The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of them University, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the Finance Committee.

(9) The annual accounts and the financial estimates of the University prepared by the Chief Finance and Accounts Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted, with or without amendments to the Board of Management within the overall ceiling fixed by the Committee.

2. Section 4(1)(b)(ii) The particulars of its organisation, functions and duties of its officers and employees

Functions and Duties

Officers of the University:

The following shall be the officers of the University, namely:

- (i) the Chancellor;
- (ii) the Vice-Chancellor;
- (iii) the Registrar;
- (iv) the Chief Finance and Accounts Officer; and
- (v) such other persons in the service of the University as may be declared by the statutes to be the officers of the University.

1. The Chancellor

(1) The Chancellor shall be appointed by the sponsoring body for a period of three years, with the approval of the Government in such manner and on such terms and conditions as may be specified by the statutes.

(2) the Chancellor shall be the Head of the University.

(3) The Chancellor shall preside over at the meetings of the Governing


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Body and convocation of the University conferring degrees, diplomas or other academic distinctions.

- (4) The Chancellor shall have the following powers, namely:—
- (a) to call for any information or record;
 - (b) to appoint the Vice-Chancellor;
 - (c) to remove the Vice-Chancellor in accordance with the provisions of sub-section (7) of section 13; and
 - (d) such other powers as may be specified by the statutes.

2. The Vice-Chancellor

- (1) The Vice-Chancellor shall be appointed by the Chancellor, on such terms and conditions as may be specified by statutes, from a panel of three persons recommended by the Governing Body and shall, subject to the provisions contained in sub-section (7), hold office for a term of three years:

Provided that after the expiry of the term of three years a person shall be eligible for re- appointment for another term of three years:

Provided further that Vice-Chancellor shall continue to hold office even after expiry of his term till new Vice-Chancellor joins; however, in any case, this period shall not exceed one year.

- (2) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall have the general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.

- (3) The Vice-Chancellor shall preside at the convocation of the University in the absence of the Chancellor.

- (4) If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, he may take such action as he deems necessary and shall, at the earliest opportunity, thereafter, report his action to such officer or authority as would have in the ordinary course dealt with the matter:

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor, then such case shall be referred to the Chancellor, whose decision thereon shall be final.

- (5) If, in the opinion of the Vice-Chancellor, any decision of any authority of the University is outside the powers conferred by this Act or statutes, ordinances, regulations or rules made thereunder or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise its decision within fifteen days from the date of its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.



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