



MTS
MATA TRIPURA SUNDARI
OPEN UNIVERSITY
TRIPURA

**MATA TRIPURA SUNDARI
OPEN UNIVERSITY**

No. F.1/MTSOU/Registrar/2025/02

Dated: 18/07/2025

Ordinance on the Eligibility for Admission of Learners to Different Programmes of Study

Ordinance made under Sub-Section (i) of Section 34 of Mata Tripura Sundari Open University, Tripura Act, 2024.

Admission to the University under Open and Distance Learning Scheme shall be open to the residents of Tripura or any other state irrespective of sex, race, caste, creed or class. Admission to various programmes, wider access to higher education to persons of all ages to develop education as a lifelong activity so that the individual can refresh his/ her knowledge in an existing discipline or to acquire knowledge in new areas. The education shall be based on the supply of reading materials (SLM) for home study by the learner supported and supplemented by contact programmes in study centres, assignments/ response sheets, library facilities and audio-visual aids etc.

The eligibility for admission to various programmes of study shall be as follows:

1. 1st Year B.A./B.Com./BBA:

Anyone having completed any of the following courses/examination shall be eligible for being enrolled in the 1st year of B.A./B.Com./BBA.

i) Anyone who has passed the 10+2 examination conducted by Higher Secondary Education Council or similar Board/Council of any other state,

OR

ii) Anyone who has passed the terminal 11th Yr. Pre-University/Pre-Degree examination of any University/Board.

2. 1st Year B. Sc./BCA:

Anyone who has passed the 10+2 (Science) examination conducted by Higher Secondary Education Council or similar Board/Council of any other State

OR

Anyone who has passed Pre-University/Pre-Degree (Science) or Terminal 11th examination conducted by the Universities and Board of Secondary Education, Tripura respectively or similar other Universities or Boards of any other state.

3. Certificate and Diploma Courses:

Anyone who has passed 10+2 or its equivalent examination of any recognized University/Board is eligible to be enrolled in Diploma programme.

Any individual who has completed 18 years of age and can read and write is eligible to undergo certificate course(s)

4. Post-Graduate Diploma:

Any graduate will be held eligible for admission into Post-graduate Diploma programmes in subjects/areas having relevance with subjects of his/her graduate programme.

5. Post-Graduate Programmes:

M.A.

A bachelor's degree in the relevant subject of any recognized university, deemed to be university or any other examination recognized by the University as equivalent thereto.

M.Com.

A bachelor's degree in Commerce of any recognized university, deemed to be university or any examination recognized by the university as equivalent thereto.

M. Sc.

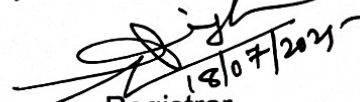
A bachelor's degree in science of any recognized University, deemed to be University or any examination recognized by the University as equivalent thereto.

6. UGC DEB ID:

Applicants must create a UGC DEB ID and register with a valid, active email address. The username and password must be 8–16 characters long, with the password being alphanumeric.

Required documents include scanned copies of educational qualifications, identity proof, and address proof, which must match the details entered in the application form. Incomplete or incorrect documents may lead to rejection.

By Order of Vice-Chancellor,


18/07/2024
Registrar

MTS Open University
Agartala, Tripura

Registrar
Mata Tripura Sundari Open University
Gomati-Tripura

Mata Tripura Sundari Open University, Tripura

Established and Incorporated under the

SECTION 32 OF THE MATA TRIPURA SUNDARI OPEN UNIVERSITY, TRIPURA ACT, 2024

1. SHORT TITLE AND COMMENCEMENT

These Statutes may be called Mata Tripura Sundari Open University, Tripura - Statutes 2024.

2. DEFINITIONS

In these Statutes, unless the context otherwise requires:

- I. 'Act' means the Mata Tripura Sundari Open University, Tripura - Statutes 2024
- II. 'Controller of Examination', means the person who has been put in charge to conduct the examination(s) and to declare the results of the University;
- III. HOI – Means Head of Institute/School/Centre/Department;

3. THE OBJECTS OF THE UNIVERSITY

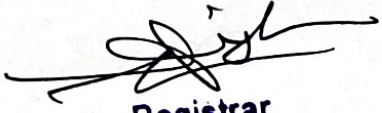
The University shall have the following objects;

1. To emerge as one of the foremost institutions of quality in open and distance learning, online and e-learning, skill education recognized by respective statutory bodies of the Government;
2. To develop qualified youth with skill proficiency and competency at different levels as per National / State qualifications of skill education;
3. To promote skill education in an integrated and holistic manner with higher education to ensure pathways for progression and mobility;
4. To provide opportunities for flexible learning systems and skill development;
5. To frame credit framework for competency based skill and vocational education;
6. To exchange expertise and best practices in support of skill developments efforts with any other college, institution, organization, university etc.;
7. To disseminate knowledge / skill through seminars, conferences, executive education programmes, community development programmes, publications and training programmes;
8. To undertake programme for the training and development of faculty members and teachers of the University and other institutions;
9. To create entrepreneurs by providing necessary skill and support;
10. To provide consultancy to Government, semi-Government, Public and Private industries;
11. To create an Industry Academia partnership by inviting industry and institutions for mutual benefits;
12. To ensure that the standard of Degree, Diploma, Certificates and other academic distinctions are not lower than those laid down by statutory regulatory authorities in India;
13. To provide learning, teaching, capacity, capability and skills development in higher and technical education, covering a wide spectrum of domains and specializations as may be relevant from time to time including, inter-alia, Liberal Arts, Humanities, Science, Social Sciences, Life Sciences and Biotechnologies. Professional Disciplines such as Management, Business and Commerce, Retail, Banking, Hospital Administration, Urban Development, Applied and Creative Arts, Vocational Education, Media, Information and Communication Technology and Education per se and their inter-disciplinary studies and development exclusively in open and distance mode;



Registrar
Mata Tripura Sundari Open University
Gomati-Tripura

14. To provide instructions, teaching and training in Higher and Technical Education, Arts, Sports, Culture, Film, Space Technologies, exclusively in open and distance mode;
15. Create higher levels of intellectual abilities;
16. To create and deploy new educational programme to promote creativity, innovation and entrepreneurship for inventing new ways for development and social reconstruction and transformation;
17. To establish state-of-the-art facilities for education, vocational education, skill training and development;
18. To carry out teaching and offer continuing quality education programmes;
19. To create centers of excellence for development in Science and Technology and socio-economic development, and for sharing knowledge and its application;
20. To use modern and post-modern processes, mechanisms and technologies for governance and management of learning, teaching, evaluating, developing, organizing and creating socio-economic wealth for individuals and society for 21st century;
21. To provide professional and development services to the industry and public organizations and society;
22. To start higher education programme, courses in new and emerging areas with innovative approaches;
23. To establish links, collaborations and partnerships with other higher education and research institutions in India and abroad;
24. To institute Degrees, Diplomas, Certificates and other academic distinctions on the basis of examinations, or any other methods of evaluation;
25. To establish innovative approaches for creation of seamlessness in academic structures, learning time-frames, and working and continuous evaluation processes for nurturing and cultivation of creativity and entrepreneurship;
26. To pursue any other objectives as may be suggested by the Government;
27. To aim at reaching the unreached by using latest Information Communication Technology to deliver education, training and teaching resources to learners;
28. To provide a teaching learning pedagogy which combines multiple forms of education and learning pedagogy and delivery (blended or distance or open or online or skill or other) and thus provide a 'Virtual Campus' where students will come together with experienced faculty and industry members to develop and evolve;
29. To provide learning opportunities to wide range of learners representing diverse backgrounds, age groups and socio-economic status and geographic location through a self-paced, self-styled learning environment;
30. To collaborate with other colleges, universities, profit and non-profit organizations, corporates, industry, professional associations or other organizations in India or overseas to conceptualize, design, develop and offer specific education programme, training programme, skilling and exchange programme for students, faculty members and others;
31. To provide a teaching learning pedagogy focused on hands-on training, professional and skill based training in line with market needs;
32. To conduct research in labour market requirements in order to understand emerging trends and offer suitable curricula, courses and programs;
33. To collaborate with other institutes or universities or labs or agencies or organizations of repute from other States of India or foreign countries to offer joint programme or courses or exchange faculty or information or share practices and give or receive equipment or resources or grants or consultancy for benefit of students;
34. To offer facility for recognition of prior learning;
35. To offer facility of credit banking or transfer system to create options of multi-entry and exit and opportunities for movement across Universities or domains or sectors;


Registrar
Mata Tripura Sundari Open University
Gomati-Tripura

36. To provide students an opportunity of life long and continuous training through University courses offered through distance or open or online education and other education delivery models suitable for different pedagogical approaches and systems;
37. To provide education, training and skill development opportunities to the informal sector and unorganized workforce in order to build productivity;
38. To provide flexible and modular learning pathways thereby enabling multi entry and exit option;
39. To provide vertical mobility to students undergoing technical, vocational and skill based education and training by offering Diploma, Bachelor, Masters and Doctoral programs in high growth sectors and offer various specializations to prepare youth towards gainful employment;
40. To provide a flexible and open system of learning;
41. To conduct pedagogical and skill enhancement training and development programs for faculty and trainers who are involved in imparting vocational education and skill training;
42. To provide professional and development services to the industry, organizations, agencies and the society at large;
43. To provide skill development and training through a variety of programs leading to gainful employment and entrepreneurship;
44. To undertake skill assessments for the students studying in the University as well as for other students, agencies, training providers, institutions, industry and organizations; to organize training on conducting skill assessments for faculty, trainers, agencies, institutions and organizations;
45. To encourage industrial participation through establishment of innovation labs, in service training centers, workshops and active participation in all aspects of governance, curricula design, skill training, placements, internships, consultancy, joint projects, etc.
46. To liaison or collaborate with various ministries, State bodies, departments, agencies or other statutory bodies at state, national, international level in order to understand education and skilling needs and to impart programme accordingly;
47. To interact with industries for participation in curricula development, teacher training, practical, on-job training, skill assessments etc.;
48. To undertake necessary or expedient action to pursue and promote the objectives of the University.

FIRST STATUES

A. The Sponsoring Body

In exercise of power conferred under the Act, the Sponsoring Body of the University is declared to be an Authority of the University. In addition to powers and functions of the Sponsoring Body, conferred under the Act, the Sponsoring Body shall have the following powers and functions:-

- a) The Sponsoring Body shall have power to mortgage the land or other assets of the University to any bank or other financial institutions for purposes of availing loan as per the provisions of the Act.
- b) The Sponsoring Body of the University shall have power to determine the limits and extent of the administrative and financial powers of any officer, authority, teacher, or employee of the university from time to time.
- c) The Sponsoring Body shall have powers to take decision in all such matters which have not been specifically conferred on any Officer or Authority of the University



SECOND STATUTES

4. AUTHORITIES OF THE UNIVERSITY

B. The Governing Body

- a) The Governing Body shall consist of following members:
- i. The Chancellor – Chairperson
 - ii. The Vice-chancellor
 - iii. Five persons nominated by the Sponsoring Body out of whom two shall be eminent educationist.
 - iv. One expert of skill development, education or other relevant areas from outside the university, nominated by the Chancellor.
 - v. Two persons nominated by the State Government.
 - vi. Two representatives of the industries to be nominated by the Chancellor.
 - vii. The Registrar of the University shall be the permanent invitee to the Governing Body, but shall not have right to vote.
 - viii. The Governing Body shall be the Supreme Authority of the University.

Provided that the number of members of the Governing body shall not be less than 14 and more than 18.

- b) Quorum of the meeting of the Governing Body shall not be less than fifty percent (50%) of members.
- c) The term of nominated members shall be three years or till they hold their office.
- d) The term of office of ex-officio members shall continue so long as they hold the office by virtue of which they are members.
- e) The Sponsoring Body shall have power to remove any member of the Governing Body for reasons to be recorded in writing.
- f) The other terms and conditions of nomination of the members to the Governing Body including their remuneration, if any, shall be determined by the Sponsoring Body from time to time and its decision thereon shall be final.
- g) The sponsoring body shall have the right to review and modify nominations made by it.
- h) Meetings of the Governing Body shall be convened by the Chairperson either on his own initiative or on a requisition signed by not less than six members of the Governing Body.
- i) Decisions on all issues considered in the meetings of the Governing Body shall be taken by majority votes of the members present and voting including the Chairperson. If the votes be equally divided, the Chairperson shall have a second or casting vote.
- j) The Chancellor, if present, shall preside at the meetings of the Governing Body. In his absence, the Chancellor may nominate the Vice Chancellor or a member of the Governing Body or the members present shall elect one from amongst themselves to preside over the meeting.
- k) A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting; provided that the Chairperson may call a special meeting of the Governing Body at short notice to consider any urgent matter.
- l) The notice may be delivered either by hand or email or sent by registered post at the address of each member as recorded in the office and if so sent, the same shall be deemed to have been duly delivered within the time when the same ought to have been delivered in the ordinary course.



Registrar

- m) Agenda shall be circulated by the Registrar to the members at least one week before the meeting except in case of emergent meeting.
- n) Notices of motions for inclusion of any item on the agenda must reach the Registrar at least fifteen days before the meeting. The Chairperson may, however, permit inclusion of any item for which due notice has not been received.
- o) The ruling of the Chairperson in regard to all the questions of procedure shall be final.
- p) The minutes of the proceedings of the Governing Body shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all members of the Governing Body. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed and signed by the Chairperson, the same shall be recorded in a book of minutes which shall be kept open for inspection during office hours by the members of the Governing Body.
- q) If a member of the Governing Body fails to attend three consecutive meetings without due notice, he shall cease to be a member of the Governing Body unless the Chairperson desires otherwise.
- r) The Governing Body may, in accordance with the provisions of clause (d) to sub-section (3) of section 24 of the Act, create such other posts of officers, teachers and employees of the University to perform such functions as it deems necessary.
- s) The Governing Board shall meet once in year annually. Special meeting of the Governing Board be held three time in an academic year.
- t) The Governing Body shall exercise all powers and functions of the University as provided under the Act.
- u) In addition to the powers and functions prescribed under the Act, the Governing Body shall perform such other powers and functions as may be prescribed in the Ordinances and as may be assigned to it by the Sponsoring Body.

C. The Board of Management

- (a) In terms of provisions contained under Section 24 of the Act, the composition of Board of Management shall be as follows:

- i. Vice Chancellor – Chairperson
- ii. Two members of the Governing Body nominated by the Sponsoring Body
- iii. The Dean, Academic – Ex – Officio
- iv. Two Directors / HoDs/ Professors / Associate Professors nominated by the Vice Chancellor.
- v. Two distinguished experts nominated by the Governing Body.
- vi. Two distinguished academicians nominated by the Vice Chancellor.
- vii. Finance Officer
- viii. The Registrar – Secretary (Ex – Officio)

The Finance Officer shall have right to speak and to take part in proceedings but shall not be entitled to Vote.

- (b) Quorum of the meeting of the Board of Management Meeting shall not be less than fifty percent (50%) of the members.
- (c) Decisions at any meeting of the Board of Management shall be taken by majority of the members present at such meetings.
- (d) In case of tie in any proposal, the proposal having support of the Vice Chancellor shall prevail.
- (e) The Board of Management shall meet as often may be necessary, but not less than twice during an Academic Year.



- (f) Meetings of the Board of Management shall be convened by the Vice Chancellor suo-moto or on a requisition signed by not less than four members of the Board of Management
- (g) A written notice of every meeting shall be sent by the Registrar to every member of the Board of Management at least two weeks before the date of the meeting. The notice shall state the place, date and time of the meeting; provided that the Chairperson may call a special meeting of the Board of Management at short notice to consider urgent/ special matters.
- (h) The term of office of the ex-officio members shall continue so long as they hold the office by virtue of which they are members. All members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years.
- (i) Agenda shall be circulated by the Registrar to the members at least one week before the meeting. Requests for inclusion of any item on the agenda must reach the Registrar at least two weeks before the meeting. The Chairperson may, however, permit inclusion of any item for which due notice has not been received.
- (j) The ruling of the Chairperson in regard to all questions of procedure shall be final.
- (k) The minutes of the proceedings of the meetings of the Board of Management shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all members of the Board of Management. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Board of Management. After the minutes are confirmed and signed by the Chairperson, the same shall be recorded in a book of minutes which shall be kept open for inspection during the office hours by the members of the Board of Management.
- (l) The minutes of the Board of Management shall be placed before the Governing Body for information.
- (m) If a member of the Board of Management fails to attend three consecutive meetings without due notice, he shall cease to be a member of the Board of Management, unless the Chairperson desires otherwise.
- (n) The Board of Management may delegate such of its powers to the Chancellor, and Vice Chancellor, as it may deem appropriate. However, the decisions taken under delegated powers shall be reported to the Board of Management in its next meeting.
- (o) The Board of Management shall perform other powers and functions as may be delegated to it by Authorities and or as may be prescribed in the Ordinances and Regulations of the University.

D. The Academic Council

The Academic Council shall consist of the following members:-

- i. Vice Chancellor – Chairperson
- ii. Dean, Academics – Ex – Officio
- iii. Four Directors / HoDs nominated by rotation.
- iv. Two Professors, Two Associate Professors and Two Assistant Professors by rotation on seniority, nominated by the Vice Chancellor.
- v. Two nominees of the Chancellor from among the Science, Education, Technology, Medical and Management practitioners.
- vi. Two distinguished academicians as Special Invitees nominated by the Vice Chancellor.
- vii. The Registrar – Secretary (Ex – Officio)

The procedure for the meetings of the Academic Council shall be as follows:

1. The Academic Council shall meet as often as may be necessary, but at least two times during an academic year.



2. Meetings of the Academic Council shall be convened by the Chairperson either suo - moto or on a requisition signed by not less than 20% members of the Academic Council.
3. A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting; Provided that the Chairperson may call a special meeting of the Academic Council at short notice to consider urgent matters.
4. Agenda shall be circulated by the Registrar to the members at least one week before the meeting.
5. All questions considered at the meetings of the Academic Council shall be decided by a majority of the votes of the members present and voting including the Chairperson. If the votes be equally divided, the Chairperson shall have a second or casting vote.
6. In emergent cases, the Chairperson of the Academic Council may exercise the powers of the Academic Council. In case, the Chairperson exercises any of the powers of the Academic Council, the members shall be informed through email, ex-post facto, and such decision of the Chairperson shall be placed at the next meeting of the Academic Council for its ratification.
7. The minutes of the proceedings of the meetings of the Academic Council shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all members of the Academic Council. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Academic Council. After the minutes are confirmed and signed by the Chairperson, they shall be recorded in a book of minutes which shall be kept open for inspection during the office hours by the members of the Academic Council.
8. The recommendations of the Academic Council shall be placed before the Board of Management for its approval.
9. In addition to powers conferred under the Act, the Academic Council shall have the following powers and functions:-
 - To consider the proposals submitted by the Faculty Forums of the University;
 - To recommend to the Board of Management the recognition and acceptance of Degree(s)/Diploma(s)/Certificate(s) of other Universities and Institutions and to determine their equivalence.
 - The Academic Council shall perform other powers and functions as may be delegated to it by Authorities and or as may be prescribed in the Ordinances and Regulations of the University.

E. The Skill and Vocational Development Council

The Skill and Vocational Development Council shall consist of the following members:

1. Vice Chancellor – Ex Officio Chairperson
2. Two Experts- Nominated by the Vice Chancellor
3. Two academicians in the relevant fields nominated by the Vice Chancellor
4. One nominee of State Higher Education Council
5. Two Representatives of relevant Sector Skill Councils nominated by the Vice Chancellor
6. Two Representatives of industries relevant to the specializations
7. The Dean, Academics – (Ex – Officio)
8. Four Directors / Head of the Departments
9. Two Professors , Two Associate Professors and Two Assistant Professors relevant to the specialization, nominated by the Vice Chancellor
10. Finance Officer – Ex - Officio
11. Registrar – Member Secretary – Ex - Officio


Registrar
Mata Tripura Sundari Open University
Gomati-Tripura

1. The term of office of the ex-officio members shall continue so long as they hold the office by virtue of which they are members. All members of the Skill Council, other than the ex-officio members, shall hold office for a term of three years.
2. Quorum of the meeting of the Skill Council Meeting shall not be less than fifty percent (20%) of the members.
3. The procedure for the meetings of the Skill Council shall be as follows:
4. The Skill Council shall meet as often as may be necessary but at least once during an academic year.
5. Meetings of the Skill Council shall be convened by the Chairperson either suo - moto or on a requisition signed by not less than 20% members of the Skill Council.
6. A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting; Provided that the Chairperson may call a special meeting of the Skill Council at short notice to consider urgent matters.
7. Agenda shall be circulated by the Registrar to the members at least one week before the meeting.
8. All questions considered at the meetings of the Skill Council shall be decided by a majority of the votes of the members present and voting including the Chairperson. If the votes be equally divided, the Chairperson shall have a second or casting vote.
9. In emergent cases, the Chairperson of the Skill Council may exercise the powers of the Skill Council. In case, the Chairperson exercises any of the powers of the Skill Council, the members shall be informed through email, ex-post facto, and such decision of the Chairperson shall be placed at the next meeting of the Skill Council for its ratification.
10. The minutes of the proceedings of the meetings of the Skill Council shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all members of the Skill Council. The minutes along with amendments, if any, shall be placed for confirmation at the next meeting of the Academic Council. After the minutes are confirmed and signed by the Chairperson, they shall be recorded in a book of minutes which shall be kept open for inspection during the office hours by the members of the Skill Council.
11. The recommendations of the Skill Council shall be placed before the Board of Management for its approval.
12. In addition to powers conferred under the Act, the Skill Council shall have the following powers and functions:-
13. to consider the proposals submitted by the Faculty Forums of the University;
14. To support the University in framing the regionally relevant skill curriculum based on the appropriate QPs /NOSs in the sector.
15. To monitor and assess the programme delivery and training of the skill based programmes of the University,
16. The Skill Council shall perform other powers and functions as may be delegated to it by Authorities and or as may be prescribed in the Ordinances and Regulations of the University.

F. The Finance Committee

A. The Finance Committee shall consist of the following Members:-

1. The nominee of the Sponsoring Body - Chairperson
2. The Vice Chancellor - Ex-Officio member.
3. One Member nominated by the Governing Body.
4. One Member nominated by the Board of Management.
5. One Financial Expert nominated by the Sponsoring Body
6. Dean, Academics
7. The Registrar - Ex-Officio Member
8. The Finance Officer-Ex-Officio - Secretary.
9. Any special invitees whom the Finance Committee deems fit.


Registrar
Mata Tripura Sundari Open University
Gomati-Tripura

- B. The term of office of ex-officio members shall continue so long they hold the office by virtue of which they are members. The term of office of a nominated member shall be three years.
- C. Quorum of the meeting of the Finance Committee Meeting shall not be less than twenty percent (20%) of the members.
- D. The procedure of the meetings of the Finance Committee shall be as follows:
1. The Finance Committee shall meet as often as may be necessary but at least once during an academic year.
 2. Meetings of the Finance Committee shall be convened by the Chairperson either on his own initiative or on a requisition signed by not less than three members of the Finance Committee.
 3. A written notice of every meeting shall be sent by the Finance Officer to every member two weeks before the date of the meeting; Provided that the Chairperson may call a special meeting of the Finance Committee at short notice to consider urgent matters.
 4. Agenda shall be circulated by the Finance Officer to the members one week before the meeting.
 5. All questions considered at the meetings of the Finance Committee shall be decided by a majority of the votes of the members present and voting including the Chairperson. If the votes be equally divided, the Chairperson shall have a second or casting vote.
 6. In emergent cases, the Chairperson of the Finance Committee may exercise the powers of the Finance Committee. In case, the Chairperson exercises any of the powers of the Finance Committee, the members shall be informed through email, ex-post facto, and such decision shall be placed at the next meeting of the Finance Committee for its ratification.
- E. In addition to the powers and functions provided in the Act, the Finance Committee shall have the following powers and functions:
1. The Annual Accounts and Financial Estimates of the University prepared by the Finance Officer shall be placed before the Finance Committee for consideration and comments/recommendations of the Finance Committee shall be submitted to the Board of Management for the approval.
 2. The Finance Committee shall fix limits for total recurring and non-recurring expenditure for the financial year, based on the income, resources and annual plan of the University and expenditure shall not be incurred by the University in excess of the limits, so fixed.
 3. No expenditure other than that provided for in the budget shall be incurred by the University without the approval of Finance Committee.
 4. The Finance Committee will be responsible for safeguarding and monitoring University's financial stability and financial internal controls, controls over external reporting, the internal and external audit processes, the regulatory compliances and risk management processes.
 5. To examine and recommend the activities based annual budget of the Institution/ University including compliance of requirements of Regulatory and Accreditation Body.
 6. To give its views on any financial matter solicited from it by any officer or authority of the University.
 7. Provided that every recommendation of the Finance Committee shall be placed before the Governing Body for its decision.
 8. The Finance Committee shall perform other powers and functions as may be delegated to it by Authorities and or as may be prescribed in the Ordinances and Regulations of the University.


Registrar
Mata Tripura Sundari Open University
Gomati-Tripura

G. The Planning Board

(a) The Planning Board shall consist of the following Members:-

1. The nominee of the Sponsoring Body - Chairperson
2. Vice Chancellor - Ex Officio
3. The Dean, Academics – Ex - Officio,
4. Two Directors / Heads of Departments/Institutions/Schools, by rotation
5. One Architect/Engineer nominee of the Chancellor
6. Such other persons from whom planning board needs any assistance from.
7. The Finance Officer -Ex-Officio
8. The Registrar -Ex-Officio- Secretary

(b) The term of office of an ex-officio member shall continue so long as he holds the office by virtue of which he is a member.

(c) The term of office of nominated members shall be three Years.

(d) The Planning Board shall meet as and when necessary, but not less than twice a year.

(e) Quorum of the meeting of the Planning Board shall not be less than twenty percent (20%) of members.

(f) The Planning Board shall perform powers and functions -

1. Planning Board shall be responsible for overall perspective planning and development of University in consonance of its objects;
2. The planning Board shall be responsible for determination of area of excellence of University and to identify thrust areas for research;
3. To examine, rationalize and coordinate the proposals of developments received from various faculties and departments to be submitted to the Academic Council, Board of Management and the Governing Body for their consideration and approval;
4. A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting; Provided that the Chairperson may call a special meeting of the Planning Board at short notice to consider urgent matters.
5. Agenda shall be circulated by the Registrar to the members at least one week before the meeting.
6. The Planning Board shall monitor the implementation of the approved plan of the University;
7. The Planning Board may recommend the Governing Body from time to time, to ensure that the 'necessary infrastructure, academic and research support systems are available to the University as per the norms of the Regulatory Bodies;
8. Provided that the Planning Board shall provide the annual plan together with the estimate of the expenditure likely to be incurred for such infrastructure or the Academic Support systems along with its advice tendered to the Board of Management.
9. The Planning Board shall perform such other powers and functions as may be delegated to it by Authorities and or as may be prescribed in the Ordinances and Regulations of the University.

H. The Board of Studies

THE BOARD OF STUDIES OF DEPARTMENTS / INSTITUTIONS / SCHOOL / CENTRE OF THE UNIVERSITY:

a) Each Department / Institution / School / Centre of the University, shall have a Board of Studies which shall consist of:-



1. Director of the School Department/Constituent Unit – Ex- Officio Chairperson
 2. Four HoDs / Professors by rotation
 3. Two Associate Professors by rotation
 4. Two Assistant Professors by rotation
 5. Nominee of the Vice Chancellor
 6. Special Invitee as subject expert nominated by the Vice Chancellor
 7. Representative from other Campuses of the University
 8. Two members as Industry Experts on the recommendation of the Head of the Department.
 9. Professor/Associate Professor nominated by Head of the Department as the Coordinator, Board of Studies.
- b) For each Department, Institution and Centre of the University, Board of Studies shall be constituted which shall be proposed by the concerned Head for the approval of the Vice Chancellor.
 - c) The tenure of the members of the Boards of Studies, other than the ex-officio members, shall be three years.
 - d) The Board of Studies shall consider matters of general, programme delivery and academic interest to the department and of its function
 - e) The Board of Studies shall be responsible for structuring the academic programmes aligned with requirement of Industry/Profession
 - f) The Board of Studies shall perform such other power and functions as prescribed in the Ordinances and regulations and other functions as may be assigned to it by the Authorities and also the faculty.
 - g) Quorum of the meeting of the Board of Studies shall not be less than fifty percent (50%) of members.

I. The Admission Committee

- a) The Admission Committee shall consist of the following:
 1. Nominee of the Vice Chancellor - Chairperson
 2. Dean, Academics
 3. Four Directors / Heads of the Departments
 4. Director, Admissions
 5. One Officer nominated by Board of Management
 6. Registrar - Member Secretary
- b) The Admission Committee shall be responsible for devising the process and all other aspects of Admission in accordance with Calendar of the University.
- c) The procedure of functioning of Admission Committee shall be as provided in the regulations of the University.
- d) A written notice of every meeting shall be sent by the Registrar to every member at least two weeks before the date of the meeting; Provided that the Chairperson may call a special meeting of the Admission Committee at short notice to consider urgent matters.
- e) Agenda shall be circulated by the Registrar to the members at least one week before the meeting.
- f) The power and other functions of the Admission Committee shall be specified in the Ordinances/ Regulations.
- g) Quorum of the meeting of the Admission Committee shall not be less than fifty percent (50%) of members.

J. Examination Committee

- a) The Examination Committee shall consist of the following:



Registrar

**Mata Tripura Sundari Open University
Gomati-Tripura**

1. Nominee of the Vice Chancellor from amongst the Professors - Chairperson
 2. Five members of the faculty from amongst the Directors / HoDs / Professors / Associate Professors/ Assistant Professors nominated by the Vice Chancellor
 3. Controller of Examinations - Member Secretary
- b) The Examination Committee shall be responsible for devising the process and all other aspects of Examinations in accordance with the UGC guidelines and with the Calendar of the University.
 - c) The procedure of functioning of Examination Committee shall be as provided in the regulations of the University.
 - d) A written notice of every meeting shall be sent by the Controller of Examinations to every member at least two weeks before the date of the meeting; Provided that the Chairperson may call a special meeting of the Examination Committee at short notice to consider urgent matters.
 - e) Agenda shall be circulated by the Registrar to the members at least one week before the meeting.
 - f) The power and other functions of the Examination Committee shall be specified in the Ordinances/Regulations.
 - g) Quorum of the meeting of the Examination Committee shall not be less than fifty percent (50%) of members.

The Board of Appointments (Selection Committee)

The Board of Appointment shall consist of the following members:

- a) Vice Chancellor – Chairperson
 - b) Dean, Academic – Ex – Officio
 - c) Director of the School concerned
 - d) HoD of the Department concerned
 - e) External Expert
 - f) Registrar – Member Secretary – Ex – Officio
- a. The Board of Appointment shall be responsible for the recruitment of academic and administrative staff as per norms of the University Grants Commission
 - b. The recommendations of the Board of Appointment / Selection Committees shall be placed before the Board of management for consideration and approval.
 - c. The power and other functions of the Board of Appointment shall be specified in the Ordinances/ Regulations.
 - d. Quorum of the meeting of the Admission Committee shall not be less than fifty percent (50%) of members.

K. Other Authorities of the University

In exercise of powers conferred the Act, following are declared as to be Authorities of the University:-

1. Student Grievance and Redressal Committee (SGRC)
2. Centre for Internal Quality Assurance (CIQA)
3. Student Support Services Committee (SSSC)
4. University Research Council (URC)

The constitution, powers and functions of other authorities declared in these Statutes as may be prescribed in the Ordinances and Regulations of the University.

5. OFFICERS OF THE UNIVERSITY

1. The Chancellor
2. The Vice Chancellor
3. The Registrar
4. The Dean of Faculty
5. The Director(s)
6. The Controller of Examination
7. The Finance Officer
8. The Head of the Department
9. Librarian
10. Proctor

(1) THE CHANCELLOR

Appointment, Powers and Functions of the Chancellor

- a) The Chancellor shall be appointed by the Governing Body for a period of three years and shall be eligible for re-appointment (s).
- b) The Chancellor shall be selected and appointed in the manner, as decided by the Sponsoring Body.
- c) Subject to the provisions of the Act, the Sponsoring Body shall decide and determine various terms and conditions of service including salary of the Chancellor.
- d) The Chancellor shall have power to issue cheques and authorize payments or may delegate this power to any other officer/officers or member of the Finance Committee. The Chancellor may delegate, subject to such terms and conditions as may be specified in writing, all or any of his powers to any Authority/Officer(s) at his discretion and have right to modify or recall his order of delegation of such power.
- e) Notwithstanding anything contained in the Statutes, the Chancellor may discharge all or any of the functions of the University for the purposes of carrying out the provisions of the Act and Statutes, when such Officer or Authority of the University is not available.
- f) The Decisions taken by the Chancellor shall be placed before the Governing Body, for information.
- g) The Chancellor shall be authorized to issue directions to any officer/authority of the University from time to time as may be deemed necessary & proper by the Chancellor in the interest of the university.
- h) If any vacancy arises in the office of the Vice Chancellor and it is not being possible to appoint a regular Vice Chancellor by following the procedure prescribed for appointing of such Vice chancellor, the Chancellor shall have the power to appoint a person as officiating Vice Chancellor for a period of not beyond six months.
- i) If any difficulty arises in respect of functioning of the University or in the implementation of the Statutes, Ordinances, Regulations or otherwise, the Chancellor may at any time, by order, consistent with the provisions of the Act, may take any decisions, make any appointment and perform any other function with consent of the Sponsoring Body, which is deemed necessary or proper, for the removal of the said difficulty and all such decisions/orders shall take effect in a manner as if the said appointment or function has been done in the manner provided in the Act and Statutes.
- j) In addition to the powers and functions of the Chancellor provided in the Act, and statutes, the Chancellor shall have various powers and functions as may be prescribed in the Ordinance of the University.
- k) The Chancellor may, by addressing in writing to the Chairman, Governing Body, resign from office. The Chairman, Governing Body shall within a period of ten days from the date of receipt of such resignation place the same before the Governing Body for its ratification.

Provided further that before making such order/decision, the Chancellor may in his discretion, may elicit the opinion of such Authority or Officer of the University, as may be deemed appropriate by the Chancellor.

(2) THE VICE CHANCELLOR

Appointment, Powers and Functions of Vice Chancellor

1. The Vice Chancellor shall be appointed by the Chancellor with the prior approval of the Governing Body in accordance with the provisions of the Act.
2. In addition to the provisions contained in the Act, the terms and conditions of service of Vice Chancellor including the manner and procedure of selection, re-appointment, remuneration etc. shall be as prescribed in the Ordinance of the University.
3. In addition to the powers and function prescribed in the Act and Ordinances, the Vice Chancellor shall have the following powers and functions:
 - The Vice Chancellor shall be entitled to be present at and to address any meeting of any Authority or any Body of the University, except governing Body, with the leave of Chairperson of such Body or Authority of the University;
 - It shall be the duty of the Vice Chancellor to see that the provisions of the Act, Statutes, Ordinances, Regulations and Rules of the University are duly observed;
 - The Vice Chancellor shall have the power to grant leave to any officer, teacher, employee or student of the University other than the Chancellor and Pro-Chancellor and make necessary arrangements for discharge of functions of such persons during the period of their absence.
 - Provided that the Vice-Chancellor may delegate such powers to any other Officer or Officers of the University;
 - The Vice Chancellor shall have the power to convene the meetings of the various bodies/committees of the University other than the Sponsoring Body, finance committee, planning board and the Governing Body;
 - The Vice Chancellor may by writing addressed to the Chancellor, resign from office and the resignation shall be effective from the date of acceptance by the Governing Body;
 - After the expiration of term of three years, the Vice Chancellor shall continue to hold the office for a period not exceeding six months or till regularly appointed Vice Chancellor takes over the office whichever is earlier.
 - Provided further that if no Vice Chancellor could be appointed by the governing body during the aforesaid period of six months the Governing Body shall have power to further extend the term of office of the Vice Chancellor for a period of not beyond six months.
 - In addition to the powers, functions and duties of the Vice Chancellor prescribed under the Act and these Statutes, the Vice Chancellor shall discharge and perform such other powers, functions and duties as prescribed under the Ordinances of the University and as may be assigned/delegated by the Authorities of the University and the Chancellor.

(3) REGISTRAR

Appointment, Powers and Functions of Registrar

- a) The Registrar shall be appointed by the Board of Management of the University.
- b) The qualification, term of office, conditions of service and procedure of appointment of the Registrar shall be determined by the Governing Body.

- c) In addition to the powers and functions prescribed under the Act, the Registrar shall perform following powers, Functions and duties/responsibilities:
- I. The Registrar shall be the ex-officio Secretary of the Governing Body, the Academic Council, Planning Board and the Admission Committee and every Selection Committee for appointment of Teachers and Non - Teaching of the University, and shall be bound to place before these authorities all such information as may be necessary for transaction of their business.
 - II. Provided that the Registrar shall be ex-officio Member secretary of the Board of Management and shall be responsible to place all such information as may be necessary for transaction of business of the Board of Management.
 - III. The Registrar shall be the custodian of records, documents, funds and the common seal of the University.
 - IV. The Registrar shall be the custodian of such other properties of the University as the Governing Body may commit to his/her charge.
 - V. To conduct the official correspondence on behalf of the Authorities of the University.
 - VI. To issue notices for convening meetings of the Authorities of the University and all Committees and Sub-Committees appointed by them.
 - VII. To represent the University in Lawsuits or proceeding by or against the University, sign powers of attorney and represent the University in Law suits and other disputes.
 - VIII. To enter into agreement, sign documents and authenticate records on behalf of the University.
 - IX. He shall also perform such other duties as may be prescribed by the Ordinances and Regulations, and required, from time to time, by the Executive Council or the Vice Chancellor but he/she shall not by virtue of this sub-section, be entitle to vote.
 - X. To perform any other duties as may be required by the Vice Chancellor, or if a contingency arises, by the Chancellor.
 - XI. In addition to the powers, functions and duties of the Registrar prescribed under the Act and these Statutes, the Registrar shall discharge and perform such other powers, functions, duties and responsibilities as prescribed under the Ordinances of the University and as may be assigned/delegated by the Authorities of the University and the Chancellor and the Vice Chancellor.

(4) DEAN OF FACULTIES

Appointment, Powers and Functions of Dean of Faculties

- a) The University shall have Deans as Heads of faculties such as Management, Humanities, Science and University functionaries such as Academics, Research, Student Support Services and Scientific Research and Industrial Consultancy.
- b) Dean of every Faculty shall be appointed by the Board of Management from amongst the Professors of the concerned Faculty for the term of three years. On the expiry of the term the Dean, he / she shall be eligible for re-appointed for the second or successive terms.
- c) The Deans of Academics, Research, etc. for other purposes, may be appointed by the Board of Management from amongst the Professors of the University for a term of three years to coordinate the related activities.
- d) The Board of Management shall have power to remove the Dean if he / she is found guilty of any misconduct or if he fails to perform the duties of his office.
- e) The Dean shall preside over the meeting of the Board of Studies.
- f) The Deans of Board of Studies, Centre for Internal Quality Assurance (CIQA), at faculty level and other committee as defined in the Ordinances



- g) The Dean shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances/Regulations.

(5) DIRECTORS

Appointment, Powers and Functions of Director of the School/Centre/ Institutes

- a) The Director shall be appointed by the Board of Management from amongst the Professors of the concerned School/ Centre/ Institution.
- b) The Board of Management shall have power to remove the Director if he / she is found guilty of any misconduct or if he fails to perform the duties of his office.
- c) The Director shall preside over the meetings of the Board of Studies (BoS), Departmental Research Committee (DRC), Centre for Internal Quality Assurance (CIQA) and other committees as defined in Ordinances and Regulations.
- d) The qualification, term of office, conditions of service and procedure of appointment of the Director of the School/ Centre/ Institution shall be determined by the Board of Management.
- e) Director shall exercise such other powers and discharge such other functions as may be laid down by the Ordinances / Regulations.

(6) CONTROLLER OF EXAMINATION

Appointment, Powers and Functions of the Controller of Examination

- a) The Controller of Examination shall be appointed by the Board of Management.
- b) The Board of Management shall have power to remove the Controller of Examination if he / she is found guilty of any misconduct or if he fails to perform the duties of his office.
- c) The qualification, term of office, conditions of service and procedure of appointment of the Controller of Examination shall be determined by the Board of Management.
- d) Subject to the provisions of the Act, the Controller of Examination, shall have following powers and functions:
 1. The Controller of Examination shall be responsible for conduct of all University examinations as prescribed by the authorities of the University and it shall be his duty to arrange, with prior approval of the Vice Chancellor, for all University Examinations and all other matters connected with University Examinations.
 2. (ii) The Controller of Examination shall be responsible for the safe custody of all papers, documents, certificate and other confidential files connected with the Conduct of all University Examinations.
 3. The Controller of Examination shall keep the minutes of the meeting, Board of Examiners and all committees appointed by the said board.
 4. The Controller of Examination shall arrange to publish results of all University Examination with approval of the Vice Chancellor.
 5. The Controller of Examination shall exercise such other powers, functions & duties as may be laid down by the ordinances/regulations and as may be assigned by the Vice Chancellor.

(7) FINANCE OFFICER

Appointment, Powers and Functions of the Finance Officer

- a) The Finance Officer shall be appointed by the Board of Management of the University on the advice of the Governing Body.
- b) The qualification, term of office, conditions of service and procedure of appointment of the Finance Officer shall be determined by the Governing Body.
- c) Subject to the provisions of the Act, the Finance Officer shall have following powers & functions: -
 - (i) The Finance Officer shall make all arrangements for the transaction of business for the meeting of the Finance Committee.
 - (ii) The Finance Officer shall examine all claims of payment and their admissibility
 - (iii) The Finance Officer shall be responsible for the proper maintenance of the accounts of the University, to make arrangements for the Audit and payment of bills presented at the University Office.
 - (iv) The Finance Officer shall arrange to settle objections raised by the Auditor appointed by the Sponsoring/Governing Body and carry out such instructions as may be issued by the Governing Body on the Audit Report.
 - (v) The Finance Officer shall prepare the monthly accounts of the University and shall produce for audit, all the registers, accounts and records etc. connected with financial transactions.
 - (vi) The Finance Officer shall be responsible for the preparation of annual accounts, financial estimates and the budget of the University in consultation with the Vice Chancellor before presenting them to the Finance Committee and the Governing Body.
 - (vii) The Finance Officer shall arrange for the annual stock verification. For this purpose, at the end of each financial year, he shall submit to the Chancellor proposals for the appointment of stock verifiers for various departments, sections, etc. He shall ensure that the stock verification as on 31st March is conducted regularly before the end of the June every year. The report of stock verification shall be placed before the Chancellor for order.
 - (viii) The Finance Officer shall be in-charge of the Finance and Accounts Section of the University and shall be responsible to the Board of Management / Governing Body.
 - (ix) The Finance Officer shall perform such duties as may be required by the Board of Management / Governing Body.
 - (x) The Finance Officer shall exercise such other powers, functions & duties as may be determined by the Governing Body and/or Board of Management or as may be provided in the Ordinances / Regulations.

(8) HEAD OF THE DEPARTMENT(s)

Appointment, Powers and Functions of Head of the Department

- a) Head of Department(s) shall be appointed by the Board of Management from amongst the Professors of the concerned Teaching /Research/ Support Department on the recommendations of Selection Committee.
- b) The Board of Management shall have power to remove the Head of the Department, if he/she is found guilty of any misconduct or if he / she fails to perform the duties of his office.
- c) The Head of Department shall exercise such other powers and discharge such other functions as may be provided in the Ordinances / Regulations.

(9) OTHER OFFICERS

- a) In exercise of powers conferred under the Act, the Governing Body may declare and appoint other officers of the University, as may be required from time to time.
- b) The procedure of appointment of other officers including the officers to be declared by the Governing Body shall be, as approved by the Board of Management
- c) The qualification, term of office, conditions of service and procedure of appointment and powers, functions and duties of the other officers including the officers to be declared by the Governing Body, shall be determined by the Board of Management as may be provided in the Ordinances / Regulations.

6. SEAL, EMBLEM AND FLAG OF THE UNIVERSITY

- 1) The University shall have a common seal to be used for the purposes of the University and the design of the seal and emblem shall be as approved by the Board of Management.
- 2) The University may decide to make and use Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are restricted by the State or the Central Government.

7. ACADEMIC CALENDAR OF THE UNIVERSITY

- 1) Academic Calendar of the University shall be as approved by the Board of Management on the recommendation of Academic Council and shall be in conformity with the Regulations duly notified by the Regulatory Bodies from time to time.
- 2) In case of international/foreign students, the University may follow a different Academic Calendar as approved by the Academic Council on the recommendation of Academic Council.

8. EMPLOYEES OF THE UNIVERSITY

(1) The University shall have the following categories of employees:

- (a) Teachers
- (b) Non-Teaching Staff comprising of following categories:-
 - (i) Academic Staff
 - (ii) Non Academic Staff
 - (iii) Non - Teaching-cum-Administrative Staff including Class IV employees

(2) Minimum Qualification and Terms and Conditions of the Employees

- (a) The minimum qualifications/eligibility and other terms and conditions of Teachers including their career advancement shall be as may be determined by the Board of Management and as provided in the Ordinance/Regulations of the University.
- (b) The minimum qualifications/eligibility and other terms and conditions of service of Non-Teaching employees shall be as may be determined by the Board of Management and as provided in the Ordinance/Regulations of the University.

(3) The Appointment of Employees and their Emoluments

- (a) The appointment of Teachers and Non-Teaching Staffs shall be made through selection on the recommendation of a duly constituted Selection Committee, as provided in the Ordinances / Regulations.
- (b) The procedure of selection and appointment of the Teachers and Non-Teaching Staffs of the University shall be, as approved by the Board of Management and as may be provided in the Ordinances / Regulations.

(4) Disciplinary Action against Teachers of the University

1. A teacher of the University shall at all-time maintain absolute integrity and devotion to duty and shall duly observe the Code of Professional Ethics and conduct norms of the University.
2. A breach of any of the provisions of the academic integrity and Code of Professional Ethics prescribed by the Regulatory Bodies/University shall be deemed to be misconduct.
3. Any major or minor penalty including the penalty of removal or termination from service may be imposed on the ground of any misconduct including the following:-
 - a) willful neglect of duty;
 - b) breach of any of the terms and conditions including contract of service;
 - c) any dishonest act connected with Academics, Examination, Research or any other area of the University;
 - d) scandalous conduct or conviction for an offence involving moral turpitude
 - e) physical or mental unfitness
 - f) professional incompetence, non-performance or inefficiency;
 - g) abolition of the post;
 - h) If continuation of teacher is not in the interest of the University;
4. The procedure of any disciplinary action/enquiry including imposition of any punishment shall be as provided in the Ordinances/Regulations of the University.
5. The appointing authority in relation to a teacher shall be the disciplinary authority. The disciplinary authority may either enquire into any charges/allegations against the teacher or cause any enquiry to be made by either any person or committee into such charges/allegations against the teacher.
6. The Chancellor shall be the appellate authority in respect of decision taken by the disciplinary authority;
7. Provided that any appeal against the decision or disciplinary authority may be preferred to the appellate authority within a period of 3 months only.
8. The disciplinary authority or the Vice Chancellor, in case of emergent situation may suspend the teacher. However, teacher of the University shall be deemed to have been placed under suspension:
 - I. With effect from the date of his conviction, if in the event of a conviction for an offence, he / she is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed consequent to such conviction.
 - II. In any other case, for the duration of his detention if he is detained in custody, whether the detention is for any criminal charge or otherwise.

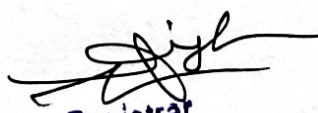

Registrar
Mata Tripura Sundari Open University
Gomati-Tripura

(5) Disciplinary action against Non-Teaching Employee of the University

1. Every non-teaching employee of the University shall at all - time maintain absolute integrity & devotion to duty and shall duly observe the Code of Professional Ethics and conduct norms of the University.
2. A breach of any of the provisions of the integrity and Code of Professional Ethics prescribed by the Regulatory Bodies/University shall be deemed to be misconduct.
3. Any major or minor penalty including the penalty of removal or termination from service may be imposed on the ground of any misconduct including the following:-
 - I. willful neglect of duty;
 - II. breach of any of the terms and conditions including contract of service;
 - III. any dishonest act connected with Academics, Examination, Research or any other area of the University;
 - IV. scandalous conduct or conviction for an offence involving moral turpitude
 - V. physical or mental unfitness
 - VI. professional incompetence, non-performance or inefficiency;
 - VII. abolition of the post;
 - VIII. If continuation of non-teaching employee is not in the interest of the University;
4. The procedure of any disciplinary action/enquiry including imposition of any punishment shall be as provided in the Ordinances/Regulations of the University.
5. The Vice Chancellor shall be the appointing authority and disciplinary authority in relation to non-teaching employees of the University. The disciplinary authority may either enquire into any charges/allegations against the non-teaching employee or cause any enquiry to be made by either any person or committee into such charges/allegations against the non-teaching employee.
6. The Chancellor shall be the appellate authority in respect of decision taken by the disciplinary authority;
7. Provided that any appeal against the decision or disciplinary authority may be preferred to the appellate authority within a period of 3 months only.
8. The disciplinary authority or the Vice Chancellor, in case of emergent situation may suspend the non-teaching employee. However, non-teaching employee of the University shall be deemed to have been placed under suspension:
 - a. With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed consequent to such conviction.
 - b. In any other case, for the duration of his detention if he is detained in custody, whether the detention is for any criminal charge or otherwise.
9. The Service Regulations as provided for in the Ordinances/Regulations of the University shall be applicable to all the non-teaching employees of the University.

9. COMMITTEES

- (a) Any Authority of the University may appoint and constitute any Standing or Special Committees as it may deem fit, consisting of members of the Authority making such appointment and /or of such other person (s), as that Authority may think fit and proper. Such standing or special committee may deal with any subject matter assigned to it subject to subsequent confirmation of the Authority appointing it.


Registrar
Mata Tripura Sundari Open University
Gomati-Tripura

- (b) In addition to constitution of standing or special committees by various authorities, there shall be following committee(s):-

- (i) Alumni Relation Committee (ARC)
- (ii) Equivalence Committee (EQC)
- (iii) Examination Discipline Committee (EDC)
- (iv) Scholarship Award Committee (SAC)
- (v) Library Advisory Committee (LAC)
- (vi) Employees Grievance Redressal Committee (EGRC)

- (c) The procedure of functioning of committee(s) and their functions shall be as may be provided in the Ordinances / Regulations of the University or as may be determined by the authority constituting the committee.

10. TRANSFER OF CREDIT

- (a) The University shall provide choice-based credit transfer framework for promoting and facilitating credit transfer and mobility of students across different Universities/Institutions/Industry in India and abroad. The credit transfer scheme, among others, will involve:-
- 1. Transfer of credit earned by the students of the University to other Higher Educational Institutions/Industrial or Vocational Training Institutions;
 - 2. Acceptance of credits earned by students from other Universities/Institutions/Industrial or vocational Training Institutions, by the University.
- (b) University will create a facilitative mechanism for transfer of credit by prescribing a procedure for transfer and acceptance of credits, which will be approved by the Academic Council on the recommendation of the Board of Faculties.
- (c) The Policy and procedure for transfer and acceptance of credit shall be as may be provided in the Ordinances / Regulations of the University.

11. CONVOCATION OF THE UNIVERSITY

- (a) Convocation for the purpose of conferring Degrees shall be held on such date and place as may be approved and fixed by the Chancellor. Provided that in case the Convocation is not held in a particular year, the Vice Chancellor shall be competent to authorize admission of successful candidates in the year on their respective degrees in-absentia and authorize the Registrar to issue the degree certificates on payment of the prescribed fee.
- (b) (ii) Special Convocation for conferring degrees may be held on such date as may be approved and fixed by the Chancellor, on the recommendation of the Vice Chancellor.
- (c) At the Annual Convocation, the Vice Chancellor shall present an annual report of the year's work and achievement of the University.
- (d) The Chancellor shall preside over at the Convocations of the University held for conferring Degrees.
- (e) In the absence of the Chancellor, the Vice Chancellor shall fix the date and preside over the Convocation.
- (f) The norms and procedure of the Convocation shall be laid down by the Board of Management from time to time.

12. DISQUALIFICATIONS

A Person shall be disqualified for being chosen and for being a member of any of the authorities/committees of the University-

1. if he/she is of unsound mind;
2. if he/she is an undischarged insolvent;
3. If he/she has been convicted by a court of law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months.
4. If any question arises as to whether a person is or had been subjected to any of the disqualification mentioned in clause (i), the question shall be referred for the decision of the Chancellor and his decision shall be final & binding.

13. REGULATIONS

- (a) The Board of Management of the University may make regulations consistent with the Act, the Statutes and the Ordinances for the following matters, namely:-
 1. Laying down the procedure to be observed at the meetings of various authorities/committees;
 2. Providing for all matters which are required by the Act, the Statutes or the Ordinances to be prescribed by Regulations; and
 3. Providing for all other matters not provided for by the Act, the Statutes or the Ordinances.

14. MISCELLANEOUS PROVISIONS

(1) Withdrawal of Degree, Diploma, Certificates and other Academic Distinctions

- (a) The Board of Management, may on the recommendation of the Academic Council by a special resolution passed by a majority of not less than two-third of the members present and voting, recommend withdrawal of any Degree or academic distinction conferred on, or any Certificate or Diploma granted to, any person by the University for good and sufficient cause.
- (b) Provided that no such resolution shall be passed until, a notice in writing has been given, calling upon him to show cause within such time as may be specified in the notice as to why such resolution should not be passed and until his/her objections, if any, and any evidence he produces in support of them, have been considered by the Board of Management.
- (c) The decision stating the reasons therefor shall be communicated to the person concerned.
- (d) Any person aggrieved by the decision taken by the Board of Management may appeal to the Chancellor within thirty days from the date of such decision.

(2) Institution of Fellowship, Scholarship, Studentship, Medal and Prizes

The institution of Fellowship, Scholarship, Studentship, Medal and Prizes etc. and the eligibility thereof shall be as provided in the Ordinances/ Regulations of the University.

(3) Maintenance of Discipline among Students

- (a) All powers relating to discipline and disciplinary action in relation to the students shall vest with the Vice Chancellor
- (b) Without prejudice to the generality of powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may be deemed appropriate, the Vice

Chancellor may in exercise of powers aforesaid, order that any student be expelled/rusticated from the University or be fined a sum that may be specified in the Ordinances or be debarred from taking an examination or examinations for one or more years or that the results of the examination or examinations in which he has appeared, be withheld or cancelled.

- (c) The Vice Chancellor may delegate all or such of powers, as may be deemed fit and proper, to the Chief Proctor and/or to such other person(s) as may be specified in this behalf.

(4) The Establishment and Abolition of Faculty(ies), Department(s), School(s), Institute(s), Centre(s), Directorate(s) etc.

- (a) The Board of Management based on the advice of the Academic Council and the Planning Board may establish Faculty(ies), Department(s), School(s), Institute(s), Centre(s), Directorate(s) etc. in the campuses of the University.
- (b) The University shall offer such programmes in the Faculty(ies), Department(s), School(s), Institute(s), Centre(s), Directorate(s) etc. as the Executive Council may approve on the recommendation of the Academic Council.
- (c) The Board of Management may reconstitute Faculty(ies), Department(s), School(s), Institute(s), Centre(s), Directorate(s) etc. on the recommendation of the Academic Council and the Planning Board.
- (d) The Board of Management based on the advice of the Academic Council and the Planning Board may phase out any Faculty(ies), Department(s), School(s), Institute(s), Centre(s), Directorate(s) etc. based on the following:
- i. When the Programmes offered become obsolete
 - ii. When the subscription to such programmes becomes untenable to continue.
 - iii. When alternate and better programmes become available
 - iv. Before approving such discontinuation, the Board of Management shall ensure that the existing students in the Programmes are allowed to complete their programmes in which they are registered.

(5) The Delegation of Powers vested in the Authorities Or the Officers of the University

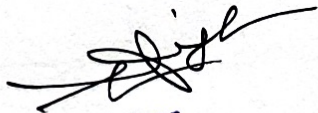
Subject to the provisions of the Act, any officer or authority of the University, may delegate his or its powers to any other officer or authority or person under his or its respective control and subject to the condition that overall responsibility for the exercise of the power so delegated shall continue to vest in the Officer or Authority delegating such powers.

(6) Conferment of Degree, Diploma, Certificate and other Distinctions

Subject to the provisions contained in the Act, the University shall award Degree, Diploma, Certificates and other distinctions subject to the approval of the Board of Management on the recommendation of the Academic Council.

(7) HONORARY DEGREES (Honoris Causa)

- (a) The Board of Management may, on the recommendation of the Academic Council, make proposal to the Chancellor for the conferment of the honorary degrees:
- (b) Provided that in case of emergency, the Board of Management may, on its own, make such proposals
- (c) Provided further that honorary degrees shall be conferred with the approval of the State Government.
- (d) The Executive Council may, on the recommendation of the Academic Council, withdraw, with the prior sanction of the Chancellor, any honorary degree conferred by the University.


Registrar
Mata Tripura Sundari Open University
Gomati-Tripura

(8) RESIDUARY POWERS:

- (a) In the event of the University being required to exercise any such powers or perform any such functions, which are not specifically provided in the Act, these Statutes, Regulations, Guidelines or Policies of the University, the Chancellor shall exercise such powers and perform such functions in the interest of efficiency functions of the University and inconsonance with the objects of the University.
- (b) **Removal of difficulties:** In case any difficulty arises in giving effect to the provisions of the Statutes, Ordinances & Regulations, the Chancellor may pass such order as necessary for the purpose of removing the difficulty.
- (c) **Interpretation:** On all question of interpretation of these Statutes, Ordinances and Regulations, the decision of the Governing Body of the University shall be final.
- (d) **Savings:** Any action taken by the University in accordance with the existing Statutes, Ordinances, Regulations, and Guidelines etc. shall remain valid, notwithstanding coming into force of these Statutes and the Ordinances and Regulations to be framed by the University.
