

MANUAL-4

The norms set by it for the discharge of its functions:

Section 4(1)(b)(iv)

Norms and standards for various activities of the University are set by the Authorities of the University such as University Court, Executive Council (EC)/Academic Council (AC) etc.

The Executive Council (EC) has, inter alia, the power of management of all administrative affairs of the University.

Academic Council (AC) is the academic body of the University. Subject to the provisions of the Jamia Millia Islamia Act, 1988, the Statutes and the Ordinances, it exercises control and general regulation over academic affairs. It is responsible for the maintenance of the standards of instruction, education and examination of the University and other academic matters.

Finance Committee (Statute 24) – Functions of the Finance Committee include the following:

The Annual accounts and the financial estimates of the University are laid before the Finance Committee for consideration and comments and thereafter to the Executive Council for approval. The Finance Committee fixes the limits for the total recurring and non-recurring expenditure for the year based on the income and resources of the University.

A report on the working of the University during the previous year, together with a statement of the receipts and expenditure, the balance sheet, as audited, and the financial estimates is presented to the Court at its annual meeting.

Authorities of the University

- i. The Anjuman (Court)
- ii. The Majlis-i-Muntazimah (Executive Council)
- iii. The Majlis-i-Talimi (Academic Council)
- iv. The Majlis-i-Maliyat (Finance Committee)
- v. The Faculties
- vi. The Planning Board and
- vii. Such other authorities as may be declared by the Statutes to be authorities of the University.

The Anjuman (Court):

1. The constitution of the Anjuman (Court) and the term of office of its members shall be prescribed by the Statutes.
2. Subject to the provision of this Act, the Anjuman (Court) shall have the following powers and functions, namely:-
 - a. to review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University
 - b. to consider and pass resolution on the annual report and the annual accounts of the University and the audit report on such accounts

- c. to advise the Visitor in respect of any matter which may referred to it for advice; and
- d. to perform such other functions as may be prescribed by this Act or Statutes.

The Majlis-i-Muntazimah (Executive Council)

1. The Majlis-i-Muntazimah (Executive Council) shall be the principal executive body of the University.
2. The constitution of the Majlis-i-Muntazimah (Executive Council), the term of office of its members and its powers and duties shall be prescribed by the Statutes.

The Majlis-i-Talimi (Academic Council)

1. The Majlis-i-Talimi (Academic Council) shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes and Ordinances, co-ordinate and exercise general supervision over the academic policies of the University.
2. The constitution of the Majlis-i-Talimi (Academic Council), the term of office of its members and its powers and duties shall be prescribed by the Statute.

The Planning Board

1. The Planning Board shall be the principal planning body of the University.
2. The constitution of the Planning Board, term of office of its members and its powers and duties shall be prescribed by the Statutes.

Other Authorities of the University

1. The constitution, powers and functions of the Faculties and of such other authorities as may be declared by the Statutes to be authorities of the University, shall be prescribed by the Statutes.

Power to make Statues

Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:-

- a. the constitution, powers and functions of the authorities and other bodies of the University, as may be constituted from time to time;
- b. the election and continuance in office of the members of the said authorities, filling of vacancies of members, and all other matters relating to those authorities for which it may be necessary or desirable to provide;
- c. the appointment, powers and duties of the officers of the University and their emoluments;
- d. the appointment of teachers of the University and other academic staff and their emoluments;
- e. the appointment of teachers and other academic staff working in any other University or Institution for a specific period for undertaking a joint project;
- f. the conditions of service of employees including provision for pension, insurance and provident fund, the manner of termination of service and

- disciplinary actions;
- g. the principles governing seniority of service of employees;
 - h. the procedure for arbitration in case of disputes between employees or students and the University;
 - i. the procedure for appeal to the Majlis-i-Muntazimah (Executive Council) by any employee or student against the action of any officer or authority of the University;
 - j. the establishment and recognition of the students' union or association of teachers, academic staff or others employees;
 - k. the participation of the student in the affairs of the University;
 - l. the conferment of honorary degrees;
 - m. the withdrawal of degrees, diplomas, certificates and other academic distinctions;
 - n. the institution of fellowships, scholarships, studentships, Medals and prizes;
 - o. the maintenance of discipline among the students;
 - p. the establishment and abolition of Faculties, Departments, Centres and Schools;
 - q. the delegation of powers vested in the authorities or officers of the University; and
 - r. all other matters which by this Act are to be, or may be, prescribed by the Statutes.

Statutes how to be made

1. The first Statutes are those set out in the Schedule.
2. The Majlis-i-Muntazimah (Executive Council) may, from time to time, make new or additional Statutes referred to in sub-section (1):
Provided that the Majlis-i-Muntazimah (Executive Council) shall not make, amend or repeal any Statute affecting the status, powers or constitution of any authority of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes, and any opinion so expressed shall be considered by Majlis-i-Muntazimah (Executive Council).
3. Every new Statute or addition to the Statutes or any amendment or repeal of a Statute shall require the assent of the Visitor who may assent thereto or withhold assent or remit to the Majlis-i-Muntazimah (Executive Council) for consideration.
4. A new Statutes or a Statute amending or repealing an existing Statute shall have no validity unless it has been assented to by the Visitor.
5. Notwithstanding anything contained in the foregoing sub-section, the Visitor may make new or additional Statutes or amend or repeal the Statutes referred to in sub-section (1) during the period of three years immediately after the commencement of this Act.
6. Notwithstanding anything contained in the foregoing sub-sections, the Visitor may direct the University to make provisions in the Statutes in respect of any

matter specified by him and if the Majlis-i-Muntazimah (Executive Council) is unable to implement such a direction within sixty days of its receipt, the Visitor may, after considering the reasons, if any, communicated by the Majlis-i-Muntazimah (Executive Council) for its inability to comply with such direction make or amend the Statutes suitably.

Power to make Ordinances

1. Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:-
 - a. the admission of students to the University and their enrolment as such;
 - b. the courses of study to be laid down for all degrees, diplomas and certificates of the University;
 - c. the medium of instruction and examination;
 - d. the award of degrees, diplomas, certificates and other academic distinctions, the qualifications for the same and the means to be taken relating to the granting and obtaining of the same;
 - e. the fees to be charged for courses of study in the University and for admission to the examinations, degrees, diplomas and certificates of the University;
 - f. the conditions for the award of fellowship, Scholarships, studentships, medals and prizes;
 - g. the conduct of examination, including the term of office and manner of appointment and the duties examining bodies, examiners and moderators;
 - h. the condition of residence of the students of the University;
 - i. the special arrangements, if any, which may be made for the residence, discipline and teaching of women students and the prescribing of special courses of studies for them;
 - j. the appointment and emoluments of employees other than those for whom provision has been made in the Statutes;
 - k. the establishment of Centres of Studies, Boards of Studies, Inter-disciplinary Studies, Special Centres, Specialized Laboratories and other Committees;
 - l. the manner of co-operation and collaboration with other universities and authorities including learned bodies or associations;
 - m. the creation, composition and functions of any other body which is considered necessary for improving the academic life of the University;
 - n. the remuneration to be paid to the examiners, moderators, invigilators and tabulators;
 - o. such other terms and conditions of service of teachers and other academic staff as are not prescribed by the Statutes;
 - p. the management of institutions established by the University; and
 - q. all other matters which by this Act or the Statutes may be prescribed by the Ordinances.
2. The regulations and bye-laws in force immediately before the commencement of this Act shall be the first Ordinances of the University and may be repealed or amended at any time by the Majlis-i-Muntazimah (Executive Council).

Power to make Regulations

The authorities of the University may make Regulation consistent with this Act, the Statutes and the Ordinances for the conduct of their own business, and that of the Committees appointed by them and not provided for by this Act, the Statutes or the Ordinances in the Manner prescribed by the Statutes.

Process of redress of grievances:

All grievances are redressed effectively depending upon the nature of grievances/complaints received from the students, employees and faculty members through the following mechanism:

- (i) Internal Complaints Committee (ICC) for redressal of sexual harassment complaint received from faculty members, other employees and students;
- (ii) Complaint against students are redressed through the Disciplinary Committee under Chief Proctor;
- (iii) Complaints related to examinations are redressed through Redressal Grievances Committee under the Controller of Examinations;
- (iv) Employees' grievances related to service matters are redressed through the Establishment Committee.
- (v) SC/ST Cell

Apart from the above, other complaints are redressed through a duly constituted Committee by the Competent Authority depending upon the nature/gravity of the complaint.