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STATUTES
&
RULES

Preamble

Name, Emblem and Symbols of the University

The Name

The University was named after Martin Luther (1483-1546), a church reformer who is known as the Father of Protestantism. Though he left law studies to become a monk, his enlightened views on education are quoted to this day. “What do we older folks live for, if not for the care of the young, to teach and train them” was an admonition to the councilmen of the land. He was especially concerned about “parents who do not have the opportunity or means to educate their children”. His sermon on “Keeping children in schools” later published as a treatise, focused on poor families who needed their children to work rather than go to school.

The Emblem

The emblem of the University was created through a public competition announced in the Shillong Times. The final design was a meld of the two winning entries, one from a pastor and the other from a school child.

The university emblem, composed in blue and yellow, is composed of the *Knup*, the Cross and the Hearth. The *Knup* is a woven bamboo cane cape used as a protection against rain when working in the fields or out in the open. *Ka Knup* symbolizes protection and nurture in the journey through hardship to gain knowledge. In the centre of the *Knup*, is the Cross which is the symbol of Christianity and denotes sacrifice and endurance. At the base of the *Knup* is the Hearth with burning fire which occupies an important place in tribal houses. It is a place where parents and elders gather to impart our cultural and traditional heritage, our etiquette in stories and songs to the youngsters, passing our folklore from one generation to the next and so on.



The Motto

Noted poet, historian and archeologist George Fabricius (1516- 1571) eulogized the Protestant Reformist, Martin Luther as “The Light of Truth.” Martin Luther Christian University’s motto has emerged from this praise of the Father of Protestantism. According to Fabricius, truth is a light that illuminates, educates and edifies.

The Mission Statement

The Mission Statement was created by the officers and faculty at a retreat held in February 2007 and approved by the Board of Governors on May 6, 2008. It reads:

“To contribute to the sustainable development of Meghalaya and Northeast India, while upholding and preserving its cultural heritage, by providing knowledge and skills that will enable our students to become global citizens.”

The Anthem

The lyrics of the University Anthem were written by the faculty in 2008 and the music composed by Rudy Wahlang. It was publicly performed for the first time at the First Convocation of the University held on August 9, 2008 at the Khasi National Dorbar Hall in Mawkhar, Shillong.

We Blend Our Voices
We blend our voices praising you
Oh! MLCU
We who dare to be different praise
Our University so blessed with grace.

Unique as we all are
We contribute, we preserve
Our culture we deeply treasure
Our society we nobly nurture.

Out we go into the world
Finding strength in our roots
Citizens of the world we become
As we shine the light of truth.

Ever constant in our strive
MLCU, forever we'll praise

General

Short Title and Commencement

1. These Statutes shall be called the Martin Luther Christian University, Meghalaya Statutes, 2011.
2. These Statutes shall come into force on the date of their approval by the Board of Governors of the University and with the prior approval of the Government of Meghalaya, in accordance with the provisions of Section 28 of the Martin Luther Christian University Act, 2005.

Definitions

1. In these Statutes, unless the context otherwise indicates:
 - a. “Act” means the Martin Luther Christian University Act, 2005.
 - b. Words and expressions used and not defined in these Statutes, but defined in the Martin Luther Christian University Act, 2005 (No 11 of 2005) shall have the meaning respectively assigned to them in the Act.

Offices of the University

The offices of the Martin Luther Christian University, Meghalaya shall be located in the State of Meghalaya.

Constituent Units of the University

All constituent units of the University such as campuses, regional centres, constituent colleges, affiliated colleges, autonomous colleges, approved colleges, study centres, special centres, institutes of research, special centres and cooperating organizations and institutions shall be set up or otherwise recognized as such in accordance with the provisions of the Act, and the Statutes and Rules framed there under.

Medium of Instruction

The medium of instruction for all courses shall generally be in English.

Martin Luther Christian University Statutes, 2016

Statute 1: Appointment, Terms of Appointment, Powers and Duties of the Chancellor

- 1.1. The Sponsor shall, with the prior approval of the Visitor, appoint a suitable person as the Chancellor of the University,
- 1.2. The Chancellor so appointed shall hold the office for a period of five years.
- 1.3. The Chancellor shall be the Head of the University
- 1.4. The Chancellor shall preside at the meeting of the Board of Governors and shall, when the Visitor is not present, preside at the convocation of the University for Conferring Degrees, diplomas, charters, designations or certificates.
- 1.5. 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
 - d. To constitute such committees as she/he deems necessary to help in the discharge of duties entrusted to him by or under the Act
 - e. Such other powers as conferred on him by the Act and as delegated to him by the Board of Governors
- 1.6. The decisions of the Chancellor taken in the interest of the University during any exigency shall be subject to ratification by the Board of Governors at its next meeting. If such decision involves (a) transaction of funds amounting to more than Rupees Five lakh and/or allocation/relocation/displacement of material resources amounting to a similar value, or (b) termination of officers in statutory positions of the University, the meeting of the Board of Governors must be convened at the earliest but not later than sixty days from the occurrence of such exigency
- 1.7. The Chancellor is empowered to remove the Vice Chancellor, after due enquiry. It will be open to the Chancellor to suspend the Vice Chancellor during enquiry depending on the seriousness of the charges, as he may deem fit. If any time upon representation made or otherwise and after making such inquiries as may be deemed necessary, the Chancellor by an order in writing stating the reasons therein, may ask the Vice Chancellor to relinquish office as from such date as may be specified in the order.
- 1.8. The honorarium and allowances of the Chancellor shall be determined from time to time by the Board of Governors on the recommendation of the Finance Committee.

Statute 2: Appointment, Terms of Appointment, Powers and Duties of the Pro Chancellor

The Board of Governors may, if considered necessary in the interest of the University establish an office of Pro Chancellor(s).

- 2.1. The Pro Chancellor(s) shall be appointed by the Chancellor. The Pro Chancellor(s) shall hold office for a term of five years.
- 2.2. The Pro-Chancellor(s) shall exercise such responsibilities and functions as shall be assigned to him/her by the Chancellor and / or the Board of Governors.
- 2.3. The honorarium and allowances of the Pro Chancellor(s) shall be determined from time to time by the Board of Governors on the recommendation of the Finance Committee
- 2.4. The Pro Chancellor shall officiate as Chancellor should the office of Chancellor fall vacant, and shall hold the designation of Acting Chancellor till such a time as the position of Chancellor is filled in accordance with the provisions of the Act. ¹
- 2.5. In the absence of the Chancellor, the Pro Chancellor shall chair the meetings of the Board of Governors.¹
- 2.6. In the absence of the Chancellor and Pro Chancellor, the Board of Governors may select a *pro tem* Chairman from among the Members present.¹
- 2.7. Roles and Responsibilities: Advice and assist the University on the following: ¹

a. Academics:

- **Research:**

Provide inputs and ideas in the field of Research and Projects.

Explore new areas and subjects for research that will benefit the students and impact the society at large.

- **Allied Health:**

Provide key inputs, and new ideas and technology in the field of Allied Health Services and healthcare institutions.

- **Ph.D**

Provide the faculty with the knowledge and inputs in providing guidance to Ph.D students.

¹. Amended by the Board of Governors Meeting held on August 26, 2015

- **Affiliation:**

Build a strategy and long term plan for affiliations of universities and recommend the Academic council for affiliation.

Monitor the performances of the affiliate institutions and provide inputs and support to enhance their performances

- **Innovation:**

Make recommendations to the academic council on new initiatives and innovations that will benefit the student community and the University.

Support the academics in the development, delivery and introduction of new innovative academic programmes

- **Curriculum:**

Support in the design of new curriculum and courses based on the requirement and keeping in mind the Vision of the university

Research new teaching methods that can be adopted by the University.

- **Life Skills:**

Identify Life Skills that are relevant to the demands of the society and everyday life.

Develop Life Skills that will enable the students to deal effectively with the demands and challenges of everyday life

- **Faculty Development:**

Develop a strategy for the training and development of the faculty based on new and innovative teaching methods and introduction of new courses.

Ensure that faculty members attend useful seminars and conferences that will enhance their knowledge base.

- **Legal:**

Ensure Legal compliance that will help avoid financial penalties or fines, damage to the university image and reputation or individual reputation and criminal prosecution.

Assist and support with identified compliance matters

Informing the Academic Council of relevant changes to State and Central legislation that impacts the University

b. *Networking*

- **Collaborations**

Assist in collaborating the University with educational institutions, government and voluntary organizations to offer various academic programmes\

- **Fund raising**

Develop a strategy for Fund raising and resource mobilization.

Identify institutions for fund raising to support the various academic programmes of the university

- **Image Building**

Play a leading role in the development of the University's sustainability programme, to sustain and enhance our image and leading reputation in the field of academics.

Further the university's image and interests by networking with academic and business organizations across North East and the country

- **National Media:**

Develop relations and partnerships with reliable media houses at the national level to highlight our innovative programmes and the benefits to the students and the communities.

- **CSR:**

Develop a policy on CSR and the needs of the university in partnering with Corporate institutions.

Identify Corporate institutions that can partner with the University Programmes and initiatives.

- **National bodies (Regulatory)**

Responsible for interacting with National bodies and ensure compliance if various regulations pertaining to education.

- **Sponsoring bodies:**

Identify institutions that can sponsor our various programmes and initiatives impacting the communities.

- **Accrediting Institutions:**

Identify Accrediting Institutions to examine and evaluate our programmes and courses and align with national standards

2.8 The Pro Chancellor is the permanent invitee of the Board of Management and Board of Governors.¹

¹Amended by the Board of Governors Meeting held on August 26, 2015

Statute 3: Appointment, Terms of Appointment and Powers and Duties of the Vice Chancellor

- 3.1. The Vice Chancellor shall be appointed by the Chancellor from a panel of three persons *of eminent academic and/or administrative qualifications and experience*¹ recommended by the Board of Governors, and shall hold office for a term of four years. The Vice Chancellor shall be eligible for re-appointment for another term not exceeding four years.
- 3.2. The Vice Chancellor shall be a full-time salaried Officer of the University. The Board of Governors shall fix the remuneration and allowances of the Vice Chancellor from time to time on the recommendation of the Finance Committee.
- 3.3. The Vice Chancellor shall be the principal executive and academic officer of the University and shall exercise general supervision and control over the affairs of the University and shall execute the decisions of the various authorities of the University.
- 3.4. The Vice Chancellor shall be the Chairperson of the Board of Management, Academic Council and the Finance Committee. The Vice Chancellor, if he so desire, may attend the meetings of any authority of the University as an ex-officio member.
- 3.5. The deans of faculties, heads of departments, heads of research and special centres, heads of campuses, heads of regional centres, heads of constituent colleges and heads of other bodies within the University, shall be appointed by the Vice Chancellor and such appointments shall be reported to the Board of Governors.
- 3.6. The Vice Chancellor shall preside over the convocation of the University in the absence of both the Visitor and the Chancellor.
- 3.7. 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 the Act, he/she may take such action as he/she deems necessary and shall at the earliest opportunity report his/her action to such officer or authority as would have in the ordinary course dealt with the matter.
 - a. Provided that in the opinion of the concerned 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.
 - b. Provided further that where any such action taken by the Vice Chancellor affects any person in the service of the University such person shall be entitled to, within three months from the date on which such action is communicated to him/her, an appeal to the Board of Governors and the Board of Governors may confirm or modify or reverse the action taken by the Vice Chancellor.

¹ Amended by the Board of Governors Meeting held on August 26, 2015

- 3.8. If in the opinion of the Vice Chancellor any decision of any authority of the University is outside the powers conferred by the Act, Statutes or Rules or is likely to be prejudicial to the interest of the University, he shall request the concerned authority to revise its decision within seven days from the date of his decision, and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within seven days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.

Statute 4: Appointment, Terms of Appointment and Powers and Duties of the Pro Vice Chancellor(s)

- 4.1. There may be one or more than one Pro Vice Chancellor(s) of the University.
- 4.2. The Pro Vice Chancellor shall be *a person of high academic and/or administrative qualifications and experience*¹ appointed by the Chancellor upon the recommendation of the Vice Chancellor and the appointment shall be subject to ratification by the Board of Governors.
- 4.3. He / she shall hold office initially for a period of four years which may be extended for one more term not exceeding four years, provided that he may not continue in this position beyond the age of sixty-five years.
- 4.4. The Pro Vice Chancellor shall be a full-time salaried Officer of the University reporting to the Vice Chancellor. The remuneration of the Pro Vice Chancellor shall be fixed by the Board of Governors from time to time on the recommendation of the Finance Committee.
- 4.5. The duties and responsibilities of the Pro Vice Chancellor, apart from the continuation of his duties as a faculty member, shall be fixed by the Board of Governors, on the recommendation of the Vice Chancellor.
- 4.6. If the Vice Chancellor's position shall fall vacant at any time the Chancellor may request the Pro Vice Chancellor to act temporarily as Vice Chancellor until a successor is appointed after due process.
- 4.7. If any time upon representation made or otherwise and after making such inquiries as may be deemed necessary, the Chancellor by an order in writing stating the reasons therein, may ask the Pro Vice Chancellor to relinquish office as from such date as may be specified in the order.

¹ Amended by the Board of Governors Meeting held on August 26, 2015

Statute 5: Registrar and Finance Officer

A. Appointment, Terms of Appointment and Powers and Duties of the Registrar

- 5.1. The Registrar shall be appointed by the Board of Governors, from out of a panel of not less than three persons *of high academic and/or administrative qualifications and experience*¹ recommended by the Board of Management.
- 5.2. The Registrar shall be a full-time salaried officer of the University. The remuneration and allowances of the Registrar shall be fixed by the Board of Governors from time to time on the recommendation of the Finance Committee.
- 5.3. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- 5.4. The Registrar shall be the custodian of the records, the common seal and such other property of the University, as the Board of Governors shall commit to his charge. He/she shall be bound to place before the Chancellor, Vice Chancellor or any other authority, all such information and documents as may be necessary for transaction of their business.
- 5.5. The Registrar shall issue all notices for convening the meetings of the Board of Governors, Board of Management, Academic Council and the Finance Committee. He shall be the secretary of the Board of Management, the Academic Council, and the Finance Committee. He shall execute the decisions taken by these authorities.
- 5.6. The Registrar shall conduct the official correspondence of the University.
- 5.7. The Registrar shall arrange for and superintend the examinations of the University.
- 5.8. The Registrar shall discharge such functions as may be assigned to him by the Board of Governors, Chancellor and Vice Chancellor.
- 5.9. The Registrar shall render such assistance as may be desired by the Chancellor and the Vice Chancellor in the discharge of official duties.
- 5.10. The Registrar shall issue the appointment orders of the faculty and staff and shall exercise disciplinary action over them, as decided by the Board of Management and the Board of Governors.

¹ *Amended by the Board of Governors Meeting held on August 26, 2015*

B. Appointment, Terms of Appointment and Powers and Duties of the Finance Officer

- 5.11. The Finance Officer shall be appointed by the Board of Governors, upon the recommendation of the Board of Management. He/she shall be a full-time salaried officer. His/her remuneration and allowances shall be fixed from time to time by the Board of Governors on the recommendation of the Finance Committee.
- 5.12. He/she shall, subject to the control of the Vice Chancellor and the Board of Management, have the following powers and duties:
- a. hold and manage the property and investments of the University
 - b. be responsible for the budgets and accounts of the University
 - c. be responsible for the registers, inventories and documents pertaining to the land, immovable and movable assets and shall be responsible for the stock-taking and checking
 - d. be responsible for the preparation of the annual budget, accounts and their auditing
 - e. shall have the power to call from any office or institution of the University, any information or document that he considers necessary for the performance of his duties

Statute 6: Authorities of the University

6.1. Board of Governors

6.1.1. The Board of Governors shall consist of the following:

The Chancellor

The Vice-Chancellor

Three persons nominated by the Sponsor

One representative of the State Government

An educationist of repute to be nominated by the State Government

One person of repute from the state nominated by the sponsor

6.1.2. The Chancellor shall be the Chairman of the Board of Governors

6.1.3. The Registrar shall be an ex-officio Secretary of the Board of Governors

6.1.4. The Board of Governors shall be the supreme authority and principal governing body of the University and shall have the following powers, namely:

- a. To appoint the Statutory Auditors of the University
- b. To lay down policies to be pursued by the University
- c. To review decisions of the other authorities of the University if they are not in conformity with the provisions of this Act, or the Statutes or the Rules
- d. To approve the budget and annual report of the University
- e. To make new additional Statutes and Rules or amend or repeal the earlier Statutes and Rules
- f. To take decision about voluntary winding up of the University
- g. To approve proposals for submission to the State Government and
- h. To take such decisions and steps as are found desirable for effectively carrying out the objects of the University

6.1.5. The Board of Governors shall, meet at least twice in a calendar year at such time and place as the Chancellor thinks fit.

6.1.6. The quorum for the meetings of the Board of Governors shall be one-third of the membership.

6.2. Board of Management

6.2.1. The Board of Management shall consist of:

The Vice-Chancellor

The Registrar

Three persons, nominated by the Sponsor

Two Deans of the faculties as nominated by the Chancellor

One representative to be nominated by the State Government

One person of repute from the state to be nominated by the sponsor

6.2.2. The Vice-Chancellor shall be the Chairperson of the Board of Management and the Registrar shall be its Secretary

6.2.3. The powers and functions of the Board of Management shall be:

- a. To be responsible for the general functioning of the University in administrative and academic matters.
- b. To recommend the creation, modification and abolition of committees, administrative and academic posts to the Board of Governors.
- c. To create the faculties of the University.
- d. To approve the number of students to be admitted in the various course of the University, on the recommendation of the Academic Council.
- e. To approve the establishment of research and special centres, campuses, regional centres, constituent colleges study centres, and affiliated colleges.
- f. To appoint the director of the institute of distance education.
- g. To approve cooperative academic programs with other institutions.
- h. To recommend to the creation, abolition and restructuring of faculties and departments to the Board of Governors.
- i. To prepare and review the staff service rules from time to time.
- j. To oversee the operations of the student hostels.
- k. To nominate or receive nominations for the award of honorary degrees.
- l. To prepare the annual budget and annual accounts of the University
- m. To prepare the annual report of the University

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- 6.2.4. The Board of Management shall meet at least twice in a calendar year.
- 6.2.5. The quorum for the meetings of the Board of Management shall be one-third of the membership.

6.3. Academic Council

- 6.3.1. The Academic Council shall be the principal academic body of the University, and shall subject to the provisions of the Act, coordinate and exercise general supervision over the academic policies of the University. It shall have general responsibility for the standards of education, instruction and examinations of the University. It shall have the right to advise the Board of Governors and the Board of Management on all academic matters.
- 6.3.2. The Vice Chancellor shall be the Chairperson of the Academic Council.
- 6.3.3. The Academic Council shall consist of the following members:
 - a. The Vice Chancellor, Chairperson
 - b. The Registrar, Secretary
 - c. Dean, Associate Dean Academics
 - d. Controller of Evaluation
 - e. Deans of the Faculties
 - f. Heads of Departments and Campuses
 - g. Chairpersons, Boards of Studies
 - h. Up to three teachers from the constituent, affiliated or other institutions, nominated by the Vice Chancellor
 - i. Two faculty members of the University, less than the rank of professor, nominated by the Vice Chancellor
 - j. Up to two students nominated by the Vice Chancellor
 - k. Two external experts nominated by the Chancellor
- 6.3.4. The Academic Council shall meet at least once a year.
- 6.3.5. One third of the total membership of the council shall constitute a quorum.

6.4. **Finance Committee**

6.4.1. The Finance Committee shall be the principal financial body of the University to take care of the financial matters and shall coordinate and exercise general supervision over the financial matters of the University.

6.4.2. The Finance Committee shall consist of the following members:

The Vice Chancellor, Chairman

The Registrar, Secretary

The Finance Officer

Two external experts nominated by the Chancellor

All members of the Finance Committee, other than the Vice Chancellor, Registrar and the Finance Officer, shall hold office for a term of three years.

6.4.3. The functions of the Finance Committee shall include the following:

- a. Coordinate and exercise general supervision over all financial matters of the University
- b. Manage the funds of the University
- c. Approve the opening and operation of bank accounts of the University
- d. Determine the mode of investment of funds
- e. Consider the draft annual budget and all major financial proposals before they are recommended to the Board of Management and/or to the Board of Governors for their approval
- f. Review the financial position of the University from time to time and make proposals to the Board of Management and to the Board of Governors
- g. Recommend limits on both operating and capital expenditure for the year based on the income and resources of the University
- h. Establish scales of pay and determine the nature and quantum of allowances and reimbursements applicable to employees, officials and staff of the University
- i. Consider proposals for borrowings and/or creating any other financial obligations before such proposals are placed before the Board of Management and/or the Board of Governors
- j. Consider and approve the fee structure applicable to various courses offered by the University and make changes from time to time in the schedule of fees applicable to students

- k. Review and approve the annual financial statements of the University before they are forwarded to the auditors for their report thereon and/or to the Board of Governors for their adoption
- 6.4.4. The Finance Committee shall meet at least twice in a financial year at such place and time as the Secretary of the Finance Committee may notify on the advice of the Chairman.
- 6.4.5. One-third of the total membership or three members including the Vice Chancellor or Registrar, whichever is lower, either personally present or participating through video, telephone or any other electronic medium shall constitute the quorum for a duly convened meeting of the Finance Committee.
- 6.4.6. All decisions of the Finance Committee shall be made by a majority of members voting in favour of them and in the case of equality of votes, the Chairman shall have right of exercising a casting vote.
- 6.4.7. The minutes of meetings of the Finance Committee shall be presented to the Board of Governors who shall have power to amend, modify or adopt such minutes.

Statute 7: Other Faculty/Officers of the University

A. The following shall be the Faculties of the University:

- 7.1. Faculty of Allied Health Sciences
 - a. Department of Allied Health Sciences
 - b. Department of Nutrition and Dietetics
 - c. Department of Nursing
- 7.2. Faculty of Information Sciences
 - a. Department of Computer Applications
- 7.3. Faculty of Management and Commerce
 - a. Department of Management and Commerce Studies
 - b. Department of Tourism Management
- 7.4. Faculty of Social and Behavioural Sciences
 - a. Department of Social Work
 - b. Department of Counseling Psychology
- 7.5. Faculty of Arts and Humanities
 - a. Department of Fine Arts
 - b. Department of Peace and Christian Studies
- 7.6. Faculty of Environmental Studies
 - a. Department of Environment and Traditional Ecosystems

B. Deans of Faculties

- 7.7. There shall be a Dean for each faculty in which the University is imparting education.
- 7.8. The Dean shall be appointed by the Vice Chancellor.
- 7.9. The term of a Dean shall be three years.
- 7.10. The Dean shall preside over the Boards of Studies and other meetings of the faculty.
- 7.11. The Dean shall perform any other duties assigned to him from time to time by the Board of Management and the Academic Council.

C. Principals/Deans/Directors of Institutions under the University

- 7.12. Each institution under the University shall have a Dean, Principal or Director.
- 7.13. The Dean/Principal/Director shall be the academic and administrative head of the institution, subject to the control of the Vice Chancellor and the Board of Management. He/she shall preside over the meetings of the institution.
- 7.14. The Dean/Principal/Director shall hold office for a period of three years and is eligible for re-appointment.

D. Principals/Deans/Directors of Institutions not under the University

- 7.15. The Deans/Principals/Directors of institutions which are not constituent units of the University shall be appointed and hold office in accordance with the policies and regulations of their parent organization.
- 7.16. The Deans/Principals/Directors of institutions which are not constituent units of the University shall be entitled to serve as members of the Academic Council/Boards of Studies of the University.

E. Dean of Students

- 7.11. A Dean of Students shall be appointed from among the teachers of the University, not below the rank of an assistant professor, by the Board of Management on the recommendation of the Vice-Chancellor.

A Dean/ Deputy Dean of Students...A Deputy Dean, if so appointed, may be given independent charge¹

- 7.12. The Dean of Students shall be responsible for all non-academic matters pertaining to the students such as, but not limited to:
- a. Student hostel
 - b. University Week
 - c. Students' Association
 - d. Student discipline
- 7.13. The Dean of Students shall discharge these duties in addition to her/his duties as a teacher.
- 7.14. The Board of Management may, unless the workload is adjusted appropriately, sanction a suitable allowance to be paid to her/him.

¹ Amended by the Board of Governors Meeting held on August 26, 2015

F. Dean, Associate Dean of Academics¹

7.15. A Dean, Academics shall be appointed from among the teachers of the University, not below the rank of an assistant professor, by the Board of Management on the recommendation of the Vice-Chancellor.

A Dean/Associate Dean, Academics...An Associate Dean, if so appointed, may be given independent charge. ²

7.16. The Dean/Associate Dean, Academics shall be responsible for the academic matters of the University.

7.17. The Dean/Associate Dean, Academics shall discharge these duties in addition to her/his duties as a teacher.

7.18. The Board of Management may, unless workload is suitably adjusted, sanction a suitable allowance to be paid to her/him.

G. Director/Deputy Director of Evaluation³

7.19. A Director/Deputy Director of Evaluation shall be appointed from among the teachers of the University, not below the rank of an Assistant Professor, by the Board of Management on the recommendation of the Vice-Chancellor.

A Director/ Deputy Director of Evaluation...A Deputy Director, if so appointed, may be given independent charge.⁴

7.20. The Director/Deputy Director of Evaluation shall be responsible for all matters pertaining to examinations and academic evaluation of the students.

7.21. The Director/Deputy Director of Evaluation shall discharge these duties in addition to her/his duties as a teacher.

7.22. The Board of Management may, unless the workload is suitably adjusted, sanction a suitable allowance to be paid to her/him.

H. Campus Director(s)

7.23. Each campus or group of campuses of the University shall have, a Campus Director who shall be appointed from among the teachers of the University, not below the rank of an assistant professor, by the Board of Management on the recommendation of the Vice-Chancellor.

7.24. The Campus Director shall be responsible for the coordination of all matters pertaining to the campus/campuses for which she/he is appointed. Such coordination shall be carried out in consultation with the Vice Chancellor, Registrar and other officers of the University.

¹ Amended by the Board of Management Meeting held on February 23, 2016

² Amended by the Board of Governors Meeting held on August 26, 2015

³ Amended by the Board of Management Meeting held on February 23, 2016

⁴ Amended by the Board of Governors Meeting held on August 26,2015

7.25. The Campus Director shall discharge these duties in addition to her/his duties as a teacher.

7.26. The Board of Management may, unless the workload is suitably adjusted, sanction a suitable allowance to be paid to her/him.

I. Other Officers

7.27. Other officers may be appointed by the Board of Management upon the recommendation of the Vice Chancellor.

7.28. Director for Vocational Training and Human Resource¹

A Director shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.

A Director Vocational Training and Human Resource..A Director, if so appointed, may be given independent charge.

7.29. The Director shall design, develop and lead the implementation of the Martin Luther Christian University's Career Development Programme.

7.30. The Director shall connect the career development programme with the requirement of the concerned industry.

7.31. The Director shall set the basic schedule of career development activities during the Year

7.32. The Director shall lead and manage the development of different vocational skills and career development programmes for specific groups of the community

7.33. The Director shall regularly assess the impacts of these development programmes

7.34. The Director shall promote skill and career development programmes of the University

7.35. The Director shall liase with the industry

7.36. The Director shall lead, manage and develop the team of Career Development Specialists

7.37. The Director shall act as the influencing member of the HR Management Team

¹ Amended by the Board of Management Meetings held on August 26, 2015

7.38. Deputy Registrar¹

A Deputy Registrar shall be appointed from among the teachers of the University, not below the rank of an assistant professor, by the Board of Management on the recommendation of the Vice-Chancellor.

7.39. The Deputy Registrar shall assist the Registrar to issue all notices for convening the meetings of the Board of Governors, Board of Management, Academic Council and the Finance Committee.

7.40. The Deputy Registrar shall assist the Registrar to conduct the official correspondence of the University.

7.41. The Deputy Registrar shall assist the Registrar to discharge such functions as may be assigned to him/her by the Board of Governors, Board of Management, Chancellor, Pro Chancellor and Vice Chancellor.

7.42. The Deputy Registrar shall assist the Registrar to render such assistance as may be desired by the Chancellor and the Vice Chancellor in the discharge of official duties.

7.43. Associate Dean, Research Cell

A Dean/Associate Dean of Research Cell shall be appointed from among the teachers of the University, not below the rank of an Assistant Professor, by the Board of Management on the recommendation of the Vice-Chancellor.

A Dean/Associate Dean, Research Cell..An Associate Dean, if so appointed, may be given independent charge.

7.44. The Dean/Associate Dean of Research Cell shall be responsible for all matters pertaining to research and academic evaluation of the students.

7.45. The Dean/Associate Dean of Research Cell shall discharge these duties in addition to her/his duties as a teacher.

7.46. The Board of Management may, unless the workload is suitably adjusted, sanction a suitable allowance to be paid to her/him.

7.47. Director/Deputy Director, Vocational Education

A Dean/Associate Dean of Research Cell shall be appointed from among the teachers of the University, not below the rank of an Assistant Professor, by the Board of Management on the recommendation of the Vice-Chancellor.

A Director/ Deputy Director of Vocational Education...A Deputy Director, if so appointed, may be given independent charge.

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- 7.48. The Director/Deputy Director of Vocational Education shall be responsible for all matters pertaining to Vocational Education.
- 7.49. The Director/Deputy Director of Vocational Education shall discharge these duties in addition to her/his duties as a teacher.
- 7.50. The Board of Management may, unless the workload is suitably adjusted, sanction a suitable allowance to be paid to her/him.

Statute 8: Terms and Conditions of the Employees of the University

8.1.The Board of Governors will fix the policies and terms and conditions of the employees from time to time.

8.2.The Board of Management will approve the Human Resource Manual for various categories of employees as approved by the Board of Governors.

Statute 9: The Procedure for Arbitration in case of Disputes

- 9.1. The Board of Governors shall make policies and regulations providing for appeal and arbitration in cases of disputes between officers, members of the faculty, employees and students.
- 9.2. Rules describing the detailed procedure for arbitration and grievance redress shall be prepared and placed before the Board of Management for scrutiny and consideration. The staff service rules duly recommended by the Board of Management shall be placed before the Board of Governors for approval.
- 9.3. Any employee in dispute with the University with reference to the terms of employment with the University may submit to the Registrar in writing for reference of the dispute for Arbitration.
- 9.4. Upon receipt of the written submission for reference for Arbitration, the Registrar shall, in consultation with the Vice Chancellor appoint one or more arbitrators in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
- 9.3 Any employee or student of the University who is aggrieved by a decision of any authority or officer of the University may make a representation to the Registrar within 10 days of such decision stating how she/ he is affected by such a decision along with any documentary evidence on the matter supporting the representation.
- 9.4 The Registrar upon perusal of the representation shall forward the same to a Grievance Redressal Committee within seven days of receipt of the representation to be constituted by the Vice Chancellor.
- 9.5 The Grievance Redressal Committee will submit its recommendation on the representation to the Registrar within 30 days of receipt of such a reference.
- 9.6 The report of the Grievance Redressal Committee may be placed before the next meeting of the Board of Management whose decision on the matter shall be final.

Statute 10: Creation, Abolition or Restructuring of Departments and Faculties

- 10.1. The creation, abolition or restructuring of departments and faculties will be examined by the Board of Management and a recommendation made to the Board of Governors. The recommendation shall contain the reasons and justification of the recommendation.
- 10.2. The Board of Governors will study the recommendation and take a decision on the recommendation.

Statute 11: The Manner of Cooperation with other Universities or Institutions of Learning

- 11.1. The University will endeavour to establish academic cooperation with other universities and institutions of learning in India and abroad. The cooperative programs shall include but not be limited to faculty and student exchange, faculty development, joint academic programs, twinning programs and joint research.
- 11.2. Such cooperative academic programs shall be approved by the Board of Management, upon the recommendation of the Academic Council
- 11.3. A report of cooperative programs shall be submitted annually to the Board of Governors.

Statute 12: The Conferment of Honorary Degrees

- 12.1. The Board of Management may itself nominate or shall receive nominations for an eminent person(s) to be granted an honorary degree(s). The nomination(s) shall be forwarded to the Board of Governors which shall consider the nomination(s) and submit the nomination(s) with its recommendation to the Chancellor for his approval.
- 12.2. The Board of Management may consider the setting up of a committee of experts to nominate/evaluate the candidates to be considered for the award of an honorary degree.
- 12.3. Eligibility and Ineligibility

Eligibility

The University will award an honorary degree in recognition of a career of extraordinary accomplishment. In many cases, there will be some single, outstanding achievement for which a candidate is best known; but an honorary degree is not given to celebrate a deed alone. Because the honor is conferred upon a person, the University will look for sustained contributions of high value to society. The University will especially consider career-long service that is consistent with the Mission Statement of the University.

Ineligibility

1. Authorities of the University or members therein, or members of the faculty of the University, during the time they are in service or in official association with the University.
 2. Members of the central or state government, while they are in office or in active careers.
 3. Members of any organization which may show University support to partisan politics or ideology.
- 12.4. Each nomination shall be accompanied by a one- or two-page document outlining the nominee's extraordinary contributions to a field or profession, and to society. It shall also suggest the degree title (e.g., Doctor of Science, Doctor of Fine Arts, Doctor of Letters, Doctor of Laws, etc.).
 - 12.5. The honorary degree may be awarded at the regular convocation of the University or at a special convocation convened for such purpose.

Statute 13: Freeships, Scholarships and other Awards

- 13.1. The freeships / scholarships obtained from the Central Government, State Government or any other donor or philanthropic organization shall be applied towards meeting in part or in full any amount payable by students belonging to socially disadvantaged or economically weak or any other section, and shall be disbursed as per the directions of the authorities providing such assistance.
- 13.2. The University will also make provision for the award of fellowships, scholarships and stipends from its own funds through a Scholarship Committee constituted for the purpose as per the guidelines and norms laid down by the Board of Management.
- 13.3. The University shall institute medals, prizes and fellowships for outstanding students and faculty, based on academic and/or social merit.

Statute 14: Policy of Admissions and Reservation of Seats

- 14.1. The admission to various courses of the University shall be open to all persons, irrespective of class, caste, creed, religion, language or gender.
- 14.2. Admissions shall generally be made on the basis of merit first come first serve basis, but the University shall proactively also provide admissions to students from the State of Meghalaya, and to students from Northeastern region.

Statute 15: Fees to be charged from Students

- 15.1. The Finance Committee shall recommend to the Board of Governors the schedule of tuition and other fees to be charged for the various courses and categories of students.
- 15.2. The schedule of fees to be fixed shall take into consideration the unit cost of education, start-up and capital expenditures, future development of the University and other factors for the benefit of the University.
- 15.3. The tuition and other fees for each academic year shall be approved by the Board of Governors.

Statute 16: Seats in Different Courses

- 16.1. The number of students in each faculty / department / course / study centre / affiliated college/ other associated institution shall be recommended by the Academic Council to the Board of Management.
- 16.2. The total number of seats approved for any academic year will be subject to:
 - a. Availability of adequate facilities and faculty for each faculty/course/department/ study centre/ affiliated college and
 - b. The guidelines and regulations of the concerned statutory council, where applicable.

Statute 17: Creation and Abolition of Posts

- 17.1. Administrative and academic posts, including the number and level of each cadre/post, shall be created and abolished by the Board of Governors, upon the recommendation of the Board of Management.

Statute 18: Establishment of Affiliate Education of the University

- 18.1. The Board of Management of the University shall establish / maintain / recognise research and special centres, campuses, regional centres, constituent colleges study centres, and affiliated colleges for the purpose of disseminating the educational courses of the University; anywhere within the State of Meghalaya, elsewhere in India, or abroad with the approval of the Government of Meghalaya.
- 18.2. Each of the research and special centres, campuses, regional centres, constituent colleges study centres, and affiliated colleges shall conform to the standards for facilities, faculty and other academic inputs and procedures for instruction and examinations as decided by the Board of Management.
- 18.3. The procedures for admissions and registration of students at the research and special centres, campuses, regional centres, constituent colleges study centres, and affiliated colleges shall be decided by the Board of Management.
- 18.4. The schedule of fees and procedures for the collection and remittance of fees to the University shall be laid down by the Finance Committee of the University.
- 18.5. A Deputy Director of Affiliate and Associate Education shall be appointed by the Board of Governors.

Statute 19: Distance Education

- 19.1. The University will set up an Institute of Distance Education, which will coordinate all the distance education programs and courses offered by the various faculties
- 19.2. Distance education courses will be offered by various modes: direct mail materials, web-based online, real-time live lectures, journals and enduring materials such as CDs, audio cassettes etc.
- 19.3. Distance education courses will be offered at various sites: research and special centres, campuses, regional centres, constituent colleges study centres, and affiliated colleges etc.
- 19.4. Distance education courses may be delivered through remote classroom for group learning or by individually directed modes.
- 19.5. The University may arrange contact programs for distance learners.
- 19.6. The Institute of Distance Education will be responsible for the admissions, registration, examinations and recommendation for award of diplomas, certificates and degrees. The institute will coordinate the various administrative and academic functions of the distance education programs, subject to the general control of the Vice Chancellor and the Board of Management.
- 19.7. The Institute of Distance Education will be headed by a Principal/Dean/Director who shall be appointed by the Board of Management. He/she will report to the Vice Chancellor.
- 19.8. The University will endeavor to offer its distance education courses in educationally underserved areas.
- 19.9. Candidates granted degrees and other awards shall have attained the same academic standard irrespective of mode or place of study or examination.
- 19.10. The Institute of Distance Education shall be established in accordance with the rules and regulations of the University Grants Commission.

Martin Luther Christian University Rules, 2016

Rule 1: Admission of Students to the University

1.1. Eligibility for admission

- a. For admission to undergraduate courses through the formal mode: on the basis of passing the qualifying examination conducted by recognized and authorized central or state secondary education boards or equivalent qualification in India or equivalent examination from a foreign country. In special cases, the University may conduct a foundation or bridge course or a screening examination to determine the eligibility of a candidate.
- b. For admission to postgraduate courses: on the basis of a recognized bachelor's degree or equivalent from an Indian or foreign university. In special cases, the University may admit a mature candidate who does not have an undergraduate degree but has non-degree training and experience suitable for the course being applied for. Formal documentation of such training and experience should be submitted and the Vice Chancellor's shall make the decision regarding the admission of such candidates.
- c. For admission to doctoral courses: on the basis of passing a master's degree or a professional degree.

1.2. Application Procedures

- a. The University shall advertise its courses and call for admissions prior to the commencement of each academic session. The prospectus shall state the course(s) to be offered, the eligibility criteria, procedure for admissions and schedule of fees and other information of relevance.
- b. Applications must be submitted in the prescribed manner and be accompanied by the necessary documents and application fee.
- c. The Registrar shall conduct the admissions either directly or through an Admissions Office.

1.3. Admissions Committee

- a. The Board of Management may appoint an Admissions Committee, which shall co-ordinate the admissions to the various courses of the University
- b. The Admissions Committee shall be responsible for implementing the admission policies and rules laid down by the University.

Rule 2: The Courses of Study for all Degrees, Diplomas and Certificates of the University

- 2.1. There shall be a Board of Studies for every subject or group of subjects as may be decided by the Academic Council.
- 2.2. Each Board of Studies shall recommend to the Academic Council the curriculum for the subjects/modules leading to a certificate, diploma, graduate or postgraduate degree. It shall also identify the books and other materials, which may be consulted for preparing the courses laid down for each subject.
- 2.3. The Academic Council shall approve the subjects/modules to be undertaken for various certificates, diplomas and degrees of the University.
- 2.4. The following shall be the faculties and the departments and subjects under them:
 - i. Faculty of Medicine
 - a. Anatomy
 - b. Physiology
 - c. Biochemistry
 - d. Biophysics
 - e. Pharmacology
 - f. Community Medicine
 - g. Microbiology
 - h. Pathology
 - i. Forensic Medicine
 - j. General Medicine: subspecialties and superspecialties
 - k. General Surgery: subspecialties and superspecialties
 - l. Obstetrics and Gynecology: subspecialties and superspecialties
 - m. Pediatrics: subspecialties and superspecialties
 - n. Otorhinolaryngology
 - o. Ophthalmology
 - p. Orthopedics
 - q. Oncology-medical and surgical
 - r. Psychiatry
 - s. Psychology
 - t. Family Medicine
 - u. Dermatology
 - v. Anesthesiology

- w. Radiology: radiodiagnosis and radiotherapy
 - x. Nuclear Medicine
 - y. Accident & Emergency Medicine
 - z. Pain and palliative care
 - aa. Physical Medicine and Rehabilitation
 - bb. Rheumatology
 - cc. Sports Medicine
 - dd. Aviation Medicine
 - ee. Medical Ethics
 - ff. Medical Education and Research
 - gg. Physician Assistant
 - hh. Geriatric Medicine
 - ii. Metabolic Medicine
 - jj. Other and Newer Specialties
-
- ii. Faculty of Dentistry
 - a. Basic Dental Sciences
 - b. Dental Materials
 - c. Oral Medicine & Surgery
 - d. Oral Pathology & Microbiology
 - e. Pedodontics
 - f. Periodontics
 - g. Endodontics
 - h. Prosthodontics
 - i. Orthodontics
 - j. Conservative Dentistry
 - k. Community Dentistry
 - l. Oral and Maxillofacial Surgery
 - m. Dental Assistant
 - n. Dental Technician
 - o. Dental Hygiene
 - p. Dental Education and Research
 - q. Other and Newer Specialties

- iii. Faculty of Nursing
 - a. Basic Nursing Sciences
 - b. Community Nursing
 - c. Nursing Specialties
 - d. General Nursing
 - e. Post-Certificate Nursing
 - f. Auxiliary and Vocational Nursing
 - g. Midwifery
 - h. Nursing Education and Research
 - i. Other and Newer Specialties

- iv. Faculty of Pharmacy
 - a. Basic Pharmaceutical Sciences
 - b. Pharmacognosy
 - c. Pharmaceutics
 - d. Combinatorial Chemistry
 - e. Medicinal Plants
 - f. Industrial Pharmacy
 - g. Cosmetology
 - h. Pharmacy Education and Research
 - i. Pharmaceutical Marketing
 - j. Other and Newer Specialties

- v. Faculty of Allied Health Sciences
 - a. Physiotherapy
 - b. Occupational Therapy
 - c. Medical Laboratory Technology
 - d. Nuclear Medicine
 - e. Speech Therapy, Audiology, Language and Hearing
 - f. Respiratory Therapy
 - g. Medical Records and Hospital Information Systems
 - h. Medical Transcription
 - i. Imaging Technology
 - j. Optometry

- k. Multipurpose Health Sciences
 - l. Anesthesia and Operative Room Technology
 - m. CSSD Technology
 - n. Social Work
 - o. Environmental Health
 - p. Medical Library Science
 - q. Clinical Psychology
 - r. Chiropracter
 - s. Podiatrist
 - t. Dietician
 - u. Cytotechnologist
 - v. Prosthetics and Orthotics
 - w. Other and Newer Specialties
- vi. Faculty of Alternative Medicine
- a. Ayurveda
 - b. Other Indian and Oriental Systems of Medicine
 - c. Siddha Medicine
 - d. Unani Medicine
 - e. Yoga
 - f. Traditional and Natural Systems
 - g. Homeopathy
 - h. Foreign Medicinal Systems
 - i. Holistic Medicine
 - j. History of Medicine
- vii. Faculty of Public Health
- a. Epidemiology
 - b. Biostatistics
 - c. Industrial and Occupational Health
 - d. Environmental Health
 - e. Nutrition
 - f. Sexual and Reproductive Health
 - g. Family Planning and Welfare

- h. International Health
 - i. Health Policy and Planning
 - j. Health Education
 - k. Health Delivery Systems
 - l. Rural Development
- viii. Faculty of Management
- a. Health Management
 - b. Hospital Management
 - c. Medico-legal Studies
 - d. Commerce
 - e. Business Administration
 - f. Disaster Management
 - g. Knowledge Management
 - h. Poverty and Development Studies
 - i. Public Administration
 - j. Economics
 - k. Practice and Nursing Home Management
 - l. Health Tourism Management
 - m. Hospitality Management
 - n. Water Management
 - o. Other and newer Specialties
- ix. Faculty of Biotechnology and Bioinformatics
- a. Medical Informatics
 - b. Chemi-informatics
 - c. Cellular Biology
 - d. Molecular Biology
 - e. Genetics and Genomics
 - f. Radiobiology
 - g. Medical Spectroscopy

- x. Faculty of Engineering
 - a. Biomedical Engineering
 - b. Medical Software Systems
 - c. Telemedicine
 - d. Materials Sciences Architecture
 - e. Environmental Studies
 - f. Engineering Education and Research
 - g. Other and newer branches

- xi. Faculty of Humanities
 - a. Sociology and Social Work
 - b. Human Resources Development
 - c. Languages and Literature
 - d. Earth Sciences
 - e. Physical Education
 - f. Gender studies
 - g. Political science
 - h. Behavioral sciences
 - i. Religion and Philosophy
 - j. Tribal studies

- xii. Faculty of Law
 - a. Medico-legal Studies
 - b. Bio-ethics
 - c. Labour Law
 - d. International Law
 - e. Intellectual Property
 - f. Criminology
 - g. Human rights
 - h. Other and newer specialties

- xiii. Faculty of Journalism and Communication
 - a. Health and the Media
 - b. Science Writing
 - c. Health Publicity and Advocacy
 - d. Other and Newer Specialties

- xiv. Faculty of Creative and Performing Arts
 - a. Street Plays for Health and Social Awareness
 - b. Social Themes in Arts
 - c. Alternative Communication Strategies
 - d. Other and Newer Specialties

- xv. Faculty of Agriculture

- xvi. Faculty of Veterinary Sciences

- xvii. Faculty of Community Health and Primary care

- xviii. Faculty Rural Health and Practice Faculty of Life Sciences

- xix. Faculty of Education

- xx. Faculty of Indigenous Studies

Rule 3: The Award of Degrees, Diplomas, Certificates and other Academic Distinctions

- 3.1 Candidates after passing the examinations/evaluation and other academic requirements for a particular course/program of study shall be eligible for the award of certificate/diploma/degree/membership/fellowship as respectively prescribed.
- 3.2 The certificates, diplomas and degrees and other academic awards shall be signed by the Vice Chancellor and Registrar.
- 3.3 The nomenclature of degrees approved by the University Grants Commission shall be used.

Rule 4: The Conditions for the Award of Freeships, Fellowships and Scholarships

- 4.1 Every academic year the University shall invite applications through a notification of awards to be made. All awards of fellowships, scholarships and other awards shall be made on the recommendation of an Scholarship Committee consisting of:
 - a. The Registrar/Deputy Registrar, Chairperson
 - b. All Head of Departments
 - c. Accounts Executive, Member-Secretary
- 4.2 The value and duration of scholarships/fellowships instituted by the University shall be laid down by the Awards Committee and approved by the Vice Chancellor.
- 4.3 A scholarship shall be liable to termination and /or for refund, if the awardee does not meet the stipulated academic and other requirements of the award.

Rule 5: Conduct of Examinations and other Procedures for the Evaluation of Student Academic Performance

- 5.1. The Board of Management shall appoint a Controller of Evaluation who shall be in charge of the coordination of examinations and other evaluation procedures approved by the Academic Council.
- 5.2. The University shall subscribe to the concept and practice of ‘teacher-led’ evaluation. Accordingly, the teacher (s) of each subject/module shall be responsible for the evaluation and grading of the students. However, for courses subject to the jurisdiction of a statutory council, the prescribed method of evaluation of that council shall be followed.
- 5.3. The practice of ‘teacher-led’ evaluation of subjects/modules shall be monitored by the head of the department and the Controller of Evaluation.
- 5.4. Complaints regarding evaluation from the students shall be examined by the head of the department and the Controller of Evaluation. Complaints that are regarded as having merit shall be investigated by the Registrar, whose decision shall be final.
- 5.5. Student evaluation will be done using only Continuous Formative Evaluation (CFE).

Continuous Formative Evaluation

Continuous formative evaluation refers to any form of frequent assessment, such as tests, essays, projects, interviews, or presentation during the course, in which the goal is to give students early and continuous feedback about their performance, to help the student correct gaps in knowledge and to improve during their semester. In contrast, *summative* evaluation is to make a final evaluation about the quality of performance at the end of the course.

5.6. Advantage of CFE for teachers and students

- a. Direct and immediate feedback: Results of formative assessments are provided on the spot; or at the next class. Teachers get a view of both individual and class performances while students learn how well they are progressing.
- b. Structured information: teachers can judge success and plan improvements based on the formative results. Students can see progress and experience success. Both teachers and students learn from the assessment results.
- c. Improvement in attendance and punctuality.
- d. Learning is reinforced.
- e. Students are more motivated to learn.
- f. Students take more responsibility for their own learning.
- g. Students learn valuable lifelong skills such as self-evaluation, and goal setting.
- h. Less stressful and intimidating than summative examinations.
- i. Students’ achievement can improve from 21-41 percentile points.

5.7 Methods of assessment

Frequent tests e.g. weekly 10-12 minutes duration, with immediate discussion of the questions and paper returned the following class and reviewed. Other methods of assessment that maybe used are assignments, presentations, individual and group projects, field work, study tour, etc.

5.8. Reviews

For any assessment, reviews of answer scripts and provision of answer keys to the questions will be done by the teacher concerned to ensure that the students get full feedback immediately after the assessment. This will ensure reinforcement of learning as well as students' self assessment of their performances and improvement required.

5.9. Rules for CFE

The following rules are to be followed for students securing low marks in any assessment:\

- a. A student who secure below the pass mark of the total marks assessed or is absent in any assessment of a unit/module will have to sit for formative classes and assessments.
- b. Formative classes and assessments will be taken as per the department class schedules.
- c. A warning letter will be issued to students by the HoD who fails to appear for formative classes and assessments. Up to two such letters can be issued.
- d. If a student secures more than the pass mark after the formative assessment then only the pass mark will be added to the total marks.
- e. If a student fails to secure pass marks in all formative evaluation of a paper and subsequently fail in that paper, then such paper will be termed as a back paper.
- f. If a student fails to report/appear for formative classes and assessment of a paper and subsequently fail in that particular paper, then, such paper will also be termed as back paper.
- g. Evaluation of the back papers will be conducted twice a year as a summative assessment one month before the close of a semester (Autumn and Spring)
- h. Students should also clear all F grades before they join for internship.
- i. Students in final semester will have to clear all the F or U grade papers failing which the degree will not be awarded.

Rule 6: Fees to be charged for the Various Courses, Degrees and Diplomas

- 6.1 The Finance Committee shall recommend to the Board of Governors the schedule of tuition and other fees to be charged for the various courses and categories of students.
- 6.1. The schedule of fees to be fixed shall take into consideration the unit cost of education, start-up and capital expenditures, future development of the University and other factors pertaining to the financial operations of the University
- 6.2. The tuition and other fees for each academic year shall be approved by the Board of Governors

Rule 7: Student Hostels

- 7.1. The University shall endeavour to provide hostels for the residence of its students.
- 7.2. The hostel shall be operated under the supervision of a Chief Warden/Warden, who shall report to the Dean of Students.
- 7.3. Every hostel resident shall at all times be of good behavior, maintain decorum and dignity, and observe the rules of the hostel.
- 7.4. Each student wishing to reside in the hostel shall apply on the prescribed form.
- 7.5. Allotment of accommodation in the hostel shall be the responsibility of the Chief Warden/Warden.
- 7.6. No guest shall be allowed to stay in the hostel during the night except with the specific permission of the Chief Warden/Warden.
- 7.7. All residents shall be required to vacate the hostel within 10 days of the completion of the academic session or course. Students may be permitted to occupy the hostel during the vacations.
- 7.8. Food services shall be arranged by the Chief Warden/Warden in the hostel.
- 7.9. The hostel fees and other dues shall be prescribed by the Board of Management on the recommendation of the Finance Committee. In case of non-payment of dues within the scheduled time, the hostel resident shall be liable to be expelled from the hostel.

Rule 8: Maintenance of Student Discipline

- 8.1. All students pursuing a course of study at the University shall observe the prescribed code of conduct.
- 8.2. Any violation of the code of conduct or breach of any rule or regulation by a student shall constitute an act of indiscipline and make him / her liable for disciplinary action.
- 8.3. The following act(s) shall constitute indiscipline:
 - a. Misbehaving in the class or University premises
 - b. Quarrelling, fighting or abusive behavior
 - c. Indulging in ragging
 - d. Any other act which a disciplinary committee may determine to be undesirable
- 8.4. A disciplinary committee shall be constituted by the Registrar. The following shall be members of this Committee:
 - a. Deputy Registrar, Convenor
 - b. Hostel Warden(s)
 - c. Student Coordinator
 - d. Respective Head of Department / Accounts Executive
- 8.5. Grievance procedure: The Committee will lay out the procedures for addressing student grievances

Rule 9: Other Bodies for Improvement of Academic Standards

- 9.1. In addition to the Academic Council of the University, the following bodies shall be constituted:
 - a. Academic Committee
 - b. Board of Studies
- 9.2. A new Faculty shall be created for such academic discipline or group of disciplines of the University by the Board of Management as per the recommendation of the Academic Council. Each faculty shall consist of the following members:
 - a. Dean of the Faculty, Chairperson
 - b. Chairmen of the Boards of Studies of the subjects included in the Faculty
 - c. All professors of the University teaching departments of the Faculty
 - d. Two associate professors of the University teaching in any of the departments of the Faculty nominated by the Vice Chancellor by rotation in order of seniority or otherwise
 - e. Two associate professors of the associated institutions nominated by the Chancellor by rotation according to seniority or otherwise
 - f. Six assistant professors/lecturers drawn from University teaching departments the subjects of the faculty nominated by Vice Chancellor by rotation according to seniority or otherwise
 - g. Two persons co-opted by the Faculty having expert knowledge of the Faculty
- 9.3. All members of the Faculty other than ex-officio members and Deans shall hold office for a term of three years.
- 9.4. One-third of the total membership of the Faculty shall constitute a quorum.
- 9.5. The Academic Committee shall have the following powers:
 - a. Subject to the control of the Academic Council, to advise regarding the organizing, coordinating and conducting of the teaching and research activities of the departments in the Faculty
 - b. To recommend to the Academic Council the conditions for the award of diplomas, certificates and degrees
 - c. To deal with such other matters relating to the subjects within its purview as are referred to it by the Academic Council or the Vice Chancellor

- d. To hold meetings, joint meetings with other Faculties with the approval of the Vice Chancellor with a view to develop multidisciplinary courses. Such joint meetings shall be presided over by the Vice Chancellor or a Dean nominated by the Vice Chancellor
 - e. To serve as a discussion forum to consider academic ideas, policies and procedures pertaining to the departments and university and the faculty and students¹
 - f. To make recommendations to the statutory authorities of the University such as the Board of Studies, Academic Council, Board of Management etc¹
 - g. To coordinate and evaluate academic meetings, seminars, retreat etc conducted at the University¹
- 9.6. There shall be a Board of Studies for every subject or group of subjects as may be decided by the Academic Council
- a. The Dean of the Faculty shall be the chairperson of the Board of Studies
 - b. The term of the Board of Studies shall be three years
 - c. Each Board of Studies shall consist of:
 - (i) Professor(s) of the teaching department of the subject or group of subjects for which the Board is constituted to be nominated by the Vice Chancellor by rotation in order of seniority or otherwise
 - (ii) One associate professor of the teaching department of the subject or group of subjects for which the Board is constituted to be nominated by the Vice Chancellor by rotation in order of seniority or otherwise
 - (iii) One teacher of the said subjects(s) at the associated centres of the University to be nominated by the Vice Chancellor by rotation according to seniority or otherwise
 - (iv) Provided that if the Board is constituted for a group of subjects in nominating members under (ii) and (iii) above, care shall be taken to nominate such persons that all the subjects of the group are represented
 - (v) The Board shall co-opt one or more external expert(s) of the subject. In case where the board is constituted for a group of subjects, the Board may co-opt one external expert from each subject.
 - d. Each Board shall recommend to the Academic Council the detailed curriculum for the subject leading to a certificate, diploma, graduate or postgraduate degree. It shall also identify the books and other materials, which may be consulted for preparing the courses laid down for each subject.
 - e. The Chancellor, Pro-Chancellor, Vice-Chancellor and Registrar will be ex-officio members of their respective faculties.

¹ Amended by the Academic Council Meeting held on July 31, 2015

Rule 10: Cooperation and Collaboration with other Universities and Institutions of Higher Education

- 10.1. The University shall seek cooperation and collaboration with other universities, institutes of higher education, industry and other organizations.
- 10.2. The University shall open study centres, in various parts of the country and abroad, to promote higher education in conformity with the provisions of the Act.
- 10.3. The University may collaborate with other universities and institutes of higher education and organizations with specialized expertise in India and abroad for the awarding of joint and off-campus degrees.

Rule 11: Creation of New Authorities

- 11.1. The Board of Governors shall create new authorities on the recommendation of the Board of Management.
- 11.2. The Board of Management in recommending the creation of a new authority shall provide the reasons and justification.

Rule 12: Accounting Policies and Financial Procedures

10.1. The Board of Governors shall lay down the accounting policies and financial procedures of the University

10.2. The Endowment Fund

10.2.1. The University shall establish an endowment fund of at least Rupees One crore. The Board of Governors may, from time to time, enhance the Endowment Fund to such amount as they may consider as required for the stability and growth of the University.

10.2.2. The Finance Committee shall recommend the investing the endowment fund in such manner as may be appropriate.

10.2.3. The Finance Committee shall recommend the transfer of any amount from the general fund or the development fund to the endowment fund. Excepting in the dissolution of the University, in no other circumstances can any monies be transferred from the endowment fund for other purposes.

10.2.4. Not exceeding 75% of incomes received from the endowment fund shall be used for the purposes of development works of the University. The remaining 25% shall be reinvested into the endowment fund.

10.3. General Fund

10.3.1 The University shall establish a general fund to which the following amount shall be credited, namely:

- a. All fees which may be charged by the University;
- b. All sums received from any other source;
- c. All contributions made by the Sponsor;
- d. All contributions/donations made in this behalf by any other person or body, which are not prohibited by any law for the time being in force.

10.3.2. The funds credited to the general fund shall be applied to meet the following payments:

- a. The repayment of debts including interest charges thereto incurred by the University for the purposes of this Act and the Statutes, and the Rules made thereunder;
- b. The upkeep of the assets of the University;
- c. The payment of the cost of audit of the fund crested under section 41;

- d. Meeting the expenses of any suit or proceedings to which University is as a party;
- e. The payment of salaries and allowances of the officers and employees of the University, members of the teaching and research staff, and payment of any Provident Fund contributions, gratuity and other benefits to any such officers and employees, members of the teaching and research staff;
- f. The payment of traveling and other allowances of the members of the Board of Governors, the Board of Management, Academic Council, and other authorities so declared under the Statutes of the University and of the members of any Committee or Board appointed by any of the authorities of the University in pursuance of any provision of this Act, or the Statutes, or the Rules made there under;
- g. The payment of fellowships, freeships, scholarships, assistantships and other awards to students, research associates or trainees eligible for such awards under the Statutes, or Rules of the University under the provisions of this Act;
- h. The payment of any expenses incurred by the University in carrying out the provisions of this Act, and the Statutes or the Rules made there under;
- i. The payment of cost of capital, not exceeding the prevailing bank rate of interest, incurred by the Sponsor for setting up the University and the investments made thereof;
- j. The payment of charges and expenditure relating to the consultancy work undertaken by the University in pursuance of the provisions of this Act, and the Statutes, and the Rules made there under;
- k. The payment of any other expenses including a management fee payable to any organization charged with the responsibility of managing the University on behalf of the sponsoring body, as approved by the Board of Management to be an expense for the purposes of the University;
- l. Provided that the expenditure shall be incurred by the University in excess of the limits for total incurring expenditure and total non-recurring expenditure for the year as may be fixed by the Board of Management without the previous approval of the Board of Management;
- m. Provided further that the General fund shall be applied for the objects specified under sub-section (2) with the prior approval of the Board of Management of the University.

10.4. Development Fund

10.4.1 The University shall establish a development fund to which the following funds shall be credited, namely:

- a. Development fees which may be charged from students;
- b. All sums received from any other source for the purposes of the development of the university;
- c. All contributions made by the Sponsor
- d. All contribution/donations made in this behalf by any other person or body which are not prohibited by any law for the time being in force, and
- e. All incomes received from the development fund

10.4.2. The funds credited to the development fund from time to time shall be utilized for the development of the University.

Rule 13: Alteration in the Number of Seats in the Academic Courses

- 13.1 Any alteration in the number of seats shall be decided by the Board of Management on the basis of faculty and facilities or other circumstances.
- 13.2 Any alteration in the number of seats will be subject to the rules of the relevant statutory body.

Rule 14: Work Schedule

1. Hours of Work

- a. Martin Luther Christian University generally follows the five day work week schedule.
- b. Hours of work (including break and lunch hours) for teaching staff in all departments is 5 hours and for non teaching staff is 7 hours per day.

2. Time Keeping & Attendance

a. Time keeping

- i) It is the responsibility of every employee to accurately record the attendance at work and time worked.
- ii) Altering, falsifying, tampering with time records or recording time on another employee's attendance record may result in disciplinary action, up to an including termination of employment.
- iii) All employees should report to work not later than 5 minutes prior to their schedules starting time.

b. Attendance Register

- i) All employees must invariably sign the attendance register on entering the office.
- ii) Failure to sign the attendance register will attract of loss of pay.
- iii) All unauthorized absence will be treated as leave without pay.

Rule 15: Leave Policy

1. The University shall follow the Leave Policy as laid down in the Human Resource Manual approved by the Board of Management.

Rule 16: Allowances for Assistant Head of Department

- a. The Assistant Head of the department will be paid remuneration only when the Head of department is on a leave for at least a month.

Rule 17: Allowances for Administration Deputation ¹

- a. Faculty appointed on Deputation to Administrative Post will be given/eligible for deputation allowances.

¹ Amended by the Board of Management Meeting held on February 23, 2016