

Ph. 23604212, 23604325, 23604314

www.ugc.ac.in



By Email

विश्वविद्यालय अनुदान आयोग

बहादुरशाह जफर मार्ग

नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

21 JUN 2024

June, 2024

F.No.26-1/2018 (CPP-I/DU)

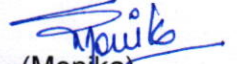
The Registrar,
St. Aloysius (Deemed to be University),
P.B. No. 720, Mangaluru – 575003,
Karnataka.

Sub: MoA as per UGC [Institutions Deemed to be Universities] Regulations, 2023 – reg.

Sir,

With reference to your letter Ref: SADU/ADMN/2023-24/0010 dated 05.04.2024 on the subject cited above, I am directed to inform you that the MoA submitted by the deemed to be university has been examined as per the provisions contained in the UGC (Institutions Deemed to be University) Regulations, 2023 and found to be in order.

Yours faithfully,


(Monika)

Deputy Secretary

4/2024-25

14

ದಸ್ತಾವೇಜು ಹಾಳೆ DOCUMENT SHEET



ಈ ಹಾಳೆಯನ್ನು ಯಾವುದೇ ದಸ್ತಾವೇಜಿಗೆ ಉಪಯೋಗಿಸಬಹುದು
This Sheet can be used for any Documents

MEMORANDUM OF ASSOCIATION OF

ST ALOYSIUS (Deemed to be University), Mangaluru, India
(A Deemed to be University under the Section 3
of the UGC Act 1956)

(As Amended up to October 2023 pursuant to UGC
(Institutions Deemed to be Universities) Regulations, 2023)

This Memorandum of Association (MoA) is executed on 01.04.2024
at Mangaluru, by:

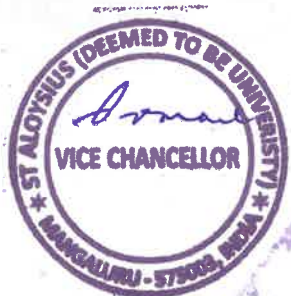
1) REVEREND FATHER DANIEL FERNANDES, aged 63 Years,
Managing Trustee of ST ALOYSIUS (Deemed to be University
Trust), Light House Hill, Post Box No: 720, Kodialbail Post,
Mangaluru, residing at 27 Jesuit Nivas, Museum Road, VTC
Bangalore 560025 (Aadhaar No. 4617 2465 8181) (Mobile No.
9448055264),


2) REVEREND FATHER PRAVEEN VIJAYA MARTIS, s/o
Benedict Martis, aged 50 years, Vice Chancellor, St.Aloysius
(Deemed to be University), residing at St.Aloysius College Fathers
Residence, St.Aloysius College Road, Near Tagore Park, Kodialbail,
Mangalore - 575003, (AADHAR 7389 7603 5389),

Senior Sub-Registrar

Document No. 4
Of 2024-25
Contains 45
of Book IV
Sheets
1st


Managing Trustee
St. Aloysius (Deemed to be University)
MANGALURU - 575 003. Karnataka




Registrar
St. Aloysius (Deemed to be University)
MANGALURU - 575 003. Karnataka



ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ನೋಂದಣಿ ಹಾಗೂ ಮುದ್ರಾಂಕ ಇಲಾಖೆ
Department of Stamps and Registration

ಪ್ರಮಾಣ ಪತ್ರ

1957 ರ ಕರ್ನಾಟಕ ಮುದ್ರಾಂಕ ಕಾಯ್ದೆಯ ಕಲಂ 10ಎ ಅಡಿಯಲ್ಲಿಯ ಪ್ರಮಾಣ ಪತ್ರ

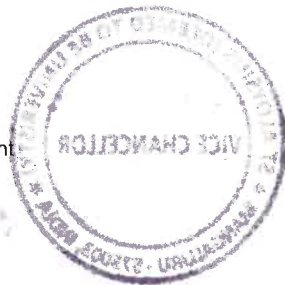
Mr.Reverend Father Daniel Fernandes S/o Rocky Fernandes ಇವರು ₹2,000.00 ರೂಪಾಯಿಗಳನ್ನು ನಿಗದಿತ ಮುದ್ರಾಂಕ ಶುಲ್ಕವಾಗಿ ಪಾವತಿಸಿರುವುದನ್ನು ದೃಢೀಕರಿಸಲಾಗಿದೆ.

ಪ್ರಕಾರ	ಮೊತ್ತ (ರೂ.)	ಹಣದ ಪಾವತಿಯ ವಿವರ
E-Payment	2,000.00	Online Challan Reference Number RG0424000007912653 Dated:01/04/2024
Total:	2,000.00	

ಸ್ಥಳ : ಮಂಗಳೂರು ನಗರ

ದಿನಾಂಕ: 02/04/2024

Kaitee
Senior Sub Registrar
Mangalore City
ಉಪ ನೋಂದಣಿ ಮತ್ತು ಯುಕ್ತ ಅಧಿಕಾರಿ
ಮಂಗಳೂರು ನಗರ



3) MR. RONALD ACQUIN NAZARETH, Registrar, St. Aloysius (Deemed to be University) s/o Andrew Nazareth, aged 53 years, residing at Cianna, 6/2b, 2-6-381/3, Opp. Yamuna Residency, Near Bejai Kapikad School, Bejai, Mangalore - 575004 (AADHAR 2362 6400 5621) witnesseth as follows.

Whereas, ST ALOYSIUS (Deemed to be University), Mangaluru is a university duly declared and notified by the Ministry of Education, Government of India vide notification No. 9-27/2017-U.3 (A) dated 19.01.2024 under Section 3 of University Grants Commission (UGC) Act, 1956.

Whereas as required under the University Grants Commission (Institutions Deemed to be Universities) Regulations, 2023 this MoA is executed amending and replacing the MOA dtd 20/05/2018 bearing registered document No.32/2018 - 19, Book 4, C.D No.639 registered in the Office of the Sub-registrar, Mangaluru.

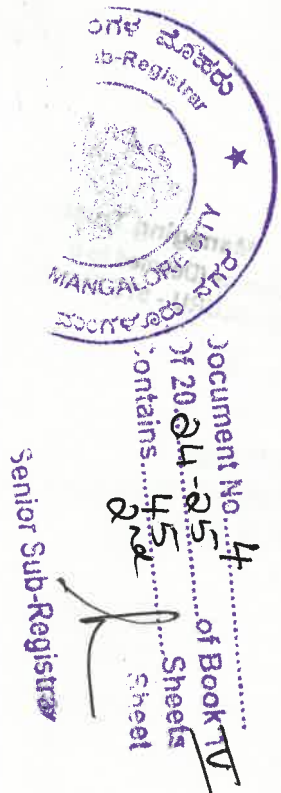
Preamble


ST ALOYSIUS (Deemed to be University) Trust, Mangaluru, a Registered Trust is created by the Mangalore Jesuit Educational Society, (hereinafter referred to as the Sponsoring body), specifically for the purpose of exercising effective and independent control and management of the affairs of St Aloysius College (Autonomous), Mangaluru, on its acquiring the Deemed to be University status. Accordingly, ST ALOYSIUS (Deemed to be University) Trust shall be independent of the Mangalore Jesuit Educational Society and shall be the Managing Trust of ST ALOYSIUS (Deemed to be University), Mangaluru the institution deemed to be university for all its future references. This Memorandum of Association shall be registered as a document with the Registrar of Documents, as a part of the Trust Deed.

The Mangalore Jesuit Educational Society, the Sponsoring Society, which runs minority educational institutions as approved by National Commission for Minority Educational Institutions, Government of India, F.No.02 of 2006-16050 dated: January 18, 2007 shall enjoy all related privileges as enshrined in the Constitution of India. Accordingly, ST ALOYSIUS (Deemed to be University), Mangaluru shall enjoy all related privileges as enshrined in the Constitution of India notwithstanding any restriction on such privileges contained in any of the Clauses of Memorandum of Association and/or Rules of the Deemed to be University by virtue of the adoption of UGC (Institutions Deemed to be Universities) Regulations, 2023 prospectively.

1. Name and address of the Trust

The name **and address of the Trust managing** Deemed to be




Managing Trustee
St. Aloysius (Deemed to be University)
MANGALURU - 575 003. Karnataka







Registrar
St. Aloysius (Deemed to be University)
MANGALURU - 575 003. Karnataka

ದಸ್ತಾವೇಜು ಸಂಖ್ಯೆ :- MGC-4-00004-2024-25

ಮಂಗಳೂರು ನಗರ ಉಪ ನೋಂದಣಿ ಕಚೇರಿಯಲ್ಲಿ ದಿನಾಂಕ 02/04/2024 ರಂದು 10:27:50 ಗಂಟೆಗೆ ಈ ಕೆಳಗೆ ವಿವರಿಸಿದ ಶುಲ್ಕದೊಂದಿಗೆ

ಕ್ರಮ ಸಂಖ್ಯೆ	ವಿವರ	₹ ರೂ.ಪೈ
1	ಸೇವಾ ಶುಲ್ಕ	1,855.00
2	ಹೆಚ್ಚುವರಿ ನೋಂದಣಿ ಶುಲ್ಕ	300.00
	ಒಟ್ಟು	2,155.00

Mr.Reverend Father Daniel Fernandes S/o Rocky Fernandes ಇವರಿಂದ ಹಾಜರು ಮಾಡಲ್ಪಟ್ಟಿದೆ.

ಕ್ರಮ ಸಂಖ್ಯೆ	ಹೆಸರು	ಫೋಟೋ	ಹೆಬ್ಬೆಟ್ಟಿನ ಗುರುತು	ಸಹಿ
1	Mr.Reverend Father Daniel Fernandes S/o, Rocky Fernandes , 63, Resident of: , residing at 27 Jesuit Nivas, Museum Road, VTC Bangalore , Bengaluru North, BENGALURU URBAN, KARNATAKA - 560025 (Presenter)		 Left Thumb	 Managing Trustee St. Aloysius (Deemed to be) MANGALURU - 575 003.

Senior Sub Registrar
Mangaluru City

ಉಪನೋಂದಣಾಧಿಕಾರಿ
ಮಂಗಳೂರು ನಗರ

ದಸ್ತಾವೇಜು ಬರೆದುಕೊಟ್ಟಿರುವುದುಂಟೆಂದು ಒಪ್ಪಿಕೊಂಡಿರುತ್ತಾರೆ

ಕ್ರಮ ಸಂಖ್ಯೆ	ಹೆಸರು	ಫೋಟೋ	ಹೆಬ್ಬೆಟ್ಟಿನ ಗುರುತು	ಸಹಿ
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Senior Sub Registrar
Mangaluru City



Managing Trustee
St. Aloysius (Deemed to be)
MANGALURU - 575 003.

University shall be 'ST ALOYSIUS DEEMED TO BE UNIVERSITY TRUST, Mangaluru. Light House Hill, Post Box No: 720, Kodialbail Post, Mangaluru- 575 003, Karnataka, India'

2. Name of the Institution Deemed to be University

The name of the Institution Deemed to be University shall be 'ST ALOYSIUS (Deemed to be University), Mangaluru.'


3. Registered Office

The Registered Office of the Institution shall be situated at Light House Hill, Post Box No: 720, Kodialbail Post, Mangaluru- 575 003, Karnataka, India.


4. Definitions

In this Memorandum of Association, unless the context otherwise requires:










- 1) 'Academic Council' means the Academic Council of ST ALOYSIUS (Deemed to be University) as constituted in accordance with the Regulation, also referred to as 'Council.'
- 2) 'Act' means the University Grants Commission Act 1956 (3 of 1956) as amended from time to time.
- 3) 'Authorities' means the Authorities of ST ALOYSIUS (Deemed to be University), Mangaluru responsible for the management and administration of the Institution.
- 4) 'Affiliated College' means a college recognized by, associated with and admitted to the privileges of a University
- 5) 'Board of Studies' means the Board of Studies of the academic departments or of distinct academic disciplines of the Institution.
- 6) 'Campus' means campus of ST ALOYSIUS (Deemed to be University) Mangaluru, in single or multiple locations within Mangaluru, being the headquarters of the Institution, in the State of Karnataka, India, wherein its facilities, faculty, staff, students and the Academic /allied Departments are situated.
- 7) 'Centre' means a Centre of Studies of ST ALOYSIUS (Deemed to be University), Mangaluru.
- 8) 'Chancellor', 'Pro-Chancellor' 'Vice Chancellor' and 'Pro-Vice Chancellor' means the Chancellor, 'Pro-Chancellor' Vice Chancellor and the Pro-Vice Chancellor, respectively of ST ALOYSIUS (Deemed to be University), Mangaluru.
- 9) 'College' means any institution whether affiliated college or constituent college, known as such or by any other name and provides undergraduate or postgraduate or Ph.D. programmes or all together, for obtaining any qualification from a University, in accordance with the rules and regulations of such University, which has been recognised as competent by the University Grants Commission to provide such programmes or courses of study;
- 10) 'Commission' means the University Grants Commission


Managing Trustee
St. Aloysius (Deemed to be University)
MANGALURU - 575 003. Karnataka






Registrar
St. Aloysius (Deemed to be University)
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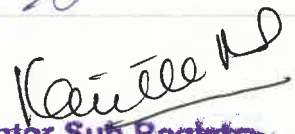
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Sheet
Senior Sub-Registrar

1	Mr.Reverend Father Praveen Vijaya Martis S/o Benedict Martis, , 50, Resident of: , St.Aloysius College Fathers Residence, St.Aloysius College Road, Near Tagore Park, Kodialbail, Mangaluru, DAKSHINA KANNADA, KARNATAKA - 575003 (Executant)		 Left Thumb	
2	Mr.Ronald Acquin Nazareth S/o Andrew Nazareth, , 53, Resident of: , Cianna, 6/2b, 2-6- 381/3, Opp.Yamuna Residency, Near Bejai Kapikad School, Bejai, Mangaluru, DAKSHINA KANNADA, KARNATAKA - 575004 (Executant)		 Left Thumb	 Registrar St. Aloysius (Deemed to be University) MANGALURU - 575 003, Karn
3	Mr.Reverend Father Daniel Fernandes S/o Rocky Fernandes, , 63, Resident of: , residing at 27 Jesuit Nivas, Museum Road, VTC Bangalore , Bengaluru North, BENGALURU URBAN, KARNATAKA - 560025 (Executant)		 Left Thumb	 Managing Trustee St. Aloysius (Deemed to be University) MANGALURU - 575 003, Karn


Senior Sub Registrar
Mangaluru City
ಉಪನೋಂದಣಾಧಿಕಾರಿ
ಮಂಗಳೂರು ನಗರ

ಗುರುತಿಸುವವರು

SR.No	Identifier Name	Address	ಸಹಿ
1	SAMPATH SUVARNA S/o Dayananda Poojary (Identifier)	,Lalbagh, Mangaluru, DAKSHINA KANNADA, KARNATAKA - 575003	
2	GURURAJ S/o VENKAPPA POOJARY (Identifier)	KUNTONI,MANINALKURU, Bantval, DAKSHINA KANNADA, KARNATAKA - 574211	


Senior Sub Registrar
Mangaluru City
ಉಪನೋಂದಣಾಧಿಕಾರಿ
ಮಂಗಳೂರು ನಗರ



Managing Trustee
St. Aloysius (Deemed to be University)
MANGALURU - 575 003


established under the University Grants Commission Act 1956, referred also as 'UGC'.

- 11) 'Constituent Unit' means an academic unit (Schools or Centres or Departments) of the Institution existing at the time of its declaration as a Deemed University.
- 12) 'Department' or 'School' or 'Faculty' means a Department, a School or a Faculty of Studies of ST ALOYSIUS (Deemed to be University), Mangaluru as already existing or that may be established in future.
- 13) 'Distinct Category' with reference to ST ALOYSIUS (Deemed to be University) means an existing Constituent College or Unit of the Institution or of its Sponsoring Body which, starting from its beginning, is focused on teaching or research in the unique disciplines or addressing the strategic needs of the country or engaged in the preservation of Indian cultural heritage or preservation of the environment or dedicated to skill development or dedicated to sports or languages or any other discipline, as so determined and approved by the Commission.
- 14) 'Executive Council' means the Executive Council of ST ALOYSIUS (Deemed to be University), Mangaluru, as constituted in accordance with Institutions Deemed to be University) Regulations, 2023.
- 15) 'Executive Committee' or 'Management Committee' means the Standing Committee of the Executive Council with the approval of the Executive Council under its general powers.
- 16) 'Government' means the Department in the Ministry of Education in the Central Government dealing with higher education.
- 17) 'Institution Deemed to be University' means ST ALOYSIUS (Deemed to be University), Mangaluru also referred to as 'Institution' or as 'Deemed University' and comprises its Campus and Centres.
- 18) 'Main Campus' or 'Central Campus' means the Campus of ST ALOYSIUS (Deemed to be University) at its headquarters where its major facilities, faculty, staff, students, academic departments and administration are situated.
- 19) 'NAAC', 'NBA', 'NEP' and 'NIRF' means the National Assessment and Accreditation Council, the National Board of Accreditation, the National Education Policy, 2020 and the National Institutional Ranking Framework, respectively.
- 20) 'Off-Campus' means the premises of ST ALOYSIUS (Deemed to be University), approved by the Government other than the Main Campus or the Campuses and situated outside Mangaluru.
- 21) 'Off-Shore Campus' means the premises of ST ALOYSIUS (Deemed to be University), approved by the Government and situated outside India.




Managing Trustee
St. Aloysius (Deemed to be University)
MANGALURU - 575 003, Karnataka




Registrar
St. Aloysius (Deemed to be University)
MANGALURU - 575 003, Karnataka



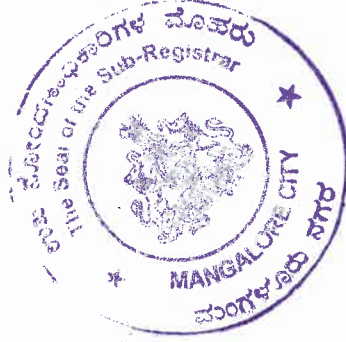
4 ನೇ ಪುಸ್ತಕದ ದಸ್ತಾವೇಜು

ನಂಬರ್ MGC-4-00004-2024-25 ಆಗಿ

ದಿನಾಂಕ 02/04/2024 ರಂದು ನೋಂದಾಯಿಸಿ ವಿದ್ಯುನ್ಮಾನ
ಮಾದರಿಯಲ್ಲಿ

ಕೇಂದ್ರಿತ ದತ್ತಾಂಶ ಕೋಶದಲ್ಲಿ ಲೇಖಿಸಿದೆ.

Kautilya 2/4/24
KAVITHA B B
Senior Sub Registrar
ಮಂಗಳೂರು ನಗರ
Mangaluru City



Mangalore
St. Aloysius (Deemed to be
University) - 575 003
MANGALORE

- 22)** 'Regulations' means the UGC (Institutions Deemed to be Universities) Regulations 2023.
- 23)** 'Rules' means the Rules of ST ALOYSIUS (Deemed to be University), Mangaluru and will include the Regulations, Bye-laws, Guidelines and Instructions framed thereunder in accordance with the Regulations and as approved by the Executive Council, Vice Chancellor or any of the Authorities of the Institution.
- 24)** 'Sponsoring Body' means The Mangalore Jesuit Educational Society, a society registered under the Karnataka Societies Registration Act 1960, the Sponsoring body of ST ALOYSIUS (Deemed to be University).
- 25)** 'Teacher' means Professors, Associate Professors, Assistant Professors and such other regular Academic Staff as may be appointed for imparting instructions or for conducting research in ST ALOYSIUS (Deemed to be University), Mangaluru, including the Adjunct Faculty or Professor of Practice or Visiting Faculty.

Definitions of terms not specified hereinabove shall be as defined and amplified either in the Rules of the Institution or in the Regulations under the heading 'Definitions'.

5. Objectives of the Institution

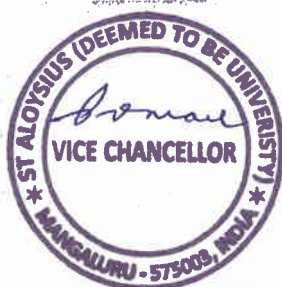
- 1)** The objectives for which the Institution is established shall be to:
- provide for higher education with strong inter-disciplinary and innovative programmes with matching research capabilities along with achieved peer recognition, verifiable scholarly attainment and research output leading to excellence and innovations in such branches of knowledge as may be deemed fit primarily at the undergraduate, the postgraduate and the research degree levels, fully conforming to the concept of university.
 - engage in areas of specialization with a proven ability to make distinctive contributions to the objectives of the university education system in diverse disciplines.
 - engage in inter-disciplinary or multi-disciplinary or trans-disciplinary teaching and research in addition to domain-specific specialization
 - provide for high-quality teaching and research recognized nationally and globally and for the advancement of knowledge and its dissemination through various research programmes and to transform itself into a research and teaching- intensive University over a period of time and to strengthen the research ecosystem by establishing Research and Development Cell or Cells (RDC).
 - recognize, identify and foster the unique capabilities of each student, by sensitizing teachers as well as parents to promote each student's holistic development.
 - carry out any or all objects of the Mangalore Jesuit Educational




Senior Sub-Registrar

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Managing Trustee
St. Aloysius (Deemed to be University)
MANGALURU - 575 003, Karnataka




Registrar
St. Aloysius (Deemed to be University)
MANGALURU - 575 003, Karnataka

Society, particularly for the promotion of Education, Literature, Science, Technology and Art; spreading of knowledge relating to Commerce, Industry and any useful knowledge and also to promote higher education and research in any subject, to provide multi-disciplinary and a holistic education in the faculties of arts, humanities, social sciences, science, engineering, technology, law, commerce, management, education, architecture, sports, medical, paramedical and other disciplines.

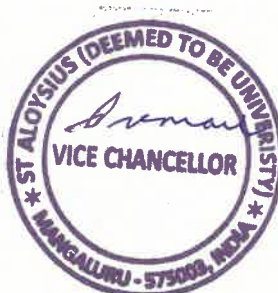
- g. focus on research and innovation by setting up start-up incubation centres; technology development centres; centres in frontier areas of research; centres of excellence, greater industry-academic linkages; and inter-disciplinary research including humanities and social sciences research.
 - h. provide flexible and innovative curriculum, which includes credit-based courses and projects in the areas of community engagement and service, environmental education, value-based education, etc.
 - i. contribute for social transformation through socially responsive teaching, learning, research, fieldwork and community engagement by duly adopting the provisions of NEP 2020.
 - j. promote and maintain educational institutions including ST ALOYSIUS (Deemed to be University), Mangaluru, primarily for Catholics, in pursuance of the special privilege granted under the law for minority institutions, though, however, the institutions shall remain open to all other students irrespective of religion, race, caste, community, language or social status.
 - k. provide for instruction and training in such branches of learning as it may deem fit in on-campus, online, distance and hybrid modes, in conformity with UGC Regulations.
 - l. undertake extramural studies, extension programmes and field outreach activities to contribute to the development of society.
 - m. subject to relevant and applicable guidelines, to start independent educational centres, including of Distinct Category and to support or affiliate the educational institutions that are already established or to be established by the Mangalore Jesuit Educational Society in accordance with the Regulation and with the prior permission of the UGC/Government.
 - n. do all such other acts and things as may be necessary or desirable to promote education, research and dissemination of knowledge in any branch of learning.
 - o. do all such other acts and things as may be necessary or desirable to further the objectives of the Institution.
- 2) The objectives will be made known to the students, teachers and non-teaching staff of the Institution and other stakeholders.



Senior Sub-Registrar

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Sheets


Managing Trustee
St. Aloysius (Deemed to be University)
MANGALURU - 575 003, Karnataka




Registrar
St. Aloysius (Deemed to be University)
MANGALURU - 575 003, Karnataka

6. Powers and Functions of the Institution

To carry out the above objectives and for management and administration of the properties of ST ALOYSIUS (Deemed to be University), Mangaluru, it shall have the following powers to:

- 1) establish programmes and courses of study and research and to provide instruction in such branches of study as the Institution deems appropriate for the advancement of learning and dissemination of knowledge in such branches.
- 2) confer/award degrees and grant diplomas and/or certificates to persons who have satisfactorily completed requirements of the approved programmes and courses of study and/or research, including assessment, as may be prescribed and have passed the prescribed examinations.
- 3) recruit and engage appropriately qualified and experienced teaching faculty and administrative staff and to fix their remuneration and other work regulations.
- 4) institute and award visitor-ships, fellowships, exhibits, prizes, awards, medals, etc.
- 5) confer honorary degrees to eminent persons of the society.
- 6) cooperate, collaborate and associate with organizations both in India and abroad for the promotion of Indian education in such branches of learning as it may deem fit.
- 7) decide and fix the duration of study for the various programmes and courses and to decide on their course content in accordance with UGC norms.
- 8) decide and fix the working days, working hours and holidays for the Institution and for the personnel engaged, subject to the relevant legislation of the land.
- 9) decide, determine and frame rules and regulations or to do any other act for effectively carrying out the objectives of the Institution.

7. Corpus Fund


- 1) The Institution shall maintain/retain/increase the Corpus Fund as prescribed under the Regulations in approved investments or Schemes.
- 2) The Interest accrued on the Corpus Fund shall be used only for the purpose of the development of the Institution.

8. Off-Campuses and Off-Shore Campuses

The Institution, with the approval of the Executive Council, may establish Off-Campuses and Off Shore Campuses in accordance with the Regulations with reference to eligibility norms and offer academic/professional Programmes in such disciplines as it may deem fit at the undergraduate, the postgraduate and the research degree levels and subject to further approval of the Commission, the


Managing Trustee
St. Aloysius (Deemed to be University)
MANGALURU - 575 003. Karnataka




Registrar
St. Aloysius (Deemed to be University)
MANGALURU - 575 003. Karnataka

Statutory Body and/or the Government as may be applicable.

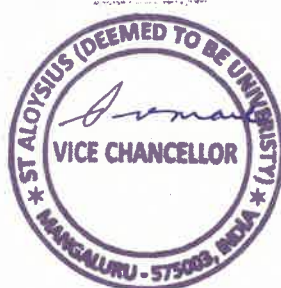
9. Monitoring

The Commission shall monitor the performance and academic outcomes of the Institution in the manner provided in the Regulations if at any time the accreditation of the Institution by the NAAC falls below 'A' grade or if its ranking is more than 100 in the NIRF rankings (Universities category), not later than every five years, on the basis of a report submitted annually by the Institution.

10. Governance: Structure, Authorities and Officers

1) Governance Structure

- a. The Institution shall be owned by a not-for-profit Society registered under the Societies Registration Act referred to as the Sponsoring body (Mangalore Jesuit Educational Society). Provided that the Trust shall be exclusively established for running educational institutions in accordance with the Regulations as may be applicable prospectively, provided further that the Sponsoring Body shall make available the necessary infrastructure for operating the Institution without any rental or other such charges.
- b. All moveable and immovable assets of the Institution shall be used only for the purpose of conducting academic activities, including teaching, research, extension and consultancies, promotion of research and related administrative requirements of the Institution, including outreach educational activities.
- c. The highest governing body of the Institution shall be the Executive Council to be headed by the Vice Chancellor and consisting of not less than ten and not more than thirteen members.
- d. The Executive Council shall be the principal executive body of ST ALOYSIUS (Deemed to be University), Mangaluru and the apex organ of management with powers to make rules of the Institution Deemed to be University.
- e. The Executive Council shall consist of eminent persons capable of contributing to and upholding the ideals and the traditions of the Institution.
- f. The Executive Council of the Institution shall be independent of the Sponsoring Body (Mangalore Jesuit Educational Society) with full autonomy to discharge its academic and administrative responsibilities.
- g. The Executive Council shall be the highest governing body of the Institution, though however, the Sponsoring body shall remain as an Authority of the Institution for its limited purposes and roles.



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[Signature]
Managing Trustee
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11. Authorities and Officers

- 1) The Institution shall have the Authorities and the Officers constituted/ appointed in accordance with the Regulations.
- 2) The Institution, with the approval of the Executive Council, may have additional Authorities and/or Officers as it may decide.
- 3) The following shall be the authorities of the ST ALOYSIUS (Deemed to be University), Mangaluru:
 - a. Executive Council
 - b. Academic Council
 - c. Finance Committee
 - d. Board of Studies
 - e. Staff Selection Committee
 - f. Any other Committee or Board as may be constituted by the Executive Council as an Authority of ST ALOYSIUS (Deemed to be University).
- 4) The following shall be the Officers of the ST ALOYSIUS (Deemed to be University), Mangaluru:
 - a. Chancellor
 - b. Pro Chancellor
 - c. Vice Chancellor
 - d. Pro-Vice Chancellor
 - e. Registrar
 - f. Finance Officer
 - g. Directors
 - h. Controller of Examinations
 - i. Personnel Officer
 - j. Deans
 - k. Heads of the Departments


There may be other officers of the Institution with such designation and job responsibilities as may be approved by the Vice Chancellor / the Executive Council.

- 5) The constitution, tenure of membership and its termination, functions, powers, meetings and such other matters about the Authorities of the Institution, namely, Executive Council, Academic Council, Finance Committee, Boards of Studies and Staff Selection Committee and that of the Officers of the Institution, namely, Chancellor, Pro-Chancellor, Vice Chancellor, Pro-Vice Chancellor, Registrar, Finance Officer, Controller of Examinations, Director Deans and Heads of the Departments shall be as provided herein.

Executive Council:

6) Composition of the Executive Council

- a. The Executive Council shall have a minimum of ten members and a maximum of thirteen members.
- b. The Executive Council shall consist of the following members:


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- a) Vice Chancellor—Chairperson
- b) Pro-Vice Chancellor
- c) Two members from amongst the Deans of Schools of Studies, by rotation, to be appointed by the Vice Chancellor
- d) One Professor, who is not a Dean, by rotation, to be appointed by the Vice Chancellor
- e) One Associate Professor, by rotation, to be appointed by the Vice Chancellor
- f) One Assistant Professor, by rotation, to be appointed by the Vice Chancellor
- g) A nominee of the UGC
- h) Up to four members as nominees of the Sponsoring Body, The Mangalore Jesuit Educational Society
- i) The Registrar, who shall be the *ex-officio* Secretary of the Executive Council.

Provided that the Vice Chancellor at his discretion may nominate and/or invite additional members having distinct academic or industry expertise and/or other credentials to be present and participate in the meetings of the Executive Council permanently or otherwise, provided further that all such nominees or invitees may speak at the meeting but shall not have any Right to Vote at the meeting.

7) Tenure of the Members of the Executive Council

- a. All the members of the Executive Council, other than the Vice Chancellor and Pro-Vice Chancellor, shall hold office for a term of three years and in the case of Deans, the term shall be three years or until they hold the office of Dean, whichever is earlier.
- b. Members of the Executive Council appointed by the Vice Chancellor from Professor, Associate Professor and Assistant Professor Category shall hold office for a period of one year or till such time they cease to be teachers of the University, whichever is earlier.

8) Powers and Limitations of the Executive Council

- a. The Executive Council shall be the principal organ of management and the apex executive body of the Institution, with powers to make Rules of ST ALOYSIUS (Deemed to be University)
- b. The Executive Council shall be the final decision-making body of ST ALOYSIUS (Deemed to be University) in respect of every matter of the Institution, including but not limited to all academic, administrative, personnel, financial and developmental matters.

The Executive Council shall not infringe upon the powers of the respective authorities provided under these Rules, as guided by the Regulations, and where any authority has been given advisory

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/recommendatory powers, the Executive Council shall obtain advice/ recommendations from such authority, before deciding on any matter before it.

c. Subject to the provisions of the Regulation and the Rules of ST ALOYSIUS (Deemed to be University), the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely to:

a) enforce all the Objectives, Functions and Powers of the Institution as laid down in this Memorandum of Association/Rules

b) make Rules and Regulations for ST ALOYSIUS (Deemed to be University).

c) establish Academic Departments, Schools, Divisions or Centres on the advice of the Academic Council

d) create, appoint and remunerate teaching, non-teaching and other academic / research positions on full time, part-time or ad-hoc basis in accordance with the applicable guidelines of the Commission or Statutory Councils.

e) appoint such Professors, Associate Professors, Assistant Professors and other academic staff, including Chairs, as may be necessary, on the recommendation of the Staff Selection Committee constituted for the said purpose and to fill up the temporary vacancies therein.

f) provide for the appointment of Visiting Professors, Emeritus Professors, Professor of Practice, Consultants, Scholars, etc., and determine the terms and conditions of such appointments.

g) frame the Employment Regulations in respect of all the employees of the Institution setting the terms of appointment and termination, promotions, leave entitlements, code of conduct, disciplinary procedures, superannuation, grievance redressal and such other related matters.


h) regulate and enforce discipline amongst the employees of the Institution in accordance with the Rules of the Institution.

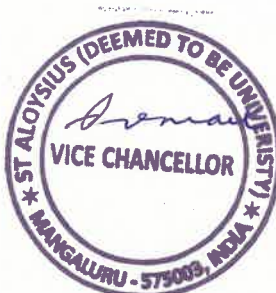
i) constitute and approve Social Security Schemes for the benefit of the employees of the Institution such as Provident Fund, Gratuity, Pension etc, and Schemes of beneficial remuneration.


j) grant leave of absence to the Vice Chancellor and make necessary arrangements for carrying on his functions during the period of absence.

k) prescribe and approve Policies, Regulation/s and Guidelines in respect of academic and administrative matters in accordance with the Regulations/ Guidelines that may be notified by the UGC and /or by the Statutory Body from time to time in the conduct of the affairs of the Institution.

l) advise and/or recommend to the Managing Trust for lease


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/transfer/conveyance by or in favour of the Institution of movable or immovable properties as the case may be including for permissible financial investments in pursuance of the objectives and /or in the interest of the Institution provided that the Executive Council shall not *suo motu* act on any such proposals without the approval of the Board of Trustees.

- m) constitute a Standing Committee of the Executive Council headed by the Vice Chancellor with such number of members of the Executive Council as may be approved to exercise the powers of the Executive Council on any matter that needs to be attended to expeditiously or at short notice provided that all the acts done or decisions taken by the Standing Committee is brought to the notice of the Executive Council in its immediate next meeting for its ratification.
- n) recognize and maintain control and supervision on hostels owned and managed by third parties or other agencies for the students of the Institution and to rescind such recognitions.
- o) appoint such committees for such purpose and with such powers as it may think fit and to provide for co-opting of such persons as it may deem necessary.
- p) appoint or authorize attorneys or lawyers or other professionals or officers of the Institution in order to execute any instrument or to transact any business of the Institution and for the purpose to execute general or specific power of attorney, with such powers as it may deem fit
- q) appoint Auditors for Internal Audit, Management Audit, Statutory Audit etc., of the Institution, duly recommended by the Board of Trustees, for the ensuing year.
- r) select an Emblem and have a Common Seal for the Institution and provide for its usage and custody.
- s) accept, select or modify an emblem with distinctive features as may be required for the Institution or Campus/es and have a common seal for the Institution and provide for the custody and use of such seal
- t) delegate all or any of its powers to any committee or sub-committee constituted by it or to the Vice Chancellor of the Institution, or any other person.
- u) manage and administer the revenues and properties of the Institution and conduct administrative affairs of the Institution not otherwise specifically provided for and for the purpose, to constitute authorities, committees and/or to provide Rules, Regulations and Bye-laws.
- v) prescribe, amend and receive payment of fees for various Programmes/Courses and of other charges like fines,



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documentation fee, etc.

- w) issue guarantees or counter- guarantees with regard to borrowing or otherwise for the purpose of carrying out the objectives of the Institution in consultation with the Board of Trustees
- x) initiate legal proceedings including but not limited to instituting lawsuits against any person, firm, judicial or quasi-judicial bodies etc., to legitimately protect the interests of the Institution and to defend any lawsuits filed or legal proceedings made against the Institution and for the purpose of engaging lawyers, solicitors or consultants and to execute necessary documents thereto.
- y) exercise such other powers and perform such other duties as may be conferred or imposed on it by the rules and regulations of the Institution.
- z) do any other act necessary for the smooth and efficient functioning of the Institution including but not limited to managerial and executive decisions.

9) Meetings of the Executive Council

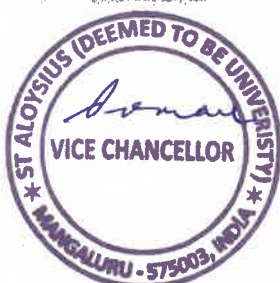
- a. The Executive Council shall meet at least four times a year (minimum two in one semester), with not less than Seven days' prior notice being given before every meeting of the Executive Council and emergency meetings may be convened at a shorter notice, for reasons to be recorded in writing for such emergency meetings.
- b. Attendance by more than one-third of the total members of the Executive Council shall form the quorum for a meeting.
- c. In the absence of the Vice Chancellor, the Pro-Vice Chancellor shall preside over the meeting; and if there be no Pro-Vice Chancellor, a member chosen by the other members of the Executive Council present, shall preside over the meeting.
- d. Every member of the Executive Council, including its Chairperson, shall have one vote and decisions at the meeting of the Executive Council shall be taken by a simple majority; and in case of a tie, the Chairperson shall have a casting vote.
- e. Any business, which it may be necessary for the Executive Council to perform, may be carried out by circulation amongst its members.
- f. A copy of the proceedings (Minutes) of each meeting shall be furnished to the Chancellor of the Institution as soon as may be possible after the meeting.
- g. Meetings held by the Management Committee, the Standing Committee of the Executive Council, to resolve any emergency matters, shall be deemed to be the meetings of the Executive Council and shall be counted for the purpose of the number of meetings held by the Executive Council.



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10) Termination of Membership of the Executive Council

If any member other than the Vice Chancellor, the Pro-Vice Chancellor, the Deans and the nominated teacher representative, accepts a full-time appointment with the Institution or if any member fails to attend three consecutive meetings of the Executive Council without proper leave of absence, such member shall cease to be a member of the Executive Council, on such acceptance or failure as the case may be.

11) Delegation of Powers of the Executive Council

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

12. Other Authorities of the Institution

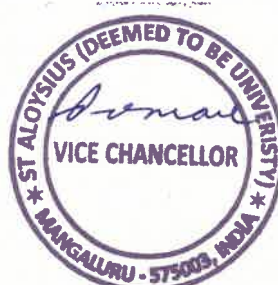
1) Academic Council

a. Composition and Tenure of Members

- a) The Academic Council shall be the principal academic body of the Institution and shall, subject to the provision of the Rules, have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests conducted by the Institution; and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the Institution and to co-ordinate and exercise general supervision over the academic policy of the Institution.
- b) The composition of the Academic Council shall be as under:
 - i. Vice Chancellor—Chairperson
 - ii. Pro-Vice Chancellor
 - iii. Registrar
 - iv. Deans of Faculties of the Schools
 - v. Heads of the Departments (HODs) or Centres
 - vi. Up to ten Professors (excluding those who are Deans of schools and Heads of Departments or Centres) by rotation, to be nominated by the Vice Chancellor giving due regard to the representation of different Schools or Departments or Centres
 - vii. Up to five Associate Professors from Departments or Centres other than the Heads of the Departments or Centres, by rotation, to be appointed by the Vice Chancellor
 - viii. Up to five Assistant Professors from the Departments or

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Centres other than the Heads of the Departments or Centres, by rotation, to be appointed by the Vice Chancellor

ix. Six persons of repute from amongst the educationists or experts for their specialised knowledge, who are not in the service of the Institution, nominated by the Vice Chancellor and

x. The Registrar, who shall be the *ex-officio* Secretary of the Academic Council

c) The representation of different categories shall be through rotation and not through an election and the term of members, other than the *ex-officio* members, shall be three years. The Controller of Examinations shall be the permanent invitee to the meetings of the Academic Council.

d) The nomination / re-nomination of Teacher Category by rotation shall be in such manner that no particular discipline dominates the membership of the Council and the nomination / re-nomination of external educationists/experts shall be at the discretion and / with the approval of the Vice Chancellor.

b. Powers and Functions of the Academic Council

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

a) exercise general supervision over all academic policies of the Institution and give direction regarding methods of instruction, evaluation, co-ordination of teaching among the Departments or Faculties or Schools or Centres, evaluation of research and improvements of academic standards.

b) bring about and promote inter-departmental, inter-faculty, inter-school, inter-centre co-ordination and to establish or appoint such Committees or Boards, as may be deemed necessary for the purpose.

c) consider matters of academic interest either on its own initiative or at the instance of the Executive Council or those proposed by the Departments/ Faculties/Schools/ Centres and to take appropriate action thereon.

d) prescribe courses or programmes of study leading to the award of degree, diploma, certificate or fellowship of the Institution.


e) promote research within the Institution and to acquire reports on such researches from time to time

f) approve and recommend to the Executive Council new programmes of study leading to award of degrees, diplomas, certificates and fellowships of the Institution and to prescribe programmes and courses of study leading to such awards.


g) ensure and oversee the conduct of examinations in conformity



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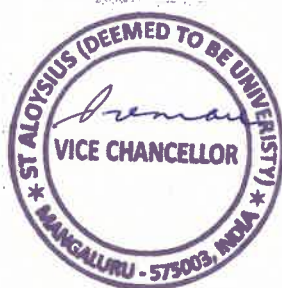
with the Bylaws and to consider, approve or recommend any changes in the examination schemes, rules and regulations on the proposal of the Boards of Studies or otherwise.


- h) confirm the appointment of examiners, moderators, tabulators and such other personnel for different examinations, as may be recommended by the Board of Studies.
- i) maintain proper standards of the examinations.
- j) recognize diplomas and degrees of Universities and other institutions and to determine equivalence with the diplomas and degrees of the Institution.
- k) suggest measures for departmental coordination and to advise the Boards of studies.
- l) make recommendations to the Executive Council on:
 - i. Measures for improvement of standards of teaching, research, and training;
 - ii. Institution of Fellowship, Travelling Fellowships, Scholarships, Medals, Prizes, etc.
 - iii. The establishment or abolition of departments/centres and
 - iv. To frame Rules covering the academic functioning of the Institution, admissions, examinations, the award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence, sports and extracurricular activities.
- m) scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation, arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it after giving reasons to do so.
- n) consider and approve the recommendation of the Board of Studies to recognise by Credit Transfer for the Courses/Programmes done in other approved Institutions in accordance with the prescribed guidelines.
- o) appoint sub-committees to advice on such specific matters as may be referred to it by the Executive Council.
- p) consider the recommendations of the sub-committees and to take such action as the circumstances on each case may require, including making recommendation to the Executive Council.
- q) take periodical reviews of the activities of the Departments/Centres and take appropriate action with a view to maintaining and improving the standards of instruction/functions, including making of recommendations to the Executive Council.
- r) Recommend the institution of teaching posts, such as Professors,

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Associate Professors, Assistant Professors or such other positions, as may be proposed by the Staff Selection Committee or otherwise, to the Executive Council.

- s) exercise such other powers and perform such other duties as may be conferred or imposed upon it by this MOA or the Regulations.

c. Meeting of the Academic Council

- a) The Academic Council shall meet as often as may be necessary but not less than four times (at least two times in a Semester) during an academic year with not less than seven days prior notice being given before every meeting of the Academic Council and emergency meetings may be convened at a shorter notice, for reasons to be recorded in writing for such emergency meetings.
- b) One-third of the total number of members of the Academic Council shall constitute the quorum for a meeting of the Academic Council.
- c) Each member, including the Chairperson, shall have one vote and decisions at the meetings of the Academic Council shall be taken by a simple majority and in case of a tie, the Chairperson shall have a casting vote.
- d) Any business which may be necessary for the Academic Council to perform except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

2) Finance Committee

The Institution shall have a duly constituted Finance Committee. The Finance Committee is responsible to review, monitor and advise on the Accounting and Financial matters of the Institution as a whole and shall be advisory in its role.

- a. The composition of the Finance Committee shall be:
- a) Vice Chancellor-Chairperson
 - b) Pro-Vice Chancellor
 - c) A nominee of the Trust- St Aloysius (Deemed to be University Trust)
 - d) Three nominees of the Executive Council, out of whom at least one shall be a member of the Executive Council;
 - e) A nominee of the UGC
 - f) Three nominees of the Chancellor
 - g) Finance Officer of the Institution, who shall be the Ex-Officio Secretary of the Committee
- b. All members of the Finance Committee other than the ex-officio

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members shall hold office for a term of three years from the date of appointment

- c. The Finance Committee shall meet at least four times in an academic year (at least twice each semester) to examine the accounts and scrutinise the proposals for expenditure and one-third of the total number of members of the Finance Committee shall form the quorum for a meeting.
- d. All proposals relating to the creation of posts and those items which have not been included in the Budget, shall be examined by the Finance Committee before the Executive Council considers them and to decide waiver in fees, the establishment of scholarships, free-ships and any other financial benefits.
- e. The annual accounts and financial estimates of the Institution prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter the same shall be submitted to the Executive Council for approval.
- f. The Finance Committee shall recommend limits for the total recurring and non-recurring expenditures for the year, based on the income and resources of the Institution.
- g. The Finance Committee shall be responsible for the effective management of financial resources of the Institution (inclusive of all its Campuses) and in that context shall be the custodian and trustee of the finances and assets of the Institution. The powers and functions of the Finance Committee shall include:
 - a) To consider the annual accounts and financial statements of the Institution and to submit them to the Executive Council for its approval. The annual accounts and financial statements include the Audited statements along with the report of the Auditors of:
 - i. Income and Expenditure Account for the completed period of 31st March including the schedules thereto.
 - ii. Balance Sheet as on 31st March
 - iii. Cash Flow Statement for the period ended 31st March
 - iv. Any other statements as may be prescribed under relevant Laws and Rules.
 - b) To consider and recommend the annual financial and human resources budgets and revised estimates to the Executive Council.
 - c) To fix limits on the total recurring expenditure and the total non-recurring expenditure of each year based on the income and resources of the Institution.
 - d) Financial and Human Resource Budgets refer to:
 - i. Department-wise consolidated budgets for Revenue and Capitalexpenditure for the ensuing year.



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- ii. Department-wise consolidated human resource budget showing planned human resources and costs thereof for the ensuing year
- iii. A statement of budgetary variances for the previous year
- e) All the statements must be in the prescribed forms as may be applicable.
- f) No expenditure other than that provided in the budget shall be incurred by the Institution without the approval of the Finance Committee.

3) Board of Studies

- a) Board of Studies is the primary academic body responsible for initiating all or any proposal concerning academic matters of the Institution including but not limited to, programme structure, development and review of curriculum, syllabus, question paper pattern, question paper standards, examination systems, internal assessments, student development, teaching methodology, pedagogy, appointment of examiners, introduction of new programmes/courses etc. There shall be one Board of Studies for each Academic Department of the Institution with additional Sub-Boards as may be deemed necessary, for programmes and courses which are unique to a specific Campus/Off Campus or a domain within a faculty with the approval of the Academic Council.
- b) Subject to the overall control and supervision of the Academic Council, the functions of a Board of Studies shall include approval of subjects for research for various degrees and other requirements of research degrees (in consultation with the Centre for Research PhD and in compliance of the Research Regulations of the Institution) such manner as may be prescribed by the Rules of the Institution regarding:
 - i. Courses of Studies;
 - ii. Appointment of Supervisors for Research and
 - iii. Measures for the improvement of the standards of teaching and research.
- c) The composition of the Board of Studies shall be as under:
 - i. All Professors of the Faculty/Department
 - ii. Two Associate Professors of the Faculty/Department by rotation nominated by the Dean on the recommendations of HODs.
 - iii. Two Assistant Professors of the Faculty/Department by rotation nominated by the Dean on the recommendations of HODs.
 - iv. One Professor or Associate Professor to represent each of the specific academic discipline/s not covered by the core faculty of the Department nominated by the Dean on the recommendations of HODs.
 - v. Two external experts from teaching profession (outside the



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Institution) co-opted for their specialized knowledge.

vi. Not more than two persons co-opted for their expert knowledge including those belonging to the profession or industry concerned,

vii. The Chairperson may nominate one of the faculty members of the department to be the Secretary of the Board of Studies

Provided that the Board of Studies in respect of the Programmes in common will have additional representation for the Off Campuses by its Academic Coordinator and for the Campus locations, other than the Central Campus within Mangaluru, by a faculty nominated by the Dean.

Provided further that where the total faculty strength of the Faculty/ Department is less than 20 all the Teachers of the Faculty /Department shall be members of the BOS.

Provided further that in the Departments which do not have an exclusive Departmental Dean, the BOS will be chaired by the Head of the Department and the Dean shall be a permanent invitee.

d) The term of the nominated and the rotational members shall be two years and they are eligible for re-nomination.

e) The meetings of the Board of Studies may be convened as and when needed but shall be held at least twice (one in each Semester) in a year. The quorum for the meeting of the Board of Studies shall be two-thirds of the total membership of the Board of Studies of the Department

f) The powers and functions of the Board of Studies shall be:

i. Preparation of syllabi for various programmes keeping in view the objectives of the programme, interest of the stakeholders and the level of knowledge expected of the subject. The syllabus must be as detailed as possible with breakup of topics and sub topics to enable meaningful preparation of course plan and propose up-to-date suggested reading and reference books/material with author and publisher information.

ii. Review of the curriculum periodically for updating and revision according to the changes in theory and practices from time to time.

iii. Suggest innovative teaching practices and evaluation methods.

iv. Suggest procedure for continuous internal assessment of students.

v. Review of the examination patterns, quality of questions and student performance in examinations

vi. Recommend panel of examiners for approval by the Academic Council.

vii. Propose introduction of new undergraduate, postgraduate and

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pre-doctoral, Doctoral, Diploma and Certificate programmes along with details of programme structure, curriculum and duration, for consideration by the Academic Council.

- viii. Coordinate research, teaching, extension and other academic activities relating to the department.
- ix. Suggest panel of experts to be nominated to the Board of Studies.
- x. Suggest co-curricular activities for student development including holistic education materials.
- xi. Suggest value-added programmes for improving the quality standard of the students.
- xii. Suggest methods of enhancing the quality of teaching and teacher training programmes.
- xiii. Review and suggest ways to enhance the quality and quantity of research and publications by students and faculty.
- xiv. Review and suggest modes of increasing external research projects and consultancies.
- xv. Consider and recommend to the Academic Council to recognise by Credit Transfer for the Courses/Programmes done in other approved Institutions in accordance with the prescribed guidelines.
- xvi. Review and suggest measures to improve the quality of Refresher Courses, Quality Improvement Programmes, Seminars, Conferences and Workshops relating to the Department.
- xvii. The Academic Council may also direct any other functions, as it may deem necessary.

4) Staff Selection Committee (for appointment of Teaching / Non-Teaching Staff)

There shall be one or more Staff Selection Committee for making recommendations to the Executive Council for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in the Rules of the Institution in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 as amended from time to time. The Staff Selection Committee may have as many Sub-Committees as may be required for the recruitment of various positions.

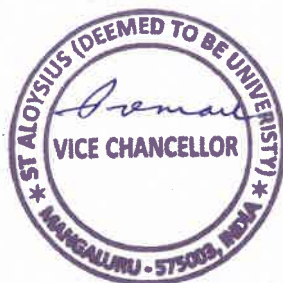
a. Composition of the Staff Selection Committee

The Staff Selection Committee shall consist of the following members:

- a) Vice Chancellor as the Chairperson.
- b) Pro-Vice Chancellor
- c) Registrar

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d) Three Deans of Faculties by rotation nominated by the Vice Chancellor.

e) Three Heads of the Academic Departments not represented by the Deans by rotation nominated by the Vice Chancellor

f) Two Centre Heads nominated by the Vice Chancellor.

g) Personnel Officer of the Institution who shall also be the Secretary

b. Tenure of the members of the Staff Selection Committee

The nominated and the rotational members of the Staff Selection Committee shall have a term of two years and are eligible for re-nomination.

c. Meeting of the Staff Selection Committee

a) The Staff Selection Committee shall meet as many times as may be needed but there shall be at least one meeting held during an academic year.

b) The meetings shall be called by the Personnel Officer at the direction of the Chairperson of the Committee.

c) The Committee may decide on the process of selection of the candidates.

d) The Executive Council may accept or reject the recommendations of the Staff Selection Committee or may seek review and resubmission based on suggestions and/or guidelines.

e) Five members of the Committee shall constitute valid quorum for the meeting.

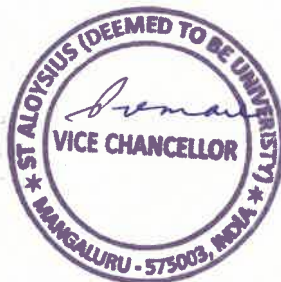
d. Functions and Powers of the Staff Selection Committee

a) Staff Selection Committee shall be primarily responsible for determining the quantity and quality of human resources of the Institution.

b) To determine the recruitment and promotion policies, pay scales, welfare schemes, training, academic advancements, faculty development programmes etc.

c) The Committee shall have sub-committees for specific purposes with such specific responsibilities delegated. Other than as specified herein, the constitution of the sub-committee may be determined by the meeting of the Staff Selection Committee. The Staff Selection Committee has to consider all proposals (including of the sub-committees) concerning human resources including Human Resources Budget before placing its recommendation to the Executive Council.

d) Human Resources Budgets and proposals on Scale of Pay revisions shall be recommended to the Finance Committee for its review and recommendation before the Executive Council.




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e. Staff Selection Sub-Committee/s for Recruitments/Selection Process

- a) There shall be Sub-Committee/s for all recruitments/selection of Teaching and Non-Teaching Staff.
- b) The recruitment/selection shall follow a three-stage selection process and the composition of the Sub-Committee/s for each stage shall be different as guided by the principles contained in the UGC Regulation 2018 as updated from time to time.
- c) Candidates meeting the required qualification and experience shall be shortlisted by HR office and referred to the Department concerned to carry out Stage 1 selection.
- d) Stage 1 of the Selection Process shall be for basic assessment of the suitability of the candidate and the Selection Sub-Committee will be constituted as under:

- i. *Head of the Department – Chairperson.*
- ii. *One Senior Professor/ Professor of the Department.*
- iii. *Three subject experts of which one shall be external to the Department.*
- iv. *Two Associate / Assistant Professors of the Department of whom one shall act as Secretary.*

Short-listed Candidates of Stage 1 shall be referred to the Personnel Officer to carry out the Stage 2 of Selection.

- e) Stage 2 of the Selection Process shall be to re-assess the competence and compatibility of the candidate and to negotiate the salary fixations. The Selection Sub Committee for Stage 2 shall be as under:

- i. Dean/Associate Dean of the Faculty –Chairperson
- ii. Personnel Officer – Member Secretary
- iii. One member nominated by the Vice Chancellor

Short listed Candidates of Stage 2 shall be presented by the Personnel Officer to the Vice Chancellor to have Stage 3 of Selection

- f) Stage 3 of the Selection Process shall be to review the attitude, character compatibility and acceptability of the candidate with reference to the institutional vision and mission. Selection Sub Committee for Stage 3 shall be as under:

- i. Vice Chancellor – Chairperson
- ii. Pro-Vice Chancellor-Member Secretary

- g) The Off Campuses of the Institution shall follow the selection process independently with the prescribed composition of the Selection Sub-Committee for Stage 1. For Stage 2 of the Selection the Committee shall have the following composition:

- i. Campus Director (Chairperson)
- ii. HoD/Academic Coordinator




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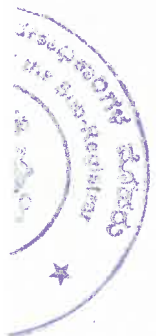
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- iii. One Senior Professor/ Professor of the Department
- iv. Dean of the Campus/School
- v. Three subject experts of which one shall be external to the Department
- vi. Coordinator – Personnel Office shall be the Secretary

Provided that:

- i. the salary negotiation and fixations shall be only in consultation with the Personnel Officer and
 - ii. the short-listed Candidates of Stage 2 shall be presented by the Campus Director to the Vice Chancellor for consideration by the prescribed Stage 3 Selection Sub Committee and
 - iii. If for reason of proximity, the shortlisted Candidate is not able to be personally present the Stage 3 selection process may be conducted through video conferencing, if so approved by the Vice Chancellor.
- h) All Sub-Committees, as far as possible, must meet with its full strength and in exigencies may meet with 2/3 of its strength with the mandatory presence of the external member wherever applicable.
- i) The recruitment/selection of Non-Teaching Staff shall follow a two-stage selection process with specified composition of the Sub-Committee.
- j) Stage 1 of the non-teaching staff Selection Process shall be for basic assessment of the suitability of the candidate and the Selection Sub-Committee will be constituted as under:
- i. Personnel officer
 - ii. Functional Supervisor
 - iii. One Senior Staff of the function
- k. Stage 2 of non-teaching staff Selection Process shall be to re-assess the competence, character and compatibility of the candidate and to negotiate the salary fixations and the Selection Sub Committee for the Stage 2 shall be as under:
- i. Director of the Function–Chairperson
 - ii. Chief Finance Officer
 - iii. Personnel Officer
- l. The selected candidates may be presented to the Vice Chancellor by the Director concerned.
- Provided that for very senior or managerial positions there shall be a Stage 3 selection process with Committee consisting of:
- i. Vice Chancellor – Chairperson
 - ii. Pro-Vice Chancellor
 - iii. Registrar.
- m. Recruitment of non-teaching positions in the Off Campuses shall be done by the Campus Director in consultation with and the



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approval of the Vice Chancellor duly following the Stage 1 process stated above.

Provided that the salary negotiation and fixations shall be only in consultation with the Personnel Officer.

13. Disqualification

1) A person shall be disqualified for being chosen as and for being, a member of any of the authorities, or being appointed as and for being an officer of the Institution if:

- a. If he or she is of unsound mind; or
- b. If he or she is an un-discharged insolvent; or
- c. If he or she has been convicted by a court of law for an offense involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months; or
- d. If he or she has not been appointed as per the provisions of these regulations.

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

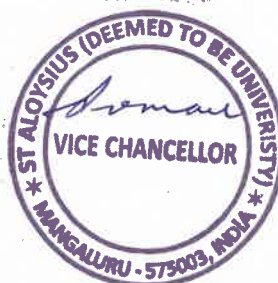
14. Miscellaneous Matters Pertaining to Different Authorities

- 1) Where no provision is made for a Chairperson to preside over a meeting of an authority of the Institution or any Committee of such authority, or if the Chairperson so provided is absent, the members shall select one from amongst themselves to preside at such meeting as Acting Chairperson with the prior approval of the Vice Chancellor and in of his non-availability, of the Pro-Vice Chancellor.
- 2) If any question arises, as to whether any person other than the Government nominated or appointed, has been duly nominated or appointed as, or is, entitled to be a member of any authority or any committee of the Institution, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.
- 3) Any member, other than an ex-officio member of any authority, may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairperson of the Executive Council, as the case may be.
- 4) Sudden vacancies among the members of any authority or any Committee (other than Ex-Officio) of the Institution shall be filled by the respective authority, as soon as may be, and within a period of six months.
- 5) The person appointed or co-opted to a casual / sudden vacancy shall be a member of such authority or Committee for the residual term for which the person whose place he/she fills would have been a member.

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- 6) No Act or proceedings of any authority or anybody or any committee of the Institution shall be invalid merely by reason of:
- Any vacancy therein or any defect in the constitution thereof, or
 - Any irregularity in its procedure not affecting the merits of the case.

15. Officers of ST ALOYSIUS (Deemed to be University)

1) Chancellor

- The Institution shall have a Chancellor who shall hold office for a period of five years from the date of assuming office and shall be eligible for re-appointment for one more term by following the procedure prescribed for the appointment of the Chancellor.
Provided that the Chancellor of ST ALOYSIUS (Deemed to be University) shall be appointed by The Mangalore Jesuit Educational Society (Sponsoring Body), in accordance with its guiding Rules.
- The Chancellor shall, by virtue of his or her office, be the Head of the Institution and shall, if present, preside at the Convocations of the Institution held for conferring degrees. The Chancellor shall be a Non-Executive Officer of the Institution.
- Where power is conferred upon the Chancellor to nominate persons to authorities, the Chancellor shall to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the Institution.

- 2) **Pro-Chancellor:** The Sponsoring body of the Institution Deemed to be University may also appoint a person as a Pro-Chancellor whose role would be limited to carrying out the tasks assigned to the Chancellor in these Regulations, when the latter is not available for carrying out the same. The Pro Chancellor, if so appointed, shall hold office for a period co-terminus with that of the Chancellor.

3) Vice Chancellor

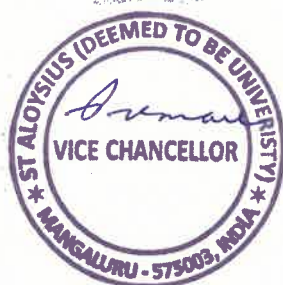
The Vice Chancellor shall be the Chief Executive Officer of the Institution and shall head the Executive Council, the highest governing body of the Institution.

a. Selection and Appointment of the Vice Chancellor

- The Vice Chancellor shall be a whole-time salaried officer of the Institution and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.
- The qualifications of the Vice Chancellor shall be in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and

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Measures for the Maintenance of Standards in Higher Education, 2018, as amended from time to time.

c) The procedure /composition of the Search-cum-Selection Committee (SCSC) for selection of Vice Chancellor for ST ALOYSIUS (Deemed to be University) shall be as under:

- i. A nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee
- ii. A nominee of the Chairman of the University Grants Commission
- iii. An academician, with not less than 10 year service as a Professor, nominated by the Executive Council.

b. Tenure of the Vice Chancellor

a) The Vice Chancellor shall hold office for a term of five years from the date of assuming office or until he attains the age of seventy years, whichever is earlier and shall be eligible for re-appointment for one more term by following the procedure prescribed for the appointment of Vice Chancellor

Provided that notwithstanding the expiry of the said period of five years, the Vice Chancellor shall continue in office until the successor is appointed and enters upon the office, however, in no case, the Vice Chancellor shall hold office beyond the age of seventy years.

Provided further that the Chancellor may direct the Vice Chancellor, whose term has expired, to continue in office for such period, not exceeding a total period of one year.

b) If the office of the Vice Chancellor becomes vacant due to death, resignation or otherwise, or if he is unable to perform his duties due to ill health or any other cause, the Pro-Vice Chancellor shall perform the duties of the Vice Chancellor.

Provided that if the Pro-Vice Chancellor is unavailable, the Chancellor shall appoint the senior most Professor who shall perform the duties of the Vice Chancellor, until a new Vice Chancellor assumes office or the existing Vice Chancellor resumes the duties of his or her office, as the case may be.

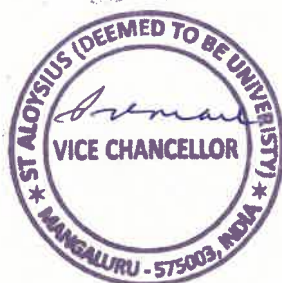
Powers of the Vice Chancellor

- c) The Vice Chancellor, as the Principal Executive Officer and Academic Officer of the Institution, shall exercise general supervision and control over its affairs and shall be responsible to give effect to the decision of all the Authorities of the Institution.
- d) The Vice Chancellor may, if he is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the Institution under the Memorandum of Association, the Rules and the Regulations/Bye-laws of the Institution, take such action, and shall report to the authority concerned on the action taken by

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him on such matters.

Provided that, the authority mentioned in this sub-regulation is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final:

Provided further that any person in the service of the Institution is aggrieved by the action taken by the Vice Chancellor as aforesaid, he/she shall have the right to appeal against such decision to the Executive Council within 90 days from the date on which such action is communicated to him/her and thereupon the Executive Council shall call the matter in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice Chancellor.

- e) The Vice Chancellor, if is of the opinion that any decision of any Authority of the Institution is beyond the power of the authority conferred by the provisions of the MOA/Rules of the Institution or the Regulation or that any decision taken is not in the interest of the Institution, may ask the Authority concerned to review its decision within sixty days of such decision and if the Authority refuses to review the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Chancellor whose decision thereon shall be final.
- f) The Vice Chancellor shall be the *ex-officio* Chairperson of the Executive Council, the Academic Council, the Finance Committee and the Staff Selection Committees and shall, in the absence of the Chancellor, preside at the Convocations held for conferring Degrees to the students.
- g) The Vice Chancellor shall be entitled to be present at, and address, any meeting of any Authority or other body of the Institution but shall not be entitled to vote unless he is a member of such Authority or Body.
- h) It shall be the duty of the Vice Chancellor to ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institution are duly observed and implemented and he shall have all the necessary powers to ensure such implementation.
- i) The Vice Chancellor shall have all the powers necessary for the proper maintenance of discipline in the Institution and he may delegate any such powers to such person or persons, as he may deem fit.
- j) The Vice Chancellor shall exercise all other powers as may be delegated to him by the Executive Council and may re-delegate



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some of his powers to any of his subordinate officers with the concurrence and approval of the Executive Council.

- k) The Vice Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Bye-laws and Regulations of the Institution.
- l) The Vice Chancellor shall have the power to convene or cause to convene, the meetings of the Executive Council, the Academic Council, the Finance Committee, and other Authorities.

c. Removal of the Vice Chancellor

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

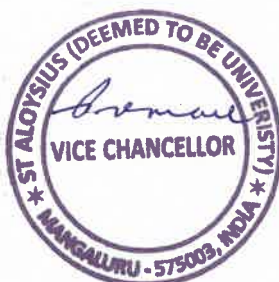
Provided that the Chancellor shall make no such order unless the Vice Chancellor has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

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



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4) Pro-Vice Chancellor

- i. There shall be a Pro-Vice Chancellor who shall be a Professor appointed by the Executive Council on the recommendations of the Vice Chancellor in consultation with the Board of Trustees, to discharge the duties of the Pro-Vice Chancellor in addition to his duties as a Professor.

Provided that where the recommendation of the Vice Chancellor is not accepted by the Executive Council, the matter shall be referred to the Chancellor, who may either appoint the Professor recommended by the Vice Chancellor or ask the Vice Chancellor to recommend name of another Professor for re-consideration by the Executive Council.

- ii. The term of office of the Pro-Vice Chancellor shall be such as may be decided by the Executive Council, but it shall not, in any case, exceed five years or until the expiration of the term of office of the Vice Chancellor, whichever is earlier.

Provided that the Pro-Vice Chancellor whose term of office has expired shall be eligible for re-appointment by following the procedure prescribed for the appointment of Pro-Vice Chancellor.

Provided further that the Pro-Vice Chancellor shall, while discharging the duties of the Vice Chancellor, continue in office, notwithstanding the expiration of his term of office as Pro-Vice Chancellor, until the Vice Chancellor resumes office or a new Vice Chancellor assumes office, as the case may be.

- iii. The Pro-Vice Chancellor shall, as a whole-time salaried officer of the Institution, retire at the age of sixty in terms with the Employment Regulations of the Institution but may have an extended tenure up to the age of sixty-five years subject to the approval of the Executive Council and of the Chancellor.
- iv. The Pro-Vice Chancellor shall have the powers and duties of the Vice Chancellor in his absence and/or as may be delegated to him by the Vice Chancellor or as may be prescribed by the Rules of the Institution.
- v. The Pro-Vice Chancellor shall assist the Vice Chancellor in respect of such matters as may be specified by the Vice Chancellor on this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Vice Chancellor.

5) Registrar

The Registrar shall be the Principal Administrative Officer of the Institution responsible for preparation of Regulations and Byelaws of the Institution as may be required from time to time and for timely compliance of all regulatory and administrative affairs of the Institution under the guidance of the Vice Chancellor/ Executive Council.

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i. Selection and Appointment

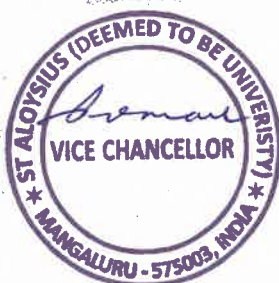
1. The Registrar shall be a whole-time salaried officer of the Institution and shall be appointed by the Executive Council on the recommendations of the Selection Committee consisting of the following:
 - a. Vice Chancellor - Chairperson
 - b. One nominee of the Chancellor
 - c. Two nominees of the Executive Council and
 - d. One expert not in the service of the Institution to be nominated by the Executive Council.
2. The meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of the Chancellor's nominee and the expert nominated by the Executive Council and the proceedings of the Selection Committee shall not be valid unless at least the Chancellor's nominee or persons nominated by the Executive Council attended the meeting.
3. The Registrar shall hold office for a term of five years from the date of assuming office and shall be eligible for re-appointment for a second term by following the procedure prescribed for the Registrar. Provided that, the Registrar as a whole-time salaried officer of the Institution shall retire at the age of sixty in terms of the Employment Regulations of the Institution but may have an extended tenure up to the age of sixty-two years subject to approval of the Executive Council.
4. The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by the Rules/Byelaws of the Institution.
5. When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence, or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
6. The Registrar shall be Ex-Officio Secretary of the Executive Council and the Academic Council but shall not be deemed to be a member of any of these authorities.
7. The Registrar shall be directly responsible to the Vice Chancellor and shall work under his direction. The Vice Chancellor may assign /permit additional job responsibilities over and above that of the Registrar.
8. The Registrar shall have the power to take disciplinary action against employees, excluding teachers and other academic staff, in consultation with the Personnel Officer and as provided for in the applicable Rules/Regulations of the Institution or as may be specified by the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the




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penalty of censure or the withholding of increment.

Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken and an appeal shall lie to the Vice Chancellor against any order of the Registrar imposing any of the penalties specified.

Provided further that in the case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report with recommendation to the Vice Chancellor whose decision shall be final and binding.

ii. Duties and Functions of the Registrar

The following shall be the duties of the Registrar:

1. To be the custodian of the records, the Common Seal and such other property of the Institution as the Executive Council may commit to his/her charge.
2. To conduct the official correspondence on behalf of and inter-se the Authorities of the Institution.
3. To conduct the official correspondence between the Executive council and Academic Council.
4. To issue notices convening meetings of the Executive Council, the Academic Council, and any Committees and Sub-Committees appointed by these authorities.
5. To maintain /keep the minutes of the meetings of the Executive Council, the Academic Council of the Institution and of all the Committees and Sub- committees appointed by any of these authorities.
6. To supply to the Chancellor copies of the agenda of the meetings of the Authorities of the Institution as soon as they are issued and the minutes of such meetings.
7. To make arrangements for the examinations conducted by the Institution, through the Controller of Examinations.
8. To represent the Institution in suits or proceedings by or against the Institution, sign powers of attorney and perform pleadings or depute his representatives for this purpose.
9. To enter into agreements, sign documents and authenticate records on behalf of the Institution.
10. To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institution.
11. To perform such other duties as may be specified in the Rules and Bylaws of the Institution or as may be required/specified from time to time by the Executive Council or the Vice Chancellor, as



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the case may be.


6) Finance Officer

- i. The Finance Officer shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose, and he/she shall be a whole-time salaried officer of the Institution. The Selection Committee shall consist of:
 1. Vice Chancellor – Chairperson
 2. One nominee of the Chancellor
 3. One nominee of the Board of Trustees
 4. One nominee of the Executive Council and
 5. One expert not in the service of the Institution to be nominated by the Vice Chancellor.
- ii. The Finance Officer shall be appointed for a term of five years and shall be eligible for re-appointment by following the procedure prescribed for the appointment of the Finance Officer.


Provided that, the Finance Officer as a whole-time salaried officer of the Institution shall retire at the age of sixty in terms with the Employment Regulations of the Institution but may have an extended tenure up to the age of sixty-two years subject to the approval of the Executive Council.
- iii. The emoluments and other terms and conditions of service of the Finance Officer shall be as prescribed by the Rules/Bylaws/Executive Council of the Institution from time to time
- iv. The Finance Officer shall work under the direction of the Vice Chancellor and shall be responsible for the management of accounting and finance functions of the Institution and accountable to the Executive Council through the Vice Chancellor.
- v. The Finance Officer shall be responsible for the preparation of annual budget estimates and statements of account for submission to the Finance Committee and the Executive Council.
- vi. The Finance Officer shall be responsible for the management of funds and investments of the Institution, subject to the control of the Executive Council.
- vii. The Finance Officer shall exercise general supervision over the funds of the Institution and shall advise it as regards its financial policy and perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Rules of the Institution.
- viii. Subject to the control of the Executive Council, the Finance Officer shall:
 1. Ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditures for a year are not exceeded and that all amounts of money are expended on the

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purpose for which they are granted or allotted.

2. Be responsible for the preparation of annual accounts and the budget of the institution and for their presentation to the Executive Council.
3. Keep a constant watch on the state of the cash and bank balances and on the state of investments.
4. Watch the progress of the collection of revenue and advice on the methods of collection employed.
5. Ensure that the registers of buildings, land, furniture and equipment are maintained and up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, departments, schools, faculties, centres and specialised laboratories.
6. Bring to the notice of the Vice Chancellor unauthorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault.
7. Call for from any office, department, school, faculty, centre, laboratory, etc., maintained by the Institution any information or returns that may be necessary for the performance of duties; and
- ix. When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
- x. The Finance Officer shall be the Ex-officio Secretary of the Finance Committee but shall not be deemed to be a member of such Committee.


2) Controller of Examinations

- i. The Controller of Examinations shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose, and he or she shall be a whole-time salaried officer of the Institution. The Selection Committee shall consist of:
 1. Vice Chancellor – Chairperson
 2. One nominee of the Executive Council and
 3. One expert not in the service of the Institution to be nominated by the Vice Chancellor.
- ii. The Controller of Examinations shall be appointed for a term of five years and shall be eligible for re-appointment by following the procedure prescribed for the appointment of Controller of Examination:

Provided that, the Controller of Examinations as a whole-time salaried officer of the Institution shall retire at the age of sixty in terms with the Employment Regulations of the Institution but may have an extended tenure up to the age of sixty-two years subject to


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- approval of the Executive Council.
- iii. The emoluments and other terms and conditions of service of the Controller of Examinations shall be as may be prescribed by the Rules/Bylaws/Executive Council of the Institution from time to time.
 - iv. The Controller of Examinations shall ensure that all specific directions of the Executive Council, the Academic Council and the Vice Chancellor in respect of examinations and evaluations are complied with.
 - v. The Controller of Examination shall arrange for and superintend the examinations of the Institution in the manner as may be prescribed by the Rules/Regulations of the Institution.
 - vi. The Controller of Examinations shall be responsible for the smooth and timely conduct of the examinations of the Institution, organization for systematic evaluation of answer scripts, tabulation of marks, declaration of results, re- evaluations and reviews, etc. and shall work in consultation and coordination with the Registrar. *
 - vii. When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
 - viii. The Controller of Examinations would be a permanent invitee to the Academic Council, and selectively to the Executive Council and shall have the duty to express his / her views on examination-related matters when asked for.

8) Dean

- i. The Departments or Schools by themselves or a combination of Departments dealing with allied subjects may be grouped into Faculties or Schools and every such Department or the Faculty or the School may be headed by a Dean.

- ii. Every Dean of the Department/School or Faculty shall be appointed by the Vice Chancellor from amongst the Professors in the School or Faculty or of persons of such qualification and experience in teaching or in profession/industry or in both, as may be deemed appropriate by rotation, for a period of two years or for such extended tenure as may be deemed necessary by the Vice Chancellor.

Provided that if there is only one Professor or no Professor in a School/Faculty that Dean shall be appointed for time being from amongst Professor if any and the Associate Professor in the School and Faculty.

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- iii. The Dean shall be the Head of the School or Faculty or Centre and shall be responsible for the conduct and maintenance of the standards of curriculum/a, teaching and research, and holistic development of students and faculty in the School or Faculty or Centre and shall have such other functions as may be prescribed by the Rules of the Institution.
- iv. The Dean shall be responsible for the conduct and development of the Department/s headed by him/her.
- v. Deans shall be in whole-time employment of the Institution and shall have powers and duties as may be specified in the Rules/Bylaws of the Institution.
- vi. The Deans shall report functionally to the Registrar, and administratively through the Director to the Vice Chancellor.
- vii. There may be an Associate/Assistant Dean/s appointed by the Vice Chancellor to support the functions of the Dean.
- viii. The Dean shall have the right to present and speak at any meeting of the Board of Studies or Committees of the School or Faculty or Centre, as the case may be, but shall not have the right to vote there unless he/she is a member thereof.
- ix. When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform duties, the duties of the office shall be performed by the senior-most Professor or Associate Professor, appointed by the Vice Chancellor as the case may be, in the School.

9) Head of the Department/Coordinator

- i. Every recognised academic or non-academic Department/Centre of the Institution shall have a Head of the Department or Coordinator as may be designated, responsible for the entire activities and functions of the Department.
- ii. The Head of the Department shall be appointed by the Vice Chancellor at his discretion from amongst the Professors in the case of Academic Departments/Centres and from among the experienced Staff in the case of Non-Academic Departments /Centres.

Provided that in the case of Academic Departments/Centres, if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice Chancellor may appoint an Associate Professor as the Head of the Department.

Provided further that the mere title or grade of the person shall not qualify him/her to be the Head of the Department/Centre which shall be considered with reference to his/her competence and adaptability to the Vision and Mission of the Institution.



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School

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- iii. In case of Campus, locations/Off Campuses the Vice Chancellor may appoint a Head of the Department for each of the extended University Departments in the Campus locations/Off Campuses.
- iv. The Head of the Department shall report to the Dean/Associate Dean as may be applicable.
- v. The term of the Head of the Department shall normally be two years and he/she shall be eligible for re-appointment for one more term by following the procedure prescribed for appointment of the Head of the Department/Centre. However, the Executive Council may determine varying terms according to the needs and exigencies.
- vi. The powers and functions of the Head of the Department/Centre shall be prescribed by the Rules/Bylaws of the Institution.

15) Management of Off Campuses

- a. The Off Campuses of ST ALOYSIUS (Deemed to be University), notwithstanding their location outside its headquarters shall remain an integral part of the Institution under the direct authority and control of the Vice Chancellor.
- b. The day-to-day operations of the Off Campuses will be vested with the Campus Director appointed by the Vice Chancellor who shall be whole time salaried officers of the Institution, accountable to the Vice Chancellor.

16) The Off Campuses shall operate in accordance with the applicable Regulations/ Rules/Bylaws prescribed by the Institution from time to time as may be approved by the Executive Council.

17) Miscellaneous Matters:


Academic Administration

- a. The Institution shall have a well-defined and multi-channel process, for redressal of grievances and complaints of the students and staff in accordance with its own Regulations/Bylaws governed by the applicable guidelines issued by the UGC from time to time.
- b. The Institution, by virtue of powers vested in its Memorandum of Association and in these Rules, may frame Regulations, Ordinances, Bylaws or Guidelines in respect of any of the matters concerning its operations and affairs in such manner as it may deem appropriate such that no such Regulations, Ordinances, Bylaw or Guidelines shall be in contradiction to or less favourable to applicable Regulations/ Guidelines issued by the UGC from time to time.
- c. Academic Departments in common (of the same faculty discipline established in Campus locations in Mangaluru) and Off-Campuses shall operate in coordination and consultation with each other and subject to such Rules as may be specified.
- d. The Regulations, Ordinances, Bylaws or Guidelines that the Institution




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may issue with the approval of the Vice Chancellor or the Executive Council shall include any one or more of the following matters:

- i. Establishment of Departments of teaching and halls of residence
- ii. The courses of study to be laid down for all degrees, diplomas, certificates and fellowships of the Institution and for periodical review of its curriculum.
- iii. Recognition of Credits for Courses/Programmes completed in other institutions.
- iv. The grant of academic awards (such as degrees and diplomas) and distinctions.
- v. The admission of students to the Institution and their enrolment as such.
- vi. The fees to be charged for programmes/courses of study in the Institution and for admission to the examination, degree, diplomas and certificates of the Institution.
- vii. The conduct of examinations, evaluation schemes, digitalisation of question banks, question paper validation, appointment of examiners and approval and publication of results thereof.
- viii. The Institution of and prescription of the conditions of the award of fellowships, scholarships, studentships, medals and prizes.
- ix. The maintenance of discipline among the students and employees of the Institution.
- x. The conditions of residence of the Institution, the establishment of halls of residence and health of students.
- xi. The classification, emoluments, methods of appointment and the determination of the terms and conditions of service of the teaching and non-teaching staff of the Institution, including the Officers.
- xii. Prescribing persons such as other officers of the Institution.
- xiii. Such other powers and functions of the Vice Chancellor as are not specified elsewhere.
- xiv. Establishment of special Centres / Chairs/ Schools for Research, Consultancy, Information Technology, International Students, Social Action, Faculty and Staff Training and Up Skilling, IQAC, Academic and Non-Academic Audit, etc.
- xv. Memorandum of Understanding for Departmental or Institutional Collaborations with other institutions/ industry members/ Corporates.
- xvi. Creation, composition and functions of any committees or bodies, which is considered necessary for the work of the Institution.
- xvii. Procedure for preparation and submission of budget estimates – financial and human resource,
- xviii. Procedure for the convening of the meeting of any authority or committee.
- xix. Prescribing the procedures to be observed at any meeting of any

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- authority or any committee.
- xx. Constitution of any other body as an authority of Institution.
 - xxi. Delegation of powers to any authority or officer.
 - xxii. Any other matter of relevance for enhancing the operational/working efficiency of the Institution.

18) Admission and Fee Structure

a. Admission

Admission of students to the Institution shall be strictly based on merit in the entrance exam conducted by a Government Testing Agency or the Institution and as prescribed by the appropriate Statutory Authority, wherever applicable and in case of no entrance examination, the admission of students to the Institution may be made in the manner specified in the Prospectus.

b. Fee structure


- i. Donation or capitation fee in whatever nomenclature or form, either directly or indirectly, is strictly prohibited.
- ii. The Institution shall follow the rules and regulations regarding fee structure, number of seats, etc., issued by the relevant statutory bodies and in case of different courses which come under the regulatory ambit of different statutory bodies, namely the University Grants Commission, the All India Council of Technical Education, National Medical Council etc., the rules and regulations regarding fee structure, number of seats, etc., issued by such statutory body concerned shall be applicable.
- iii. The fee shall be fixed transparently, keeping in view non-profiteering or non-commercial aspects.
- iv. The fee shall be collected as declared in the prospectus of the Institution and with a proper receipt for such payment and the prospectus shall also state that donation or capitation fee in whatever nomenclature or form, either directly or indirectly, shall not be collected from the student or parent and in case of any grievance, the student or parent may submit their complaint to the Institution in accordance with the prescribed procedure.
- v. The Institution may provide fee concession or scholarships or may allocate some seats to meritorious students belonging to socially and economically deprived groups of the society.
- vi. The Institution shall abide by all the University Grant Commission notifications and guidelines regarding the refund of fees and return of original certificates, as may be issued from time to time.
- vii. The Institution shall maintain the records of the entire process of selection of candidates, exhibit such records on its website, and preserve such records for a minimum period of five years.
- viii. The Institution shall make available the prospectus on its website at



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least sixty days before the commencement of admissions, including fee structure, refund policy, number of seats in a programme, eligibility qualifications, admission process, etc.

- ix. The Institution shall not retain any original certificates of the students, faculty members and staff.
- x. Notwithstanding what is stated hereinabove the Institution may exercise its rights available to it as a Minority Institution, to the extent and as may be applicable.

19) Inclusion of Other Institutions under the Ambit of the Institution

Existing or New Institutions under the same management of the Sponsoring Body or the Managing Trust, if any, shall be included under the ambit of the Institution only in accordance with the applicable Regulations of the UGC / Government.

20) Joint/Dual Degree/Twinning/Credit Recognition and Transfer Programmes:

- a. The Institution may conduct Joint / Dual Degree/ Twinning/ Credit Recognition and Transfer academic programme(s) with other Universities/institutions deemed to be universities in India and abroad in accordance with the provisions stipulated in the University Grants Commission (Academic Collaboration between Indian and Foreign Higher Educational Institutions to offer Twinning, Joint Degree, and Dual Degree Programmes) Regulations, 2022 and its amendments. The proposed programme(s) shall conform to the Acts and Rules of the Commission that shall apply to such programmes from time to time.


Provided that no reference to the UGC will be deemed necessary in case the Institution goes for collaboration with other Universities in India or abroad or with industry for research purposes and/or for facilitating faculty and student exposure through faculty/student exchange programmes where there will be no award of Degrees.

- b. There shall be sufficient safeguards so as to protect the interests of students enrolled in such programmes.
- c. The Joint / Dual Degree/ Twinning/ Credit Recognition and Transfer programmes shall be subjected to mandatory assessment and accreditation.


21) Institution Deemed to be University Open to All

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

Provided that nothing in this section shall be deemed to prevent the


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Institution from making special provision for the employment or admission of women, persons with disabilities, or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens.

- b. All policies and procedures, in matters of admission, fee, and employment as applicable to the university level privately funded institutions respectively, shall apply to the Institution except in the cases and to the extent authorized by law for the Institution as a Minority Institution.

22) Institution Deemed to be University to be Unitary

The Institution shall be unitary in nature and shall not affiliate any other Institution nor shall add any constituent college/ institution/unit except as provided in the Regulations.

23) Reservation Policy

Subject to its privileges as a Minority Institution, the Institution shall implement the policy on reservations in admissions and recruitment, in accordance with provisions of the Constitution of India and any Act of the Parliament for the time being in force and disclose all such information on its website.

24) Online or Distance Education

The Institution may offer courses in the Open, Distance Learning/Online mode in accordance with the regulations notified by the Commission from time to time.

25) Power of the Commission to Conduct Enquiry and Consequences of Violation of Regulations

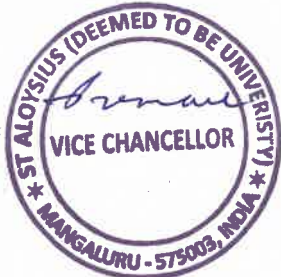
- a. Where the Government or the Commission, as the case may be, receives information by way of a complaint or otherwise, that an Institution has violated any of the provisions of these Regulations, it shall cause to conduct an enquiry into the facts of such information after issuing a notice to the said effect to the Institution.
- b. The Commission may also cause an inspection, to be made by experts in matters of academics, administration and finance; regarding academic outcomes or any matter connected with the administration or finances of the Institution for the purpose of the enquiry.
- c. Based on the enquiry or through regular inspections mentioned in the UGC Regulations, if the Government or the Commission, as the case may be, is satisfied that these Regulations have been violated, the Institution shall be subjected to such action as provided in Clause 34 of the UGC (Institutions Deemed to be Universities) Regulations, 2023, after a reasonable opportunity has been given to the Institution to present its case.

26) Funds, Accounts, Audits and Annual Report

- a. The books of accounts of the Institution shall be maintained, managed

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and operated in the name of the Institution and not in the name of the sponsoring body or any other; and, shall be kept in such form as may be laid down by the Executive Council and conform to the rules, if any, prescribed in this regard by the Commission in this regard.


- b. Funds shall not be diverted at any time from the accounts of the Institution to any other accounts, including to the accounts of the Sponsoring body or to any other body.
- c. The Institution shall get its books of accounts audited, annually, separately published and uploaded on the website of the Institution; the accounts of the Institution shall also, where required, be open for inspection by the Commission.
- d. The annual financial statements and accounts shall be audited by a qualified professional, being a practising Associate or Fellow Member of the Institute of Chartered Accountants of India, to be appointed by the Institution.

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

- e. The Annual Accounts and financial statements prior to presentation to the Executive Council for approval and adoption shall be reviewed and recommended by the Finance Committee
- f. Annual Reports, Annual Financial Statements and Audit Reports shall be uploaded on the website of the Institution and also on the Commission's portal, after due approval by the Executive Council

27) Miscellaneous

- a. The Institution shall, as soon as may be, after the completion of the academic programme, and in no case later than 180 days from the date of such completion, ensure that the degree, diploma, certificate, or any other qualification in respect of the programme of studies, is awarded and made available to the students.
- b. The Institution shall compulsorily create Academic Bank of Credits


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specified by the Central Government or Commission.

- j. Convocations of the Institution for conferring the Degrees or for other purposes shall be held in such manner as may be prescribed by the Rules of the Institution.
- k. The Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw a degree of academic distinction conferred on, or any certificate or diploma granted to, any person by the Institution for good and sufficient cause.
Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him or her to show cause within such time as may be specified in the notice as to why such a resolution should not be passed and until his or her objections, if any, and any evidence he or she may produce in support of them, have been considered by the Executive Council.
- l. In the event of a conflict of opinion with regard to the interpretation of the Regulations, the opinion of the Commission shall be final
- m. The Institution, by virtue of the powers vested on its Executive Council, may have Rules or Bylaws in the form of Rules, Regulations or Guidelines for the Institution on any academic, research, administrative or such other matter/s it may deem necessary, provided that no such Rules, Regulation or Guideline shall contradict with any of the provisions contained in the Regulations of the UGC.
- n. With regard to the Institution, the provisions contained in the Regulations shall prevail in case of any inconsistency or conflicting provisions in any other Regulations issued by the Commission under the provisions of the Act.

28) Legal Proceedings

- a. The Registrar may sue or be sued for the purpose of any legal proceedings against the Institution, who shall have the power to enter into agreements, sign documents and authenticate records on behalf of the Institution, and have the powers to exercise such powers and perform such duties under the provisions of the Regulation in consultation with the Vice Chancellor.
- b. No suit or legal proceedings shall lie against the Government, or the Commission, or the Institution, or an Officer of the Institution, or a member of the authority of the Institution, in respect of anything done or purported or intended to be done in pursuance of any matter contained in the Regulations and/or the MOA/Rules of the Institution.

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To be effective from 05.02.2024 as approved by the Executive Council in its meeting held on 05.02.2024.

IN WITNESS WHEREOF, THE ABOVE NAMED HAS SIGNED THIS MEMORANDUM OF ASSOCIATION ON THIS 1st DAY OF APRIL 2024, AT MANGALURU

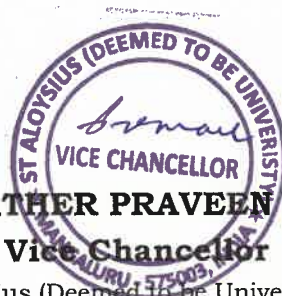

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REVEREND FATHER DANIEL FERNANDES

Managing Trustee

(St Aloysius- Deemed to be University Trust)


VICE CHANCELLOR

REVEREND FATHER PRAVEEN VIJAYA MARTIS

Vice Chancellor

(St Aloysius (Deemed to be University))



Registrar

St. Aloysius (Deemed to be University)
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MR. RONALD ACQUIN NAZARETH

Registrar

(St Aloysius (Deemed to be University))

Witnesses:

1.



Sampath Suvarna
Advocate

Halbagh Mangalore - 03

2.



GURURAJ
ADVOCATE

MANGALORE - 03