

Indian Institute of Teacher Education



न हि ज्ञानेन सदृशं पवित्रमिह विद्यते

Statutes

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Indian Institute of Teacher Education
Ramkrushna Paramhans Vidhya Sankul
Nr. Mahatma Mandir, Kh-Road, Sector-15, Gandhinagar-382016 (Gujarat) India
Phone : +91-79-23287338, 23243733/34, Email : publication@iite.ac.in, Web : www.iite.ac.in

Foreword

It is my immense pleasure to present you Statutes of Indian Institute of Teacher Education, Gandhinagar for perusal of Administrators, Academicians and Stakeholders of this University. I am also very happy to inform you all that this IITE has been established with a very noble cause of serving humanity at the larger scale. No society can stand without the great pillars of education and by-an-large the growth and development of any State depends on how we establish the institution for holistic growth of societies. This is what has been believed by our than Chief Minister and our Prime Minister Shri Narendra Modi and now entrusted to live it up onto me. I pray almighty to bestow me the strength to serve the humanity through noble cause of Education and to enrich the world of Education with innovative spirit and wisdom.

As we are all aware of the fact that the Teacher Education has lost its own true spirit and require to regenerate it for better world tomorrow and we all at IITE have aim of revitalizing the Teacher Education for sustaining School Education for ultimate growth and development. Therefore, we need a strong base of regulating the institution; our efforts in this direction are accented by authorities. These will provide working model of this institution and that ensures smooth, systematic, and transparent culture of institution.

I am sure it will be resourceful to all and that will help us observing all in day-to-day administration

Wishing you all the best professional career at IITE.

Date: 22-08-2021 (Rakshabandhan)

Place: Gandhinagar

(Dr. Harshad A. Patel)

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In exercise of the powers vested under Section 32 of the Indian Institute of Teacher Education Act 2010 (Gujarat Act No. 08 of 2010), the Chancellor hereby approves the following revised statutes namely statute no. 1 to 40.

Statute 1 Short title and Commencement

These Statutes may be called “Indian Institute of Teacher Education Statues 2020”.

Statute 2 Definitions

In these Statutes, unless the context otherwise requires;

- [1] “Academic Council” means the Academic Council of the University;
- [2] “Act” means Indian Institute of Teacher Education, Gujarat Act, 2010 (Gujarat Act No. 08 of 2010) and amended from time to time;
- [3] “Affiliated college” means a status given by the IITE by the ordinance to the college to impart the teacher education courses approved and recognized by the NCTE or statutory body or IITE;
- [4] “Affiliation” means a status attributed by the IITE to the college or other educational Institution imparting education admitted to the privileges of the university;
- [5] “Approved Institution” means an institution which is approved by IITE by the ordinance having specialized skill center with excellent skill potential, specialized studies, laboratory work, internship, or academic work;
- [6] “Chancellor” means Chancellor of the University;
- [7] “clause” means a clause of the Statutes in which that expression occurs;
- [8] “Competent Authority” means an authority as declared by the Executive Council;
- [9] “Dean” means head of the university faculty;
- [10] “Director” means head of the centre who shall be in the rank of the Professor.
- [11] “Executive Council” means the Executive Council of the University;
- [12] “Faculty” means division within a university comprising a number of related subject areas;
- [13] “Finance Committee” means the Finance Committee of the University;
- [14] “Financial Year” means the year starting from 1st April and ending on 31st March of the succeeding year;
- [15] “General Council” means the General Council of the University;
- [16] “Head of Institution” means a head who is an employee of IITE in the rank of Professor for an institution which is a part of the university or it is associated with and enjoying the privileges of the University;
- [17] “Recognized Institution” means an institution which is recognized by IITE by the ordinance having Research Center with good research potential;
- [18] “Registrar” means Registrar of the University;
- [19] “Regulatory Authorities” means a body established by the State or Central Government for laying down norms and conditions for ensuring academic standards of teacher education such as University Grants Commission (UGC), National Council for Teacher Education (NCTE) etc.;
- [20] “Section” means Section of the Indian Institute of Teacher Education Act 2010;

6 The Registrar

[21] “Student” means a candidate who shall be enrolled in any course of the university;

[22] “University” means Indian Institute of Teacher Education herein after referred to as IITE;

[23] “Vice Chancellor” means Vice-Chancellor of the University;

Note: Words and expressions used but not defined in these statutes shall have the meaning assigned to them in the Act.

Statute 3 Officers of the University

The following shall be the officers of the University; (Section -10)

[1] The Chancellor;

[2] The Vice - Chancellor;

[3] The Registrar;

[4] The Finance and Accounts Officer (Chief Account Officer);

[5] The Directors of the Centres;

Statute 4 The Chancellor

[1] The Governor of the Gujarat shall be the Chancellor of the university and the power and functions of the Chancellor shall be as per the section 11 of the Act.

Statute 5 The Vice - Chancellor

[1] The Vice - Chancellor shall be appointed as per the section 12 of the Act. The terms and conditions of appointment of Vice - Chancellor shall be as per the section 13 of the Act. The Vice - Chancellor shall be responsible for the execution of academic and administrative matters of the university whose Power and functions shall be as per the section 14 of the Act.

[2] The Vice - Chancellor shall be a full time salaried officer of the University. His pay, allowances, emoluments and other terms and conditions of service shall be as per prevailing UGC regulation/ State Government norms / university regulation.

[3] The Vice - Chancellor shall be entitled for the leave as per prevailing Leave Rules of Gujarat Civil Service Rules / University regulation.

[4] An amount as decided by the Executive Council shall be placed at the disposal of the Vice - Chancellor for the confidential work of the university.

[5] The travel approval of any employee of IITE in the country or abroad shall be sanctioned by the Vice - Chancellor. The No Objection Certificate (NOC) shall be issued for the purpose of official or personal foreign travel.

Statute 6 The Registrar

[1] The Registrar shall be appointed as per section -15 and 37 of the Act. The duties of Registrar shall be as per section - 15. The post of Registrar is a tenure post. Appointment of the Registrar shall be for a term of five years and he shall be eligible for re-appointment for further term of five years. The appointment may be made of candidate on Lien or Deputation for five years or till attaining the age of 62 years whichever is earlier.

- [2] The qualification, salary, emoluments, other perks and allowances and the terms and conditions of service of the Registrar shall be as per prevailing UGC regulation / State Government norms / university regulation.
- [3] The Registrar shall work directly under the superintendence, direction and control of the Vice - Chancellor. The performance appraisal report of the Registrar will be written by the Vice - Chancellor and shall be forwarded to his/her parent Institution.
- [4] The Registrar shall be entitled for the leave as per prevailing Leave Rules of Gujarat Civil Service Rules / University regulation.
- [5] The Registrar shall issue notices and convene meetings of authorities of the University and the committee(s) constituted by such authorities as per the approval and directives of the Vice - Chancellor.
- [6] The Registrar shall keep the records of minutes of the meetings of the authorities as a member secretary and the committee(s) constituted by authorities as per the approval and directives of the Vice - Chancellor.
- [7] The Registrar shall conduct the official and payment proceedings and correspondence as per the approval and directives of the Vice - Chancellor.
- [8] The Registrar shall perform such other functions as may be specified in the Act, Statutes, Ordinances or Regulations or as may be required from time to time by the Executive Council or the Vice - Chancellor.

Statute 7 The Finance and Accounts Officer

- [1] The Finance and Accounts Officer who shall also be called Chief Accounts Officer (CAO) shall be appointed by the Vice - Chancellor as per the section 16 of the Act.
- [2] The qualification, salary, terms and conditions of the service and facilities for the post of CAO shall be as defined in the Regulation of the University.
- [3] The CAO shall be the Member-Secretary of the Finance Committee.
- [4] The CAO shall maintain minutes of the meetings of the Finance Committee and the committees appointed by the Finance Committee.
- [5] The CAO shall be responsible for presenting the annual budget, statement of accounts and audit reports, to the Finance Committee, Executive Council and to the General Council as and when required.
- [6] The CAO shall exercise general supervision over the funds of the university, and shall advise the Vice Chancellor in the matters of the finances and expenses of the university.
- [7] The CAO shall hold and manage the funds, property and investments, including trust and endowed property, for furthering any of the objects of the university.
- [8] The CAO shall ensure that the limits fixed by the university for recurring and non recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted.
- [9] The CAO shall keep watch on the state of the cash and bank balance and of investments, progress of collection of revenue and report to the Vice - Chancellor on the methods to be employed for collection.

10 The General Council

- [10] The CAO shall be responsible for the internal audit, statutory audit and local fund audit.
- [11] The CAO shall exercise such other powers, perform such other duties, and discharge such other financial functions as are assigned to him by the Vice Chancellor or are prescribed by the Ordinances and Regulations.

Statute 8 The Directors of the Centres

- [1] Director of a Centre shall be appointed by the Vice - Chancellor from amongst the Professors of the University or who shall be in the rank of Professor in the University and in case of their unavailability, Associate Professors of the university.
- [2] There shall be following Directors of the University as Head of Centres.
 - [a] The Director of Centre of Education;
 - [b] The Director of Centre of Research;
 - [c] The Director of Centre of Training;
 - [d] The Director of Centre of Extension;
 - [e] The Director of Centre of Special Education (section 6(4)(v));
 - [f] The Director of any such Centre instituted as per section 6(4)(v) of the Act;
- [3] One of the Directors of Centers of the University will be nominated as Dean by the Vice - Chancellor.
- [4] The Director shall exercise such powers and perform duties as may be directed by the Vice - Chancellor for the proper functioning of Centre.
- [5] The Director shall work in close liaison with other officers, Centres and Departments of the university for the organization and smooth conduct of Centre.
- [6] The Director shall be responsible for excellence and development of teaching/ research/activities of the centre as the case may be.
- [7] The Director shall be responsible for networking and liason with various resources.

Statute 9 Authorities of University

The following shall be the authorities of the University. (Section -17)

- [1] The General Council;
- [2] The Executive Council;
- [3] The Academic Council;
- [4] The Finance Committee;

Statute 10 The General Council

- [1] Constitution of the General Council and term of the members other than ex-officio shall be five years as per section -18 of the Act.
- [2] Powers and functions of the General Council shall be as per section -19.
- [3] The Registrar shall intimate to the State Government, for nominations and requests to furnish the names, necessary details as per the direction of the Vice - Chancellor.
- [4] The Chancellor shall preside at meeting of the General Council. In his absence the Vice - Chancellor shall preside.

- [5] **Convening of Meetings:** A written notice of every meeting shall be circulated by the Registrar to the members of the General Council at least 15 days before Meeting.
- [6] The Vice - Chancellor may authorise the convening of an emergency meeting of the Council at short notice to consider issues of special importance or urgency.
- [7] The General Council shall meet at least once in a year. An annual meeting of the General Council shall be held before 31st October. The time and venue will be as decided by the Vice - Chancellor with consent of the Chancellor.
- [8] **Agenda Items:** Items for the agenda prepared by the Registrar as approved by the Vice - Chancellor together with the notes thereon may be circulated to the members of the General Council at least 7 days in advance of the date of meeting.
- [9] Supplementary Agenda of the meeting shall be circulated as decided by the Chairperson.
- [10] **Quorum:** The quorum shall not be less than one - third of the total number of members of the General Council.
- [11] If there is no quorum at the commencement of the meeting, the Chairperson shall at the expiration of half an hour, take notice whether one third of the ex-isting members are present, and if there are not, the meeting shall forthwith be adjourned to such a date and time as may be fixed by the Chairperson. The Registrar under the signature of the Chairperson shall record such adjourn-ment. In the case of a meeting adjourned for want of a quorum, no quorum will be required again for the said meeting.
- [12] **Attendance:** Each member before he takes his seat shall mark his attendance along with his signature in a prescribed register.
- [13] **Procedure of conduct of business:** All issues at any meeting of the General Council shall be decided by consensus/ majority of votes of the members present. Voting method will be as decided by the Chairperson. In the case of equality of votes, the Chairperson shall have and can exercise a second or a casting vote.
- [14] **Ruling of the Chair:** The ruling of the Chairperson of the General Council in regard to all questions on procedure shall be final.
- [15] **Minutes of Meeting:** The minutes of the meeting of the General Council shall be recorded by the Registrar and will be approved by the Chairperson of the General Council. The Minutes approved by the Chairperson shall be circulated to all the members. The discrepancy, if any, in recording the minutes may be pointed out by the members within 15 days of the circulation to the Registrar.
- [16] The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Vice - Chancellor.

Statute 11 The Executive Council

- [1] Constitution of the Executive Council shall be as per section - 20 of the Act.
- [2] Powers and functions of the Executive Council shall be as per section - 21.
- [3] The Registrar shall intimate to the State Government, for nominations and requests to furnish the names, necessary details as per the direction of the Vice - Chancellor.

11 The Executive Council

- [4] A term of the members other than, ex officio shall be three years. The member appointed from the General Council or Academic Council will cease to be a member of the Executive Council if he/she ceases to be a member of General Council or Academic Council.
- [5] **Inviting an Expert:** The Vice Chancellor may for the purpose of consultation invite any person/s having special knowledge or professional experience, to the meeting when the relevant matter is being considered. Such a person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote. The person/s so invited shall be entitled to travelling allowance and sitting fees as per university norms.
- [6] The Executive Council shall approve all the expenses from university fund recommended by the Finance Committee on behalf of the General Council.
- [7] **Conduct of the meeting:** The Executive Council shall meet at least once in six months. An annual meeting of the Executive Council shall be held before the annual meeting of the General Council. The time and venue will be as decided by the Vice - Chancellor.
- [8] The meeting of the Executive Council shall be arranged through the Registrar as per the direction of the Vice - Chancellor.
- [9] A notice calling the meeting of the Executive Council shall not usually be of less than five days. However, the Vice - Chancellor may call a special meeting of the Executive Council when he deems fit to do so.
- [10] **Agenda:** The Registrar shall frame the agenda of a meeting of the Executive Council with the approval of the Vice - Chancellor. The agenda of the meeting other than the special meeting shall be sent to all members of the Executive Council at least two days before the day of such meeting.
- [11] If the Chairperson of the Executive Council is of the opinion that any matter, not already included in the agenda, is of an urgent nature and/or requires immediate attention because of any event which has occurred after circulation of the agenda; he may include the same in the agenda even during the course of the meeting.
- [12] The Chairperson of the Executive Council shall be competent to decide the order in which the item on the agenda may be taken up and his decision in this regard shall be final.
- [13] **Who to preside:** The Vice-Chancellor shall preside at every meeting of the Executive Council. In absence of the Vice-Chancellor, the present senior member nominated from Academic Council shall preside for that particular meeting.
- [14] **Attendance:** Each member before he takes his seat shall mark his attendance along with his signature in a prescribed register.
- [15] **Quorum:** One third of the total members of the Executive Council shall constitute a quorum at a meeting for the transaction of its business.
- [16] **How decisions should be taken:** All questions at any meeting of the Executive Council shall be decided by a majority of votes of the members, present. Voting method is as decided by the chairperson. In the case of equality of votes, the Chairperson or

the member presiding such as the case may be, shall have and exercise a second or a casting vote.

- [17] **Minutes of Meeting:** The minutes of the meeting of the Executive Council shall be recorded by the Registrar and will be approved by the Vice - Chancellor. The Minutes approved by the Vice - Chancellor shall be circulated to all the members. The discrepancy, if any, in recording the minutes may be pointed out by the members within seven days of the circulation to the Registrar. The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Vice - Chancellor.

Statute 12 The Academic Council

- [1] Constitution of the Academic Council shall be as per section - 22 of the Act.
- [2] Powers and functions of the Academic Council shall be as per section - 23.
- [3] A term under Section - 22 (vii) shall be of one year from the nomination or upto the end of their academic degree whichever is less. A term of all other members other than, ex officio shall be three years.
- [4] **Inviting an Expert:** The Vice Chancellor may for the purpose of consultation invite any person/s having special knowledge or professional experience, to the meeting when the relevant matter is being considered. Such a person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote. The person/s so invited shall be entitled to travelling allowance and sitting fees as per university norms.
- [5] **Conduct of the meeting:** The Academic Council shall meet at least once in six months. An annual meeting of the Academic Council shall be held before the annual meeting of the Executive Council. The time and venue will be as decided by the Vice - Chancellor.
- [6] The meeting of the Academic Council shall be arranged through the Registrar as per the direction of the Vice - Chancellor.
- [7] A notice calling the meeting of the Academic Council shall not usually be of less than five days. However, the Vice - Chancellor may call a special meeting of the Academic Council when he deems fit to do so.
- [8] **Agenda:** The Registrar shall frame the agenda of a meeting of the Academic Council with the approval of the Vice - Chancellor. The agenda of the meeting other than the special meeting shall be sent to all members of the Academic Council at least two days before the day of such meeting.
- [9] If the Chairperson of the Academic Council is of the opinion that any matter, not already included in the agenda, is of an urgent nature and/or requires immediate attention because of any event which has occurred after circulation of the agenda; he may include the same in the agenda even during the course of the meeting.
- [10] The Chairperson of the Academic Council shall be competent to decide the order in which the item on the agenda may be taken up and his decision in this regard shall be final.

13 The Finance Committee

- [11] **Attendance:** Each member before he takes his seat shall mark his attendance along with his signature in a prescribed register.
- [12] **Quorum:** One half of the existing members of the Academic Council shall constitute a quorum at a meeting for the transaction of its business.
- [13] **How decisions should be taken:** All questions at any meeting of the Academic Council shall be decided by a majority of votes of the members, present. Voting method is as decided by the chairperson. In the case of equality of votes, the Chairperson or the member presiding such as the case may be, shall have and exercise a second or a casting vote.
- [14] **Minutes of Meeting:** The minutes of the meeting of the Academic Council shall be recorded by the Registrar and will be approved by the Vice - Chancellor. The Minutes approved by the Vice - Chancellor shall be circulated to all the members. The discrepancy, if any, in recording the minutes may be pointed out by the members within seven days of the circulation to the Registrar. The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Vice - Chancellor.

Statute 13 The Finance Committee

- [1] Constitution of the Finance Committee and term of the members other than ex-officio shall be as per section - 25 of the Act.
- [2] Powers and functions of the Finance Committee shall be as per section - 26.
- [3] The Registrar shall intimate to the State Government, for nomination and requests to furnish the name, necessary details as per the direction of the Vice - Chancellor.
- [4] The Vice - Chancellor, for the purpose of smooth and efficient functioning of the Finance Committee or when the relevant matter is being considered, may invite any persons having special knowledge or professional experience to the meeting. Such persons may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote. The person/s so invited shall be entitled to travelling allowance and sitting fees as per university regulation.
- [5] **Procedure of Meeting:** The meetings of the Finance Committee shall be arranged through the Registrar as per the directions of the Vice - Chancellor.
- [6] **Conduct of Business:** The Finance Committee shall meet at such times and at places as the Vice - Chancellor considers it necessary. Otherwise, it shall hold its regular meeting at least once in every quarter of the financial year.
- [7] **Quorum:** As per section - 26(2) three members of the Committee shall constitute a quorum at a meeting for the transaction of the business and all matters shall be decided by a majority of votes of the members present.
- [8] **Decision Making:** All propositions before the Finance Committee shall be decided by a majority of votes of the members present and if necessary by ballot. However, the Chairman shall have a casting vote in all cases of equality of votes.
- [9] **Resignation of a Member:** A member of the Finance Committee other than an ex officio member, may resign his/her office by a letter addressed to the Vice -

Chancellor and such resignation shall take effect as soon as it has been accepted by him/her.

- [10] The Finance Committee may appoint an internal auditor, statutory auditor and CA as deemed fit in the favor of the university system.
- [11] The proceedings of the Finance Committee shall be recorded by the Chief Account Officer as a member secretary and shall be circulated amongst its members with the approval of the Chairman, within seven days after the date of the meeting.
- [12] The minutes of the previous Finance Committee meeting shall be presented for confirmation along with the 'Action Taken Report' (ATR) of last approved minutes.
- [13] The University Fund as defined in section 29(2) of the Act shall be utilised (section 29(4)) to fulfillment of university objects and powers and functions of the university. The Finance Committee shall recommend the "Schedule of Powers" to Executive Council (section 21(6)) for the manner of utilization of the University Fund.
- [14] The Finance Committee as an authority can sanction such write off as recommended by the committee made by regulation. The Registrar shall then take steps through the concerned section / officer to dispose of the articles written off.

Statute 14 The Search Committee

- [1] The Search Committee for Registrar and Professors shall consists of members as per section 37(3) of the Act. The functions of the Search Committee shall be as per section 37(4) of the Act.

Statute 15 The Standing Committee

- [1] The Standing Committee shall consists of members as per section 37(2) of the Act. The functions of the Standing Committee shall be as per section 37 and section 11(b) of the Act.

Statute 16 Centre Council

- [1] There shall be Centre Council for each Centre established.
- [2] The Centre Council shall consists of following members:
 - [a] The Dean will be the Chairperson of Centre Council of Centre of Education and in other Centre Councils, the Director of the Centre will be the Chairperson.
 - [b] Any two other Directors of university centres nominated by the Vice - Chancellor;
 - [c] Any two Professors from the university nominated by the Vice - Chancellor;
 - [d] Chairpersons of Boards defined in Statute 18 (1a, 1b, 1c, 1d, 1e and 1f) shall be the members of Centre Council of Centre of Education only;
 - [e] Any two subject experts of the field of Centre's nominated by the Vice - Chancellor for the term of three years;
 - [f] Any two Heads of State Govt. or Central Govt. Unit / PSU / Govt. recog-nised Chapter or Society / affiliated colleges / recognised institution of the field of centre. In case of their representative, he/she shall not be below the rank of Joint Director;

16 Centre Council

- [3] Power and functions of Centre Council.
- [a] Centre Council shall have the general control and power of framing rules, and be responsible for the maintenance of standards of teaching and research;
 - [b] Centre Council shall specify a common scheme of course structure, instructional hours, pattern of marks and evaluation, internal and external components for the courses / subjects included in Council;
 - [c] Centre Council shall forward the resolutions of the Boards of Studies if exists, which are included in the Council, to the Academic Council along with its opinion / recommendations;
 - [d] Centre Council shall recommend to the Academic Council, the admission criteria, examination pattern;
 - [e] Centre Council shall recommend, upon reference to it by the Executive Council or the Academic Council or otherwise, the courses of study in the subject or group of subjects within its purview;
 - [f] Centre Council shall recommend books, including text books, reference books, monographs, etc. for the different subjects under the discipline concerned of that Centre;
 - [g] Centre Council shall recommend to the Academic Council, for its approval, the preparation and publications of selections or anthologies of the writings or works of authors and other masters in any subject or group of subjects, together with synopsis of the selections or anthologies, and the names of the authors and masters and of the persons who may, in its opinion, be considered as appropriate for the relevant subject;
 - [h] Centre Council shall bring to the notice of the Centre or Academic Council as the case may be, matters of importance relating to the evaluation and examinations in the subjects or group of subjects.
- [4] **Venue:** Meeting of the Centre Council shall be held in the University head quarter unless the Vice - Chancellor otherwise directs.
- [5] **Preside:** The Chairperson of the Centre Council or in the absence, the senior member of Centre Council shall preside in the meetings of Centre Council. The Chairperson in such a meeting, shall have a vote, and in case of equality of votes, he / she shall have the right of casting vote.
- [6] **Notice:** The Registrar shall give notice of the likely date of the meeting of the Centre Council seven clear days before such date. The Chairperson of the Centre Council may authorize the convening of an emergency meeting at short notice to consider issues of special importance or urgency with the prior permission of the Vice - Chancellor. The Centre Council shall meet at least twice in one academic year.
- [7] **Agenda:** Items for the agenda framed by the Center Director and as approved by the Vice - Chancellor together with the notes thereon may be circulated to the members of the Centre Council at least 5 days in advance of the date of meeting.
- [8] **Attendance:** In the beginning of the meeting, each member shall register his attendance in a book placed for the purpose at the entrance of the place of the meeting.

- [9] **Invite an Expert(s):** The Director of the Centre Council with the prior approval of the Vice Chancellor may, for the purpose of consultation, invite any person having special knowledge or practice or experience, to the meeting when the relevant matter is being considered. Such a person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote.
- [10] **Minutes of Meeting:** Within a week after a meeting of a Centre Council, the minutes of the meeting shall be prepared by the Director and be circulated to the members of the Council. Any member of the Centre Council who was present at the meeting, may, within ten days of the issue of the minutes, communicate to the Director in writing any exception he may take to the correct-ness thereof.

Statute 17 The Faculty

- [1] The Centre Council of the Centre of Education shall be Faculty of Education.

Statute 18 Board of Studies

- [1] There shall be a Board of Study for the following subjects or group of subjects:
- [a] **Board of Teaching Learning Practices;**
 - [b] **Board of Education Studies;**
 - [c] **Board of Social Sciences and Pedagogy of Social Science;**
 - [i] Board of Studies for History
 - [ii] Board of Studies for Geography
 - [iii] Board of Studies for Economics
 - [iv] Board of Studies for Political Science
 - [d] **Board of Languages and Pedagogy of Languages;**
 - [i] Board of Studies for English
 - [ii] Board of Studies for Gujarati
 - [iii] Board of Studies for Sanskrit
 - [iv] Board of Studies for Hindi
 - [e] **Board of Mathematics and Pedagogy of Mathematics;**
 - [f] **Board of Sciences and Pedagogy of Science;**
 - [i] Board of Studies for Physics
 - [ii] Board of Studies for Chemistry
 - [iii] Board of Studies for Life Sciences
 - [g] Any other board as suggested by Academic council and approved by Executive council.
- [2] **Constitution of Board of Studies:** Each Board shall consist of the following members:
- [a] One teacher not below the rank of Associate Professor of IITE who has specialized knowledge of the subject, to be nominated by the Vice - Chancellor; He / She shall be the Chairperson.
 - [b] All Chairpersons of subject concerned Board of Studies for the board mentioned in [1c, 1d, 1f].

18 Board of Studies

- [c] Two subject experts from the IITE for the board mentioned in [1a, 1b, 1(c)i, 1(c)ii, 1(c)iii, 1(c)iv, 1(d)i, 1(d)ii, 1(d)iii, 1(d)iv, 1(f)i, 1(f)ii, 1(f)iii] shall be nominated by the Vice - Chancellor.
 - [d] Two subject experts from other universities not below the rank of Associate Professor, to be nominated by the Vice - Chancellor.
 - [e] Two subject experts from affiliated colleges / recognized institutions to be nominated by the Vice - Chancellor.
 - [f] Two experts from the relevant area / research organization as nominated by the Vice - Chancellor.
- [3] The term of the members shall be of three years from the date of appointment order.
- [4] **Quorum:** Not less than one-third of the total number of members shall constitute a quorum for meeting.
- [5] Power and functions of Board of Studies.
- [a] to recommend, upon reference to it by the Executive Council or the Academic Council, the Faculty or otherwise, the courses of study in the subject or group of subjects within its purview;
 - [b] to recommend, on its own the courses of study in the subject or group of subjects within its purview;
 - [c] recommend books, including text books, reference books, monographs, etc. for the different subjects under the discipline concerned of that faculty;
 - [d] to recommend to the Faculty and the Academic Council, for its approval, the preparation and publications of selections or anthologies of the writings or works of authors and other masters in any subject or group of subjects, together with synopsis of the selections or anthologies, and the names of the authors and masters and of the persons who may, in its opinion, be considered as appropriate for the relevant subject;
 - [e] to bring to the notice of the Faculty or Academic Council as the case may be, matters of importance relating to the examinations in the subjects or group of subjects.
 - [f] To recommend the syllabus for subjects of the discipline.
- [6] **Venue:** Meeting of the Board of Studies shall be held in the University head quarter unless the Vice - Chancellor otherwise directs.
- [7] **Preside:** The Chairperson of the Board of Studies or in the absence, the senior member of Board of Studies shall preside in all the meetings of Board of Studies. The Chairperson in such a meeting, shall have a vote, and in case of equality of votes, he shall have the right of casting vote.
- [8] **Notice:** The Registrar shall give notice of the likely date of the meeting of the Board of Studies five clear days before such date. The Chairperson of the Board of Studies may authorize the convening of an emergency meeting of the Board of Studies at short notice to consider issues of special importance or urgency with prior permission of the Vice Chancellor.
- [9] The Board of Studies shall meet at least twice in one academic year.

- [10] **Agenda:** Items for the agenda as approved by the Vice - Chancellor together with the notes thereon may be circulated to the members of the Board of Studies at least 3 days in advance of the date of meeting.
- [11] **Attendance:** In the beginning of the meeting, each member shall register his attendance in a book placed for the purpose at the entrance of the place of the meeting.
- [12] **Invite an Expert(s):** The Chairperson of the Board of Studies with the prior approval of the Vice-Chancellor may, for the purpose of consultation, invite any person having special knowledge or practice or experience, to the meet-ing when the relevant matter is being considered. Such a person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote.
- [13] **Minutes of Meeting:** Within a week after a meeting of a Board of Studies, the minutes of the meeting shall be prepared by the Chairperson and be circu-lated to the members of the Board of Studies. Any member of the Board of Studies who was present at the meeting, may, within ten days of the issue of the minutes, communicate to the Registrar in writing any exception he may take to the correctness thereof. The final minutes shall be submitted to the Registrar for the submission to Centre Council and / or Academic Council.

Statute 19 Research Council

- [1] Constitution of the Research Councils shall be as per section - 28 of the Act under the Centre of Research. The scholar shall be an eminent educationalist in the subject who is Retired Professor / Professor of any State or Central University / Research Supervisor of IITE / Director of any academic or research institute of State Government or Central Government.
- [2] Powers and functions of the Research Councils shall be as per section - 28.
- [3] The Research Council shall meet at least once in six months, or as often as it may be necessary directed by the Chairperson.
- [4] The Vice - Chancellor shall preside over the meeting of the Research Council. In his absence, the Director of the Centre of Research shall preside.
- [5] Two weeks' notice shall ordinarily be given for each meeting. In special circumstances, a meeting may be convened with shorter notice. Under orders of the Vice - Chancellor, the Director of the Centre of Research shall issue the notice informing the day, date, time and venue of the meeting.
- [6] The Director of the Centre of Research shall also send the agenda to each member at least one week in advance of the meeting date. However, with shorter notice or no notice at all, the Vice - Chancellor may bring before the meeting any item considered by him as urgent, for discussion at any meeting of the Committee.
- [7] Any item for inclusion of the agenda suggested by a member may be included with the approval of the Vice - Chancellor.
- [8] The minutes of the meeting shall be prepared by the Director of the Centre of Research within one week after the meeting and submitted to the Vice - Chancellor

22 Removal of Nominated Member

or through the member who presided over the meeting to the Vice - Chancellor. The minutes as approved shall be communicated to all the members of the Committee.

- [9] The Director of the Centre of Research shall, as early as possible, but not later than fifteen days from the date of approval of the minutes, initiate further action on resolutions passed at the meeting of the Committee.
- [10] The minutes of meeting shall be brought in Academic Council for the information only.
- [11] The Research Council suggests various steps for promoting quality research in the University, and for this purpose call for such reports and other information as may be required from time to time from all those concerned with research in the University.
- [12] The Research Council suggests the areas of research which the University could undertake in time-bound and goal-oriented projects funded by the Centre/State Governments or other funding agencies, both national and international, industries and companies.
- [13] The Research Council formulate Mechanism to monitor progress of research scholars enrolled for research degrees; evolve mechanisms to accord a person recognition as Ph.D. Supervisor; evolve policy and mechanism for its effective implementation as well as promotion of Intellectual Property Rights; evolve a policy and mechanism of commercialization of Intellectual Property; evolve policy for funded research projects as per the norms; evolve policy for consultancy; evolve policy for Plagiarism; evolve policy for transfer of credits for Academic Mobility.

Statute 20 Indemnity

- [1] No suit shall be instituted as per provision of section 39 of the Act.

Statute 21 Resignation of Nominated Member

- [1] Any nominated member specified in statutes 10,11,12,13,14,16,17,18 and 19 may resign his office by letter addressed to the Vice - Chancellor or as per the section 38(1) of the Act as the case may be.

Statute 22 Removal of Nominated Member

- [1] On the recommendation of not less than two-thirds of the number of members of the Executive Council, may remove any nominated person from membership of specified in statutes 10,11,12,13,14,16,17,18 and 19 convicted by a court of law of any offence involving moral delinquency or punished by the University for Malpractice connected with any University affair, examination.
- [2] The Executive Council may also remove any nominated member from the membership of specified in statutes 10, 11, 12, 13, 14, 16, 17, 18 and 19 if he becomes of unsound mind or deaf-mute or has applied to be adjudicated or has been adjudicated as insolvent. A member shall be provided reasonable opportunity to defend himself, before any infliction of any punishment.

Statute 23 Cessation of Membership

- [1] If a nominated member of specified in statutes 10,11,12,13,14,16,17,18 and 19 fails to attend three consecutive meetings of that body, he/she shall cease to be a member of such authority or body and thereupon the Registrar shall intimate him/her that he/she has ceased to be such member. Provided that the Vice-Chancellor may, if satisfied that there was sufficient cause for the failure of the member to attend the meetings, restore him/her to its membership.
- [2] An age of member of specified in statutes 10,11,12,13,14,16,17 and 18 shall be not more than 62 years. He/She shall be ceased automatically at the completion of 62 years age.

Statute 24 Disqualifications for Membership

- [1] No person shall be qualified for selection or nomination or appointment as a member of specified in statutes 10, 11, 12, 13, 14, 16, 17, 18 and 19 or for continuing as such member, if he/she
 - [a] is unsound mind or a deaf-mute; or
 - [b] is an undischarged insolvent; or
 - [c] has been convicted by a court of law of an offence involving moral delinquency; or
 - [d] has been debarred by any University from appearing in examinations, for malpractices in connection with any examination:
- [2] If any question arises as to whether any person is disqualified under subclauses 2a to 2d of above clause the question shall be referred to the Chancellor and his decision thereon shall be final.

Statute 25 Meeting through Video Conferencing

- [1] In the case of members specified in statutes 10,11,12,13,16,17,18 and 19 not convenient to attend the meeting in person, then he/she can join the meeting by video conferencing after the approval of the Vice-Chancellor.
- [2] At the commencement of the meeting, for the record, Chairperson may ask his presence and the location from where he/she is participating. The Chair-person may confirm that he/she has received the agenda of the meeting.
- [3] His/her presence shall be marked by member secretary.

Statute 26 Constitution of Committees

- [1] There shall be provision by section 32(xvii) of the Act, to form various committees for various purposes.
- [2] The constitution, powers and functions of the Committees shall be laid down by the regulations.

32 Register of Donors

Statute 27 Institution of Departments, Extension Centres and Hostel

- [1] The university shall establish and maintain a department under the centre as per the suggestion of the particular centre council. It shall be approved by the Academic Council and Executive Council.
- [2] The university shall establish extension centres in affiliated colleges / recognised / approved institution / Government Institutions / institution who is imparting education and social work as per the need. It shall be approved by the Academic Council as per the regulation.
- [3] The university shall establish and/or recognize hostel for the university students as per the need.
- [4] The recognition of hostel shall be as prescribed in the Ordinance.

Statute 28 Establishment and Maintenance of Physical Infrastructure and Facilities

- [1] The establishment and maintenance of physical infrastructure and facilities such as buildings, gardens, water and electricity, laboratories, library books, hostels, vehicles, studio, IT equipment, networking, communication and media platform, data storage and equipment required for teaching, evaluation and research shall be as prescribed in the Regulation.
- [2] There shall be register of all above facilities and equipment. It shall be verified annually and the status report shall be submitted to the Executive Council for the approval and to the General Council for the information.

Statute 29 Affiliated Colleges, Recognized and Approved Institutions

- [1] The affiliated colleges, recognized and approved Institutions of the university shall be as prescribed in the Ordinance.

Statute 30 Qualification, Pay and Service Conditions of Employees

- [1] The qualification, pay and service conditions of employees of the university shall be as prescribed in the Regulation.

Statute 31 Registered Graduates

- [1] All graduates of this University shall be registered as Registered Graduates on payment of a fee in prescribed form as per regulation.
- [2] The Roll of Registered Graduates shall be revised after annual convocation and notified within a month.

Statute 32 Register of Donors

- [1] The University shall accept the donation from the person / organization who is not at the mutually at the conflict of interest.
- [2] The CAO shall maintain and update the register of donors for each donating money or other property of the market value of not less than Two lac fifty thousand of rupees to or for the purpose of the University.

Statute 33 Utilisation of Fund

The University Fund as defined in section 29(2) of the Act shall be utilised (section 29(4)) to fulfillment of university objects and powers and functions of the university.

Statute 34 Financial Estimates

There shall be financial estimates every year which shows the next year estimates as well as last two years financial statements. This will be recommend by Finance Committee for the approval of Executive Council and General Council.

Statute 35 Eligibility and Conferment of Degrees

[1] **Eligibility:**

Every candidate who passes a undergraduate degree or a postgraduate degree or research degree or diploma or certificate examination of the University shall be eligible for receiving respective Degree or Diploma or Certificate.

[2] The University shall confer upon Research Degrees, Degrees, Post Graduate Degree, Postgraduate Diplomas to the person who:

- [a] has pursued approved course of study at the University and have passed the examinations prescribed by the University, or
- [b] has carried out research leading to research degrees under conditions prescribed under the research degree programme of the University.
- [c] shall get degree or diploma in person or in absentia at his option after remittance of the prescribed fees.

[3] **Conferment of Degrees:** Subject to the recommendation by the Academic Council and confirmation by the General Council, the degrees and diplomas shall be conferred at the convocation ceremony by the Hon. Chancellor or Hon. Vice-Chancellor, to students who have fulfilled the requirements of the Act and Regulations in force. The degrees and diplomas shall bear the signature of Hon. Chancellor. In the absence of Hon. Chancellor when Hon. Vice-Chancellor presides convocation ceremony the degrees and diplomas shall bear the signature of Hon. Vice-Chancellor.

Recommendation for conferment of the respective degrees and diplomas as well as prescribed in regulation and the order is mentioned below:

- [a] Honorary Degree
- [b] Research Degree in Education
 - [i] Ph.D.
 - [ii] M.Phil
- [c] Post Graduate Degrees
 - [i] Master of Science & Master of Education (Innovative Integrated) - M.Sc. - M.Ed. (Three Years)
 - [ii] Master of Arts & Master of Education (Innovative Integrated) - M.A. - M.Ed. (Three Years)
 - [iii] Bachelor of Education & Master of Education (Integrated) - B.Ed. - M.Ed. (Three Years)

35 Eligibility and Conferment of Degrees

- [iv] Master of Education - M.Ed. (Two Years)
- [v] Master of Arts (Education) - M.A. (Education) (Two Years)
- [d] Bachelor Degrees
 - [i] Bachelor of Science & Bachelor of Education (Integrated) - B.Sc. - B.Ed. (Four Years)
 - [ii] Bachelor of Arts & Bachelor of Education (Integrated) - B.A. - B.Ed. (Four Years)
 - [iii] Bachelor of Education - B. Ed. (Two Years)
 - [iv] Bachelor of Arts (Education) - B.A. (Education) (Three Years)
- [e] Post Graduate Diploma.

The list of Post Graduate Diploma Courses shall be as per the registration for listed certificate courses defined by the ordinance.
- [f] Any Degree, namely Bachelor, Master and/or Doctoral, Diploma or Certificate may be awarded through the courses introduced by University from time to time.
- [g] There shall be ordinance for each said courses after approval of Academic Council and/or Professional Councils as the case may be.
- [4] **Honorary degree:** The University may confer an Honorary Degree on a person who is having outstanding merits and who has no conflict of interest with IITE, who is not an employee of IITE, who is not a member of any authority of IITE. Honorary degree subject to the proposal to confer an honorary degree being confirmed by the Chancellor and the approval of the General Council the Chancellor or Vice - Chancellor, as the case may be, presiding over the convocation shall confer the honorary degree which shall bear the signature of the chair who preside the convocation.
- [5] **Procedure for Honorary Degrees:** The procedure to be followed for the same shall be as under:
 - [a] The Registrar shall invite recommendations for conferment of Honorary Degree from the Directors by convening the special meeting. After careful consideration of the achievements in education, research, academic, extraordinary merits and social status of the person to be recommended for Honorary Degree, the Registrar shall send the recommendations to the Academic Council.
 - [b] The Academic Council on receiving the recommendations from the Registrar shall either approve the name and make recommendations to the Executive Council for the conferment of Honorary Degree or reject the names and call for new names.
 - [c] Chancellor may confirm or reject the proposal for conferment of the Honorary Degree. If the same is confirmed by the Chancellor, the Executive Council shall sanction conferral of the Honorary Degree so recommended on such a person without requiring him to undergo any examination and other university procedure.

[6] **Withdrawal of Degrees and Diplomas**

- [a] The Executive Council may (on the recommendations of the Academic Council) by a resolution passed by a majority of the total membership of the Executive Council not less than two-third of the members of the Executive Council present and voting, recommend to the Chancellor to withdraw a degree/ diploma conferred by the University and the Chancellor may order withdrawal of the same.
- [b] Before withdrawing a degree/diploma it shall be incumbent upon the Academic Council to notify the person concerned of the action contemplated and to give him an opportunity to tender either in person or by a written statement within 21 (twenty one) clear days from the date of issue of such notice, such defense as he may wish to put up. If the Academic Council after taking into consideration the defense so set up, decides to recommend to the Executive Council that action be taken against him, a copy of such recommendation shall be forwarded to him with an intimation of the date of the meeting of the Executive Council at which his case will come up for consideration and he shall be informed that if he has any further statement to make, in writing he should submit the same to the Academic Council six weeks before the date of the meeting. The statement, if any, so received, shall be submitted to the Executive Council with recommendations of the Academic Council.

[7] **Withdrawal of Certificates**

- [a] The Executive Council may (on the recommendations of the Academic Council) by a resolution passed by a majority of the total membership of the Executive Council not less than two-third of the members of the Executive Council present and voting, recommend to the Vice - Chancellor to withdraw a certificate issued by the University and the Vice - Chancellor may order withdrawal of the same.
- [b] Before withdrawing a certificate it shall be incumbent upon the Academic Council to notify the person concerned of the action contemplated and to give him an opportunity to tender either in person or by a written statement within 21 (twenty one) clear days from the date of issue of such notice, such defense as he may wish to put up. If the Academic Council after taking into consideration the defense so set up, decides to recommend to the Executive Council that action be taken against him, a copy of such recommendation shall be forwarded to him with an intimation of the date of the meeting of the Executive Council at which his case will come up for consideration and he shall be informed that if he has any further statement to make, in writing he should submit the same to the Academic Council six weeks before the date of the meeting. The statement, if any, so received, shall be submitted to the Executive Council with recommendations of the Academic Council.

39 Headquarters of the University

Statute 36 Convocation

- [1] Convocation for conferring degrees, diplomas and honorary degrees shall be held ordinarily once in a year at the place decided by the Vice-Chancellor in consultation with Hon. Chancellor. However, the Academic Council may decide to hold a special convocation, which is consented by the Vice-Chancellor. The special convocation shall be held only at main campus of the University.
- [2] **Date of Convocation:**
 - [a] Keeping in view the notice period prescribed for the meeting of the Academic Council four clear weeks time for processing the proposal in the office of Hon'ble Chancellor and the days required for the publication of advertisement in the newspapers / university website / communicate ; the Registrar shall in consultation with Vice-Chancellor propose to the Hon'ble Chancellor three alternate dates for holding the Convocation and obtain his/her consent.
 - [b] After receipt of the consent from the Hon'ble Chancellor; the Registrar shall notify the date of Convocation in the newspapers / university website / communicate for stake-holders at least three weeks prior to the date of Convocation.
- [3] **Chief Guest at Convocation:** An academician of eminence known for life-time contribution in various spheres of education, research and contemporary thoughts having unbiased vision and ability to ignite the minds of young recipients of the degrees shall be invited by the Vice-Chancellor as the Chief Guest on the recommendations of the Academic council for delivering the Convocation Address.
- [4] There shall be regulation from time to time to organise the convocation.

Statute 37 Official Language

- [1] Gujarati language shall be official language for the correspondences of uni-versity, provided, however, that English/Hindi may continue to be the author-itative language of the business connected therewith, provided further that it will be open to the vice-chancellor, notwithstanding what is contained herein, to direct that the correspondence between this University and such other bodies and persons, as he thinks fit, may be carried on in English. Notwith-standing anything contained in this Statute, a member shall have the right to address the meeting in English or Hindi.

Statute 38 Jurisdiction of the University

The territorial jurisdiction of the university shall be as per section 8 of the Act.

Statute 39 Headquarters of the University

The headquarters of the university shall be as per section 4 of the Act.

Statute 40 Common Seal and University Song

[1] Common Seal

Rising sun. An open book.
A teacher writing on a green board.

न हि ज्ञानेन सदृशं पवित्रमिह विद्यते

[2] University Song

युनिवर्सिटी गीत

રાષ્ટ્રની ઉજળી આવતીકાલના અમે છીએ ઘડવૈયા,
અંધકારની સામે અડીખમ પ્રકાશના લડવૈયા,

તૂટે તિમિર તણાં હર બંધન . . .
આઈ.આઈ.ટી.ઈ. તુજને વંદન . . . (૨)

ઘડવૈયાનું ઘડતર કરતું ઉત્તમ વિદ્યાધામ ,
પરંપરાને પ્રયોગ કેરું થાય ઉચિત સન્માન,

તુજને કોટિ કોટિ અભિનંદન . . .
આઈ.આઈ.ટી.ઈ. તુજને વંદન . . . (૨)

સંસ્કૃતિનું રક્ષણ, આધુનિકતાનું આહ્વાહન,
સુરાષ્ટ્રના નિર્માણને સાર્થક કરતું ઉત્તમ શિક્ષણ,

પ્રગટે જ્ઞાન તણાં જ્યાં સ્પંદન . . .
આઈ.આઈ.ટી.ઈ. તુજને વંદન . . . (૨)

