ACADEMIC RULES AND REGULATIONS ETC

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JAWAHARLAL NEHRU UNIVERSITY
NEW DELHI - 110067

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I. FACULTY

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1.RESERVATION AND RELAXATION IN QUALIFICIATONS FOR SC/ST AND OBC CANDIDATES FOR APPOINTMENT TO TEACHING POSTS.

[1]The Executive Council at its meeting held on 30.12.1982 has decided that the following reservation percentages be fixed for persons belonging to Scheduled Castes and Scheduled Tribes in appointments to teaching posts upto the level of Lecturers/Assistant Professors in the University:

(i) 15 % for Scheduled Castes and
(ii) 7.5% for Scheduled Tribes

[2]The Executive Council again at its meeting held on 20.04.1983 has resolved to follow the following procedure for reservation to teaching posts upto the level of Assistant Professors;

(i) 15% for Scheduled Casts; and
(ii) 7.5% for Scheduled Tribes;
(There will, however, be no carry forward of the unfilled posts from one year to next)

The Council further resolved that the Centres/Schools who do not already have a SC/ST candidate on its faculty, would endeavour that atleast one post at the level of Assistant Professor is filled from SC/ST candidates in these Centres/Schools in the next two years or so or by the end of the 6th Plan period.

[3]The Executive Council at its meeting held on 17.01.1994 has also further decided that

1. Vacancies in the post of Assistant Professor to be reserved on the basis of 15% for SC and 7.5% for ST candidates as per rules be shown in separate rosters for each School.

2.1 A Search Committee be constituted for each School to identify suitable candidates belonging to SC and ST who could be considered for appointment in the University to the post of Assistant Professor for various Disciplines/Subjects/Languages.

2.2 Each Search Committee may consist of:
(a) Dean of the School (Chairman);
(b) Two faculty members nominated by the Dean of the School, one of them shall belong to SC/ST as members.

The Chairman of the Committee shall invite the Chairperson of the Centre (in which there is a vacancy reserved for SC/ST candidates and for which suitable candidates have to be identified) to attend the meetings of the Committee.

[4]The Executive Council at its meeting held on 11.4.2007 has further decided to implement with immediate effect 15% reservation for SCs and 7.5% reservation for STs at the level of Associate Professors and Professors as per guidelines issued by the UGC. The Council also further resolved to implement 27% reservation for OBCs at the level of Assistant Professor as recommended by the Department of Secondary and Higher Education, MHRD, New Delhi vide its letter No. F.22-1/98-U5 dated 9.10.2006 and UGC letter No. F.1-4/1994 (SCT) dated 24.1.2007.

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[1]Approved vide Resol. No. 9.2/EC/30.12.1982
[2]Approved vide Resol. No. 5.18/EC/20.4.1983
[3]Approved vide Resol. No. 5.10/EC/J7.1.1994
[4]Approved vide Resol. Nos. 6.7/EC/11.4.2007 and 6.1/EC/14.11.2011

2.3 The Registrar's Office will make available to the Chairman of the Search Committee the following information at least one month before the reserved vacancy is advertised or soon after the vacancy is declared as reserved for SC or ST: (i) No. of vacancies; (ii) Whether the vacancy is reserved for SC or ST; (iii) School/Centre in which the vacancy occurs; and (iv) Qualifications (Essential and Desirable) and fields of specialization.

2.4 The Search Committee will make all possible efforts to identify suitable candidates and forward to the Registrar names, addresses and bio-data of the candidates so identified so that they are forwarded a copy of each of the advertisement and the application form to enable them to apply for the reserved vacancy.

2.5 The Committee may meet as frequently as required.

2.6 In order to identify suitable potential candidates for the post of Assistant Professor, the Search Committee may also take the help of the JNU News Bulletin which has a wide circulation among Universities.

3. Wherever a candidate belonging to SC/ST category fulfills the prescribed minimum qualifications/requirements, preference be given to him for appointment to the post of Assistant Professor.

4. When a Selection Committee meets to interview candidates for appointment to a regular post of Assistant Professor, the Chairman of the Selection Committee (i.e. Vice-Chancellor) be apprised of the actual position with regard to the fulfillment of the quota of the vacancies reserved for SC and ST for the post of Assistant Professor.

*The E.C. at its meeting held on 30.5.2003 has decided relaxation of 5% (i.e. from 55% to 50%) of marks at Masters level for SC/ST candidates for appointments as Professor, Reader, Lecturer:

1 (A) **Opening of Post-based Reservation Rosters for SC/ST/OBCs at the level of School/Special Centre alongwith grouping of certain Schools/Special Centres.

"The Executive Council at its meeting held on 13.07.2011 decided to approve operating the SC/ST/OBCs post-based reservation rosters at the level of School/Special Centre alongwith grouping of certain Schools/Special Centres for providing reservation, separately for each cadre of faculty posts and closing the current rosters in pursuance to Executive Council decision dated 05.04.2011 to maintain school level rosters and also as per recommendations of the Standing Committee on SC/ST meeting held on 27.04.2011, as per details given below:

i) Centre for the Study of Law & Governance and Academic Staff College may be grouped with School of Social Sciences.

ii) School of Arts & Aesthetics and Centre for Sanskrit Studies may be grouped with School of Language, Literature & Culture Studies.

iii) School of International Studies-No grouping is required for the present.

iv) SLS, SC&SS, SBT, SPS, SES, SC&IS, Special Centre for Nano Sciences, USIC, AIRF, IPM Cell and SCMM may be grouped together.

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*vide Resol.No.6.2/EC/30.5.2003

**vide Resol. No. 4.23/EC/10.07.2009 & amended vide Resol. No. 6.9/EC/13.07.2011

2. [5]RELAXATION IN QUALIFICATIONS FOR PHYSICALLY HANDICAPPED PERSONS AND ESPECIALLY BLIND PERSONS FOR APPOINTMENT TO TEACHING POSTS.

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RESERVATION FOR PERSONS WITH DISABILITIES (PWD's) AT THE LEVEL OF ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS & PROFESSORS.

The Executive Council at its meeting held on 12-3-1984 decided that no special relaxation in qualification for physically handicapped persons and especially blind persons for appointment to the teaching staff be made and that it may be left to the Selection Committee to take a decision in each case.

[6]The Executive Council at its meeting held on 15.4.1997 has decided to create two posts (under Ninth Plan) at the level of Assistant Professor - one to be earmarked for physically disabled candidate who suffers from over 40 percent physical disability and the other for the blind candidate.

[7]The Executive Council **at its meeting held on 29.11.1999** has resolved to approve the reservation of vacancies in the University for the post of **Assistant Professor for handicapped persons with immediate effect**, as per Govt. of India policy.

[8]The Executive Council **at its meeting held on 11.4.2007** has resolved to implement with immediate effect, **3% reservation for Persons With Disabilities (PWDs) at the level of Associate Professors and Professors** as identified by the Ministry of Social Justice and Empowerment vide Notification No. 16-25/99-N1 dated 31.5.2001 and as per UGC Letter No. F.6.1/2002 (CPP)-Vol.II dated 1.11.2005.

@ The Executive Council at its meeting held on 10.7.2009 has decided relaxation of 5% of marks (i.e. from 55% to 50% marks) at Master's level to the physically and visually handicapped candidates for appointment as Professor, Reader Lecturer in terms of UGC communication No.F.3-1/2000/(P.S) dated 19.03.2009

@@ Adoption of Reservation Policy for implementation in respect of the Rights of Persons with Disabilities Act, 2016, in terms of Govt. of India Gazette Notification in relation to the Rights of Persons with Disabilities Rules, 2017, providing for reservation @4% in employment and @5% in admissions, as notified by the office of the Chief Commissioner for Persons with Disabilities, Ministry of Social Justice and Empowerment, Govt. of India as available on the website link **http://www.ccdisabilities.nic.in/page.php?s=&t=yb&p=pwd_act**).

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[5]Approved vide Resol. No. 6.10/EC/12.3.1984
[6]Approved vide Resol. No. 5.11/EC/15.4.1997
[7]Approved vide Resol. No. 6.5/EC/29.11.1999
[8]Approved vide resol. No. 6.9/EC/11.4.2007
@Resol.No.6.7/EC/10.07.2009
@@Resol. No. 5.5/EC/23.11.2017

3. [9]RULES RELATING TO JOINT APPOINTMENTS.

1. Henceforth no joint/concurrent appointment should be made in the University but there should be cooperation and collaboration by mutual agreement and that in the letters of all the faculty members the following clause may be added:

"You will be expected to take part in the teaching and research programme of the University and do such other work as may be assigned to you from time to time".

2. The transfer of faculty members from one Centre to another may be made with the written concurrence of both the Centres as well as of the faculty member concerned.

3. With regard to concurrent/joint appointments already made, the faculty member concerned will belong to the Centre/School where his appointment has been made and the post exists. He will have access to all the facilities available to a member of the faculty in that Centre/School. He will in the Centre/School where his joint/concurrent appointment has been made, perform only academic duties i.e. teaching, research and evaluation of students etc. and by virtue of the concurrent/joint appointment alone will not be entitled to become a member of the Board/Special Committee of that Centre/School and of the Committee for Advanced Studies and Research.

In cases where the faculty members who have been given concurrent/joint appointments have been made members of such Committees their cases may be reviewed and dealt with in accordance with its above norms.

[10]The Executive Council at its **meeting held on 9.5.2000** has resolved to supersede the Rules relating to joint appointments as approved by the Executive Council vide Resolution No. 4.1 dated 17.9.1979 and revert to the old rules so as to continue with the joint/concurrent appointment in order to facilitate proper planning of various academic activities of the new Centres/Schools approved by the UGC during the IXth Plan. The faculty appointed in such a capacity will enjoy the powers/facilities in the new Centres/Schools as they are enjoying in the existing Schools/Centres.

The Council also authorized the Vice-Chancellor to involve the faculty of existing Centres/Schools in the new Centres/Schools as adjunct/concurrent faculty with similar powers as they are already availing.

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[9]Resolution No. 4.1/EC/17.9.1979
[10]Approved vide resolution No. 7.3/EC/9.5.2000

4. [11]GUIDLINES FOR FIXATION OF PAY OF THE ACADEMIC STAFF AS PRESCRIBED BY THE UGC AND FOLLOWED BY THE UNIVERSITY.

1. Universities are free to give upto five advance increments on the minimum of the scale to each category of staff with the approval of appropriate authorities of the University subject to the condition that the expenditure is met from within the sanctioned block grant or development grants to which cost of such staff is debited and such cases need not be referred to the University Grants Commission but if it is proposed to give a higher start to a person than stated above the matter is to referred to the UGC giving full justification for the proposal and the approval of the University Grants Commission obtained before appointing the person.

2. In cases where a person appointed in the University was previously in employment in another University and if the pay to be allowed in the University is at the stage next higher to the pay last drawn by him in his previous employment, the University may give such number of advance increments as to give him the initial pay at the stage next higher to the last pay drawn by him without referring the matter to the University Grants Commission.

3. Exceptional and rare cases where a person is to be granted a salary more than the next higher stage over the last pay drawn by him and if the number of advance increments to be allowed over the minimum of the time scale exceeds five, the University may seek prior concurrence of the Commission indicating in detail the special circumstances justifying a relaxation of prescribed guidelines. The special provisions applicable to persons previously in employment in another University are not applicable to cases of persons previously in employment in foreign universities. In such cases if the number of advance increment exceeds five, a reference is to be made to the Commission with full details.

   In the case of Central Universities a person joining from one Central University to another Central University in the same pay scale, he carries with him the pay last drawn by him and also the date of increment. The same is the position of staff joining Central Universities from Delhi Colleges.

   Since every appointment in the University's academic post is done on the basis of open selection and there being no reserved quota for internal candidates, all persons whether working in the University or outside be considered on par for the purpose of fixation of their initial salary on an appointment to be made on the recommendations of the Selection Committee, subject to other existing provision in this regard.

   The Universities may offer higher salary than that being drawn by him to a person moving from one Central University to another in the same scale in exceptional circumstances with the concurrence of the Commission, giving full justification for the same.

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[11] Approved vide Resol. No. 7.4/EC/10.5.1979

For fixation of pay of University teachers on promotion to higher posts, the pay of the teacher will first be increased by one increment in the lower scale and then fixed in the higher scale at the stage next above. The teacher shall, however, have the option to be exercised in writing within the period of 3 months of the promotion either to have his pay fixed in the higher scale of pay from the date of promotion or from the date on which his next annual increment falls due. The option once exercised will be final.

[12]For fixation of pay of University teachers on promotion/appointment to higher post wherein individual immediately before his appointment to a higher post is drawing pay at the maximum of the time-scale of the post his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the last post by an amount equal to the last increment in the time-scale of the last post.

In cases where a senior was getting lesser pay than the junior consequent on application of para I above of the guidelines, the pay of the senior may be stepped upto the level of the junior with effect from the date of the appointment of the junior and the next increment granted after completion of one year of service provided that the senior was not drawing lesser pay than junior in the lower post and the pay of the junior was fixed higher in the higher post only by virtue of application of the existing guidelines.

The protection of salary will not be given to the senior whenever advance increments are granted to junior on the recommendation of Selection Committee on academic merits.

Note: The Executive Council decided that the guidelines relating to 'fixation of pay of academic staff approved by it at its meeting held on 10th May 1979 may be given effect to from 1st January 1973 i.e. the date on which the scales of pay of faculty members were revised on the recommendations of the Third Pay Commission.

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[12]Added vide Resol. No. 6.6/EC/12.4.1984 w.e.f. 1.1.1983

5. [13]RULES REGARDING THE PROCEDURE RELATING TO FORWARDING OF APPLICATIONS OF FACULTY MEMBERS FOR POSTS OUTSIDE THE UNIVERSITY.

Resolved to approve forwarding of applications of faculty members for jobs outside the University provided that these are sent through the Head of the Centre and the Dean of the School, to the Registrar;

Provided further that in the event of his selection, a teacher shall not normally be relieved of his duties during the currency of a semester if the academic/research/teaching requirements of the School/Centre, where he is working so demand, unless otherwise recommended by the Head of the Centre and the Dean of the School concerned.

Provided also further that a faculty member, who has been granted study leave/sabbatical leave/leave not due or has been paid travelling expenses for taking up his initial appointment at the University and has executed a bond to serve the University for a specific number of years, shall not be allowed to make any application for outside posts until the later half of the last year in which the bond executed by him is due to expire, or until he has paid the full amount mentioned in the bond along with interest thereon.

*5(A). PROTECTION OF BASIC PAY AND ACADEMIC GRADE PAY IN THE CASE OF FACULTY MEMBERS JOINING THE UNIVERSITY FROM OTHER INSTITUTION.

The pay including the academic grade pay drawn by a faculty member in his parent institutions may be protected upon joining the University under open recruitment provided the higher grade was granted under the Career Advancement Scheme or any other UGC approved Scheme and subject to submission of a certificate to this effect from the parent institution. However, this protection shall not be applicable for candidates holding higher post/scale in his parent institution and joining at a lower post in the University. In their case only the basic pay drawn in their previous institution shall be protected and not the academic grade pay or the pay band.

**** For Teachers who joined the University before 02.07.2012;**

1. Protection of Basic Pay and Academic Grade Pay will be allowed in all cases (irrespective of the date of joining the University) upto the maximum of the Pay Band and AGP of the post joined in the JNU; and
2. Protection of Pay/AGP after completion of two years of residency period to those who joined the University prior to 31.12.2008 **or** w.e.f. 31.12.2008 (if residency period goes beyond 31.12.2008), whichever is applicable, will be allowed so that faculty members who got promoted earlier after putting in two years of residency period are not put to disadvantageous position.

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[13] Approved Vide Resol. No. 6.5/EC/3.9.1976

* Approved vide Resol. No. 4.21/EC/20.11.2012

** Added vide Resol. No. 6.8/EC/18.11.2013

6. [14]RULES FOR ACCEPTING CONSULTATIVE OR SIMILAR ASSIGNMENTS BY THE FACULTY MEMBERS.

The faculty members may be allowed to accept consultative or similar assignments subject to the following conditions:

1. The Vice-Chancellor would examine each request for permitting a member of the faculty to accept a consultative or similar assignment keeping in mind that the proposed assignment would be in the interest of the university in the long run and will not adversely affect the faculty member's work at the University;

2. [15]They may be allowed to retain a fee upto 30% of their basic pay in a year, and if the fee received in any year is in excess of the 30% ceiling limit, the excess should be shared by the faculty members and the University in the proportion as given below:

   The fees received by the teachers on account of above in a financial year, shall henceforth be shared between the teachers and the University in the following manner:

(i)	Money received upto 30% of the Salary (basic+DA+CCA)	No sharing
(ii)	Money received beyond 30% and up to the salary	70:30 between the teacher and the University
(iii)	Money received beyond the salary	50:50 between the teacher and the University

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EXPLANATION[16]: The following shall not be construed as consultancy work for the purpose of regulating the fee received by a faculty member:

i. Writing of reports, papers or study reports on selected subjects for international bodies like the UNO, UNESCO, etc.

ii. Fees received by a teacher from recognised University and other statutory bodies or public sector undertakings, which are wholly or substantially owned or controlled or subsidised. by Government for the performance of work connected with the examination conducted by these bodies or for delivering lectures;

iii. Income derived by a teacher from exploitation of patent or invention taken out by him with the permission of the University while in its service;

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[14]Approved Vide Resol. No. 17.2/EC/l.4.1972
[15]Added vide Resol. No.5.6/EC/7.3.1994 and applicable w.e.f. 1.4.1993
[16]Amended vide Resol.No.6.17/EC/16.10.2003

iv. When the University undertakes the work for a non-government organisation and, in its turn assigns the work to the teachers suited for the purpose and pays them at the rates approved by the government provided that the honorarium paid to the teacher(s) shall not exceed 2/3 of the fees received by the University;

v. Income from books, articles, papers and lectures on literary. cultural, artistic, technological and scientific subjects including management sciences; and

vi. Income from occasional participation in sports, games and athletic activities as players, referees, umpires or managers of the teams.

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7. [17] **SALARY OF A TEACHER DURING THE PERIOD OF DUTY LEAVE.**

The pay of a faculty member granted duty leave for participation in international conference/seminars etc. should not be regulated and full University pay as he/she may have been drawing before proceeding on duty leave must be paid during the duty leave period.

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[17]Vide Resol. No.6.17/EC/16.10.2003

8. [18]SALARY OF A TEACHER DURING THE PERIOD OF STUDY LEAVE

During the period of study leave/sabbatical leave spent aboard, the money received by the faculty members as fellowship/scholarship/grant/salary etc. if higher by 50% over the permissible per diem limit, only half the JNU salary will be paid.

Note: While regulating the salary of teachers during the period of his/her study leave/sabbatical leave etc. spent abroad, the net emoluments rather than the gross emoluments be taken into consideration and that the deduction made by the granting agency on account of tax as well as the payment made by the teacher on accommodation during the course of leave spent aboard, may be deducted from the gross emoluments while deciding the payment of JNU salary to him/her.

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[18]Approved vide Resolution No.5.5/EC/31.1.1992, 6.17/EC/16.10.2003 &.4/EC/2.6.2005.

9. [19]RULES GOVERNING THE PAYMENT OF SALARY AND ALLOWANCES DURING DUTY LEAVE PERIOD TO THE TEACHERS WHO ARE PERMITTED BY THE UNIVERSITY TO ACCEPT FELLOWSHIPS, ETC.

Teachers on approved foreign visits and the issue of Jawaharlal Nehru University salary concepts:

(a) The assumption is that the teacher has followed the prescribed procedures and that his foreign visit is approved by University authorities.

(b) The question is: what salary, if any, should he receive from Jawaharlal Nehru University?

(c) The need is for a formula that will be equitable and applicable to all.

(d) The key criterion is the amount receivable by the teacher from the foreign institution extending invitation. The name given to the payment grant, fellowship, per diem, or salary - is an inappropriate and inapplicable criterion.

(e) The principle suggested is parity with the per diem that will be admissible for a Government of India Grade I Officer while on travel in the country concerned.

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THE FORMULA

1. Cases where the period of fellowship is treated as duty leave.

When a teacher is offered a grant or fellowship or other support for a foreign visit during the academic year, and if such visit is approved by Jawaharlal Nehru University authorities, the Jawaharlal Nehru University salary issue should be decided according to the following formula:

(i) Where the amount payable to the teacher by the foreign inviting agency each month is equal to or less than the cumulative per diem allowable to a Grade I Officer on an Indian Mission or Indian Government Agency for travel in that country, the full Jawaharlal Nehru University salary may be paid to the teacher.

Example: Teacher A is authorized to go to Canada and is to receive $ 450 per month from the Canadian Institution. The permissible per diem cumulated on a monthly basis for a Grade I Government of India Officer in Canada is, say, $ 500. In this case, since what he receives will be less than the per diem, he should be paid his full Jawaharlal Nehru University salary and allowances.

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[19]Approved vide Resolution No.31/EC/27.10.1975 & 6.17/EC/16.10.2003

(ii) Where the grant, fellowship, salary or other support, is an amount greater than the amount allowable as per diem for a Grade I Officer, the teacher may be paid Jawaharlal Nehru University salary minus the difference between his actual grant and the permissible per diem worked out on a monthly basis.

Example: Teacher B receives a grant of $ 600 per month. In this case he gets $ 100 or Rs. 750 per month more than the permissible per diem. If his Jawaharlal Nehru University salary, dearness and city compensatory allowances amount to Rs.1550/- he should be paid by Jawaharlal Nehru University Rs.800/- only.

(iii) Where a teacher gets a grant, fellowship or salary that is greater than the permissible per diem plus the Jawaharlal Nehru University salary, dearness allowance and city compensatory allowances, he shall not be paid any amount by the University.

Example: Teacher C receives a fellowship of $ 1000 per month. This is $500 or Rs. 3750/- more than the permissible per diem. If his Jawaharlal Nehru University salary plus dearness and city compensatory allowances is Rs.1950/ - he will be ineligible to receive any amount from JNU.

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(iv) In the above cases, the teacher may be paid the normal house rent allowance he was in receipt of before accepting the fellowship, if he continues to incur the expenditure. If a teacher is in occupation of a house leased by the University, he can, if he so chooses, retain the accommodation during the period of fellowship subject to the usual recovery towards house rent.

(v) A teacher who receives a fellowship or grant or other support tenable exclusively during the summer vacation period and whose travel is approved by the Jawaharlal Nehru University authorities, may be sanctioned his salary and allowances in full.

(vi) [17]Notwithstanding what is contained in the foregoing clauses, in cases of hardship, the Vice-Chancellor may, at his discretion, permit a member of the faculty who has been allowed to accept an outside academic/research assignment with a grant/ fellowship/salary or other financial support to draw full or part salary with or without allowances during the period of his/her assignment depending on the merits of each case.

2. Cases where the period of fellowship is not treated as duty leave.

When the period of fellowship is not treated as duty leave and the teacher proceeds on leave, the amount of leave salary and allowances to be paid may also be decided by the Vice-Chancellor following the above criteria.

Note: The grant of dearness and other allowances during the period of study leave will be governed by the study leave rules.

[20]The Executive Council at its meeting held on 16.10.2003 has noted that the per diem entitlement is hardly sufficient for the teachers to pull along while abroad for participation in the International Conferences/Seminars etc. the Executive Council, therefore approved the following:

i. The pay of a faculty member granted duty leave for participation in International Conference/Seminars etc. should not be regulated and full University pay as he/she may have been drawing before proceeding on duty leave must be paid during the duty leave period.

ii. During the period of study leave/sabbatical leave spent abroad, the money received by the faculty member as fellowship/scholarship/grant/salary etc., if higher by 50% over the permissible per diem limit, only half the JNU salary will be paid, and

iii. If the money received by the faculty member at (ii) above is higher by 100% over the permissible per diem limit, the University salary will not be paid.

* The Executive Council at its meeting held on 10.05.2013 has decided as under:

(a) During the period of Earned Leave spent abroad, the money received by the faculty member as fellowship/scholarship/grant/salary etc. if higher by 50% over the permissible per diem limit, only half the JNU salary will be paid. However, the faculty member will have the option to avail either Earned Leave or HPL. In case the fellowship is availed during Half Pay Leave and the money received is higher by 50% over the permissible per diem limit, no recovery from salary shall be made.

(b) If the money received by the faculty member is higher by 100% over the permissible per diem limit, during Earned Leave and Half Pay Leave, the University salary will not be paid.

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[20]Added vide Resolution No. 6.17/EC/16.10.2003

* Vide Resol. No. 6.5/EC/10.05.2013

10. [21]NORMS/PRINCIPLES WHICH MAY GOVERN GRANT OF TRAVELLING AND MAINTENANCE ALLOWANCE TO THE FACULTY MEMBERS

The Executive Council at its meeting held on 21.05.1982 has approved the following norms/principles for grant of travelling & maintenance allowance to the faculty members.

1. The faculty member should have been invited to the conference for the purpose rather than he should have sought invitation by himself, thereby implying that the faculty member is of such a level/promise as can bring credit to the University by his/her participation.

2. Those who have been requested to chair the conference or a section thereof and/or have not availed of financial assistance in the past for participating in an international conference/symposium will receive preference over other applicants.

3. Applications should be duly recommended by the Head of the Centre/Dean of the School and should be accompanied by the letter of invitation from the conference organizer.

4. Atleast three years should have lapsed since the last time teacher concerned was given financial assistance for the aforesaid purpose.

5. Ordinarily one should have put in a minimum of three years in the University service before being eligible to receive financial assistance for participating in international conference/symposia.

   [22]Provided that teachers entering the service of the University in the middle of their career having 3 years teaching experience (in regular capacity), after their confirmation in JNU may also be considered eligible to receive financial assistance for participating in international conferences/seminars/symposia etc. subject to the fulfillment of other conditions as laid down in these norms/principles.

   Provided further that they had received no assistance during the previous three years of their pre JNU employment.

   Provided that nothing in the above shall apply to duly approved research projects, unfunded personal research projects/consultancies, delivering lectures, organizing/participating in seminars/conferences etc. and writing/editing/translating papers/journals/books under duty leave or any other leave is required for the purpose. The regulation of monies received as payment shall be as per rules applicable from time to time.

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[21]Approved vide Resol. No. 7.8/EC/21.5.1982
[22]Added vide Resol. No. 6.9/EC.16.10.2003

6. [23]The faculty member may be sanctioned air-fare by the cheapest economy class, subject to a ceiling of Rs.50,000/-once in two years for participation in International/conferences/seminars/symposium etc. in lieu of one way fare or 50% of both ways air-fare practiced at present out of Corpus Fund Interest/Academic Development Fund/General Development Grant of the University. Further the maintenance allowance (per diem as per existing norms or registration fee may also be sanctioned along with air-fare, if not provided by organizers/other funding agency

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[23]Added vide Resol.No.6.7/EC/29.9.2007

11. [24]FINANCIAL ASSISTANCE TO THE TEACHERS FOR ATTENDING / PARTICIPATION IN INTERNATIONAL CONFERENCES / SEMINARS / SYMPOSIUM ETC.

The Council noted that the travelling grant given to faculty members for participation in International Conferences/Symposium etc. had been fixed long ago and needs to be rationalized.

The EC at its meeting held on 29.9.2007 decided that faculty member may be sanctioned actual air-fare by the cheapest economy class subject to a ceiling of Rs. *65,000/- once in two years for participation in International Conferences/Seminars/Symposium, etc. in lieu of one way fare or 50% of both ways air-fare as practiced at present, out of Corpus Fund interest/Academic Development fund/General Development grant of the University.

The Council also decided that maintenance allowance (per diem) as per existing norms or registration fee may also be sanctioned along with air-fare, if not provided by organizers or other funding agencies.

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**Executive Council in its meeting held on 09.05.2014 has enhanced the travel assistance from Rs. 65,000/- to Rs. 80, 000/- for faculty for participating in international conference supported from Corpus Fund/International Collaboration/UPOE/UGC as per existing conditions.

[24]Vide Resol. No.4.11/EC/3-9-1993 & amended vide Resol.6.7/EC/29.9.2007

* Amended vide Resol. No.6.8/EC/20.11.2012

** Amended vide Resol. No.4.7/EC/09.05.2014

11(A) [25]PAYMENT OF DAILY ALLOWANCE/PER DIEM TO TEACHERS.

Within the Country

Rs.1500/- per day w.e.f. 18.11.2014 to the faculty members for proceeding on approved field work

Outside the Country

As fixed by the Govt. of India from time to time and conveyed by the UGC to the University. The present rates were fixed w.e.f. 5.5.1997 as communicated by the UGC letter No.F.8-1/92/(TG) dated 12.04.1997

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[25]Vide Resol. No. 4.16/EC/19.7.1993, amended vide resole No. 4.11/EC/2.7.1997, Resol.No.6.6./EC/10.07.2009 and Resol. No. 6.25/EC/18.11.2014

12. [26] PRINCIPLES FOR DETERMINING SENIORITY OF TEACHERS.

1. Subject to the provisions contained in the following clauses, the seniority of teachers appointed under Statute 27 or 28 or promoted under the merit promotion scheme shall be determined from the date of their appointment (joining) or promotion to the post:

   (i) Provided that if the date of appointment/promotion of two or more teachers is the same, their seniority shall be determined:

      (a) in the case of Assistant Professors, on the basis of the order of merit recommended by the Selection Committee; and

      (b) in the case of Professors and Associate Professors, on the basis of their length of continuous service in the University in the lower post of Associate Professor or Assistant Professors, as the case may be;

(ii) Provided further that if both the date of appointment/promotion and the length of service in the lower post happen to be the same, the seniority in age shall be given priority.

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2. The seniority of the teachers whose services are obtained on deputation will be counted from the date they are permanently absorbed in the service of the University.

3. The period of appointment of teachers on adhoc basis shall not be counted for the purpose of seniority unless such appointment had been made on the recommendations of a Selection Committee constituted under Statute 27 and is followed without break by a regular appointment to the same post.

4. The period of appointment under various projects in the University sponsored by outside agencies shall not be taken into account for determining their seniority.

5. Subject to the foregoing provisions, seniority of Fellows and Senior Fellows shall be determined separately from that the date of Associate Professors and Professors respectively.

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[26] Vide Resol. No. 5.3/EC/20.06.1988

13. [27] REVISED GUIDELINES FOR ENGAGEMENT OF GUEST FACULTY IN THE UNIVERSITY

1. All the Schools will send their proposals for Guest Faculty keeping in view the faculty already in position, actual requirements based on rational work assessment for guest faculty for the whole school preferably planned ahead of the commencement of the semester.

2. Guest faculty may be engaged in exceptional circumstances in such specialized fields/subjects where professional expertise is required to strengthen and supplement the teaching, as also those cases where the work load does not justify the appointment of a full-time regular teacher throughout the academic year.

3. Guest faculty may be engaged only against sanctioned posts. Such engagements should be kept to the barest minimum. In exceptional circumstances, guest faculty may be engaged even if there does not exist a vacant position with the prior approval of the Vice-Chancellor.

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4. The qualification for guest faculty should be the same as those prescribed for the regular teachers of the University. Native speakers possessing requisite proficiency and skills in foreign languages may be exempted from NET or Ph.D for teaching language courses and others in exceptional situations on the specific recommendation of the Selection Committee and with the approval of the Vice-Chancellor.

5. The requirement of guest faculty by Centres/Schools shall be advertised locally and put on notice boards as well as on the University website for wider information.

6. The selection procedure for engagement of guest faculty in Centres/Schools shall be through a duly constituted Selection Committee comprising of the following:

    1. Rector I - *Chairperson*
    2. Dean/Chairperson of the Special Centre
    3. Chairperson of the Centre
    4. One outside expert preferably from Delhi/NCR
    5. One Professor from the Centre/School nominated by Rector I

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[27] Approved vide Resol.No.6.4/EC/06-04-2010

7. Guest faculty may be engaged on semester to semester basis on lecture basis. Selection Committee will not be required again in case the same person is recommended by the Centre/School for re-engagement in the subsequent semester (s) up to a maximum period of six semesters. Thereafter, the Centre/School will be required to advertise the position afresh in the manner suggested above.

8. The retired faculty and in case of persons already holding teaching positions outside the University, the guest faculty may be invited without any formal interview on the specific recommendations of the Centre/school with prior approval of the Vice-Chancellor.

9. Centres/Schools can engage upto two guest faculty against a vacant faculty position after following the prescribed procedure.

10. Guest faculty may not be treated like regular members of the faculty for the purpose of voting right for becoming the members of the Boards of Studies, or for payment of other allowances and benefit admissible to regular teachers.

11. [28]Guest faculty shall be paid Rs.1,000/- per lecture up to a maximum of Rs.25,000/- per month, plus actual conveyance charges as per rules subject to a maximum ceiling of Rs. 10,000/- per month .

12. A regular teacher appointed in a Centre/School of University should not be eligible for any remuneration for teaching the subject to students of another Centre/School.

13. The guest faculty shall be assigned to teach both Optional as well as Tool/ Compulsory/ Core Courses after taking into consideration overall academic requirements of the Centre/School concerned.

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[28]Amended vide Notification No.AcadII/U/13(5)/26.04.2012

13(A) [29]REVISED GUIDELINES FOR CHAIR PROFESSORS.

i) All the Chairs to be operated only on a tenure basis for a tenure not exceeding two years; in exceptional cases subject to availability of funds, the term could be extended up to five years.

ii) All liabilities of the present incumbents appointed under Statute 27 and 28 need to be met by the University; if the funds are not sufficient the faculty occupying the Chair can be treated as on lien to the Chair by holding their substantive university posts.

iii) Funding agencies will be approached to enhance the endowment and the Memorandum of Understanding (MoU) need to be revised to explore the possibility of including the clause indicating periodical revision of the funds required for running the Chair.

iv) In case of existing Chairs, the funding agencies will be informed of the above decision, after approval of the guidelines by the Executive Council of the University

v) Resolved to refer the decision of the Executive Council taken on 5.11.1998 back to the EC of JNU for reconsideration as it is putting a lot of financial liability on the University in the absence of revised adequate matching grant provided by the funding agencies.

vi) The cases of chairs where funding is not being received from the concerned Foundations/Agencies need to be seriously looked at and the foundations/agencies must be approached to release the required grant failing this appointments on such Chairs may be discontinued till financial matters are sorted out.

*1 It was further decided that, (i) Chair Professors appointed under donor grant where the grant covers existing and future commitments in terms of salaries, payment to researchers, etc. When this future commitment is clearly specified, the faculty appointed would be like any regular faculty and be entitled to CGHS/medical reimbursement/accommodation, etc. as per any regular faculty; and (ii) the Chair Professor appointed under limited tenure donor grant. In this case, the University has to take a call on whether, in the absence of donor committing to future funds, the University will agree to provide funds in future. In this case, the faculty appointed here would fall under the same category as (i).

2. If the University is unwilling to commit future funds, then the benefits like CGHS/medical reimbursement, travel expenses, (LTC) etc., will have to come out of donor fundings.

3. Housing offered to limited tenure Chair Professors could be in Transit House or New Transit House as in the case of Visiting Fellows or Professors.

4. The existing faculty, who take over a Chair will have to be informed that, in the absence of future funding by donors, the faculty will revert back to their original position when the tenure of the Chair ends whether within the University or outside.

vii) Since each Chair has been established with specific academic/research objectives, the Chair Professors may not be considered for any administrative positions during the tenure of holding such positions.

viii) [30]Recruitment to the posts of Chair Professors endowed by outside agencies/institutions be made by invitation or by Search-cum Selection Committee through a limited advertisement or in open manner giving requisite representation to the members of SC/ST candidates in the areas/disciplines where, SC/ST scholars are available".

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[29]Approved vide Resol.No.6.4/EC/12.10.2009.

[30]Added vide Resol. No. 6.15/EC/20.11.2012 and amended vide Resolution No. 6.15/EC/03.07.2015.

*Approved vide Resol. No.6.2/EC/18.09.2017

13(B) *REVISED BENEFITS UNDER NELSON MANDELA CHAIR IN AFRICAN STUDIES ESTABLISHED IN COLLABORATION WITH ICCR AT THE SCHOOL OF INTERNATIONAL STUDIES OF THE UNIVERSITY.

The ICCR would meet the expenses on International passage of the Visiting Professor and also provide him a monthly cash allowance of Rs. One Lakh to meet all expenses including transport, meals and other miscellaneous items. JNU will meet the cost of medical insurance and also provide full furnished accommodation to the Visiting Professor.

14. [31]TEMPORARY/ADHOC APPOINTMENT OF ASSISTANT PROFESSORS AGAINST LEAVE VACANCIES OF PROFESSORS/ASSOCIATE PROFESSORS ETC.

Resolved that no temporary appointment of Professors and Readers shall be made whenever vacancies of Professors and Readers occur. Temporary appointment of lecturers against these vacancies be made for not more than 6 months and action be taken to see that the posts are filled up by regular appointment of Professors and Readers under statutes of the University. Full use be made of UGC scheme of Visiting Fellows/Visiting Professors in the University against the vacant posts of Professors and Readers. That the University shall follow its usual procedure for making temporary appointments of lecturers upto a period of 6 months. University shall, however, follow the procedure prescribed for making permanent appointments when the period of appointment is more than six months. In case of lecturers, University may not make temporary appointments for more than a total period of two years on a year to year basis and before the expiry of this period, permanent appointment of lecturers must be made. Normally, a person will not be appointed on temporary basis for more than two years in the same department.

[31]Approved vide Resol. No. 9.3/EC/30.12.82 and amended vide Resol. No. 5.5/EC/ll.5.1984
* Approved vide Resol. No.4.20/EC/20.11.2012

15. [32]RULES REGARDING THE APPOINTMENT OF ACTING HEADS OF CENTRES UPTO A PERIOD OF 30 DAYS.

Resolved to authorise the Deans in consultation with the Head of the Centres concerned to appoint Acting Heads of Centres of Studies upto a period of 30 days. Appointment of Acting Heads for more than 30 days shall be reported to the Executive Council for confirmation.

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[32]Vide Resol. **No. 6.4/**EC/3-9-1976

16. *GUIDELINES FOR RE-EMPLOYMENT OF TEACHERS

i Every Professor who is in good health and mentally agile and has a minimum of fifteen years of experience in the University system or in comparable academic institutions with at least ten years of service at JNU is eligible to be considered for re-employment.

ii. Since re-employment enables the University to retain the services of distinguished Professors and to ensure continuity in teaching and research, the initiative must be taken by the University administration to ascertain whether the teacher about to retire is interested in re-employment. To this end, the Rector must write to the Professor at least six months before the Professor is due to retire to initiate the process for re-employment.

iii. If the Professor agrees to be considered for re-employment, a copy of the Professor's CV will be forwarded to the Rector through the Chairperson/Dean of the Centre/School after discussion with the faculty.

iii(a). ***In case a unanimous view is not arrived at, the Centre/School will forward the CV of the Faculty seeking re-employment to the Vice-Chancellor alongwith specific academic reasons of those faculty who do not support the case. The Vice-Chancellor will take a decision for further process by the Peer Review Committee as provided in the guidelines for re-employment of Teachers. Further, the process of re-employment should begin at least one year in advance before the retirement of a faculty member.

iv. **A Peer Review Committee consisting of the Vice-Chancellor/Acting Vice-Chancellor (who shall be the Chairperson of the Committee), the Dean of the concerned School, the Chairperson of the concerned Centre and two subject experts nominated by the Vice-Chancellor from the approved panel of experts for the Selection Committees in the University Department.

v. The Peer Review Committee, while taking a holistic view of the contribution of the Scholar, will pay particular attention to the teaching and research contribution of the Scholar in the last five years of service to the academic life of the University. The Committee will assess whether the Scholar can continue to make a positive contribution to the University if re-employed.

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* Revised vide Resolution No. 6.1/EC/14.11.2011(These guidelines will be implemented from the date of Executive Council's approval and applicable for the teachers retiring after the date of Executive Council's approval).

** Amended vide Resol. No. 4.37/EC/20.11.2012

*** Added vide Resolution No. 6.1/EC/09.05.2014

vi. Re-employment shall be offered in two stages of three and two years for a total of five years after retirement, till the Professor reaches the age of seventy years.

vii. The re-employed teacher shall enjoy all infrastructural support at the Centre/School.

*viii. Transit accommodation may be offered to those re-employed teachers who desire to avail it **only if there is no pending or wait-listed application from amongst serving teachers.** HRA @ 20% of the consolidated salary shall be paid to all those re-employed teachers who are not residing in a Government / University accommodation.

ix. Since the aim of this provision for re-employment is to retain all distinguished faculty, the number of Professors to be re-employed will not be restricted to any proportion of posts or number of retiring faculty each year.

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x. A re-employed Professor shall not be eligible to be appointed as Chairperson of a Centre or Dean of a School or any other administrative position such as Dean of Students, Chief Proctor, Provost, etc. However, in the remaining situations not involving administrative functions and responsibilities, such as Advisory and Consultative bodies, the University shall continue to utilize the expertise of re-employed Professors. The re-employed Professor shall continue to contribute not only to teaching and research guidance at the University, but also to academic evaluation and assessment as well as management of research projects. Re-employed Professors will also continue to be members of various academic bodies such as Board of Studies, Special Committee, Centre Committees, and various other Committees constituted at the level of University, School or Centre for making recommendations for the consideration of the Authorities of the University.

xi. Re-employed Professors shall not be sanctioned long leave for taking up assignments in other institutions beyond ten percent of the period of re-employment excluding vacation, etc.

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* Amended vide Resol. No. 4.37/EC/20.11.2012 and 6.14/EC/22.03.2016.

xii. Emoluments to re-employed Professors will be equivalent to the last pay drawn minus pension as a consolidated amount which shall remain same throughout the tenure of re-employment.

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17. [35]TERMS AND CONDITIONS OF FELLOWS/ SENIOR FELLOWS/HONORARY PROFESSORS/HONORARY SENIOR PROFESSORS / EMERITUS PROFESSORS / HONORARY FELLOWS/HONORARY VISITING PROFESSORS/READERS/ LECTURERS ETC.

Recommendations of the group set-up to go into all aspects relating to the conditions of Fellows/Senior Fellows/ Honorary Professors/Emeritus Professors/ Honorary Fellows/ Honorary Visiting Professors/Readers/Lecturers etc.

Resolved to accept the recommendations of the group as contained in the Annexure.

Further resolved to apply these recommendations for appointment of Honorary Senior Fellows as well.

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[35]Vide Resol. No. 6.5/EC/16-10-1982

ANNEXURE

Minutes of the meeting of the Group set up by the Vice-Chancellor to go into all aspects relating to the terms and conditions of Fellows/Senior Fellows/ Honorary Professors/Emeritus Professor/Honorary Visiting Professors/Readers/ Lecturers held on 10th June 1982 at 4.00 p.m. The Group considered the terms of reference and makes the following recommendations:

I. SENIOR FELLOW/FELLOW:

1. That the appointment to the post of Senior Fellow be continued to be made in accordance with Statute 28 of the Statutes of the University which reads as under:

   "Notwithstanding anything contained in Statute 27, the Executive Council may invite a person of high academic distinction and professional attainment to accept a post of Professor or Reader or Senior Fellow in the University, as the case may be, on such terms and conditions as it deems fit, and on the person agreeing to do so, appoint him to the post."

   Whereby there is flexibility for making appointments for a short period or till the age of superannuation on merits of each case.

2. That in the case of fellows the present procedure of making appointments for a specified period of 1-3 years may be continued.

3. That in the case of a Senior Fellows having been appointed under Statute 28 the Change of his designation from Senior Fellow to Professor may be done by following the same norms as are followed for appointment under Statute 28, as prescribed by the Executive council as under:

   Resol. No. 4/EC/24-1-1970

   Resolved.....
   Further that appointment to academic posts in the initial stages of the development of the University be made under the provisions of Statute 28, and that the Vice-Chancellor be authorised in consultation with experts in the field, to recommend to the Executive Council the names of scholars to be so appointed against such post which in his opinion, need to be filled in the initial stages;"

4. That in the case of Senior Fellows and Fellows appointed on the recommendations of duly constituted Selection Committee in terms of Statute 27(2) of the Statutes of the University the change of designation should also be done on the recommendations of a duly constituted Selection Committee under statute 27(2) and that the Selection Committee may consider the bio-data of the Fellow/Senior Fellow concerned and interview the candidate.

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II. HONORARY PROFESSOR / EMERITUS PROFESSOR / HONORARY FELLOW / HONORARY VISITING PROFESSOR / READERS OR LECTURERS.

1. For appointment of Honorary Professors in the University, the Group **suggests that the existing procedure (as given in Appendix) may continue with** the modification that the proposal of the Committee for Advanced Studies and Research will be submitted to a Sub-Committee of the Executive Council whose recommendations will be considered by the Executive Council for decision. The fact of appointment will be reported to the Academic Council.

2. [36]**Revised Guidelines for Conferment of Professor Emeritus in JNU**

   1. The nominee should be a scholar of nationally and internationally recognized eminence and his/her contribution should have made a difference to the discipline and /or to society. The difference to the discipline/society could be judged in terms of formulating new concept/paradigm/hypothesis/innovation/discoveries which have been recognized as peer group academics and should be in evidence through publications and other forms of research output.
   2. Due to paucity of space, the University cannot make commitment for providing office/ laboratory space to Professor Emeritus. However, the University would think in terms of providing common space for sitting /secretarial assistance.
   3. The number of Professor Emeritus should be restricted to 5% of the total sanctioned teaching strength in a particular School/ Special Centres.
   4. Deans of Schools/Chairpersons of Special Centres or any Professor who has served the University for 15 years may forward the CVs of Professors willing to be considered for Emeritus Professorship six months prior to the date of retirement. These Professors can be considered for Professor Emeritus if they have served the University for at least 15 years as Professor prior to retirement. Those eligible to be considered as Professor Emeritus may be asked if they would like to be considered for the honour, provided that such retiring Professors who are given re-employment as per UGC guidelines may not be considered as Professor Emeritus.
   5. CVs received in prescribed proforma must be forwarded to at least 05 subject experts outside the University from a panel provided by the School concerned and also some experts to be added by the Vice-Chancellor for assessment.
   6. In the event of positive reports from at least 04 experts, the names should be referred to the Executive Council for consideration and approval.

   A Professor Emeritus may not be engaged as 'guest faculty' though he may teach courses of his / her expertise / specialization. No honorarium will be payable in view of the dignity associated with Professor Emeritus. However, local conveyance charges may be paid from residence of Professor Emeritus to JNU and back, as per prevailing University rules.

3. In the case of Honorary Professors, the facilities to be extended to such scholars during the tenure of their appointment like housing or honorarium may be considered by the Executive Council on the merits of each case.

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[36]Revised vide Resol. No. 5.2/EC/12-3-1993, 6.2/EC/11.11.2004, 6.4/EC/29.11.2006, 6.4/EC/20.11.2012 & 6.7/EC/18.09.2017.

APPENDIX

[37]NORMS / PROCEDURES FOR APPOINTING HONORARY PROFESSORS IN THE UNIVERSITY

The Committee constituted by the Academic Council has made the following recommendations with regard to the norms/procedure to be laid down for appointing Honorary Professors in the University:

Criteria for Nomination (Honorary Professor)

(a) Should be a person of outstanding ability and eminence in a field of interest to the JNU.

(b) Should be actively engaged in scholarly work even if at the time of the offer he is not holding a position in an academic institute;

(c) Should be able to spare sufficient time in order to be able to make a contribution to the JNU in his/her specialised field.

(d) Should be able to spend some time in Delhi whenever he has the opportunity to visit Delhi during the course of his/her normal duties.

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Procedure for Nomination:

The Proposal for nomination will be initiated by the Committee for Advanced Studies and Research of the School. The recommendation of the Committee for Advanced Studies & Research will be submitted to the Executive Council for decision, The fact of appointment will be reported to the Academic Council.

Duration:

The practice, earlier followed, of not specifying the duration may be continued.

[37]Approved vide Resol. No. 4.7/EC/13-3-1979

18. [38]GUIDELINES FOR APPOINTMENT OF VISITING PROFESSORS/VISITING FELLOWS/SPECIAL FELLOWS/ VISITING SCHOLARS.

A. Visiting Professors:

1. A Visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of the Professor may be considered for appointment as Visiting Professor.

2. The maximum tenure of appointment of Visiting Professor will be for a period of two years.

3. An Eminent Scholar may also be appointed as Visiting Professor even for less than two months period.

4. A Professor should not be appointed as a Visiting Professor in the same University in which he/she holds a post immediately before his/her superannuation.

5. **A superannuated Professor, not belonging to the University, on his appointment as Visiting Professor may be paid an honorarium @ Rs. 50,000/- per month irrespective of the fact whether such appointment is made from within or outside the country. Visiting Professor appointed for less than a month shall be paid on a pro-rata basis.

6. *The payment of honorarium to a serving Professor of an Indian University not drawing pay and allowances from his/her parent institution on his/her appointment as Visiting Professor will be determined on the basis of the salary drawn in the parent University plus 10 per cent of the salary drawn. The University would also contribute towards pensionary benefits or CPF/GPF as per usual rules.

7. On appointment as Visiting Professor, it is expected that the parent University would give duty leave without pay to such serving Professors.'

8. The University may appoint a person upto the age of 70 years as a Visiting Professor. However, the Vice-Chancellor may consider appointing Visiting Professors beyond the age of 70 years on merit of each case and report the same to the E.C.

Note: *The MHRD vide its communication no. F-.31-18/2008-U.4 dated July 2, 2008 conveyed that the Professors/teachers and Scholars who are invited as visiting faculty, the powers to issue visas has been delegated to Indian Missions abroad and that Indian Missions have been authorized to issue visas based on an invitation from a Central Educational Institution or publically funded State University.*

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[38]As updated vide Resolution No. 6.5/EC/16.12.2008.
*Amended vide Resol.No.1/EC/10.7.2009
** Amended vide Resol. No.6.6/EC/27.03.2012

9. If a person working abroad on a permanent basis is invited as a Visiting Professor for a period of three months or more, the University may meet the cost of International air travel from its own resources. Visiting Professor appointed from within India may be paid travel expenses in accordance with the rules of the University.

10 Visiting Professors/Fellows/Scholars drawing honorarium as per rates approved by the Executive Council may not be paid any local conveyance allowance. A Visiting Professor drawing honorarium and wishing to avail of the guest house accommodation shall be charged at official rates subject to a maximum of Rs. 4000/- per month.

11. Visiting Professors not drawing any honorarium from the University will continue to be provided guest house accommodation free of charge but food would be paid for by the Visiting Professor.

12. A serving Professor drawing pay and allowances from his/her parent institution on his/her appointment as Visiting Professor at the University may also be paid honorarium at the approved rates by the University.

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B. <u>Visiting Fellows:</u>

1. A Visiting Fellow should be a scholar of eminence in his/her subject. Superannuated persons upto the age of 70 years also be considered for appointment as Visiting Fellow.

2. *Senior Scholars not holding a University Professorship but holding an equivalent status in their parent Institution on their appointment as Visiting Fellow will also be paid an honorarium @Rs.30,000/- per month or on a pro-rata basis if the appointment is made for less than a month. The minimum tenure of a Visiting Fellow should not be less than a week and the maximum upto one year.

3. Travel expenses shall be met in accordance with rules of the University.

4. It is expected that the parent institution will grant to the Visiting Fellow academic leave with pay and allowances as usual for the duration of the appointment as Visiting Fellow, if a serving person is appointed as Visiting Fellow.

5. Guest House accommodation is expected to be provided free of charge but food would be paid for by the visiting Fellow. A visiting Fellow drawing honorarium and desiring to avail of the guest house accommodation shall be charged at official rates subject to maximum of Rs. 4000/- per month subject to its availability.

6. The same person may not be invited as Visiting Fellow more than once in a year in the same University, but the period of three months can be split up as desired by the University within the period of one year.

7. Visiting Fellows drawing honorarium as per rates approved by the Executive Council may not be paid any local conveyance allowance. The Visiting Fellows wishing to avail of the guest house accommodation shall be charged at official rates subject to a maximum of Rs. 4000/- per month, subject to its availability.

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* Amended vide Resol. No.6.6/EC/27.03.2012.

8. Visiting Fellows not drawing any honorarium from the University will continue to be provided guest house accommodation free of charge subject to its availability but food would be paid for by the Visiting Fellow.

9. All the Fellows irrespective of their designation invited at the JNIAS will be paid a fixed stipend of Rs. 25,000/- per month.

10. All the Visiting Fellows invited at the Jawaharlal Nehru Institute of Advanced Study will be provided free accommodation for the tenure of their fellowship.

11. A serving Fellow drawing pay and allowances from his/her parent institution on his/her appointment as Visiting Fellow at the University may also be paid honorarium at the approved rates by the University.

C. <u>Visiting Scholars:</u>

1. All Scholars not falling in the above two categories shall be designated as Visiting Scholars and their emoluments shall be fixed administratively.

2. *Visiting Scholars who had held the ranks of Associate Professors and Assistant Professors (or equivalent) in their parent University/ Institution in India during their active service and Visiting Scholars from abroad shall be paid honorarium @ Rs.25,000/- per month Visiting Scholars appointed for less than a month shall be paid on a pro-rata basis.

3. Visiting Scholars drawing honorarium as per rates approved by the Executive Council vide resolution No. 6.17 dated 16-10-2003, may not be paid any local conveyance allowance. The Visiting Scholars wishing to avail of the guest house accommodation shall be charged at official rates subject to a maximum of Rs. 4000/- per month.

4. Visiting Scholars not drawing any honorarium from the University will continue to be provided guest house accommodation free of charge subject to its availability but food would be paid for by the Visiting Scholar.

5. A serving Scholar drawing pay and allowances from his/her parent institution on his/her appointment as Visiting Scholar at the University may also be paid honorarium at the approved rates by the University.

6. The maximum tenure of a Visiting Scholar may be increased to one year.

*Amended vide Resol No.6.6/EC/27.03.2012

C. Special Fellows:

The University may invite an eminent Editor, Artist, Writer or a person associated in the formation of foreign policy or policy planning, etc. who has rich experience and expertise but may not fit in under the ambit of above provisions, for appointment as a Special Fellow and the person so appointed would be paid honorarium and provided other facilities on the same basis as applicable to Visiting Professors/Visiting Fellows".

Note: The Executive Council at its meeting held on 11.5.2004 vide Resol. No. 6.2 decided that Visiting Professors/Fellows/Scholars drawing honorarium form the University at the revised rates approved by the EC Vide Resol. No. 6.17 dated 16.10.2003 may not be paid any local conveyance charges in lieu of guest house accommodation or the monetary equivalent of Aravali International Guest Room charges with immediate effect. Visiting Professors/ Fellows/Scholars wishing to avail of the guest house accommodation shall be charged official rates subject to a maximum of Rs. 4000/- per month with immediate effect.

Visiting Professor/Fellows/Scholars now drawing any honorarium from the University will continue to be provided with guest house accommodation on the same terms, as are applicable at present.

The EC at its meeting held on 22/1/2003 vide Resol. No. 6.11 has decided the payment of the actual conveyance expenses, subject to a minimum of Rs. 500/- per visit to the Visiting Professors/Visiting Fellows residing in Delhi or its neighborhood in lieu of guest house accommodation.

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19. [39] RATE OF HONORARIUM PAYABLE FOR SPECIAL LECTURERS

The honorarium for the Special Lecturers will be Rs.1000/- per lecture plus actual conveyance charges subject to 3-4 lectures/speaker per semester.

19(A) **PAYMENT OF SPECIAL HONORARIUM @ Rs.15,000/- PER MONTH TO THE TEACHERS WHO HAVE BEEN AWARDED "SHANTI SWARUP BHATNAGAR AWARD".

The Executive Council its meeting held on 29.09.2007 approved payment of Special honorarium @ Rs.15,000/- per month w.e.f. 01.01.2007 till the age of their retirement to the teachers of Shanti Swarup Bhatnagar Awardees, in terms of UGC D.O. letter No.F.1-14/2006(CPP-II) dated 26.12.2006, as given in Annexure-I-page 37.

19(B) GUIDELINES FOR PAYMENT OF HONORARIUM OF Rs.15,000/- PER MONTH TO THE TEACHERS WHO ARE FELLOWS OF ATLEAST TWO OF THE FOUR SPECIFIED SCIENCE ACADEMIES.

The Executive Council at its meeting held on 10.7.2009* adopted UGC guidelines(annexed) for providing honorarium of Rs.15,000/- per month to the teachers who are Fellows of at least two of the following four specified Science Academies as intimated by the UGC vide its letter No.F.1-14/2006(CPP-II) dated 27.3.2009, as given in Annexure-II-page 37.

1. National Academy of Science, Allahabad
2. Indian Science Academy, Bangalore
3. Indian National Science Academy, New Delhi
4. Indian National Science Academy of Engg., New Delhi.

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*Vide Resol.No.5.4/EC/10.7.2009

**Approved vide Resol.No.6.4./EC/29.9.2007

[39] Approved Resol.No.5.4/EC/13-121991 and amended Vide Resol.No.5.4/EC/17-03-1994, 6.8/EC/24-02-2000, 6.4/EC/11-11-2004 and 6.4/EC/06-04-2010

ANNEXURE-I

An extract from UGC letter No.F.1-14/2006(CPP-II) dated December 26, 2006 regarding honorarium to the teachers who have obtained Bhatnagar Prize.

Further of my D.O. letter of even number dated 04.12.2006 regarding Special Honorarium to the teachers who have obtained Bhatnagar Prize, I am to state as follows:

i) The issue regarding the award of honorarium of Rs.15,000/- to the teachers who are members of Science Academies is under consideration and appropriate decision would be sent separately.

ii) The decision with regard to providing honorarium of Rs.15,000/- to the teachers who have obtained Bhatnagar Award may be implemented within the following generic guidelines:

a) The teacher has won the Bhatnagar Award
b) He/she should be working as regular teacher
c) The honorarium should be given till one attains the age of retirement
d) The amount for the honorarium may be paid from the unassigned grant, kept at the disposal of the University
e) Additional amount, on account of the honorarium under reference may be asked for from the UGC on year to year basis under unassigned grant.
f) The University shall take into account the expenditure incurred in respect of such honorarium while submitted the Utilization Certificate of the unassigned grant.
g) It has been decided to implement this scheme with effect from 1st January, 2007.

Invitation

Annexure-II

An extract from the UGC letter No.F.1-14/2006 dated March 27, 2009 regarding Special honorarium to the fellows of at least two of the four Science Academies.

In continuation of Chairman, UGC D.O. letter No.F.1-14/2006(CPP-II) dated 1.11.2008 regarding special honorarium of Rs.15,000 per month to the teachers who have been awarded Shanti Swarup Bhatnagar award or who are fellow of at least two of the four Science Academies identified by the UGC, I am to say that the UGC at its meeting held on 27.1.2009, item No.1.02(a) (v) has approved the guidelines for providing special honorarium to the fellow of at least two of the following four academies identified by the UGC;

1. National Academy of Science, Allahabad
2. Indian Science Academy, Bangalore
3. Indian National Science Academy, New Delhi
4. Indian National Science Academy of Engg., New Delhi

A teacher can avail only one of the honorarium and not more than one i.e. either from CSIR as Bhatnagar Awardee or UGC Scheme.

20. [40]GUIDELINES PRESCRIBED IN REGARD TO RESEARCH ASSOCIATES/RESEARCH SCIENTISTS/POOL OFFICERS SPONSORED BY UGC/CSIR AND RESEARCH ASSOCIATES APPOINTED BY THE UNIVERSITY UNDER PROJECTS SOPONSORED BY VARIOUS AGENCIES.

1. **General**

(i) The School/Centre concerned while recommending applications of Research Scientists/Research Associates/Pool Officers should make it clear to the scholars that the University is not in a position to provide office space to them.

(ii) The Research Scientists/Research Associates/Pool Officers may be provided Library facilities such as borrowings tickets.

(iii) Where use of existing laboratory facilities is considered necessary, the School/Centre should certify at the time of forwarding its recommendations for accepting a Research Scientist/Research Associate/Pool Officer that laboratory facilities will be extended to such scholars without determent to the normal teaching and research work of the School/Centre.

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II. **Screening Committee**

The applications for affiliation of Research Scientists/Pool Officers/Research Associates shall be examined by the Centre in the first instance and forwarded for screening by a Screening Committee consisting of the following and its recommendations shall be placed before the Vice-Chancellor for approval:

(a) Dean of concerned School (Chairperson).

(b) Chairperson of the Centre concerned or the senior most faculty member in the case of Science Schools.

(c) Two faculty members nominated by the Vice-Chancellor one from within the School and the other from outside the School for a period of two years.

(d) In the case of Research Associate, the faculty member with whom he/she is to work, shall be co-opted

[40]Vide Resol.No.5.4/EC/06.10.1989

2. In case of Special Centres the composition of Screening Committee shall be as follows:

(a) Centre Chairperson (Chairperson)

(b) Senior most faculty member of the Centre

(c) Two faculty members nominated by the Vice-Chancellor one from within the Centre, and the other from outside the Centre, for a period of two years; and

(d) In the case of Research Associate the faculty member with whom he/she is to work shall be co-opted.

[41]In pursuance of orders passed by Hon'ble High Court of Delhi in writ petition (Civil) no.5090 of 2000 and as far communication No.F.1-5/83(SA-II) dated 25.4.2007 received from UGC Research Scientists shall be treated at par with University teachers with regard to extending them the benefits regarding the age of retirement, leave rules, leave travel allowances, promotion under CAS, re-employment and house accommodation at par with and in terms of rules as applicable to the teachers of the University.

Note: The School/Centre may also inform the Vice-Chancellor the optimum number of aforesaid category of scholar which they can possibly accommodate keeping in view the infrastructural facilities and space available with them.

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[41]Vide Resolution No.6.3/EC/29.9.2007

21. [42] COUNTING THE PERIOD OF ADHOC OR TEMPORARY SERVICE

The Executive Council at its meeting held on 25.03.1992 has decided that the period of ad-hoc service of teachers be counted for computing the prescribed length of service for the purpose of grant of merit promotion under the Merit Promotion Scheme of 1983, but not for seniority.

*The Executive Council at its meeting held on 13.07.2011 has decided that the Ad hoc or temporary service of teachers for more than one year's duration can be counted provided the appointment was made on the recommendation of a duly constituted Selection Committee. Further no distinction will be made with reference to the nature of management of the institution where previous service was rendered (private/local body/government) for counting past service.

21(A)** COUNTING THE PERIOD OF POST SERVICE AND TO DETERMINE TO ITS EQUIVALENCE FOR PROMOTION OF TEACHERS UNDER CAS.

1. An Assistant Professor joining the University with 12 years of past service shall be eligible for promotion to the post of Associate Professor (stage-4) irrespective of length of service in each stage for counting the past service rendered by faculty members for purpose of CAS w.e.f. 31.12.2008.

2. There may not be any cut off date for waiving the break in service for purpose of counting the past service for CAS.

3. In order to ensure that counting of broken service prior to 31.12.2008 does not create serious anomalous situation in respect of previous cases already settled, the benefit of counting of broken service for CAS shall accrue w.e.f 31.12.2008 or from the date of eligibility, whichever is later.

4. Faculty members who are claiming counting of past service as Research Associate must submit evidences of all qualifying criteria viz, "details of duly constituted Selection Committee", scale of pay, teaching experience etc" for verification to the Committee. The documents need to be authenticated by the statutory authority, i.e. Head of the Institution. Recognizing that the rules & regimes are not identical in different institutions and organization, the relevant document of the concerned organization or institute stating the rules has to be provided by faculty members seeking promotion under the scheme.

5. Prior to 31.12.2008, An Assistant Professor, who possess the Ph.D. degree shall be eligible for promotion to the post of Associate Professor after completion of 9 years service or w.e.f. 27.07.1998, whichever may be later.

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[42]Vide Reso. No. 5.7/EC/25.03.1992

*Vide Resol. No. 6.1/EC/13.07.2011

**Vide Resol. No. 6.10/EC/27.03.2012 and amended vide Resol. Nos.3/EC/20.11.2012 and 6.11/EC/10.05.2013

22. [43] BENEFIT OF SERVICE RENDERED AS PART-TIME TEACHER IN THE JNU.

The Executive Council at its meeting held on 27.09.1995 has decided that the benefit of one third (1/3rd) of the period of service rendered by a part-time teacher may be given while computing the length of service for consideration of cases for placement/promotion under the Career Advancement Scheme.

*The Executive Council at its meeting held on 13.07.2011 has decided that the part-time teachers appointed as per UGC norms whose pay scales has been revised as per UGC revised guidelines, half of the teaching period from the date of revision of pay scales shall be counted as qualifying service for placement in the stage-2.

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[43]Vide Resol.No.7.11/EC/27.9.1995
*Vide Resol. No. 6.1/EC/13.07.2011.

23. [44]BENEFIT OF PERIOD OF PAST SERVICE RENDERED AS RESEARCH ASSOCIATE & RESEARCH SCIENTIST

The Executive Council at its meeting held on 15.4.1997 decided to approve in principle that Research Associates and Research Scientists who have participated in teaching in the Centre/School may be given the benefit of service rendered by them as Research Associate or Research Scientist while computing the length of service for consideration of their cases for placement/promotion under the Career Advancement Scheme subject to the condition that their appointment as Assistant Professor in the University is in continuation of their appointment as Research Associate/Research Scientist.

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[44]Vide Resol.No.5.11/15.4.1997

24. [45]GUIDELINES GOVERNING THE UTILIZATION OF GRANTS FOR ORGANIZING SEMINARS/ CONFERENCES

Consolidated Guidelines governing the utilization of grant for organizing Seminars/Conferences etc.

1. The proposal for organizing conference/seminar/symposia by a faculty member may be submitted to the Vice-Chancellor through the Chairperson of the Centre/Dean of the School, before sending to the funding agency who may keep in view the infrastructure facilities available in the School, together with the forecast of the estimated receipts and head-wise expenditure should be prepared while obtaining funds from the funding agency and the expenditure should be incurred in accordance with the forecast under respective broad heads.

2. Grants should be received in the name of Registrar/Finance Officer of the University and not in the name of the organizer. Obtaining of funds direct from the funding agency will be against the rules of the University.

3. While donations from private parties, individuals, trade and industry may not be the normal source of financing of workshop/seminar etc. in exceptional cases where donations from these sources are recommended by the organizer of the workshop/seminar, the same should be based on a proper appraisal of the interests of the private donors. Keeping in view the position of the University as a public institution, these proposals may be forwarded to the Vice-Chancellor with the recommendations of the Chairperson of the Centre/Dean of the School concerned and the donation may be accepted only if it is cleared by the Vice-Chancellor.

3. Number of local and outstation participants including resource persons, guest lecturers should be fixed while framing budget for the Workshop or Seminar with the approval of the Vice-Chancellor. Normally the total number should not exceed 50.

4. The rates of registration fee may be fixed in advance by the organizers of the Seminars/Conferences, etc. The norms for the grant of partial/full exemption of registration fee may also be laid down in advance to regulate the same in a systematic way. The same may be submitted for the information of the Vice-Chancellor.

5. All collections of money including Registration Fee should be done against the proper receipt of the University and the amount so collected is required to be deposited with the Cashier of the University on the same day or the next working day positively. The receipt books may be obtained from the Finance Department of the University for this purpose.

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[45]Approved vide Resol.No.5.5/EC/07.03.1994.

6. Director of the Seminar/Workshop is treated at par with the Project Director/Head of the Centre; accordingly, he is empowered to incur expenses, as per University procedure, upto Rs.2000/- in each case, and upto Rs.l0,000/- in each case with the prior approval of Dean of the concerned School, and beyond Rs.l0,000/- with the approval of the Vice-Chancellor. These limits may be varied in individual cases by the VC where it is considered desirable to do so.

8. The UGC Guidelines in regard to limits of expenditure on boarding, lodging, hospitality etc. may be followed in respect of Seminars/Workshops etc. organised with the funds provided by the UGC. In other cases where the funds are provided by agencies other than UGC the special norms, if any, agreed to by the University and the funding agencies may be followed with the approval of the Vice-Chancellor.
Lodging may normally be provided to all outstation participants in the Guest Houses of the University according to their entitlement for TA. In case the accommodation is not available in the University Guest Houses then the DA as per TA rules will be paid.
In case of Workshop or Seminar, organised at international level, a maximum of Rs.500/- per head per day or the full expenditure on boarding and lodging of foreign delegates in a hotel/guest house, whichever is less, for upto 5 foreign participants is permissible.

9. Lunch and Dinner etc. upto Rs.50/- per head per day in case of outstation participants and in case of local participants not residing in the University Campus the local hospitality i.e. lunch, coffee, etc. upto Rs.25/- per day can be arranged.

10. As far as possible travelling allowance and incidental expenses for outstation participants should be borne by the sponsoring Institutions/Universities.

(a) The rate for travelling allowance and incidental expenses for outstation resource persons are as follows:
Actual expenditure incurred subject to a maximum of 1st class rail fare on the production of a certificate by the incumbent indicating the ticket number to the effect and Rs.12.50 per head for incidental expenditure during journey for 24 hours or part thereof. The resource persons who are in receipt of basic pay of Rs.5, 100/- p. m. and also those who are in receipt of basic pay between Rs.4,500/- and Rs.5, 100/- may be allowed to travel by Air on production of Air ticket provided that in the case of the later category the distance involved is more than 500 km. and overnight journey cannot be performed by a direct train service. The number of such persons allowed to travel by Air should not exceed six.

(b) In the case of foreign participants University staff car may be provided for coming and going back from the venue of the Seminar/Workshop. In case University staff car is not available, then taxi charges may be paid with the approval of the competent authority.

11. Limits of expenditure for Secretarial and Clerical assistance including class IV, transport, Office supplies, postage, Xeroxing/cyclostyling and other Misc. items are as follows :

(i)	for programmes of upto 6 days duration	Rs.5000/-
(ii)	For programmes of more than 6 days duration	Rs.8000/-

12. Honorarium to the resource persons:
    (i) Honorarium to Resource persons, outstation as well as local will be Rs.150/- per session of 90 minutes limited to Rs.300/- per day. However, the resource persons be invited only once in a programme.
    (ii) No honorarium will be paid to the University staff except with the approval of the Vice-Chancellor.

13. Expenditure for Unassigned Grant, the following norms will apply:
    Honorarium to the Director of Programme -
    (i) Rs. 500/- for the programme of upto 6 days.
    (ii) Rs.l000/- for the programme more than 6 days.
    Honorarium to the outside Resource persons:
    Rs.l00/- per day upto maximum of Rs.500/- each
    Local Resource person -
    Rs.50/- per day upto a maximum of Rs.250/- each.

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14. In the case of Seminar/Conference funded by other agencies other than UGC/University, wherein some special norms of expenditure have been laid down, the same should be followed with the approval of the Vice-Chancellor.

15. After the conclusion of the workshop/seminar, a statement of expenditure in the enclosed format is to be submitted by the Seminar Director to the Finance Department besides, submitting the adjustment of account for the advances drawn.

16. In case, any deviation is required from these guidelines, prior approval of the Vice-Chancellor is to be obtained by the faculty member concerned.

STATEMENT OF EXPENDITURE FOR ORGANISATI ON OF SEMINARS / SYMPOSIA AND CONFERENCES (INTERNATIONAL/NATIONAL/STATE LEVEL) PLANNING FORUM AND NATIONAL INTEGRATION ACTIVITIES

1. Name of the Programme :
2. Duration Opening Date Closing Date
3. Number of participants
   (a) Outstation
   (b) Local
   (c) Total
4. Name and office address of the Director:
5. Items of expenditure incurred :

i)	Boarding charges for outstation participants/resource persons	Rs.
ii)	Hospitality to _ local participants/resource persons	Rs.
iii)	TA & incidental charges to outstation participants including resource persons etc.	Rs.
iv)	Honorarium to Director and Resource Persons	Rs.
v)	Misc. & Contingencies	Rs.
vi)	DA to foreign participants (if any)	Rs.
vii)	Internal Travel to foreign participants (if any)	Rs.
	Total expenditure incurred	Rs.
	Grant received from the UGC	Rs.
	Income from any other source, if so indicate the source and amount	Rs.

Signature & Seal of the Director of the Programme
Signature of the Registrar

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25. [46] Filling up the reserved posts of teachers by advertising all such reserved vacancies centrally and appointing of suitable persons after following due selection process.

The Executive Council at its meeting held on 14.7.2006[@] has resolved that the existing reserved backlog vacancies remaining unfilled even after current round of selection may be advertised centrally and selection made after observing due process of selection. The Assistant Professors thus appointed will be allocated to the Schools/Centers based on their specialization.

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[46]Approved Vide Resol No. 6.3/EC/14.7.2006

26. [47] Issuance of provisional offer of appointment to the selected Assistant Professor till NET certificate submitted by him/her is verified by the UGC/CSIR etc. to avoid delay in appointments.

The Executive Council at its meeting held on 27.2.2006 has approved the issuance of provisional offer of appointment to the selected Assistant Professors till NET certificate submitted by them is verified by the UGC/CSIR etc. to avoid delay in appointment.

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[47] Approved Vide Resol. No. 4.13/EC/27.2.2006

27. [48]Treating re-employed members of faculty at par with other faculty members for the purpose of draw of travel grant for participating in Conferences/Seminars abroad.

The Executive Council at its meeting held on 16.10.2003[@] has resolved to approve that henceforth the re-employed members of faculty be treated at par with other members of the faculty of the University for the purpose of drawl of travel and maintenance support for participating in conferences/seminars abroad subject to their fulfilling the other terms and conditions.

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[48]Approved Vide Resol. No. 6.8/EC 16.10.2003

28. [49] Disbanding of the scheme of Conferment of 'Distinguished Scholar' status on retired teachers

The Executive Council at its meeting held on 16.10.2003[@] has resolved to approve the disbanding of the scheme of conferment of 'Distinguished Scholar' status on retired teachers with immediate effect. The retired faculty members who have already been conferred with the status of Distinguished Scholar shall continue to have the designation till their tenure is over.

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[49] Approved Vide Resol. No. 6.21/EC/16.10.2003

29. [50]Leave to re-employed faculty members.

The Executive Council at its meeting held on 19.7.2001 and 14.11.2011 has resolved that no re-employed member of the faculty will be sanctioned long leave for taking up assignment in other institution(s) beyond 10% of the period of re-employment excluding vacation etc.

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[50] Approved Vide Resol. No. 7.3/EC/ 19.7.2001& 6.1/EC/14.11.2011

30. Sharing of money for directing projects/remuneration received for consultancy service/honorarium/patents/R&D products and technology transfer etc.

The Executive Council at its meeting held on 16.10.2003[51] has decided that the faculty members of the University should not be discouraged if they are offered consultancy or similar assignments while working in the University. Like-wise, if the projects directed by them have got any component of honorarium/remuneration, there should be no bar from the University on its acceptance. The money received on account of patents, R&D products and technology transfers etc. may be treated similar to the one received on account of rendering consultancy service or honorarium received for directing the projects etc. Like-wise the money offered as remuneration may be treated at par with honorarium for directing the projects and may thus be regulated accordingly. The guidelines for accepting consultancy assignments, honorarium/remuneration for directing projects, for patents and R&D products by the teachers of the University are as under:

1 The University would examine each request made by the teachers of the University for accepting a consultative or similar assignment; honorarium/remuneration for directing the projects; for patents and R&D products keeping in mind that the proposed assignment would be in the interest of the University in the long run and will not adversely affect the teachers work at the University;

2 All the proposals for 'Consultancy Assignments' for 'directing Projects' for patents, R&D products and technology transfers etc., wherever honorarium is involved, shall be examined by CASR/Special Committee or its sub-committee, wherever constituted, and after its clearance by CASR/Special Committee or its sub-committee, the proposal(s) will be forwarded to the University for further processing.

3 The fees received by the teachers on account of above in a financial year, shall henceforth be shared between the teachers and the University in the following manner:

(iv)	Money received upto 30% of the Salary (basic+DA+CCA)	No sharing
(v)	Money received beyond 30% and up to the salary	70:30 between the teacher and the University
(vi)	Money received beyond the salary	50:50 between the teacher and the University

EXAMPLE:

A teacher drawing a salary of Rs. 2,00,000 p.a. (Basic+DA+CCA), if granted permission to accept a consultancy or similar assignment receives consultancy money/honorarium etc. of Rs. 2,50,000/- in a particular year, the money received by him will be shared as under:

[51] Approved Vide Resol. No. 6.17/EC/16.10.2003

(i)	money received equivalent to first 30% of the salary i.e. Rs. 60,000/-	No sharing
(ii)	money received equivalent to next 70% of the salary i.e. Rs. 1,40,000/-	Teachers share: 98,000 University share: 42,000
(iii)	money received beyond the salary i.e. Rs. 50,000	Teachers share: 25,000 University share: 25,000

Thus, out of the amount received on account of above, the teacher's share will be Rs. 60000+98000+25000 i.e. Rs. 1.83,000/- and University will get Rs. 67,000/-

Explanation

The following shall, however, not be construed as consultancy work for the purpose of regulating the fee received by an employee:

(i) Fees received from recognized Universities and Research Institutions, statutory Bodies, Autonomous Bodies of Public Sector Undertakings wholly or substantially owned or controlled or funded/subsidized by Government for evaluation, selection, lectures and committee work;

(ii) Amount received as awards/prizes in recognition of academic achievement;

(iii) Income/honorarium/royalty from writing books, papers, articles and delivering occasional lectures on literary, cultural, artistic, technological and scientific subjects; and

(iv) Income for occasional participation in theater, dance and music performances as well as occasional participation/curation of art exhibitions.

(v) Income from occasional participation in sports, games and athletic activities as players, referees, umpires or managers of the teams.

3 All proposals concerning Consultancy Assignments, Directing of projects, patents, R&D products and technology transfers, etc. need the approval of the University before they are submitted to the granting agencies;

4 These guidelines shall also be applicable to the non-teaching employees of the University who may undertake such assignments subject to the condition that the work related to these assignments will not be undertaken during office hours.

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31. Grievance Redressal Mechanism for teachers

The Executive Council at the its meeting held on 4.1.2008[52] has approved the Grievance Redressal Mechanism for teachers of the University as given in the Annexure.

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[52] Approved Vide Resol. No. 6.8/EC/4.1.2008

Annexure

JAWAHARLAL NEHRU UNIVERSITY

Grievance Redressal Mechanism for teachers of the University

In order to redress individual as well as collective grievances of the teachers of the University, a three-tier Grievance Redressal Mechanism has been devised as follows :

(A) School Level Grievance Redressal Committee

Any grievance at the Centre's level may, in the first instance, be brought to the notice of the Chairperson of the Centre/Special Centre. The Chairperson of the concerned Centre will look into the grievance of the teacher and try to redress it within 30 days from the receipt of written representation from the teacher to this effect.

In case of no response or unsatisfactory response from the Centre Chairperson, the teacher will be free to represent his/her case to the School Level Grievance Redressal Committee. The individual grievances received by the University directly, shall also be referred to this Committee for redressal. However, if the School Level Committee finds that redressal of such a grievance, in the first place, lie with the Centre concerned, the same may be referred to the Chairperson of the concerned Centre under intimation to the teacher concerned. In such cases, the Chairperson of the concerned Centre will take action thereon within one month's time. In case of no response or unsatisfactory response from the Centre Chairperson, the teacher concerned will be free to represent his/her case to the School Level Grievance Redressal Committee. The aggrieved individual teacher may take assistance of another teacher of the University, who may or may not be a representative of JNUTA while presenting his/her case before School Level Grievance Committee.

The composition of the School Level Grievance Redressal Committee shall be as under :

1.	Dean of the School	Chairperson
2.	One Dean from other School (to be nominated by the Vice-Chancellor for a term of two years)	Member
3.	One Sr. Professor from the School/Special Centre (in case of Special Centres) (to be nominated by The Vice-Chancellor for a term of two years)	Member
4.	Administrative Officer of the School	Secretary

In cases of grievances of teachers of Special Centres, i.e., Centre for the study of Law and Governance, Centre for Sanstrit Studies, and the Centre for Molecular Medicine, not being satisfied by the decision of the Chairperson of the concerned Special Centre, the procedure for grievance redressal mechanism at School level shall apply. For this limited purpose the teachers of Special Centres will be treated as a part of the School as mentioned below:

1. Special Centre for Molecular Medicine	School of Life Sciences
2. Special Centre for the Study of Law and Governance	School of Social Sciences
3. Special Centre for Sanskrit Studies	School of Language, Literature and Culture Studies

The Dean of the School as shown against the Special Centre above will act as the Chairperson of School Level Grievance Redressal Committee.

The Committee after receipt of a written representation, if considers necessary, may invite, at its discretion, the aggrieved teacher for an oral submission. The Committee will be authorized to summon the relevant papers form the concerned officers of the University to facilitate redressal of the grievances referred to it and shall submit its recommendations, to the University within four weeks of receipt of such representation.

The Committee may meet as frequently as may be necessary.

In case there is no response within the stipulated period or if the teacher is not satisfied with the recommendations of the School Level Grievance Redressal Committee, he/she may prefer an appeal to the University Level Grievance Redressal Committee within 30 days of receipt of decision of School Level Grievance Redressal Committee.

(B) University Level Grievance Redressal Committee:

The collective grievances of the teachers, the grievance raised by JNUTA or the grievances of individual teachers having ramifications at the University level or involving a group of teachers or any teacher not being satisfied with the decision of the School Level Grievance Committee, will be placed before the University Level Grievance Redressal Committee.

The composition of the University Level Grievance Redressal Committee shall be as under :

1. Rector-I	-	Chairperson
2. 3 Deans to be nominated by the Vice Chancellor (for a term of 2 years)		Members
3. One Professor to be nominated by the Vice-Chancellor (from the School/Special Centre With which the complainant is associated)	-	Member
4. Deputy Registrar (Academic)	-	Secretary

On a written request, the Committee may, at its discretion, invite the aggrieved teacher for a personal hearing. The individual teacher may take assistance of another teacher of the University, who may or may not be a representative of JNUTA, while presenting his/her case before the University Level Grievance Redressal Committee. The Committee may invite a representative of Equal Opportunity Office, while dealing with an issue connected with the interest of socially deprived sections. Likewise, two office bearers of JNUTA may be invited for presentation of cases raised by JNUTA.

The Committee may hold its meeting from time to time as may be necessary. All the representations received by the end of previous month shall be deliberated upon in its meetings. An adjourned meeting shall be held on a date agreed upon in the meeting of the Committee. The Committee shall give its recommendations in the grievances referred to it within two month's time. The University, if found necessary, may refer any representation(s) having collective repercussions and received by it directly, to this Committee for redressal.

(C) Grievance Redressal at the Vice-Chancellor Level

In case there is no response within the stipulated period or if the teacher is not satisfied with the recommendations of the University Level Grievance Redressal Committee, he/she may prefer an appeal to the Vice-Chancellor within a 30 days' time. The Vice-Chancellor, keeping in view his engagements, may dispose of the appeal within 4-6 weeks time. The decision of the Vice-Chancellor, in such matters shall be final and there shall be no further appeal in the matter.

Note:

1. If any interpretation of rules is involved, the Vice-Chancellor shall be the Competent authority and his decision will be final and binding upon the parties.

2. Any grievance/complaint relating to sexual harassment will not be covered under these rules as there is a separate mechanism for addressing such matters by GSCASH.

II. STUDENTS

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S1. [53] Reservation for the SC/ST candidates for admission to various programmes of study in the University.

The Academic Council at its meeting held on 27.07.1974 has decided that all the Schools of the University must admit Scheduled Castes/Scheduled Tribes candidates having a degree or other qualification in the relevant subject(s) as decided by the Centre upto 20% of the seats/candidates admitted in each Centre in accordance with the resolutions of Parliament on this subject from time to time. In the event of a sufficient number of such candidates not applying to fill up the quota, the remaining seats may be filled up by other suitable candidates. Further this may be given effect from the academic year 1974-75.

Subsequently in the year 1982, the Executive Council at its meeting held on 03.12.1982 decided that the following percentage of reservation be fixed for persons belonging to Scheduled Castes and Scheduled Tribes in admission to various programmes of study in the University.

IndiaCode

(i) 15% for Scheduled Castes and

(ii) 7.5% for Scheduled Tribes (instead of 5% fixed hither to)

[53]Approved vide Resol. Nos. 5(b)/AC(A)/27.7.1974 & 9.2./EC/3.12.1982

S 2. RESERVATION FOR THE OTHER BACKWARD CLASSES (OBCs) AND PHYSICALLY HANDICAPED STUDENTS IN ADMISSIONS

(1) The Academic Council at its meeting held on 30.04.2008 & 05.06.2008 considered the office memorandum No. 01-01-2005 U.I. A/847 dated 20.4.2008 received from the Govt. of India, MHRD, Shastri Bhawan, New Delhi as well as judgment of the Hon'ble Supreme Court of India dated 10.4.2008 on the constitutional of the validity of the CEI Act 2006 for the implementation of the policy of reservation of 27% seats for OBCs apart from 15% seats for SCs and 7.5% for the STs from the Academic session 2008-09 and decided as under.

(i) Consistent with the previsions as contained in section 3 of the Central Educational Institutions (Reservation in Admissions) Act 2006, 15%, 7.5% and 12% seats shall be reserved for the Scheduled Castes, the Scheduled Tribes and Other Backward Classes (Creamy layer not included) respectively in each programme of study in the University from the Academic year 2008-09, maintaining the general category seats at the same level as admitted during the academic year 2006-07.

(ii) Implementation of remaining 15% reservation in admissions for OBCs to complete 27% reservation and consequential increase in intake may be considered next year i.e. academic year 2009-10, provided sufficient infrastructure is in place.

(iii) The cut of marks for students belonging to OBCs (creamy layer not included) may be less by a maximum of 10 points than the cut off marks fixed for the unreserved category candidates.

(iv) The deprivation points may be awarded as per decision of the Academic Council in its meeting held on 10.4.2007.

(v) Reservation of 3% to PH category candidates may be given horizontally from among the general, SC, ST and OBC in terms of Section 9 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and full Participation) Act 2005.

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The Council also authorized the Vice-Chancellor to finalize (a) the consequential increase in intake of students as may be worked out by Director of Admissions in consultation with the Deans/Chairpersons, and (b) the modalities and schedule of admission to various programmes of studies consistent with the decision of Govt. of India and the decision of the Academic Council.

(2) The Academic Council again at its meeting held on 21.04.2009 enhanced the percentage of reservation of seats in admissions for OBCs (creamy layer not included) from 12% to 18% and consequential increase in the total number of seats from the Academic session 2009-2010 and also the balance 9% during the Academic session 2010-11 to complete 27% reservation in admissions for OBCs.

S3. AWARD OF FREESHIPS AND HOSTEL FREESHIPS TO THE STUDENTS

1. [54] Freeships to be offered to men & women students should be 20% of the total income from fees and not 25 % and 20% of the total enrolment of women and men students respectively (UGC letter dated 25-04-1976 received from Shri Y.M. Seth, Assistant Secretary).

2. [55]The University may award freeships to students of part-time courses on the same basis as for full-time students within the limits of such freeships already agreed to (UGC letter No. F.4-27/77(D5-a) dated 7-3-1978).

3. [56] The Executive Council at its meeting held on 21-9-1977 approved the grant of freeship and exemption from payment of hostel rent, on the recommendations of the Academic Council and pending the approval of the University Grants Commission, to the students belonging to SCs/STs who are not in receipt of scholarships/fellowships and whose parents/guardians income is upto Rs. 75,000/- per annum.

4. [57]The Executive Council at its meeting held on 10-10-1988 resolved that Physically handicapped students who are not in receipt_ of fellowship or scholarship and whose guardian/parents income is upto Rs 75,000/- per annum may be exempted from payment of tuition fee and hostel fee as in the case of SC/ST students w.e.f. the current Academic Year.

IndiaCode

[54]Please refer clause 7.1 of Ordinance relating to fees payable by students in this regard
[55]Vide Resol.No.5.5/EC/10-10-1988
[56]Amended Vide Resol.No.5.2/EC/6-4-1989& Resolution No.6.2/EC/15-1-2001
[57]Resol. No. 5.5 /EC/ 10.10.1988 and Resol. No. 6.2/EC/15.1.2001

S4. [58] RULES GOVERNING STUDENTS' AID FUND

1. **Name of the Fund**

There shall be a fund called "The Jawaharlal Nehru University Students' Aid Fund" instituted out of the contributions from the students and staff of the University and collections from other sources as well as the contribution received from the University Grants Commission.

2. **[59]Objects of the Fund**

The objects of the fund shall be

(1) to render financial assistance to poor and deserving students for payment of tuition fees, examination fees, purchase of text books, stationery etc.

(2) to meet any other needs of students considered to be genuine by the Freeship Committee of the School concerned;

(3) to meet any other expenditure which in the opinion of the Vice-Chancellor needs to be incurred to provide for students facilities.

Provided that the funds shall not be utilized for award of scholarships/fellowships or stipends or payment of prizes, rewards etc. to students.

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3. **Contributions to the Fund**

(1) [60]Each student of the University shall contribute Rs.4.50 per annum to the Fund. The sum shall be realized from the students alongwith the first installment of fees in the academic year.

(2) Voluntary contributions received from the staff as well as from others and additional voluntary contributions from students shall also be welcome as well as the unclaimed refund of any amount lying in the credit of a student within one calendar year of his leaving the University.

(3) The Finance Officer shall maintain an account of the Fund and submit it annually to the Executive Council and the UGC after it is audited in the manner laid down in Section 20 of the Jawaharlal Nehru University Act, 1966 (53 of 1966).

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[58]Approved vide Resolution No.18/EC/24.6.1972 and amended vide Resolution No.6.21/EC/3.9.1976 and 4.8/EC/14.8.1986.

[59]Amended vide Resolution No.5.19(2)/EC/12.1.1989.

[60]Amended vide Resol. No.5.11/EC/25.3.1992.

4. **Recommendations and sanction of assistance**

The Dean of Students will sanction assistance on the recommendations of the Freeship Committee of the School concerned.

5. Applications for financial assistance or loan

(1)a A student requiring financial assistance shall apply in the prescribed form to the Dean of School concerned through the Centre.

(l)b A student requiring loan from the fund shall apply in the prescribed form to the Dean of Students through the Chairperson of the Centre.

(2) No application for loan for a second time shall be considered before the expiry of three months after the clearance of earlier loan.

(3) Applications for financial assistance shall reach the Dean of the School concerned and for loan to the Dean of Students within the notified dates.

6. Consideration of applications by the School Committee

(1) The Freeship Committee shall consider applications of students for assistance. The criteria for grant of financial assistance will be the same as laid down by the School concerned for grant of freeship to students.

(2) [61] The Committee shall make recommendations in conformity with these rules after the due consideration of the fact that during a semester the quantum of financial assistance shall not exceed Rs.2000/-* for each student. Besides this, in very exceptional cases the Dean of Students may sanction a loan upto a maximum of Rs 3000/-* for reasons to be recorded.

7. Recovery of Assistance/Loan

(1) Students granted financial assistance (excluding loans) may repay the amount, if convenient to them.

(2) The loan shall be advanced on a guarantee to be accepted by the Dean of Students in each case. The guarantee shall be given by any of the following on a prescribed form:

(i) Any permanent member of the teaching or non-teaching staff (other than a lower subordinate staff);

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61 Amended vide Resolution No. 5.19(2)/EC/12.1.1989 & Resol.No.6.2/EC/15-1-2001*

(ii) Any scholarship/fellowship holder provided his scholarship/fellowship is tenable up to the date by which the loan will be fully repaid.

(3) The loans shall be repaid in such number of installments as may be fixed in each case by the Dean of Students.

(4) The number of installments shall, however, be so fixed that the last instalment of the loan is repaid before the end of the ensuing April.

(5) the recovery of the loan shall commence from the month following that in which the loan is paid.

(6) The amount of loans granted to scholarship/fellowship holders shall be realized from their scholarship/fellowship and it shall be a condition of the grant of loans.

8. Auditing of the Fund

The accounts of the Fund shall be audited in the manner laid down in Section 20 of Jawaharlal Nehru University Act 1966 (53 of 1966). The audit fee or any other related expenditure shall not, however, be charged to the Fund.

9. Annual Report

The Dean of Students shall prepare a report at the end of each financial year on the administration of the Fund and submit it to the Vice-Chancellor.

IndiaCode

S 5. [62]PAYMENT OF FELLOWHSIP TO THE SCHOLARS DURING THE PERIOD OF SUBMISSION OF PH.D. THESES AND DECLARATION OF RESULTS

The Executive Council noted that the University Grants Commission had accepted the suggestions of the Jawaharlal Nehru University that research scholars be paid fellowship between the periods intervening submission of their theses to the declaration of result provided this does not exceed the maximum period of fellowship including extension, if any.

S 5(A). *AWARD OF DEGREES AND CERTIFICATES TO STUDENTS IN BILINGUAL FORM

The Executive Council at its meeting held on 20.11.2012 has considered the suggestion of high level Committee set up by the UGC to provide degrees and certificates in bilingual form and decided to implement the same for all students joining the University from the academic session July 2013 onwards.

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[62] Approved vide Resolution No. 4.3/EC/25.7.1978.
*Approved vide Resol. No. 6.1/EC/20.11.2012

S6. CONDITIONS GOVERNING THE FIELD RESEARCH GRANT FOR STUDENTS DEPUTED OUTSIDE INDIA

1. In support of the expenditure incurred for the acquisition of research material, a simple account of the books purchased by the student, viz. the titles of the books, their costs, and the amount spent on xeroxing, photocopying etc., duly countersigned by his supervisor, or a certificate to the effect that the amount advanced for the acquisition of research material has been spent for the purpose for which it was given, shall be submitted by the student.

2. The expenditure on internal travel undertaken within the country of field work in connection with research work (only public transport to be used) shall be admissible under the grant. In support of the expenditure incurred, the student shall submit a statement of account within 15 days of the date of his/her return to Delhi.

3. The student will:

a) send reports on his/her work to his/her supervisor after every one month;

b) return to Delhi immediately after the authorised period of field work is over;

c) complete his/her doctoral thesis within five years from the date of his/her registration or within such period as may be approved by the Board of School of International Studies failing which he/she will be liable to refund to the University the entire field research grant;

d) execute a bond on non-judicial stamp paper in connection with the field research grant and furnish the required surety;

e) keep the Administrative Officer of the School concerned (International Studies) informed of any changes in his/her address abroad;

f) not approach any foreign foundation/institution for supplementary scholarship/fellowship or financial assistance;

g) complete such other formalities as may be required by the Administrative Officer of the School;

h) utilize the grants received from the University for the purpose it has been sanctioned; and

i) shall return to the University the unutilized balance of amount, if any, out of the sanctioned foreign exchange in the foreign currency concerned.

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S7. *DAILY ALLOWANCE TO STUDENTS DEPUTED FOR FIELD WORK WITHIN THE COUNTRY

Resolved to increase the rate of daily allowance from Rs.250/- per day to Rs.400/- per day to the students deputed for field work with effect from 18.11.2014.

International Field Trips

As fixed by the Govt. of India and conveyed to the University by the UGC from time to time.

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*Vide Resol.No.5.9/EC/18.4.1983,4.23/EC/25.7.2002, 6.6/EC/10.07.2009 & 6.25/EC/18.11.2014

S8. [65]RELAXATION IN THE ELIGIBILITY CONDITIONS FOR THE AWARD OF JUNIOR RESEARCH FELLOWSHIP TO THE BLIND, PHYSICALLY HANDICAPPED AND SC/ST CANDIDATES

The Executive Council at its meeting held on 12.3.1984 resolved that the minimum eligibility condition for award of Junior Research Fellowship to the blind and physically handicapped and SC/ST candidates be lowered from 55 % to 50% on aggregates in the qualifying examination in numerical system or 5.00 CGPA where CGPA system is followed or B Grade where latter grade system is followed.

IndiaCode

[65]Approved vide Resolution No.6.10/EC/12.3.1984.

S9. [66]**CONCESSION TO PHYSICALLY HANDICAPPED STUDENTS FOR CONFIRMATION TO PH.D. PROGRAMME OF THE UNIVERSITY**

Resolved that physically handicapped students be extended similar concessions in regard to confirmation of admission to the Ph.D. programme as had been extended to the students belonging to the SC/ST categories.

IndiaCode

[66] Approved vide Resolution NO.6.2/EC/16.10.1984.

S10 [67]MEDICAL RULES FOR STUDENTS

No.1: Referral of patients to hospitals/Institutions etc. for Admission, investigations. treatment or specialists consultation.

(A) Medical Officer of the Health Centre may refer such patients who require admissions, investigations, treatment or specialists' consultation (when such facilities are not available at the JNU Health Centre) to the following hospitals/institutions:

i) All Central Government Hospitals recognized by Central Government for their employees where non-government employees and the general public are allowed the facility of the hospital.

ii) All Delhi Administration and Municipal Corporation hospitals open to the general public.

iii) All India Institute of Medical Sciences hospital.

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These include the list of T. B. Institutions recognized for the purpose of medical treatment for patients suffering from Tuberculosis.

a) Silver Jubilee T. B. Hospital, Delhi.
b) T.B. Clinic, Queens Road, Delhi
c) Rama Krishna Mission Free T.B. Clinic, Karol Bagh, New Delhi
d) Lala Ram Swarup T.B. Hospital, Mehrauli, Delhi.

These include the list of recognized hospitals for treatment of Cancer also.

a) Lok Nayak Jai Prakash Narayan Hospital, Delhi.
b) Sucheta Kriplani Medical College and Hospital
c) Ram Manohar Lohia Hospital, New Delhi.
d) A.I.I.M.S. Hospital, New Delhi
e) Safdarjung Hospital, New Delhi

These include the list of women hospital too including Kasturba Gandhi Hospital (for Women) etc.
These also include the list of hospitals for infectious diseases.
The private nursing homes/paying clinics and hospitals are excluded.

[67]Approved vide Resolution No.5.11/EC/26.3.1982.

(B) In case facilities for investigations, treatment etc,. are not available in the hospitals/institutions referred to above also, the doctor of these hospitals will further refer the cases to any other hospital/institutions in or outside Delhi. The cost of treatment incurred in these hospital/institutions will be reimbursable.
In all cases, where hospitalization is required, the students will be entitled to general ward facilities only.

(C) For X-rays the patients be referred to charitable clinics and the charges at prescribed rates will be reimbursed to the students by the University when students are referred by the Medical Officers of the Health Centre.

(D) The students who go on field trips, tournaments, expeditions etc. when fall ill should take treatment from the state government dispensaries or hospitals open for the general public. The expenditure on treatment in such cases will be reimbursed to the students on production of receipts alongwith the letter of authorisation/permission from the respective Administrative Officer/Head of the Department/Centre/Dean of School.

No.II Medical Certificates of Physical Fitness:

The medical certificates of physical fitness will be issued to:

i) Candidates for employment in the University.
ii) Students (sponsored by the University) who undertake to go abroad for further studies.

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The certificates of physical fitness will be issued when such candidates are referred by the competent authorities. Examination in such cases will be conducted in the morning session only.

No.III Non-Admissible Items

(A) Vitamins, tonics, shampoos, antiseptic lotions, non- medicated creams, glucose, protein foods and other food preparations are non-admissible items and will not be supplied by the health centre. Simple preparations of vitamins will be issued by the health centre when they are indicated. Students will not demand specific brand (when prescribed by the doctors at the major hospitals after having been referred from the health centre) when suitable alternatives are
available.

(B) Artificial limbs, belts, spectacles, contact lenses, crutches, sticks for the blind etc. not reimbursable. The cost of such articles has to be borne by the
students.

No.IV Re-imbursement

(A) Reimbursement of drugs not stocked at the JNU Health Centre.

Most of the drugs are stocked at the University health centre. The drugs prescribed by the doctors of the health centre and not stocked at the Health Centre pharmacy will normally be procured from the local chemists and issued to the students. In case, the drugs are not available with the local chemist, the students will purchase the drugs from other chemists and submit their claims alongwith the O.P.D. cards and duly validated identity cards for reimbursement. The claims of reimbursement should be made within 3 months of prescribing the drugs and in special circumstances where the controlling officer is satisfied that due to unavoidable circumstances the claim could not be presented within the prescribed period, the claim could be admitted within 6 months of prescribing the drugs.

(B) Reimbursement of claims of patients referred to Hospital

When students are referred by the doctors of the health centre to referral hospitals for investigations, specialised consultation the students will normally collect drugs from University health centre. In emergency, however, they will purchase drugs for a day or for a period for which the health centre is closed to start the treatment and will report at the health centre the following day for further supply of drugs (in emergency, the students can directly consult at casualty of the referral hospital). The cost of drugs, investigations etc. incurred by students will be re-imbursed to them when students come for reimbursement of their claims, they will present their identity card (duly validated), referral slips from the doctors of the health centre, the prescription card from the referral hospital alongwith the cash-memos/receipts. The cost of refraction charges will also be reimbursed.

(C) Reimbursement of claims of students admitted to hospital

When ill students are admitted to the hospitals, they will buy such drug as are not available with the hospital or collect these from the health centre if these are available at the health centre. The Cost of expenditure incurred on hospitalization treatment, investigations etc. (excluding diet charges) will be reimbursed to the student. When claims of the students are reimbursed, the students will present at the health centre the discharge slip showing date of admission, and date of discharge from the hospital, alongwith their identity cards and prescription slips.

D) Reimbursement of claims of students referred to Charitable clinic for X-ray facility.

The cost of expenditure incurred on X-rays at the rates fixed by charitable clinics will be reimbursed to the students when X-rays .have been done on the recommendation of the doctors of the health centre. When the claims of the students are reimbursed the students will present referral slips. their identity cards and the receipt at the health centre.

Note: *In referral hospitals the charges are levied according to the income of the individual. The students should not declare their parents' income when they want that the charges be reimbursed to them by the university. They should take with them the referral letter from the JNU Health Centre.*

No drugs will be issued on prescriptions from private doctors. No claims in respect of treatment from private nursing homes/private clinics will be admissible.

(E) Reimbursement of conveyance charges to the students when serious cases are transported to the hospitals.

Bus services are normally available to Safdarjung and AIIMS hospitals during the day and evening hours. The students when referred will utilize these services in routine. In real emergency, the Medical Officer will certify the need of a transport. The Estate Officer may be contacted in the first instance. In case the University transport is not available an auto rickshaw/taxi may be hired. In case of dire emergency, when delay in transportation of student is not desirable, services of an auto-rickshaw/taxi may be availed of. Later, the student concerned will contact at his/her earliest possible the referring Medical Officer who will certify the need of a transport. A receipt with vehicle number, date, mileage and description of travel from and to, signature of the driver may be produced when claim is refunded.

(F) Reimbursement of Ayurvedic/Homeopathic/Unani Treatment

Reimbursement for Ayurvedic/Homeopathic/Unani medicines is not to be done in routine. The refund will only be admissible for Ayurvedic/Homeopathic/Unani medicines when the Medical Officers certify that a responsiblec given and desired relief had not been achieved. A trail of Ayurvedic/Homeopathic/Unani system may be given. The cost of medicines prescribed by Government or MCD Ayurvedic/ Homeopathic/Unani physicians will be refunded.

No. V Issue of Drugs to students going on field trip or for tournaments etc.

Students going on field trips or for tournaments etc. outside Delhi will be issued such basic drugs (depending upon the number of students) as can be self administered as a first aid. The drugs which are to be used on the advice of a medical practitioner will not be issued unless some medical personnel is accompanying the trips. The drugs will be issued on the recommendation of the teacher incharge of the trip or head of the centre. No drugs will be allowed to students on their own.

The teacher incharge or head of the Centre on whose recommendations the drugs will be made to the students on field trips etc. shall be asked to arrange for the rendition of the account of drugs used by the student incharge.

No. VI General

1. Only the students who pay medical fees are entitled to the facility of the health centre.

2. Drugs will be issue to validated identity card holders only. The students will present their identity cards at the pharmacy counter when they come for treatment to the health centre. It will be the discretion of the Medical Officer to waive off the presentation of the identity card in emergency cases or if there is a reasonable ground of not presenting the identity card and the Medical Officer is satisfied that the student is a bonafide student of the university.

3. The problem of arranging and supply of food is out-side the scope of the Health Centre. Medical Officers can only advise on the matters pertaining to food.

4. Dietary habits are not a medical problem and will not be certified by the Medical Officers.

5. Once a student is referred by the health centre, this is not possible for the Medical Officers to get the cases admitted to the hospitals. The doctors of the health Centre will accompany the patients in a dire emergency when it is felt by them that they can be of some assistance to the patients when very ill patients are being transported to the hospital. The Medical Officers will inform the concerned Warden and the Dean of Students who will look after the welfare of the students and inform the parents/guardian of the students, if needed.

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S11. [68] NORMS FOR ALLOTMENT OF HOSTEL ACCOMMODATION TO STUDENTS

First Priority

(a) Students admitted to the full-time programmes who have passed their qualifying examinations from places outside Delhi and are not residents of Delhi, excepting those who are admitted to a programme at a level at which the student already has a degree or has pursued studies in JNU at the same level with hostel accommodation.

(b) Students who have passed their qualifying examinations from Delhi but have stayed in recognized University/college hostels and are not residents of Delhi, subject to their furnishing documentary evidence along with hostel application from the Head of the College/Institution to the effect that he/she has been a resident student.

(c) Students who have passed their qualifying examinations from Delhi institutions by making their private arrangements for accommodation but at the same time do not have their family residence in Delhi, subject to their furnishing a documentary evidence to the satisfaction of the University authorities.

(d) Local students whose parents/guardians are transferred outside Delhi, subject to their furnishing satisfactory Documentary evidence to this effect from the employer.

Provided that in case an applicant fails to furnish the relevant documentary evidence, as mentioned at (b), (c) and (d) above at the time of submitting application for hostel admission, his/her priority as well as merit will be treated as per the information furnished in the application and that certificates submitted subsequent to start of hostel allotment in support of his/her claim will be considered by the Dean of Students as he deems fit.

Second Priority

Outstation students who are admitted to a programme at a level at which the student already has a degree or has pursued studies in JNU (at the same level)with hostel accommodation.

Third Priority

V and XI Semester (SL) M.A., V Semester M.Phi!., IX Semester Ph.D. local students in that order. Admission to the local students, when provided, will be only for the duration of the current Academic Session strictly and such students would be required to surrender the hostel accommodation latest by 31st May of the Academic Session.

[68]Vide Resolution No.8/AC(A)/10.5.1988 and subsequently amended vide Resolution No.7/AC(A)/12.5.1989.

S.12 [69]GRIEVANCE REDRESSAL MECHANISM FOR STUDENTS

1. That all issues within the University community should be resolved through discussions and negotiations and through the newly instituted Grievance-Redressal Mechanism and that the use of violence, intimidation and coercive methods such as gheraos and dharnas or any other activity which disrupts the normal academic or administrative functioning of the University inside the University buildings, and locking out of the University buildings and shall not be resorted to;

2. That all members of the University community have the right to privacy and that residential areas of the teachers and staff shall in no case be used as venues of protests and agitations.

' A' GRIEVANCE-REDRESSAL MECHANISM IN HOSTELS

1. Hostel in the University exist to provide conditions of congenial living to the students, within the constraints of resources and personnel. Routine matters pertaining to the provision of facilities for the day-to-day running of the hostel, therefore, should be attended to by the existing hostel authorities. Redressal of grievances through the proposed special mechanism should be viewed as a last resort.

2. Any grievance from a resident student or students in the first instance be referred to the concerned Warden who will depending upon the nature of the grievance, ensure that it is processed by him/her as speedily as possible and in no case later than a fortnight from the date of its receipt.

3. In case the resident student or students are not satisfied with the action taken by the Warden the student/students, as the case may be, are free to bring the grievance in writing to the notice of the Provost of the Khand concerned as soon as the decision of the Warden has been notified and in no case later than three weeks from the date of decision of the Warden

4. The complaint will be made to the Officer Incharge of the Khand for transmission to the Provost who will ensure that the grievance is looked into by him as speedily as possible depending upon its nature and in any case within a fortnight from the date the complaint was lodged.

5. Students may appeal against the decision of the Provost in writing to the Grievance Committee of the Khand which shall consist of: I. Dean of Students2.Two teachers nominated by the Vice-Chancellor preferably from amongst persons having adequate experience in hostel administration.

[69]Vide Resolution No.7/AC(A)/11.3.1988.

The Grievance Committee shall ensure that the grievances referred to it are processed as speedily as possible and in no case later than 14 days from the date the complaint is lodged in writing.

6. The decision of the Grievance Committee shall be final.

7. The Committee shall formulate its own procedure.

8. The term of the Committee shall be two years.

9. Questions relating to the structure of the hostel administration, including Rules and Regulations governing the hostel, will be outside the purview of the Grievance Committee.

'B' STUDENTS GRIEVANCES OTHER THAN THOSE PERTAINING TO HOSTELS AND EVALUATION

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(a) Individual Grievances

I. Every Centre shall have teachers appointed as staff advisers to look after the problems of students in the Centre. The complaint of a student will first be referred to the students' Staff Adviser in the Centre. The students' Staff Adviser shall after looking into the complaint, dispose it off at his level.

2. A student not satisfied with the solution suggested by the Staff Adviser may approach the Chairman of the Centre who will give his decision within a period of 4 weeks.

3. A student not satisfied even with the decision of the Centre Chairman may appeal to the Committee consisting of Dean of the School and two other persons nominated by the Vice-Chancellor from within the University. This Committee shall be Standing Committee for each School.

4. In case of Science Schools, there shall only be two tier mechanism. The Dean of the Science School shall act like Centre Chairperson in the matter of disposing off a complaint. The appeal against the decision of the Dean shall lie with the committee consisting of Rector and two persons nominated by the Vice-Chancellor within the University.

5. The decision of the Standing Committee of the Dean mentioned in 3 above and the Committee of the Rector in the case of Science Schools mentioned in 4 above shall be final.

(b) Group Grievances

1. If several students together lodge a complaint with the Centre Chairperson, efforts will be made to resolve the problem within the Centre. Centres should normally be able to localize the problem of their students.

2. A group of students not satisfied with the decision of the Centre Chairperson, may approach the committee of the Dean mentioned in 3 above and the Committee of the Rector mentioned in 4 above in case of Science Schools.

3. The Dean's Committee or the Rector's Committee should resolved the School level issues in consultation with Centre(s) Chairman(men) or in case of Science Schools in consultation with the senior faculty of the School.

4. The Committee shall formulate its own rules of functioning and procedures.

5. The term of the Committee shall be two years.

6. The decision of the Committee shall be final and binding.

(c) Miscellaneous Grievances

1. **Library**

Any grievance about the functioning of the Library should be brought to the notice of the Librarian, Students dissatisfied with his decision may refer the matter to the Rector.

2. Finance

Any grievance about the working of the Finance Branch should be brought to the notice of the Deputy Finance Officer in-charge. Students dissatisfied with his decision may appeal to the Dean of their own School.

3. Sports

Any grievance about the working of the sports organization should be brought to the notice of the Chairman Sports Committee. Students dissatisfied with his decision may appeal to the Dean of Students.

(d) General Consideration

I. Grievances should be submitted to the appropriate body within a reasonable time but not more than two weeks after the event at issue.

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2. Report on a grievance submitted to a Committee also should be made within a reasonable time, not exceeding two weeks from the submission of a grievance.

3. While enquiries concerning redressal are in progress, executive actions taken will remain in force.

4. Prevention of grievances is even more important than their redressal. All primary complaints, if not attended to, may later assume the form of grievance and should, therefore, be looked into at the initial stage itself.

5. For this purpose, the already existing arrangements like Staff Adviser, SFC, Chairman/Deans should also be re-activated to localize and resolve the issues, Redressal of Grievances through the proposed special mechanism should be viewed only as a last resort.

6. Every institution has to work by certain rules and set procedures. These may at times prove irksome to one or another member of the institutions, but a mature scholar in a University takes such constraints in one's stride.

Note: *Notwithstanding what is contained in these rules, the question of interpretation, if any, of a Statute, Ordinance and or Rules will be ordinarily referred to the appropriate body of the University for consideration.*

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II. MECHANISM FOR REDRESSAL OF ACADEMIC GRIEVANCES OF STUDENTS

The Academic Council at its meeting held on 21st January, 1984 approved the recommendations of the Committee appointed by it for evolving a Mechanism for Redressal of Academic Grievances of Students. The recommendations of the Committee are reproduced below for information of all concerned.

After careful consideration of all related aspects, the Committee makes the following recommendations:

1. While it reiterates that actual processes of evaluation are outside the purview of the students participation and that the teacher giving the course should evaluate the performance of the student in it, it was, however, felt that in order to develop healthy student faculty relations it would be desirable to formalize the channels for redressal of academic grievances of students, if any.

2. The Committee was of the considered opinion that only those components of a course which are verifiable such as end semester, mid-semester examinations including quizzes, term papers etc., alone should fall under the purview of this mechanism;

3. So far as continuous evaluation covering aspects other than those specified under 2 above are concerned the course incharge who carried out evaluation throughout the semester will be outside the purview of the mechamism underlined here;

4. A student who feels aggrieved on the grade awarded in a course would be required to make an application in the prescribed form alongwith a fee of Rs.20/- for each course to the Head of the Centre giving reasons for his/her feeling aggrieved within one month of the notification of the result. The amount of fees will be utilised for giving loans to the needy students.

5. The students concerned would have also to categorically sign a declaration that he/she undertakes to accept the final grade as result of review which could result in improvement of his/her grade or the grade remaining the same of his/her being awarded a lower grade;

6. On receipt of the application in the prescribed form alongwith requisite fee, the Head of the Centre shall refer the case alongwith relevant papers and together with the scripts of all the candidates who have taken the course to a committee of faculty members of the Centre not exceeding three in each case for their consideration and review;

7. No appeal shall lie against the revised grade arrived at through review;

8. In addition the Committee recommends that each Centre/School should have a Screening Committee for each programme of study consisting of faculty members not exceeding three who would ensure that examination schedule is maintained, the evaluation is completed within the time schedule and scrutiny of overall results of the programme of study.

Note: *Notwithstanding what is contained in these rules, the question of interpretation, if any, of a Statute, Ordinances and/or Rules will be ordinarily referred to the appropriate body of the University for consideration.*

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S13 [70]RULES AND REGULATIONS CONCERNING REDRESSAL OF ACADEMIC GRIEVANCES OF STUDENTS

1. The actual processes of evaluation are outside the purview of the student participation and that the teacher giving the course should evaluate the performance of the student in it.

2. The review shall be carried out only in respect of those components of a course which are verifiable like end semester, mid-semester examination, including quizes, terms papers etc.

3. The continuous evaluation carried out by the course incharge throughout the semester other than those given at 2 above and oral examination, laboratory test and semesters etc. shall be outside the scope of review.

4. The performance of a student in mid-semester examination including quizes, term papers etc. in various courses shall be notified to the student by the Centre within a period of one week of the conduct of the examination and in respect of end semester examination within a period of one week of the approval of the result by the Centre's Committee/School's Committee, as the case may be.

5. A student who feels aggrieved on the grade awarded in a course would be required to make an application in the prescribed form alongwith a fees of Rs.20/- for each course to the Head of the Centre giving reasons for his/her feeling aggrieved within one month of the notification of the results.

6. The student concerned would have to sign a declaration that he/she undertakes to accept the final grade as a result of review which would result in improvement of his/her grade or the grade remaining the same or his/her being awarded a lower grade.

7. The Head of the Centre, on receipt of the application in the prescribed form alongwith requisite fee, shall refer the case alongwith relevant papers and together with the scripts of all the candidates who have taken the course to a committee of the faculty members of the centre not exceeding three in each case for their consideration and review.

7(a) Provisional registration may be allowed to a student seeking review of grades with a view to fulfilling the minimum eligibility condition for registration on a clear undertaking that in the event of his/her failure to secure the minimum CGPA requirements for continuation in the programme, the provisional registration of the student shall automatically be cancelled.

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[70]Vide Resolution No.6/AC(A)/21.09.1984.

8. The Committee of the faculty members, as at 7 above, shall be appointed by the faculty of the Centre which shall assign revised grades if necessary as early as possible as but not later than 15 days of reference of the case to the Committee.

9. No appeal shall lie against the revised grade arrived at through review.

10. There will be a Screening Committee for each programme of study in each Centre/School consisting of faculty members not exceeding three, who would ensure that the examination schedule is maintained, the evaluation is completed within the time schedule and scrutiny of overall results of the programme of study.

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S14 [71]RULES FOR EXTENDING MEDICAL FACILITIES TO THE FAMILIES OF MARRIED SCHOLARS

The family (as defined hereunder) of the married scholars will be entitled to the medical facilities at the JNU Health Centre on the following terms and conditions:

1. The married scholars will deposit Rs.15/- per year as medical fee for his/her family with the Finance Department in addition to his/her own medical fee which is payable at the time of admission. The token-carried in this respect will be issued by the Health Centre on production of the receipt issued by the Finance Department.

2. The married scholars will be allowed medical facilities at par with other students in the University whereas their families will be allowed the facilities available at the Health Centre only.

3. Re-imbursement of any kind will not be allowed for facilities that are not available at the Health Centre e.g. when scholars' families are referred to the Hospitals for treatment and investigations. No re-imbursement in respect of conveyance/ hospitalization/drugs that are not stocked at the JNU Health Centre and drugs purchased on the prescriptions from the hospital will be allowed.

4 The term 'Family' for this purpose shall mean wife or husband of the scholars as the case may be and children and step children wholly dependent upon the scholar.
Explanation:
i) The term 'family' shall not include any other dependent relations such as brother, sister, widowed sister, parents etc.
ii) The term 'children' shall also include children adopted legally.

10. These rules will come into effect from the date of issue and will supersede all other rules framed earlier for this purpose.

Addendum to Rule for extending medical facilities to the families of Married Scholars.

Only those students who pay medical fees are entitled to the facility of the Health Centre.

Part-time students of the University are not entitled to the medical facilities at the University Health Centre.

[71] Approved vide Resolution No.5.11/EC/26.3.1982.

Medical Certificates of Physical fitness to candidates for employment in the University will be issued when such candidates are recommended by the competent authority of the University for Medical Examination at the Health Centre.

Certificates of Physical fitness to the students will be issued when these are required for use at the Jawaharlal Nehru University or when these are required by the student going on field trips within or outside the country. Such certificates will be issued on the recommendations of the competent authority.

Medical certificates of physical fitness will not be issued by the Health Centre to:

i) Non-students;

ii) Students who require these certificates for seeking employment/admission elsewhere or for any other purposes not related to the academic activities of the University.

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S15 *REVISED RULES FOR ALLOTMENT OF HOSTEL ROOM TO POST DOCTORAL FELLOWS

I **Eligibility

1. Persons possessing Ph.D degree and working in the University as PDF in the prescribed scale of pay in the rank of R.A., R.S, Pool Officer, Young Scientist or equivalent against sanctioned tenure posts in the University;

and

2. Persons possessing Ph.D degree and working as PDF in the prescribed scale of pay in the rank of R.A./R.S./Pool Officer/Young Scientist or equivalent against the sanctioned tenure post in the projects approved by the University and sanctioned by UGC / DST / CSIR / DBT /ICSSR/ICMR/ICAR including DST INSPIRE, Ramanujam and Ramalingaswami fellow will be eligible for allotment of PDF accommodation in the University.

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II. Seniority

Applicants will be considered in order of seniority in terms of date of joining as PDF in the University or in a specified project in JNU. If a PDF transfers to another project, his/her date of eligibility will be the date of joining the new project and the applicant has to apply a fresh for the PDF accommodation.

III. ***Duration of Stay

1. Accommodation shall be allotted to Post Doctoral Fellow for a period of five years from the date of allotment or the period of tenure of his/her appointment, whichever is less.

2. The allottee shall vacate the accommodation within 15 days from the date of expiry of P.D. Fellowship or from the date of resignation as PDF or date of expiry of the allotment, whichever is earlier, failing which he/she is liable to eviction.

3. In case of overstay by the allottee he/she will be liable to pay the market rent as approved by the University for a period maximum of two months and double of rent after that, till the house is vacated by him/her or through eviction.

IV Reservation

The normal reservation rules for members of SC/ST may be applied in these allotments.

V Charges

I. Following will be the monthly charges
Rent as per EC approved rules regarding floor space
Water : Rs.50/- per month

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*Revised vide Resol.No.4.18/EC/12-1-2010 and Resol. No. 6.11 & 6.12/EC/18.11.2014
**Amended vide Resol. No. 6.11/EC/18.11.2014
***Amended vide Resol No. 6.12/EC/18.11.2014

Electricity	: Rs.500/- (fixed) until meter is provided. Thereafter, the billing will be on actual consumption.
Establishment Charges	: Rs.50/- to be paid to the Estate Branch, Jawaharlal Nehru University in the beginning of every semester for the whole semester.
Conservancy Charges	Rs.40/- per month

VI Security Deposit and Surety

The amount of Rs.5000/- is to be deposited as security deposit with the Finance Officer before the PDF occupies the accommodation. The security deposit shall be refunded to the scholar after he/she has handed over the apartment to the University less damages and cost of missing articles and fittings, if any. The Project Director shall stand surety for the PDF.

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VII Norms of Hostel Residences.

1. The allotment of accommodation shall not confer on the allottee any rights to tenancy of the premises and the University shall have every right to have the accommodation vacated in the event of breach of hostel rules by the allottee.

2. All allottees shall switch off the lights, fans etc. before they go out of the apartment.

3. The allotting authority or his nominees are empowered to inspect the premises to ascertain the state of affairs of the premises. They are also empowered to ascertain the family status of the occupants.

4. The accommodation is strictly for the allottee, his/her spouse, and the children. The apartment cannot be either sublet or shared.

5. The residents are responsible for the security of their apartments and their belongings and shall lock their apartment properly before leaving them. The University shall not be responsible for any loss of their private or other property.

6. All complaints pertaining to the maintenance shall be made to the concerned Department of the University responsible for maintenance.

7. At the time of occupying the apartment, the allottees shall be required to sign the inventory of the fittings, equipment and other items provided to him. He shall be personally responsible for the custody of the same.

8. Tampering with fittings and fixtures in the apartment will be treated as willful damages to the University property and those responsible shall be liable to penalty.

VIII Certification of Working Status

1. All application for allotment of housing as well as each application for extension of allotment from persons eligible must be accompanied by a certificate from the Project Director or Chairman of Centre routed through the Dean. This certificate must specify the applicants', designation, salary, scale of pay, sanctioned centre post and duration of the project work.

2. The Project Director or Chairman of Centre, through the Dean of the School, will intimate to the Estate Branch immediately any changes in the working status (e.g. shift from one project to another or termination of service) of a resident already allotted accommodation etc.

*Further, it was also decided that:-

i. Accommodation in old Mahanadi would not be allotted to PDF/RAs and that this hostel would be converted into a Guest House, which was in the original plans. The students staying there at present would be asked to vacate the rooms by 31st December, 2016.

ii. The new Mahanadi Hostel would be allotted exclusively to married students and the same would now be under the charge of Dean of Students instead of Estate Branch.

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* Approved by Executive Council vide Resolution No. 6.4/EC/21.06.2016.

S16 [74]RULES RELATING TO ALLOTMENT OF RESIDENCE IN THE MARRIED RESEARCH SCHOLARS HOSTEL

1. **Preamble:** The norms and rules in regard to the hostels of the University are an important factor in fostering a climate of learning and community life that need to be developed in the University.

2. **Objective:** To enable married research scholars to stay with their families during the course of their studies in the University, accommodation may be provided to the extent it is available in the Hostel.

3. *__Eligibility__:

3.1 Only married students/single parents with unmarked and unemployed children registered for pursuing full time programme leading to M.Phil/Ph.D in the University are eligible for consideration of allotment of accommodation in the hostel..

3.2 A full-time M.PhiI./Ph.D. student of the University will not be eligible for Married Research Scholars Hostel accommodation (a) if he/she takes up full-time employment (temporary job included) with a salary including allowances higher than the amount of UGC/SRF per month (b) or if the spouse of the student takes up full-time employment in Delhi (including temporary job) on a salary including all allowances higher than the UGC/SRF per month excluding contingency. Fellowship is not considered as employment. University/College teachers on authorized leave during the course of studies at the University are exempted from the norm (a) above.

4. Procedure for Allotment:

4.1 Married students desirous of and eligible for accommodation in the Hostel shall submit to the Warden an application on the prescribed form, obtainable from the Warden's Office.

4.2 To be accepted, an application shall be fully and properly filled in accompanied by documentary proof wherever necessary. Seniority shall be determined according to the date of acceptance (receipt) of application in the Warden's office.

4.3 Accepted applications are included in the waiting list of anyone of the categories - viz. general, scheduled castes/scheduled tribes, foreigners, and both applicant and the spouse students categories - depending on the applicant's particulars.

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[74] Approved by EC vide Resolution NO: 5.15/EC/12.1.1989.
*Amended vide resolution No.4.17/EC/12-1-2010

4.4 [75]Allotment may be made as and when vacancies arise broadly in consonance with the following arrangement: General Category: 50.00% (including one seat for physically handicapped and one seat for severely physically handicapped student who may quite often be unmarried and may need the physical presence of the family member with them); Scheduled Castes, Scheduled Tribes category: 22.50%; Foreign Students: 20.00%; Wife/Husband both Students Category: 7.50%.

4.5 Allotments are made by Allotment Committee Meeting from time to time under the Chairmanship of the Provost.

4.6 An applicant when offered allotment of accommodation in the Hostel will be given a maximum period of one month to accept the offer. In case the offer is not accepted or in case no response is received within one month, the applicant shall lose priority in the waiting list.

4.7 An applicant when indicates acceptance will be given possession of the room allotted when such terms and conditions as mentioned in the allotment offer are satisfactorily fulfilled.

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5. Charges

5.1 An amount of Rs.250/- is required to be deposited as Security with the Finance Office before an applicant is allotted accommodation. The security deposit shall be refunded when the allottee has handed over the apartment, after deducting for damages, missing articles and fittings.

5.2 Room rent will be charged at the rate of Rs.l00/- p.m. subject to a concession of Rs.40/- p.m. to non-fellowship holders. A flat rate of Rs.5/- will be charged for water and for electricity charges will be as per actual consumption/meter reading.

6. Duration of Accommodation

6.1 Accommodation in the Hostel is allowed initially for the current semester and is renewed subject to the continuing registration of the allottees. All occupants should subject themselves to the proof of registration and payment of all hostel dues every semester.

6.2 An M.Phil. student may stay in the hostel for a maximum period of two years. An M.Phil. Ph.D. student may be allowed to stay in the Hostel for a maximum of six years from the date of admission to the M.Phil/Ph.D. programme or four years from the date of confirmation in the Ph. D. programme whichever is earlier.

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[75] Amended vide Resol. No.5.6/EC/4.10.1993.

6.3 The allottee shall vacate the accommodation within a month from the date of Ieaving the University, or the date of submission of Ph.D. thesis or joining a job, failing which he/she is liable to eviction. However, those who submit Ph. D. thesis and subsequently surrender accommodation will be provided temporary accommodation subject to availability at the time of viva-voce.

7. General Conditions:

7.1 The supervision and control of the residents in the hostel are vested in the Provost of the Khand, who will carry out this function with the help of the Warden.

7.2 Allotment of accommodation shall not confer on the allottee any rights to tenancy of the premises and the University shall have every right to have the accommodation vacated in the event of the breach of rules by the allottee.

7.3 Allotment is offered to a bonafide student to be occupied for the duration of the course the allottee is admitted to or till expiry of maximum permissible period whichever is earlier. No request will be entertained for transfer of allotment from allottee's name to that of spouse suiting allottee's convenience.

7.4 The Provost/Warden are empowered to inspect the premises to ascertain the state of affairs of the premises. They are also empowered to ascertain the family status of the occupant.

7.5 Any student who is found to have presented false information or forged documents to hostel administration will be liable to disciplinary action.

7.6 The Provost shall have the right to shift an allottee from one room to another and also to reorganize the hostel in the best interests of the University.

7.7 The Hostel administration reserves the right to take disciplinary action including cancellation of the allotment of accommodation in the Hostel for violation of the rules of living in the Hostel.

7.8 The Hostel shall have central committee comprising a President and six members directly elected by the general body of the Hostel. The President and members of the Hostel committee will normally hold office for one year. The Hostel Committee shall assist the Warden in the smooth running of the activities of the Hostel.

*7.9 (a)If a woman allottee is taking zero semester for her pregnancy/child birth, she may be allowed to retain the accommodation.

(b)The allottee may be allowed to retain the accommodation if the allottee has been granted zero semester to go abroad for academic purpose leaving behind his/her family. The period of zero semester will however be accorded for (a) & (b) above.

(c)At the time of applying for hostel accommodation, applicants have to give one mailing address of their choice for sending the allotment offer, irrespective of the fact whether they are staying on the campus and it will be responsibility of the applicant to inform the hostel office of any change of their address for communication.

(d)The allottee will be given only three days from the date of issuance of vacating certificate/gate pass to surrender their accommodation. After that the Hostel will take possession of the room without any further communication with the allottee and the Hostel will not be responsible for the belongings.

(e)After submission of thesis, the foreign nationals waiting for their viva-voce will have to pay room rent as guest charges after two months on normal rent basis. The rent should be paid in advance.

*Added vide Resolution No.5.2/EC/06.04.2010

8. Norms of Living

8.1 Accommodation in the Hostel is meant for the student and his family consisting of his spouse and/or dependent children. Any other person, including a relation can stay as guest for a period of not more than five days after obtaining prior permission from the Warden. The accommodation cannot be sublet or shared. Any violation of this clause will result in the cancellation of the allotment and consequent eviction.

8.2 The residents who want to be absent from the Hostel for more than three days must inform the Warden specifying the address (es) where he/she can be contacted.

8.3 For a visitor to stay in the hostel room in the absence of the resident is prohibited.

8.4 The hostel administration reserves the right to deny entry into the Hostel to visitor(s) if their visit is likely to disturb peace and order in the Hostel.

8.5 All residents are required to make their own arrangements for cooking.

8.6 At the time of occupying the apartment, the allottee shall be given furniture according to the prescribed scale. Demand for additional furniture will not be entertained.

8.7 At the time of occupying the apartment, the allottee shall be required to sign the inventory of furniture and other items provided. He shall be personally responsible for the custody of the same.

8.8 The residents are responsible for the security of their apartments and their belongings and shall lock their apartments properly before leaving them. The University shall not be responsible for any loss of their private and other property.

8.9 Allottees shall switch off lights, fans and extinguish gas, coal, kerosene stoves, etc., before they leave their room.

8.10 Use of unauthorized electrical gadgets is not permitted in the rooms. Tampering with fittings and fixtures in the apartment will be treated as willful damage to the University property and those guilty may be held liable to heavy penalty.

8.11 Complaints pertaining to maintenance of the apartment may be made by the residents with the Engineering enquiry office at the Khand. In case of any difficulty or delay, the same may be brought to the notice of the caretaker of the Hostel,

8.12 No resident is permitted to take away personal belongings from the hostel premises without proper permission.

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8.13 Residents must not indulge in any act of intimidation or violence and drunken or riotous behaviour. Use of narcotics, consumption of alcoholic beverages are prohibited.

9. Common room and Recreational Facilities

9.1 The Hostel shall have a common room for the use of residents and bonafide guests. The common room provides facilities for indoor games and is supplied with newspaper/magazines.

9.2 The common room will be managed by a student caretaker selected from amongst the Hostel's residents on grounds of mainly suitability for the job and the student's economic need.

9.3 The common room will be kept open normally between 6.30 to 9.30 p.m. unless the time is extended by the Warden-in-charge in writing on any special occasion.

9.4 The magazines or newspapers to be purchased will be decided by the Hostel Committee in consultation with the Warden-in- charge.

9.5 The residents are not allowed to remove magazines or newspapers or any other property from the common room.

9.6 The residents shall maintain decorum in the common room.

10. **Hostel Guest Room**

10.1 Hostel's guest room is meant for the stay of the bonafide casual guests of the residents on payment of specified charges.

10.2 A resident seeking permission to entertain a guest will apply in the form prescribed for the purpose and after obtaining the permission of the Warden, deposit the guest room charges in cash with the hostel caretaker.

10.3 Subject to availability of rooms, the Warden may permit the stay of a guest for a period of not exceeding seven days at a time.

10.4 A particular guest of a particular resident shall not be allowed to continue his/her stay as guest of another resident.

10.5 The Warden reserves the right to cancel the stay of a guest at any time without assigning any reason.

10.6 Any resident found guilty of misusing the guest room facility and violating rules shall be liable to fine and such other disciplinary action as may be decided by the Warden or higher authorities.

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11. Complaints/Grievances

11.1 Any complaint/grievance from a resident student or students in the first instance should be referred to the Warden of the Hostel who will, depending on the nature of the complaint ensure that it is processed by him/her as speedily as possible.

11.2 In case the resident student or students are not satisfied with the action taken by the Warden, the Student/students, as the case may be, may bring the grievance in writing to the notice of the Provost of the Khand as soon as the decision of the Warden has been made known and in no case later than three weeks from the date of decision of the Warden.

***12. <u>Grievance Redressal Committee</u>**

Constitution of a committee consisting of the following to consider and dispose of issues pertaining to violation of rent rules, disputes and grievances etc. of MRSH. The Committee shall be called MRSH Grievances Redressal Committee.

1.	Associate Dean of Students	Chairperson
2.	Provost (Poorvanchal)	Member
3.	One Warden nominated by the Dean of Students	Member
4.	One student representative from the Student Union, and	Member
5.	One Member from the Hostel Committee	Member

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***13. <u>Levy of Fine</u>**

Levy of fine of Rs.300/- per day for overstay i.e. after the expiry period of bonafide stay in MRSH.

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*Added vide Resol.No.4.17/EC/12-01-2010

S17 [76]SCHEME FOR INCENTIVES/REWARDS TO STUDENTS WHO DISTINGUISH IN SPORTS INCLUDING MOUNTAINEERING & TREKKING

1. Students who achieve positions in Inter-University/State/ National Competitions shall be eligible for the following cash awards:

CASH AWAERDS

Cash awards for winning positions at the Inter University/Delhi State/National/International Competitions

A. **All India/National Championships by the recognized federation**			**National Level Competition**	
I.	Rs.	15,000.00	Rs.	10,000.00
II	Rs.	10,000.00	Rs.	07,500.00
III.	Rs.	07,500.00	Rs.	05.000.00

B. Delhi State Championship			**State Level Competition***	
I.	Rs.	07,500.00	Rs.	05,000.00
II.	Rs.	05,000.00	Rs.	03,000.00
III.	Rs.	03,000.00	Rs.	02,000.00

*Student would be eligible for these awards if the competition is sanctioned and recognized by the concerned National/State Federation/IOA and has participation of a minimum of 12 States/12 recognized clubs.

C. Inter University Championships

All India Competitions Individual Events			**Zonal Level Compitions**	
I.	Rs.	05,000.00	Rs.	03,000.00
II.	Rs.	03,000.00	Rs.	02,000.00
I.	Rs.	02,000.00	Rs.	01,500.00

Team Games (Each Player)

I.	Rs.	02,000.00	Rs.	1,500.00
II.	Rs.	01,500.00	Rs.	1,000.00
III.	Rs.	01,000.00	Rs.	500.00

[76] Approval vide Resolution No. 5.11/EC/17.2.1989 & revised vide Resolution No. 6.10/EC/11.11.2004

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D. International Championships/Competitions
(As approved by the National Federation/IOA/Govt. of India/SAI)

	Individual events	Team Games (each player)
I.	Rs. 1,00,000.00	Rs. 20,000.00
II.	Rs. 75,000.00	Rs. 15,000.00
III.	Rs. 50,000.00	Rs. 10,000.00

E. Students who distinguish themselves in Trekking and Mountaineering

Rs.	10,000.00	(vice Rs. 1,000.00)
Rs.	05,000.00	(vice Rs. 500.00)
Rs.	03,000.00	(vice Rs. 400.00)

Students who achieve the following benchmarks should be eligible for the following cash awards in mountaineering and trekking:

Rs. 10,000/- For a successful submit of a peak in India as part of a mountaineering Expedition conducted either by the Indian Mountaineering Foundation (IMF), the apex body in the country, or by any other body recognized by the IMF, during the year in which he/she is a bonafide student of the University. The same shall apply for successful summits abroad provided adequate documentation and proof is furnished.@

Rs. 5,000/- For the completion with an 'A' Grade of the Method of instruction Course/Search and Rescue Course/Alpine Course from any of the recognized mountaineering institutes in the country* and at least two programmes with the JNUMC comprising either trekking or rock-climbing.

Rs. 3,000/- For the completion of the Advanced Mountaineering Course with an 'A'grade from any of the recognized mountaineering institutes in the country, * and at least two programmes with the JNUMC comprising either trekking or rock-climbing or the completion of four treks with the JNUMC, including two treks of 3000 metres and above.@

^@ Treks and expeditions undertaken as part of training courses will not be considered for the purpose

* Recognized mountaineering institutes conducting mountaineering courses in the country presently include the Nehru Institute of Mountaineering (NIM), Uttarkashi, Himalayan Mountaineering Institute (HMI), Darjeeling, Jawahar Institute of Mountaineering and Winter Sports, Batote and the Directorate of Mountaineering and Allied Sports (DMAS), Manali

For all rewards and incentives, no trek or programme will be considered a second time.

2. SPORTS FELLOWSHIP

(1)

A. The Student who represents Delhi State in the National Championships, will get Rs. 1000.00 per month (vice Rs. 200/-)

B. The student who represents Delhi State in other competitions recognized by the State Federation as 'national level'. Will get Rs. 500/- vice Rs. 200/- (rules apply.)

C. The student, who represents the country in any of the following competitions recognized by the IOA or concerned National Federation, will get Rs. 2,500/-pm (vice Rs.400.00) – Olympic Games, Commonwealth Games, Asian Games, Asian Championship, World Championships, Thomas-Uber Cup, Davis Cup and the like.

D. The student, who represents the country in any of the following competitions recognized by the National and concerned International Federation as tournaments of repute other than the ones mentioned in 'C' will get Rs.1500.00 per month.

SAARC Games, SAF Games, All England Badminton, Wimbledon Tennis and the like.

(2) In addition to the above cash awards, the University may also give the following incentives/rewards to encourage participation and promote excellence in the field of trekking and mountaineering:

(a) if any student successfully summits a peak in India as part of a mountaineering expedition conducted either by the Indian Mountaineering Foundation (IMF), the apex body in the country, or by any other body recognized by the IMF, during the year in which he/she is a bonafide student of the University, he/she should be sanctioned a Sports Fellowship of Rs. 1000/- per month for one full financial year. The same shall apply for successful summits abroad provided adequate documentation and proof is furnished. The above student should also be given a blazer with the University emblem engraved on the pocket and a good tracksuit.

(b) If any student has completed the Basic Mountaineering Course, Advanced Mountaineering Course, and either Method of instruction Course or Search and Rescue Course or Alpine Course with 'A' Grade or its equivalent, and at least, two programs with the JNUMC comprising either trekking or rock-climbing, he/she should be sanctioned a Sports Fellowship of Rs. 500/- per month for one full financial year. The above student should also be given a blazer with the University emblem engraved on the pocket.

For all rewards and incentives, no trek or program will be considered a second time.

All the above awards/incentives are applicable only to full-time, bonafide students.

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N.B.

(a) Each Convenor would be required to submit the plan for the year atleast by 15th September and adhere to the time schedule to avoid clash with other activities.

(b) The activities of each club would be observed `and recorded.

(c) Clubs not sufficiently active will not be allotted extra funds.

(d) The emphasis should be moved on activities than prizes.

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S18 [77] SCHEDULE FOR REGISTRATION/SUBMISSION OF M.PHIL. DISSERTATION/PH.D. THESIS IN WINTER SEMESTER/MONSOON SEMESTER.

Winter Semester:

For students submitting their M.Phil./M.Tech. dissertations during Winter sememster	5th January

***Monsoon Semester:**

Submission of Ph.D. Thesis by students under Clause 9(b) of the Academic Ordinances	One year from the date of registration
Submission of M.Phil. dissertation/Ph.D. thesis for regular students	26th July by 12.00 Noon
Registration for B.A./M.A./M.Sc./M.Tech. students	26th July by 12.00 Noon
Registration for those who have submitted M.Phil. dissertation	28th July by 5.00 p.m.

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****Monsoon Semester**

S. No.	Name of Programmes	Schedule for Registration	Proposed schedule for late Registration
1.	B.A./M.A./M.Sc./MCA/M.Tech./ M.Phil./Ph.D. Programmes/Part time courses	15th July to 26th July	From 27th July to 9th August

****Winter Semester**

2.	B.A./M.A./M.Sc./MCA/M.Tech./ M.Phil./Ph.D. Programmes/Part time courses	30th December to 5th January	From 6th January to 19th January

In case the last date happens to be holiday, the following working day may be treated as last day.

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[77] Vide Resol. No. 9./AC(B)/28.9.1992 and amended vide Resol. No. 9/AC(B)/7.1.1994

*Amended vide Resolution No. 6.1/EC/18.11.2014

**Added vide Resolution No. 6.1/EC/11.05.2015.

S19 . Fine for keeping Unauthorized Guests in Hostels

The Executive Council at its meeting held on 16.10.2003[78] enhanced the powers delegated to Provosts, Sr. Wardens and other Wardens to impose fine on students for keeping unauthorized guests in their rooms as under.

Sr. No.	Authority	Amount
1.	Provost of a Khand	Rs. 2000/- at a time
2.	Senior Warden	Rs. 1000/- at a time
3.	Other Warden	Rs. 250/- at a time

The Executive Council also resolved to approve the increase in fine for keeping unauthorized guest in the hostel room as under:

1. Rs. 1000/- (First time offence)
2. Rs. 2000/- (Second time offence)
3. Withdrawl of hostel facilities (Third time offence)

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[78] Approved vide Resolution No. 6.7/EC/16.10.2003

S.20 GUIDELINES FOR CONSIDERING REQUESTS OF STUDENTS FOR ZERO SEMESTER(s)

The Executive Council at its meeting held on 11.05.2015[79] has resolved to approve the recommendations of the Standing Committee held on 20.04.2015 regarding modifications in the guidelines for considering the requests of students for grant of zero semester, as given below:

Guidelines for considering requests for zero semester:

a) The student has to report about his illness within seven days of falling ill by written information or through SMS to (xxxxxxxxxx to be generated by the CIS, E-governance), by e-mail to (xxxxxxxxxx to be generated by the CIS, E-governance) or by post to the Office of Controller of Examinations clearly indicating the name of hospital or any health establishment. Parents/guardian can also send communication within seven days about his ward's illness, if the student is unable to communicate due to health condition, then a certificate from the treating doctor should be submitted clearly certifying that patient was not in a physical or mental condition to communicate to the JNU authority.

b) Subsequent to recovery, the student should report in person to the concerned Dean of the School/Chairperson of the Centre, followed by submission of the prescribed application form duly filled in and signed by the concerned Chairperson of the Centre/Dean of the School to the Office of Controller of Examinations.

c) A student is awarded foreign scholarship/fellowship which he/she would like to avail of during the semester(s) subject to production of a certificate from the host institution that scholarship/fellowship is meant for upgrading research skill only and not for earning a regular degree or diploma.

d) The student should submit the application in a prescribed format which can be downloaded from the JNU website www.jnu.ac.in as per the instructions as mentioned therein.

[79] Approved vide Resolution No. 6.1./EC/11.05.2015.

S21 . FINANCIAL ASSISTANCE TO NON-FELLOWSHIP HOLDER STUDENTS FOR TYPING/BINDING CHARGES OF M. PHIL./PH.D THESIS

The Executive Council at its meeting held on 16.10.2003[80] has resolved to approve the proposal for enhancement of financial assistance payable to non-fellowship holders as under:

		Existing rates	Revised rates
(i)	Ph.D. Thesis	Rs. 1000/-	Rs. 1500/-
(ii)	M.Phil. dissertation	Rs. 500/-	Rs. 750/-

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[80]Approved Vide Resolution No. 6.18/EC/16.10.2003

S22. ESCORT/READER ASSISTANCE TO PHYSICALLY AND VISUALLY CHALLENGED STUDENTS

The Executive Council at its meeting held on 20.11.2012* has revised the escort/reader assistance to the physically and visually challenged students at the rate of Rs. 2000/- per month w.e.f. 01.04.2012

Further, the Executive Council in its meeting held on 20.11.2015 has revised the allowance to ` 3,000/- per month for B.A./M.A./M.Sc. students and ` 3,500/- per month to M.Phil./Ph.D. students w.e.f. 20.11.2015.

S23. PAYMENT OF WRITER ALLOWANCE @ RS. 500/- PER COURSE TO THE VISUALLY IMPAIRED STUDENTS FOR ANSWERING THEIR MID SEMESTER AND END SEMESTER EXAMINATIONS AT PAR WITH THE WRITER ALLOWANCE BEING PAID TO THE VISUALLY IMPAIRED CANDIDATES APPEARING IN THE JNU ENTRANCE EXAMINAITON

The Executive Council at its meeting held on 13.07.2011** has approved the payment of Writer Allowance @ Rs.500/- (Rupees five hundred) per course to the visually impaired students for answering their mid semester and end semester examinations at par with the writer allowance being paid to the visually impaired candidates appearing in the JNU Entrance Examination

*Approved vide Resol. No. 4.22/EC/11.4.2007, 6.1/EC/20.11.2012 & 4.13/EC/20.11.2015
**Approved vide Resolution No.4.14/EC/13.7.2011.

S 24. *<u>Viva-Voce through SKYPE</u>.

The Executive Council resolved to approve that all M.Phil. Viva-Voce will be conducted through SKYPE only. Ph.D. Viva-Voce may also be conducted preferably through SKYPE. However, in case the Ph.D. Viva-Voce needs to be held by inviting experts to the School or Centre, due justification may be forwarded through Chairperson/Dean to the competent authority for prior permission in this regard. It was also resolved to constitute a Committee to frame guidelines to hold Viva-Voce through SKYPE. The Committee has submitted the following guidelines.

<u>Guidelines</u>

1. The schedule and details of the Viva-Voce to be held should be circulated to all concerned in advance.

2. The Viva-Voce shall be held in a hall/room which is equipped with necessary infrastructure to hold Viva-Voce examination through Video-conferencing. Wherever necessary, the CIS, JNU will provide the necessary technical help for conducting the viva-voce examination.

3. Members of the Research Advisory Committee of the concerned student should be present in person during the Viva-Voce. However, in exceptional circumstances, if a RAC member is unable to attend the Viva-Voce, he/she, in consultation with Supervisor and with the approval of the Dean of the concerned School/Chairperson of the concerned Special Centre, may nominate some other faculty (as per the composition of RAC). At least two RAC members, including the supervisor, should be present in person during the Viva-Voce examination.

4. After the Viva-Voce examination, the external examiner may submit his/her report/ recommendation through e-mail and include a signed scanned copy of report/recommendation as attachment to the official e-mail of the Dean of the concerned School/Chairperson of the concerned Centre/Special Centre. A printout of this report/recommendation shall be signed and certified by the Supervisor of the Viva-Voce Committee and the Dean of the concerned School/Chairperson of the concerned Centre/Special Centre

5. No local travel expenses or any other charges/payment for hardware/software assistance/hiring/purchase etc. will be reimbursed to the external examiner or any other person for availing of video-conferencing facility for holding of M.Phil./Ph.D. Viva-Voce examination.

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*Approved vide Resolution No. Any Other Item No. 1/EC/271(Approved by circulation).

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6. If, in any case, more than one external examiner is invited to hold the Viva-Voce, the honorarium amount shall be divided equally among them, as per Clause 3.6 of Academic Ordinance number 27 of JNU.

7. Exemption for Ph.D. Viva-Voce – In extraordinary circumstances where viva-voce cannot be held through video-conferencing, the Dean/Chairperson of the School/Centre/Spl. Centre shall take prior approval of the Vice-Chancellor, to hold viva-voce in person. However, all the M.Phil Viva-Voce will be conducted through video-conferencing only.

8. The Viva-Voce report with relevant documents must be submitted by the School/Centre in the prescribed existing format along with the recommendation of the external examiner as mentioned at point-4 above.

9. In case any dispute arises with respect to the recommendation of the examiner and the member(s) of RAC, the Competent Authority may take appropriate measures to resolve the dispute. The decision of the Competent Authority will be final.

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S 25. *<u>Composition of Research Advisory Committee in Schools/Centres.</u>

The Executive Council resolved that the composition of Research Advisory Committee (RAC) for M.Phil. and Ph.D. students will be as follows:

(a) Research Supervisor as Convener of the Committee;

(b) One internal expert from the concerned Centre/Special Centre/School(where no Centres exist); and

(c) One external expert from outside the concerned Centre/Special Centre/School(where no centres exist), but from within the University only.

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*Approved vide Resolution No. Any Other Item No. 2/EC/271(Approved by circulation).

S 26. *<u>Modalities/guidelines for the attendance system of the students.</u>

1. For **all programmes, B.A., M.A., M.Sc., M.Tech., MPH, PG Diploma and M.Phil. and Ph.D. course-work, including part-time programme,** a minimum of 75% attendance in a course is mandatory for appearing in the end-semester examination of that course.

2. If **a student of B.A., M.A., M.Sc., M.Tech., MPH, PG Diploma and M.Phil. and Ph.D., including part-time programme,** is absent from class on valid medical grounds, on certification/verification of medical documents (Medical Certificate & Fitness Certificate) by the CMO In-charge of the JNU Health Centre, a minimum of 60% attendance will suffice for appearing at the end end-semester examination of a course. For day scholars, the absence on medical ground may be approved by the Dean of the School/Chairperson of the Special Centre on the certification/verification of the medical documents (Medical Certificate & Fitness Certificate) by the CMO In-charge of the JNU Health Centre.

3. For M.Phil. and Ph.D. students, at least two contact/interaction sessions with the supervisor in a month is mandatory.

4. For M.Phil. and Ph.D. students, absence from the university on valid academic grounds, such as field work, seminar, conference, work-shop, training program, etc. must have prior approval of the Supervisor/ Chairperson the concerned Centre and the Competent Authority.

5. For M.Phil. and Ph.D. students, a total leave of 30 days in an academic year is allowed with permission of the Supervisor. The leave, however, will be part of their tenure of M.Phil. or Ph.D. programme. On all other days, the student will sign the attendance register.

6. Leave of absence will be granted by the Dean of the School/Chairperson of the Special Centre on the recommendation of the Research Advisory Committee to M.Phil. and Ph.D. scholars, on valid medical grounds, on certification/verification of medical documents (Medical Certificate & Fitness Certificate) by the CMO In-charge of the JNU Health Centre. For day scholars, the absence on medical ground may be approved by the Dean of the School/Chairperson of the Special Centre on certification/verification of medical documents (Medical Certificate & Fitness Certificate) by the CMO In-charge of the JNU Health Centre.

7. The attendance sheet, a specimen of which is attached, will be completed for each lecture/ practical/ laboratory work by the course instructor/teacher. The attendance sheet will be submitted by the teacher on the same day to the Centre/School office. The Centre's/School's office will maintain the attendance records. At the end of every month, a copy of all the attendance sheets will be submitted by the Centre Office to the School Office.

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*Vide Resolution No. 1(A)(8)/EC/271/15.12.2017 (Approved by circulation).

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8. For M.Phil. and Ph.D. students after course-work, the attendance register will be signed, and maintained in the respective office of the Centre/ School / laboratory.

9. For the interaction sessions of the M.Phil. and Ph.D. students, the supervisor will maintain the attendance records of the students. At the end of the semester, such records may be deposited in the Centre/School Office.

10. At the end of each month, the Centre/School office will put up a notice showing the monthly attendance of the students.

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III. MISCELLANEOUS

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M1 [82] REGULATIONS CONCERNING THE CONDUCT OF THE MEETINGS OF THE ACADEMIC COUNCIL

1. **Short Title** : These regulations will be called the Regulations for the conduct of the meetings of the Academic Council.

2. **Chairman :** The Vice-Chancellor shall preside at every meeting of the Academic Council. In his absence the senior-most Rector shall preside and in the absence of both the Vice- Chancellor and Rectors, the Council may elect one of its members to the Chair.

3. **Convening of Meetings**

   (1) A **written notice** of every **meeting** shall be circulated by the Registrar to the members of the Academic Council atleast **21 days before the meeting.**

   (2) The Vice-Chancellor may authorize the convening of an emergency meeting of the Council at short notice to consider issues of special importance or urgency or on written requisition signed by atleast 15 members of the Council

   (3) The Council shall meet as often as necessary but **not less than two times in each semester of the academic year.**

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(4) Agenda Items

   (1) Items for the agenda shall be circulated to the members of the Council atleast 10 days in advance of the date of the meeting.

   (2) Item from the members of the Council for being considered for inclusion in the agenda may be forwarded to the Registrar atleast 14 days in advance of the date of the meeting.

   (3) Notes on the **agenda items** shall be circulated **atleast 7 days in advance** of the date of the meeting.

   (4) Supplementary agenda of the meeting shall be circulated as decided by the Chairman.

   (5) The Chairman of the Council may, however, permit inclusion of any item for which due notice could not be given.

(5) Ruling of the Chair: The ruling of the Chairman of the Academic Council in regard to all questions on procedure shall be final.

15 members of the Academic Council shall form the **quorum** [Statute 15(4)]

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[82] Approved vide Resolution No.7/EC/25.11.1974.

M2 [83] REGULATION CONCERNING THE CONDUCT OF THE MEETINGS OF THE EXECUTIVE COUNCIL

1. Short Title :

These regulations shall be called the Regulations for the conduct of the meetings of the Executive Council.

2.Chairman:

The Vice-Chancellor shall preside at every meeting of the Executive Council. In his absence the senior-most Rector shall preside and in the absence of both the Vice-Chancellor and Rectors, the Council may elect one of its members to the Chair.

3. Convening of Meetings

(1) A **written notice** of every meeting shall be circulated by the Registrar to the members of the Executive Council **atleast 14 days before Meeting.**

(2) 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.

(3) The Council shall meet as often as may be necessary but not less than 4 times in a year.

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4. Agenda Items

Items for the agenda as approved by the Vice-Chancellor together with the notes thereon may be circulated to the members of the Council **atleast 7 days in advance of the date of meeting.**

5. Ruling of the Chair: The ruling of the Chairman of the Executive Council in regard to all questions on procedure shall be final.

Six members of the Executive Council shall form the **quorum** [Statute 13(4)]

[83] Approved vide Resolution No.l0/EC/27.10.1975.

M3 [84] REGULATIONS CONCERNING THE CONDUCT OF THE MEETINGS OF THE COURT

I. Short Title:

These regulations shall be called the Regulations for the conduct of the meetings of the Court.

2. Chairman:

The Chancellor shall preside at the meeting of the Court and in his absence the Vice-Chancellor, and in the absence of later, the senior-most Rector.

3. Convening of Meetings

(1) A **written notice of meeting** shall be circulated by the Registrar to the members of the Court atleast **30 days before the meeting.**

(2) An annual meeting of the Court will be held on a date fixed by the Executive Council. The Court may also meet as and when necessary. In addition, an emergency meeting of the Court at short notice may be convened to consider issues of special importance or urgency or on written requisition signed by atleast 30 members of the Court.

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4. Agenda Items

(1) **Items for the agenda alongwith notes** shall be circulated to the members of the Court atleast **7 days in advance of the date of the meeting.** (Statute 12(2) of the Statutes of the University).

(2) Item from the members of the Court for being considered for inclusion in the agenda may be forwarded to the Registrar (Member Secretary) atleast 21 days in advance of the date of the meeting.

(3) Supplementary Agenda of the meeting shall be circulated as decided by the Chairman.

(4) The Chairman of the Court may, however, permit inclusion of any item for which due notice could not be given.

5. Quorum:

30 members of the Court shall form the **quorum** (Statute 11(5).

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[84] Approved Vide Resolution No.8/Court/24.8.1982.

6. Notice of Resolution and Amendment

(1) Any member who wishes to propose a resolution at the meeting of the Court shall forward the terms of the resolution to the Registrar so as to reach him not later than fourteen days before the date fixed for the meeting.

(2) Such resolutions shall pertain to the powers and duties of the Court in accordance with the Act, the Statutes and the Ordinances.

(3) The Chancellor in his capacity as the Chairman of the Court and or in his absence the Vice-Chancellor shall be the sole authority to determine whether a resolution is in order. No such resolution not so admitted shall be included in the Agenda.

7. No resolution, proposal, amendment or any other business of which due notice has not been given shall be brought before the Court at any meeting without the permission of the Chairman except the following:

(a) to adjourn the debate;
(b) to adjourn the meeting;
(c) to dissolve the meeting;
(d) to change the order of the business;
(e) to refer any matter to any authority of the University;
(0 to pass on to the next item of the business;
(g) to appoint a committee; and
(h) to propose that the question be put to vote.

8. Ruling of the Chair:

The ruling of the Chairman of the Court in regard to all questions on procedure shall be final.

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M4 [85] NORMS/GUIDELINES FOR INSTITUTION OF MEDALS/PRIZES IN THE UNIVERSITY

1. Medals/Prizes may be instituted by the University:

(a) JNU Gold Medal for the best student be instituted for award to the student who is adjudged as best all-round student on the basis of his/her academic performance as well as his/her achievements in the extra-curricular activities such as sports, athletics, debates and participation in literary clubs in the University. The weightages to be given for each activity shall be decided by the Committee of Deans, headed by the Vice- Chancellor, where the Chief Proctor may also be invited to be present.

(b) Gold Medal in each Centre/School

Gold Medals may be instituted in each Centre/School for award to the students of the following programmes:

(1) One gold medal for each of the Under-graduate/M.A./M.Sc. programme in each Centre/School;

(2) Gold medal for M.Phil. programme in each Centre which admits atleast 15 students each year in the M.Phil. programme. If the number of such students in a Center is less than 15, the gold medal may be awarded for the School as a whole;

(3) To be awarded to a student who has secured the highest CGPA in the respective programmes, provided that

(a) the student has cleared all courses within the minimum period prescribed for completion of the programme;
(b) the student is not found guilty of misconduct or moral turpitude.

Prizes: Prizes in suitable form be instituted for each of the following activities and that these prizes may be awarded when these activities are held in an organized way as a regular annual feature: - Debating, Sports. Dramatics, N.S.S. and Environmental Improvement.

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[85] Vide Resolution No.4.5/EC/3.10.1980 and 5.6/EC/4.10.1993.

II. MEDALS/PRIZES TO BE INSTITUTED BY INDIVIDUALS PRIVATE ORGANIZATIONS

Purpose

1. The purpose for which the medals and prizes are instituted should conform to the objectives as defined in the first schedule of the Jawaharlal Nehru University Act, namely

> "The University shall endeavour to promote the study of the principles for which Jawaharlal Nehru worked during his life time, namely national integration, social justice, secularism, democratic way of life, international understanding and scientific approach to the problems of the society. "

Keeping in view these objectives, the purpose of award should be to promote studies/research in the various disciplines/programmes of the University.

2. The prizes/medals should not be denominational in character and should be open to students of the University irrespective of their caste, creed and religion, sex, language or state.

3. Ordinarily these medals should not be named after an individual. However, if the donor so desires, the medals could be named after a person who has made a distinct and significant contribution in the relevant field of natural sciences, social sciences, international relations, languages and humanities. Institution of medals in memory of persons from whom contributions have been received and accepted by the University may be made on specific requests from the donors. The University may examine such specific requests on individual merit in the light of the subjects being offered in the University, and such medals may be titled as "Distinguished Performance Medals."

A certificate (draft enclosed) indicating the fact that a medal/prize has been instituted in the memory of a particular person may be issued along with the medal/prize.

Note: *The Committee is of the view that medals/prizes instituted by the University should be given adequate publicity in the JNU News. It is recommended that the University may give publicity through the University Admission Brochure that provision for award of such gold medals/prizes titled: "Distinguished Performance Medal" exists m the university.*

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JAWAHARLAL NEHRU UNIVERSITY

LOGO

(DISTINGUISHED PERFORMANCE MEDAL IN_____(Instituted in the memory of _____)

This to certify that_____ has been awarded the "Distinguished Performance Medal" in_____for his/her outstanding performance in the year.

REGISTRAR

M4(A)*NORMS FOR ACCEPTANCE OF AWARDS AND DONATIONS/ ENDOWMENTS FORM INDIVIDUALS/INSTITUTIONS AND FOR UTILIZATION OF FUNDS OUT OF SUCH ENDOWMENTS

1. The amount of donation should not be less than Rs. 5 Lakhs in each case.
2. The donation/endowment may normally be accepted from JNU community/Alumni and for the others, the matter may be examined on a case-to-case basis and be decided on the merit of case.
3. The area of award may be as per the donor's choice and it may be in the name of donors or their family, i.e., kith & kins.
4. Considering the present amount of fellowship (JRF/SRF etc), it is felt that the award may be in the form of cash and a certificate instead of Fellowship.
5. The amount of donation may be kept in a fixed deposit and 75% of its annual interest may be utilized for making the award and the remaining 25% should go to the endowment to increase/sustain the fund. The distribution of 75% of interest may be decided on case-to case basis.

Donations/Endowment from the outside Institutions / Societies / Trusts etc.

a) Donation/Endowment may be accepted from outside Institutions for the promotion of activities and infrastructure of the University.

b) Donation/Endowment may not be accepted from any Religious or Political Parties.

c) Before accepting donation/endowment from any Institutions/Trust etc. the proposal may be examined by the Committee on case-to-case basis.

*Approved vide Resol. No. 6.1/EC/10.05.2013

M5 [86] REGULATION FOR GRANT OF CONTRIBUTION TOWARDS TRAVELING EXPENSES OF A CANDIDATE CALLED BY THE UNIVERSITY FOR INTERVIEW ETC. FOR APPOINTMENT IN THE UNIVERSITY

Journey of a candidate in connection with interview etc. for appointment in the University.

In the case of a candidate called for interview from outside, the University's contribution towards his traveling expenses would be restricted to a single Second Class (Mail) railway fare by the shortest route to the place of interview from the railway station nearest to the candidate's normal place of residence or from which he actually performs the railway journey, whichever is nearer to the place of interview, and back to the same station, or the amount of railway fare actually incurred, whichever is less. Exception may be made by the Vice-Chancellor in allowing First Class fare, both ways, to candidates applying for the posts carrying a pay scale, the minimum of which is [87] Rs.ll00/- or above. [88]Candidates may also be paid sleeper charges, superfast train charges and reservation charges, both ways, if actually incurred, for the journey to the place of interview.

A candidate who resides at a place where there is no railway station, may be paid for the portion of road journey performed by him, road mileage at the rate as approved by the University from time to time or the actual amount paid for the road journey, whichever is less.

Note: Road mileage and train fare is presently restricted to 2nd class superfast sleeper train fare.

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[86] Approved vide Resolution No.23/EC/28.5.1970.
[87] Pre-revised scale as existed before 1.1.1973.
[88] Added vide Resolution No.5.9/EC/28.7.1984.

M6 [89]REGULATIONS FOR GRANT OF CONTRIBUTION TOWARDS JOURNEY OF A NEWLY APPOINTED UNIVERSITY EMPLOYEE TO JOIN HIS FIRST POST.

1. Travelling allowance, as a transfer, inside India may be granted to an employee, and the member of his family, if already holding a substantive appointment under a Government, University/Institute, local body or any other authority. If already employed in a temporary capacity or not employed, travelling allowance for self, and the members of his family, may be granted to an employee by the Vice-Chancel1or where the circumstances justify special treatment.

2. A Professor/Scholar working abroad may on his selection for appointment in the University be allowed:

   (i) air passage by economy (tourist) class for self and the members of his family from the country where he is working to the port of disembarkation in India, and

   (ii) rail fare of the class (other than ACC) to which he shall be entitled after joining post in the University or the class by which the journey is actually performed, whichever is less, from the port of disembarkation to the place of duty.

   Provided he undertakes to serve the University for a minimum period of three years from the date of joining in India. He shall execute a bond, and furnish the sureties of two persons, for refunding the amount of travelling allowance paid to him with interest thereon if he resigns from service at any time within a period of three years from the date of joining duty in the University.

   This facility may also be extended, only in special cases and for reasons to be recorded, by the Executive Council to Indian Scholars abroad who are not actually employed at the time of their selection or at the time the offer is sent to them.

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[89] Approved vide Resolution No.23/EC/28.5.1970.

M7. [90]NORMS OF FUNCTIONING FOR THE COMPONENTS OF THE UNIVERSITYCOMMUNITY

1. The advisory and/or decision making bodies of the University such as students-faculty committee, the Boards of Studies, the Academic Council and the Executive Council should consider question on merit and in a spirit of free enquiry without external pressures.

2. While the various bodies of the different components of the University system may deliberate upon matters of policy and contribute towards the determination of policy, they should not interfere in the functioning of any body of the University which has been created by Regulations, Ordinances, Statutes and Act of the University. However, any point regarding the non¬-implementation of policy may be raised with the Chairman of such bodies and will receive consideration.

3. [91] All issues within the University Community should be resolved through the discussions and negotiations and through the newly instituted Grievance Redressal Mechanism and that the use of violence, intimidation and coercive methods such as gheraos and dharnas inside the University buildings and locking out of the University buildings should not be resorted to.
All members of the University Community have the right to privacy and that the residential areas of the University should in no case be used as venues of protests and agitations.

4. The decision arrived at on the basis of consensus in the academic community as a whole that the following shall be outside the purview of student participation should be scrupulously respected:

   (a) Faculty positions, recruitment, conditions of service and academic freedom;
   (b) Actual processes of evaluating academic performance and merit of students• and
   (c) Other staff; the recruitment and conditions of service of the non-teaching staff.

5. Since curricular and research activities are central to a University, all extra-curricular programmes including meetings of Associations should ordinarily be held out-side the class/working hours so that the teaching/learning programmes are not affected adversely.

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[90] Approved vide Resolution No.15/EC/20.6.1975.
[91] Amended vide Resolution No.l/EC/26.6.1983 & ResolNo.7.4/EC/28-6-1999

6. The rules and regulations (including Hostel and Mess Rules) framed by the decision making bodies of the University; and action taken against those who transgress these rules and regulations, will be respected by the entire University Community.

The Executive Council at its Meeting held on 28.06./1999[92]has further approved the offences, punishment & the authority competent for it as given in the Annexure.

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[92]Resol. No. 7.4/EC/28-06-1999

Annexure

The offence	The Punishment	The Authority
*All the forms of coercion such as gheroas, sit-ins or any variation of the same which disrupts normal academic and administrative functioning of the University are prohibited.	The organizers & abettors of such action will be rusticated for a minimum of 2 semesters. Those indulging in physical violence will be expelled.	The Chief Proctor shall investigate and determine the facts and degree of violence and shall impose, with the approval of the Vice-Chancellor the prescribed punishment.
Hunger strikes, dharnas and other peaceful and democratic forms of protest & group bargaining shall be conducted with restraint i.e. at a distance of 100 meters away from the Administration & Academic complexes.	Violations of this norm shall attract rustication for one semester against the organizers and abettors. Participants in such rallies shall be liable for suspension of academic and residential facilities for a period of up to three months, as applicable.	The Chief Proctor, with the approval of the Vice-Chancellor.
Promoting harmonious community living is cherished objective of the University's residential spaces. Gheraos, laying siege of and staging violent demonstrations around the residences of the V.C. and/or other officers and teachers of the University constitute a flagrant violation of the sanctity of community living, besides being a callous infringement of the right to privacy.	Violation of the sanctity of residences shall be punishable severely: rustication for 2 semesters of those that organize and lead such coercive forms of protest. Where damage to person or property occurs, the organizers and abettors shall be required to compensate in full as per procedure laid down by the University. In any case such persons shall be expelled.	The Chief Proctor, with the approval of the Vice-Chancellor.
Political, cultural and other activities shall be conducted only between 7 a.m. and 11 p.m. with prior permission of the Dean of Students.	Violation shall be punishable with fines of upto Rs. 5000/-, and disconnection of power supply, and other appropriate means.	The Chief Proctor, with the approval of the Vice-Chancellor .

Note: The severity of the penalties will increase in case of repeat offence.

*Approved vide Resol. No. 4.8/EC/18.09.2017.

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M8. [93]NORMS GOVERNING THE RECOGNITION OF INSTITUTIONS BY THE JAWAHARLAL NEHRU UNIVERSITY

The Committee discussed the broad principles of recognition in the light of Statutes of the University as defined in the first schedule to the Act of the Jawaharlal Nehru University. It was• generally of the view that recognition of institutions by the JNU should proceed with caution and should be in conformity with the objectives laid down for the University. The number of the recognized institutions should not be too large and too heteronymous in character as to hinder reciprocal interaction and benefits that the University Centres would enjoy in relation to the recognized institutions.

A balance in this respect may be maintained both in terms of the number of the institutions to be recognized and the academic pursuits of these institutions.

The Committee suggests the following norms for recognition of institutions:

(i) The academic/research programmes of the institution seeking recognition should be in an area compatible with the academic and research programmes of the University/Schools/Centres, and it should be engaged in high standard academic pursuits in innovative and interdisciplinary areas. The programmes of the institutions should be of relevance to similar objectives already being pursued in the University/Schools/Centres so that reciprocal benefits might accrue and the institution might get linked with the academic pursuits of the University.

(ii) The institution should have staff of high academic competence or have asystem by which people of eminence could be associated with its academic programmes. The academic level of the staff, therefore, should be comparable to that of the University.

(iii) The institution should have sufficient funds to support its academic activities and well-equipped departments/ library/laboratories.

(iv) Institutions seeking recognition from relatively less developed areas/regions of the country but having necessary potential to come up in some way to the desired level of the academic and research programmes of the University not usually covered by the Universities in the region be given adequate consideration within the framework of the criteria laid down by the University for according recognition to the institutions.

[93]Approved vide Resolution No.5.4/EC/12.7.1979.

v) The proposal for recognition of institution should be first screened and processed at the School level preferably by the Board of the School before being brought to the Academic Council for its consideration and recommendations. and

vi) If the Academic Council considers the proposal a viable one, it may refer it to a committee appointed by the Academic Council to go into all related aspects of the proposal in the light of the norms laid down by the university and for making its recommendations to the Council for latter's consideration and decision.

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M9. [94]NORMS GOVERNING CASH INCENTIVES / REWARDS TO PERMANENT EMPLOYEES OF THE UNIVERSITY WHO WIN POSITIONS IN COMPETITIVE SPORTS AT VARIOUS STATE / NATIONAL / INTERNATIONAL LEVELS.

Norms governing cash incentives/rewards to permanent employees of the University who win 1st, 2nd, 3rd position in State/National/International Sports Events or represent State/Country in various National/International Sports events.

1. He/She should be a permanent employee of the University.
2. He/She should have regularly participated in local Sports competitions within the University/Inter-University/State/Country/International levels.

Scheme for Cash Award

(A)

1. 10,000 for 1st position in International level competition
2. 7,000 for 2nd position in International level competition
3. 5,000 for 3rd position in International level competition

(B)

1. 5,000 for 1st position in National level competition
2. 2,500 for 2nd position in National level competition
3. 1,500 for 3rd position in National level competition

(C)

1. 1,000 for 1st position in State level competition
2. 700 for 2nd position in State level competition
3. 500 for 3rd position in State level competition

The employees who represent State/Country National/ International competitive sports events may be given.

1. In National Sports event	Free good track suit
2. In International Sports events	Good track suit and a Blazer with University emblem engraved on the pocket

[94] Vide Resol. No. 5.7/EC 7.3.1994

M 10. GUIDELINES FOR THE UTILIZATION OF OVERHEAD CHARGES

The Executive Council at its meeting held on 14.7.2006[95] has approved the revised guidelines for the utilization of Overhead Charges as given below.

1. Name of the Fund

This Fund shall be called the "Administrative Overhead Fund for Research Projects". The sources of the Fund will be:

i. Transfer of overheads (10% for future projects and the Prevailing rates in respect of already approved projects) from the various research projects administered by the University.
ii. Interest on investments made out of the Fund:
iii. Amount realized from sale or disposal of assets of research projects, if any;
iv. Other miscellaneous receipts;

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2. Objects of the Fund

The Fund may be used for the following purposes:

(a) to meet fully or partly the cost of maintenance of the various items of equipment acquired from the projects;

(b) to meet fully or partly the cost of replacement of equipment acquired out of the projects, which have been condemned;

(c) to meet or subsidize the cost of acquisition of new equipments required for research;

(d) to meet or subsidize the cost of additional infrastructural facilities required for the projects, e.g. space, furniture etc;

(e) to meet or subsidize the cost of extra staff required for the administration of the project

(f) to meet expenditure for any other purpose considered essential by the Vice-Chancellor.

(g) To meet fully or partially the expenditure on travel, registration fee/per diem for participation in seminars/conferences within India and abroad;

[95] Approved vide Resol. No. 6.8./EC/14.7.2006

(h) To meet fully or partially expenses relating to membership of professional bodies; &

(i) To meet fully or partially expenses related to publication activities.

3. Accounting Procedure

This Fund will form part of the over-all Earmarked Fund Account which will be operated by the Finance Officer. A Separate Register will be maintained for this purpose. At the end of the year, a Receipts and Payments Account will also be prepared which will be auditable by the Internal and Statutory Audit.

4. Sanction of Assistance from the Fund

The power to sanction expenditure out of this fund shall vest in the Vice-Chancellor.

These rules will come into effect from 1 April 1988.

On receipt of overhead money, two-third of the overhead money will be at the disposal of the Project Director, for expenditure to be incurred as per approved guidelines item 2 above with the approval of the Vice-Chancellor.

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M 11. GUIDELINES FOR UTILIZING THE ACADEMIC DEVELOPMENT FUND.

The Executive Council at its meeting held on 27.2.2006[96] has approved the change in the nomenclature of JNU Entrance Examination A/C as Academic Development Fund w.e.f 01.01.2006 and subsequently at its meeting held on 29.11.2006 approved the guidelines and later on at its meeting held on 05.04.2011 amended these guidelines for utilizing Academic Development Fund as given below :

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(a) Purchase of books and journals including online subscription.

(b) Supporting extension activities and organization of seminars/workshops.

(c) Supporting research of outstanding students/faculty.

(d) Supporting activities like Admission/Evaluation/International Collaboration including infrastructure facilities to facilitate Academic Development.

(e) Seed money for new faculty.

(f) Any other purpose which the Vice-Chancellor may deem necessary.

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[96] Approved vide Resol. No: 4.16/EC/27.2.2006, 6.9/EC/29.11.2006 and amended vide Resol. No. 6.23/EC/05-04-2011

M12. ESTABLISHMENT OF CORPUS FUND & ITS JUDICIOUS UTILIZATION.

The Executive Council at its meetings held on 18.3.1998[97] and 5.11.1998 has resolved to approve the establishment of the Corpus Fund consisting of contributions from various sources including recognized institutions, state governments, royalties, patent rights, consultancy fee etc. by opening a separate account. The Council also authorized the V.C. to set up a committee to lay down the details spelling out the manner in which the income generated through the investment of the 'Corpus Fund' be utilized. The details as approved by the Executive Council regarding mobilization of income generated through the investment of Corpus Fund are given below

(a) Financing (partially or fully) visits of the scholars from Indian and International University

(b) Promoting participation of faculty in conferences/seminars (national/international).

(c) Supporting conferment of "Distinguished Scholar" status, for short duration, with a modest honorarium on retired Professor of the University above the age of 65, not entailing creation of posts and without giving benefits of the teachers appointed under Statutes 27 &28.(Disbanded the scheme vide Resol.No.6.21/EC/16.10.2003)

(d) Supporting research of outstanding students/faculty.

(e) Supporting publications and processing of manuscripts of outstanding research.

(f) Supporting participation of administrative officials in specialized conferences/seminars to enhance administrative skill.

(g) Partially supporting the infrastructural requirements of outstanding teachers engaged in research in thrust areas.

The Executive Council at its meeting held on 19.7.2001[98] has decided to add the following heads to the ones existing upon which expenditure may be incurred out of the Corpus fund.

1. Support to campus development activities such as horticulture etc.
2. Cultural activities on the Campus.
3. Health services.

Note: Subsequently Vide Resol. No. 6.9.EC/11.11.2004 the Executive Council has deleted the above 1,2 &3 head for expenditure out of the Corpus Fund.

[97] Approved Vide Resol. No. 5.15/EC/18.3.1998 & 6.13/EC/15.11.1998
[98] Approved Vide Resol. No. 6.15/EC/19.7.2001 & 6.9/EC/11.11.2004

4. Archives on contemporary History.
5. JN Institute of Advanced Studies.
6. Up to 20% of International fares for the faculty's participation in International conferences may be met from this fund in addition to 30% from the unassigned grant received from the UGC.
7. Some amount might be kept in reserve as JNU'S own unassigned money for purposes other than those recorded here.

The Executive Council at its meeting held on 11.11.2004[99] while considering the recommendation of the committee for judicious utilization of the 'Corpus Fund Interest' was of the view that University invests its corpus fund in a manner that the income generated by such investment is maximized. The EC also derived to explore the possibility not to use the corpus fund till it reaches a critical mass say, rupees ten crores or so. The recommendations of the committee as accepted by the Executive Council are as under:

1. The sources of Income for Corpus fund will now be as under:

i. Donations/contributions from individual Indian or Non-Resident Indians, JNU faculty members, Alumni Association, public and family trusts, industrial, business houses, cooperatives, union/association of employees, municipalities/panchayats, and any other item which is additional notified by UGC from time to time.

ii. General donations/receipts consisting of contributions from several sources including professional organizations, universities/institutions/organizations, with whom the University has collaborative augment, royalties, patent rights, consultancy fee, etc.

iii. Contributions from research projects, etc.

iv. Any other additional item which the UGC may add to the above in order to provide incentives to Universities to augment their own resources.

2. [@] The income generated through the Corpus Fund shall henceforth be utilized for the following items.

(a) Student/faculty/staff amenities (cultural and sports activities)

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[99] Approved vide Resol. No. 6.19/EC 11.11.2004

[@] Amended vide Resol.No.6.23/EC/05-04-2011

(b) Expenditure on mobilization of resources for development of corpus for University's activities, including expenditure on publicity/public relations/website.

(c) Expenditure on publicity /public relations website.

(d) Expenditure on seminars/workshops, in case of shortfall.

(e) Establishment of Chairs and partial support for sustaining Chairs/faculty positions created through endowments.

(f) Financing (partially or fully) visits of the scholars from Indian and International Universities to JNU.

*(g) Promoting participation of JNU faculty in conferences/seminars (national/international). For participation of faculty in seminars/conferences abroad, the ceiling will be upto Rs. 65,000/- (**increased to Rs. 80,000/-).

(h) Supporting Jawaharlal Nehru Institute of Advanced Studies.

(i) Providing financial assistance to students for participation in national/international conferences/seminars/workshops (Guidelines are given in Sr. No. 4 below)

(j) Supporting activities of Gender Sensitization

(k) Supporting Ethical Review Committee

(l) Any other purpose which the Vice-Chancellor deem necessary.

3. The existing appointments made against the Chairs/Endowments: In order to sustain the financial liabilities of the present incumbents and to provide them all service benefits at par with other JNU appointees, it has been decided that:

(i) All existing and future incumbents of the existing Chairs/Endowments be provided all benefits of service including revision of pay scales, retirement benefits, etc. at par with JNU appointees. The gap of expenditure, if any, be met out of the corpus fund interest.

(ii) A Standing Committee for considering new proposals for Endowments/Chairs in future be constituted so as to ensure that the endowments are able to sustain the expenditure on account of salary and other benefits, including revision of pay scales, retirement benefits etc. at par with JNU appointees.

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*Amended vide Resol. No. 6.8/EC/20.11.2012

** Amended vide Resol. No. 4.7/EC/19.05.2014

4. [@]The guidelines for providing Financial Assistance to Students for participation in National/International Conferences/Seminars/Workshops shall be as under:

Eligibility

[@@] Confirmed Ph.D. students may apply for partially financial assistance for presenting paper in academic conferences etc, within/outside the country under the guidelines for participation in national/international conferences.

Criteria

Evidence of research having reached an advanced stage.

(a) A ready paper accepted for presentation at Conference

(b) Invitation for attending the conference

(c) Budget

(d) Preference will be given to students having partial financial support from some other funding agencies/sources.

(e) Support would be provided for partial travel grant, registration, visa, per diem, airport tax and international medical insurance.

(f) The amount of financial support will be decided by the Committee for Judicious Utilization of Corpus Fund Interest.

(g) *Financial Assistance shall be provided once each for National and International Conferences/Seminars/Workshops during the tenure of Ph.D programme.

(h) Detailed recommendations of Supervisor and Chairperson shall be required for providing financial assistance.

(i) Cheapest airfare by economy/excursion class shall be considered.

Financial Implications

1) National Conference/Seminars/Workshops Rs.10,000/-**

[@@@] 2) International Conferences/Seminars/Workshops Rs.35,000/-**(increased to Rs. 40,000/-)[@@@@]

*(**TA/DA shall be regulated as per rules of the University).*

*** M.Phil. Students may also be provided financial assistance subject to fulfilling the following terms and conditions:

i. Students, whose synopsis is approved;
ii. Student, who has secured CGPA of 6.5 and above in course work;
iii. Strong recommendations from the Centre Committee with Justification and;
iv. To be allowed for participating/presentation etc. in the Seminars/Symposium/Conferences etc., which are organized by the International Institutions/Universities. Further, the existing ceiling of financial assistance to students for participation in International Conferences/Seminars/Workshop etc. be increased from Rs. 25,000/- to Rs. 35,000/- for both M.Phil./Ph.D. Students for presenting paper in academic conferences etc. outside the Country.

[@]Amended vide Resol.No.6.23/EC/05/04/2011

[@@] Amended vide Resol. No. 6.8/EC/20.11.2012

[@@@] Amended vide Resol. No. 6.9/EC/10.05.2013

**** Added vide Resol. No. 6.9/EC/10.05.2013

[@@@@]Amended vide Resol. No. 4.7/EC/9.05.2014

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*The Council also decided to make an additional allocation of Rs. 15.00 Lakhs to support the students belonging to the Economically Weaker Section (one time grant to a student, who are on the final stage for submission of Ph.D. thesis) with following guidelines:

i. One time grant upto Rs. 15,000/- may be provided to needy students, who are on their final stage of submitting Ph.D. thesis;

ii. **Total annual income will be Rs. 2.50 Lakhs;

iii. The student should have at his/her credit atleast one good published paper;

iv. The proposal will be considered by the University Level Committee to decide the merit of the case based upon the financial needs and submit its recommendations.

*The Council also proposed to partially supplement the needs for those students who unable to bear expenses/hostel mess fee etc. on case-to-case basis based on merit of the case as per the norms laid down by the Committee.

Modalities

There will a School level allocation of funds for each School for giving partial financial assistance to students for presenting paper in National/International conference.

1) There will be School level committee constituted by Dean for giving the specific recommendations for the consideration of the Vice-Chancellor

Other recommendations of the Committee:

i. The Finance Branch will provide information about the amount generated by the University by the conduct of Entrance Examination by 30th September each year to enable policy planning for the utilization of this resource.

ii. School wise, allocation may be made in the Maintenance Grant itself of the University for funding International Collaboration agreements providing for faculty/student/official exchange to the extent possible.

*Approved vide Resol No. 6.9/EC/10.05.2013
**Approved vide Resol. No. 4/EC/21.01.2014

M 13. SETTING UP OF AN INTELLECTUAL PROPERTY MANAGEMENT CELL IN THE UNIVERSITY

The Executive Council at its meeting held on 29.4.2006[100] has approved the setting up of an Intellectual Property Management (IPM) cell in the University as given in the Annexure.

The Executive Council also encouraged the University to look into possibilities of small entrepreneurship.

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[100] Approved vide Resol. No. 6.8/EC/29.11.2006

Annexure

INTELLECTUAL PROPERTY MANAGEMENT CELL

I. INTRODUCTION

For years, Jawaharlal Nehru University has been at the forefront of discovery and dissemination of new knowledge. Although some of this knowledge has led to new products and services for public use and benefits, historically, the University had little involvement in the commercialization of its research. This was in accordance with the traditional concept that the University has a threefold mission.

1. The teaching of existing knowledge in the lecture room and laboratory.
2. The creation of new knowledge through research; and
3. Dissemination of new knowledge through research publications.

Considering the new intellectual property regime, applicable from January 2005, JNU must take the initiative to promote inventions and innovations, and facilitate protection of Intellectual Property (IP) it generates. Therefore, it is proposed that an Intellectual Property Management (IPM) cell be established. The primary goal of the University's IPM cell would be to ensure effective IP protection and then transfer of JNU's inventions and innovations to the third party where these discoveries can be developed into technologies useful for the society.

II. MISSION STATEMENT

The IPM cell of JNU will further the academic mission of the University by facilitating the advancement of its inventions/innovations for the public benefit by:

1. Creating awareness about intellectual property rights among the students and faculty members.
2. Updating the knowledge on IPR/copyright.
3. Encouraging the disclosure of new ideas and discoveries for the purpose of filing patents.
4. Managing the University's intellectual property.
5. Enabling technology development and industrial application through licensing at maximum equitable return.
6. Promoting entrepreneurial activities within the University community.

III. INTELLECTUAL PROPERTY MANAGEMENT CELL

A. Responsibility

The IPM cell will assist the University to manage its intellectual property (IP) provide services for IP patenting, copyright and licensing to all Schools/Centres of the University. IPM cell will assist the University, to file patent applications in India/abroad and execute other documents; execute license, and material transfer agreements; enter into confidentiality and non-disclosure agreements, and execute other documents related to intellectual property and confidentiality/non-disclosure agreement. The IPM cell will handle IPR related issues such as copyright for publications, software etc. The cell will also assist the investigators on technology mapping/technology scanning of important projects being undertaken.

From time-to-time IPM cell may organize seminars and presentations to expose participants to the basic concept of IPM and its strategic role in Indian context through interactions with experts.

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B. Organization

IPM cell will have the following organizational structure to begin with:

1. A Professor incharge (honorary), who has experience in filling and processing patent applications in India and abroad and transfer of technology to third party/parties.

2. A scientist at the Assistant Professor's level to oversee day-to-day operation of IPM Cell.

3. One secretary or IPM Associate.

4. A panel of patent attorneys who will work as consultants both for legal and financial matters.

C. Financial Support

Financial resources needed to establish IPM cell would initially be provided out of the funds granted under the University with Potential for Excellence Scheme or out of the funds which may be sanctioned by University Grants Commission in future Five Year Plans. Additionally, the patent filing costs could be met from any of the following sources.

1. IPM Cell's resources
2. Paid by the inventor through project grants*
3. Through external agencies like NRDC, TIFAC, BCIL, etc.

*Some of the funding agencies sanction grants only on the condition that the technology developed as a result of the project funded by them will belong to them. In that case the inventor has to follow the conditions laid down by the funding agency.

IV. BENEFIT SHARING

Universities the world over have acknowledged the claims of academic creators to have some share in the income derived from the technology transfer. The revenue received as a result of patents in the form of cash royalties and/or equity shall be distributed in such a manner as to encourage technology development and its transfer.

Proposed Benefit Sharing - The benefits received by the University on account of technology transfer in a year shall be shared between inventor's team and the University as per Resolution No. 6.17 of EC meeting held on 16.10.2003 {Notification No. Acad.II/U/13(7) dated 10.02.2004} in the following manner:

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(i)	Money received upto 30% of the Gross salary (basic+DA+CCA)	No sharing
(ii)	Money received beyond 30% and Upto the gross salary	70:30 between the inventor's team and the University
(iii)	Money received beyond gross salary	50:50 between the inventor's team and the University

V. CONFLICT OF INTEREST AND ITS SETTLEMENT

If an inventor has a grievance about the University's handling of intellectual property, he/she can take the benefit of the Grievance Redressal Mechanism already existed in the University.

M14. ESTABLISHMENT OF THE WELFARE FUNDS FOR THE TEACHER, THE NON-TEACHING EMPLOYEES AND THE STUDENTS OF THE UNIVERSITY

The Executive Council at its meeting held on 30.5.2003[101] has approved the establishment of the welfare funds for the teachers, the non-teaching employees and the students of the University as given in the Annexure.

The Executive Council also authorized the Vice-Chancellor to put into operation of the Charter and organizational modalities of the aforesaid three funds.

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[101] Approved vide Resol. No. 6.14/EC/30.5.2003

Annexure

ESTABLISHMENT OF WELFARE FUNDS FOR THE TEACHERS, THE NON-TEACHING EMPLOYEES AND THE STUDENTS OF THE UNIVERSITY

The Executive Council, at its meeting held on 17th August 1998, accepted in principle to set up a Teachers' Welfare Fund and decided that the modalities and other details of the fund be worked out by the Managing Committee, which would have nominees of the Vice-Chancellor and the JNUTA. The matter has since been discussed further and it is proposed that separate Welfare Funds may be set up for the three sections of the University Community viz. the Teachers Welfare Fund (TWF), the Non-teaching Employees Welfare Fund (NTEWF) and the Students Welfare Fund (SWF). It is also proposed that these welfare funds may be provided a matching grant with a ceiling of Rs. 1.0 Lakh each, out of the proceeds of sale of admission forms.

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The composition of the managing committees of the Welfare Funds is proposed to be as under:

1. TEACHERS WELFARE FUND

(I)	Vice-Chancellor	Chairperson
(II)	Rector-I	Member
(III)	Registrar	Member
(IV)	Finance Officer	Member
(V)	A nominee of the Executive Council	Member
(VI)	President, JNUTA	Member
(VII)	Secretary, JNUTA	Member

It is proposed that the membership of the fund may be mandatory for all the regular faculty members of the University unless a faculty member opts out of the same. Every member will be required to pay an initial sum of Rs. 500/- and a monthly subscription of Rs. 25/- each for the membership of the Welfare Fund. The membership can be continued even when a member proceeds on long leave/deputation, by paying monthly subscription. The membership shall terminate automatically from the date of resignation, dismissal/removal/superannuation (final retirement in case of re-employed faculty member). This will, however, be an interim arrangement and the other detailed modalities and charter of the Welfare Fund will be finalized based on the recommendations made by the managing committee.

2. NON- TEACHING EMPLOYEES WELFARE FUND

(VIII)	Vice-Chancellor	Chairperson
(IX)	Rector-II	Member
(X)	Registrar	Member
(XI)	Finance Officer	Member
(XII)	A nominee of the Executive Council	Member
(XIII)	*President, or Secretary JNUOA	Member
(XIV)	*President or Secretary, JNUSA	Member

To be decided by the respective Associations

The organizational modalities and the charter of the fund will be finalized based on the recommendations of the above proposed management committee.

3. STUDENTS WELFARE FUND

A 'Students Aid Fund' already exists in the University, it is now proposed to convert the same into the Students Welfare Fund. The management committee of the fund will be constituted as under :

(I)	Vice-Chancellor	Chairperson
(II)	Rector-I	Member
(III)	Registrar	Member
(IV)	Finance Officer	Member
(V)	Co-ordinator (Evaluation)	Member
(VI)	President, JNUSU	Member
(VII)	Secretary, JNUSU	Member

Detailed modalities and charter of the three welfare funds will be worked out by their respective Managing Committees in due course of time.

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M 15. ESTABLISHMENT OF JN INSTITUTE OF ADVANCED STUDY

The Executive Council at its meeting held on 12.11.2001 & 11.5.2004[102] has approved the establishment of JN Institute of Advanced Study. The Institute is open to Scholars around the world, irrespective of their nationality, gender or any other distinguishing marker, would be a place where the scholars needing a break from their routine and planning some innovative research for a period of 3 months to one year would be welcome. The excellence of the Research Project & the C.V. of the scholar shall be the sole criteria for selection. The scholars selected shall be paid a scholarship equivalent to the salary of a Professor and a residential accommodation having upto-date infrastructural facility.

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[102] Approved vide Resol. No. 5.7./EC/12.11.2001 & @6.8/EC/11.5.2004

M 16. DRAWING OF RESERVE PANELS BASED ON THE RECOMMENDATIONS OF THE SELECTION COMMITTEES AND FILLING UP OF THE FUTURE VACANCIES OUT OF THE PANELS SO DRAWN

The Executive Council at its meeting held 20.11.2012* has decided that the Selection Committee(s) besides recommending appointment of suitable candidate(s) may also draw panel(s) for future appointment(s) in the event of occurrence of a vacancy caused by non-joining of candidate(s) within the stipulated time.

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* Approved vide Resol. No. 6.6/EC/14.7.2006 & 6.16/EC/20.11.2012

M17. ISSUE OF LETTERS OF OFFER OF APPOINTMENTS IN THE UNIVERSITY

The Executive Council at its meeting held on 5.12.2005[104] resolved to approve that henceforth letters of the offer of appointments in the University be sent only by official mode and no letter of appointment should be delivered in person.

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[104] Approved vide Resol. No. 6.6/EC/5.12.2005

M18. VALIDITY OF PANELS OF EXPERTS AND CREATION OF DATA BASE OF EXPERTS

[105] The Executive Council at its meeting held on 18.03.1978 has Resolved that the panels of experts approved by the Executive Council on the recommendations of the Academic Council be **kept valid for two years.** Further resolved to authorize the Vice-Chancellor to choose experts out of the approved panels keeping in view their availability as well as other related aspects.

[106] The Executive Council at its Meeting held on 19.07.2001 has resolved that the validity of existing panel after the expiry **will continue till a new panel is approved** in the next meeting of the Academic Council/Executive Council.

[107] The Executive Council at its meeting held on 4.01.2008 has noted that with the **creation of a data base of experts, a permanent mechanism has been established** and now the approved panel of experts will not lapse on the completion of two years term. The Deans and Chairpersons may now recommend additions/deletions as and when felt necessary. The necessary changes in the data base of experts will be carried out after the approval of Academic Council/Executive Council. The Vice-Chancellor as Chairperson of Academic Council/Executive Council has been authorized to update the data base in consultation with Centers/Schools and nominate experts on Selection Committees as and when needed by using the data base and report the same to Academic Council/Executive Council.

*REVISED RULES (Amendment)

1 Panel of experts for recruitment to faculty positions received from Schools/ Centres shall be placed before Executive Council for approval. The approved panel of experts by Executive Council shall remain in force and additions/ deletions, suggested by Schools/ Centres shall be placed before the Executive Council only if an expert is not alive or has settled down abroad or is not mobile due to advanced age or illness.

2 The Vice-Chancellor as Chairman of the Executive Council will nominate experts on Selection Committees for holding Selection Committee meetings for faculty recruitment from the panel of experts. The Vice-Chancellor is authorized to make additions in the panel of experts in consultation with experts and such names be reported to the Executive Council in its next meeting.

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[105] Approved vide Resolution No.4.5/EC/18.3.1978.
[106] Approved vide Resolution No.6.3/EC/19-07-2001
[107] Approved vide Resolution No. 6.1/EC/04/01/2008
*Approved vide Resol. No. 6.11/EC/18.09.2017

M19 [108] MAXIMUM PERIOD OF JOINING TIME ON FRESH APPOINTMENT

Resolved that after the short listing of candidates is made, each candidate to be invited for interview may be requested to indicate the approximate date by which he would be able to join the University in case he is selected and offered the post applied for.

Resolved further that the candidates offered appointment should be asked to convey their **acceptance within a maximum period of two months from the date of issue of offer and to join the University within a maximum period of 4 months from the date of their acceptance of the offer.**

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[108] Approved vide Resolution No.5.1/EC/29.1.1993.

M20 [109] RULES FOR THE UTILIZATION OF DEPOSITS RESERVE FUND

1. The fund shall be called the Deposits Reserve Fund.

2. The accounts of the Fund shall be maintained separately.

3. The fund shall be made up to (i) interest earned on the investment of part of the students' Security Deposits with the university; and (ii) interest earned on part of the contractors' Security Deposits lying with the University.

4. The fund should be utilized under the specific orders of the Vice-Chancellor for the following purposes:

   (i) Grants to the needy and deserving students to meet the expenses on tuition fee, hostel fee, text-books etc.

   (ii) Temporary interest-free loans to needy students for payment of University dues, purchase of text-books etc.

   (iii) Contribution towards sports and extra-curricular activities of the students/staff/faculty Associations.

   (iv) For meeting unforeseen expenses, losses, deficiencies etc., which cannot directly be attributed to the fault of any University student.

   (v) Any other purpose at the discretion of the Vice-Chancellor.

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[109] Approved vide Resolution No.3.16/EC/13.4.1977.

M21. [110] STUDENTS FACULTY COMMITTEE

There should be Student-Faculty Committee/Committees at each Centre/Group consisting of not more than five teachers and five students; provided that it be left to the Centre/Group to have either one Committee for the Centre/Group or Course Committees for each level of course; provided further that it is open to the Centre/Group to have all the five students elected or have four students elected and one student of the Centre/Group with the best academic record.

Matters pertaining to the academic work of the Centre except those mentioned below would fall within the purview of these Committees:

(i) Faculty positions, recruitment, conditions of service and academic freedom, and

(ii) Actual processes of evaluating academic performance and merit of students.

Matters of general relevance may be discussed in a special meeting of all concerned students and faculty members of the Centre.

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[110A]Provided;

(i) that the elections of the student representatives to the SFCs should take place regularly every year according to a schedule synchronized with elections of student representatives to other bodies.

(ii) that SFCs should meet at least once a month.

(iii) that the minutes of the SFC meetings should be prepared, circulated and the follow up actions taken reported at the next meeting.

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110 Approved vide Resolution No.19/AC/16.3.1973 and Amended vide Resolution No.11/AC(A)/22.10.1975, 9.12.1975 and Resolution No.5.4/AC(A)/26/28.4.1977.

110A Approved vide Resolution No. 6.1/EC/02.06.2005.

M22. SPECIAL COMMITTEES OF THE SCIENCE SCHOOLS/SPECIAL CENTRES

The Special Committees of Science Schools/Special Centres will consist of:

(I)	Dean of the School/or Chairperson of the Special Centre	- Chairman
(2)	All members of the faculty of the School/Special Centre	- Members
(3)	Two teachers of the University other than those of the concerned School/Special Centre (to be nominated by the Vice-Chancellor/ Academic Council	- Members
(4)	[111] Upto five experts in any of the fields of studies or allied field being dealt by the School/Special Centre and who are not employees of the University to be nominated by the Academic Council	- Members

[111A](5) Elected Students Representatives:

School of Life Sciences-3; School of Environmental Sciences-3; School of Computer & Systems Sciences-3; School Physical Sciences-2; School of Computational & Integrative Sciences-1; School of Biotechnology-2; Special Centre for Molecular Medicine-1; Centre for the Study of Law & Governance-1, Special Centre for Sanskrit Studies-2.

Students admitted to (i) MA/M.Sc./MCA; (ii) M.Phil./M.Tech. and (iii) Ph.D. programmes shall elect one representative each from these three groups. However, the Science Schools/Special Centres having less than 80 students at M.Phil./M.Tech. and Ph.D. programmes shall have only one representation from these programmes.

The term of student members on Special Committee shall be one year and the student members will be eligible for re-election to the Special Committee for one more term.

The students representatives shall not have the right to be present when any of the following subjects are taken up for consideration by the Special Committee:

(a) Faculty positions, recruitment, conditions of service and academic freedom; and

(b) Actual processes of evaluating academic performance and merit of students

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M.A./M.Sc./MCA/M.Tech./M.Phil. students having a Cumulative Grade Point Average of 5.0 or equivalent shall be eligible to participate in election to the Special Committees. However, students admitted to Ph.D. programmes should have certification of good progress from their Schools/Centres to make them eligible for participation in election. The students studying in first semester shall be eligible for participation in elections if they obtained equivalent grade in their admission test. The students admitted to direct Ph.D. shall, however, be required to have good performance in evaluation of their admission to the programme.

The Special Committee(s) shall exercise all or such powers as have been laid down in the Ordinances relating to a Centre, the Board of Studies of the School and the Committee for Advanced Studies and Research.

The Special Committee(s) shall cease to function when the statutory bodies charged with these functions are set up.

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[111] Amended vide Resol.No.4/AC/26.9.86 and ResolNo.6.2/EC/06.07.2000.
[111A] Approved vide Resolution No. 6.1/EC/02.06.2005.

M23 [112] CREATION OF AN ENDOWMENT FUND

The Executive Council at its meeting held on 10.07.1995 has created an Endowment Fund with initial corpus amount of Rs.4,06,535/- to provide financial assistance to students coming from economically weaker sections of the society and particularly SCs/STs/Backward Classes including Physically Handicapped.

*Creation of Endowment Fund at Centre for Korean Studies, School of Language, Literature & Culture Studies for award of Korean Institution of Spiritual Learning Scholarships to one meritorious student of M.A./M.Phil. programme out of endowment fund of Rs.5.00 Lakhs.

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[112] Approved vide Resol. No.6.5/EC/I0.07.1995.
*Approved vide Resol. No. 6.1/EC/18.11.2014

M24 [103] REMEDIAL MEASURES TO PLUG THE LOOPHOLES AND LAXITY IN MALPRACTICE

1. The Adversarial system assigning students to members of the faculty needs to be put into effect and strengthened;

2. That students and teachers should meet as often as possible through seminars, tutorials, etc., so that the identity of students should not remain under a cloud. Indeed malpractices can be detected only at the level of the Centre which is the basic unit in constant contact with students;

3. That there should be effective coordination between Schools/Centres and the Hostel Administration. There should not be any let up or delay in providing information pertaining to students by the School/Centre as delay results in providing protection to students who are prone to misuse hostel facilities;

4. That the Wardens should devise programmes to ensure increasing personal contacts with the students living in the hostels through appropriate forms of interaction so that they might get to know each other individually;

5. That the office of the Administrative Officer of each School should prepare a handout or checklist for verification of particulars of students by the Centre before allowing them to attend classes;

6. That the Admission Branch should plug whatever loopholes there may be in the system. To ensure effective monitoring, it is suggested that the Admission Branch should provide the basic document to Schools only after proper verification so that it may be used as the authoritative source of all relevant information for extending facilities to students in all branches of the University;

7. That three copies of the Admission Folio should, after thorough verification of all certificates and comparison with application forms with embossed photographs duly signed by the DR(Admissions), be deemed to constitute the basic document. One copy of the Folio should be sent to the School/Centre for registration on the same day. The second should go to the Inter-Hall Administration; and both copies should be sent only through the office, i.e. without involving the candidates. Candidates seeking registration should be supplied with the third copy. Registration should be allowed only on the basis of the basic document by the School/Centre;

[103] Approved vide Resol. No.8/AC(B)/27.9.1993.

8. That rooms in the hostel should be allotted only after ensuring the identity of the students concerned by scrutinizing the Folio received in their physical presence. The enrolment forms of the students should also have the embossed-photographs duly signed by the DR(Admission) for verification of the identity of the student by the Evaluation Branch at any stage of extending facilities.

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M25 PAYMENT OF HONORARIUM TO MEMBERS OF THE VARIOUS COMMITTEES.

The Executive Council at its meeting held on 27.09.1995 & 29.09.2001[104] has decided that -

a. The outside members of the Executive Council and Finance Committee may be paid an honorarium of Rs. 250/- per meeting of these bodies or of their committees, in addition to TA/DA as per rules.

b. The outside members of the Purchase Committee may be paid an honorarium of Rs. 100/- per meeting in addition to TA/DA as per rules.

[105]The Executive Council at its meeting held on 02.06.2005 has further amended the honorarium payable to the external members on various committees of the University at par with the honorarium paid by the UGC as given below, in addition to TA/DA as applicable.

Sr. No.	Committee/Purpose	Amount of Honorarium (Rs.,)
01.	External member of Executive Council/Finance Committee.	@2000.00 per day
02.	External members of Academic Council/University Court	@2000.00 per day
03.	External members of the Boards of the Schools /Special Committees and Centre Committees	@2000.00 per day
04.	External members on purchase committees	@2000.00 per day
05.	Chairman and external members of medical board	@2000.00 per day
06.	Outside experts/Visitor's nominees on Selection Committees	@2000.00 per day
07.	Any outside expert/external member not covered above	@2000.00 per day
08.	Evaluation of the publication/self appraisal reports by the external experts for consideration of promotion under CAS	@2000.00 per day
09.	Evaluation of thesis/dissertation: Ph.D. M. Phil	2000.00@@ 1000.00@@
10.	Viva-voce: Ph.D. M. Phil	1500.00@@ 1000.00@@

[@@@]Executive Council in its meeting held on 20.11.2015 enhanced the rate of honorarium @ `3000/- per day per meeting to external members subject to maximum of `5000/- per day irrespective of the number of meetings in a day.

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[104] Approved vide Resol. No. 7.9/EC/27.9.1995 & 4.13/EC/29.9.2001,

[105] Approved vide Resol. No. 6.2/EC/2.6.2005

[@]Approved vide Resol.No.4.24/EC/10.07.2009

(Note: Permanent Account Number (PAN) allotted by the Income Tax Authorities has to be indicated by the expert invariably while filling up the Honorarium Bill).

[@@] Amended vide Resol. No. 6.1/EC/20.11.2012

[@@@] Amended vide Resol. No. 6.2/EC/20.11.2015

M25(A). Honorarium/Special Pay to faculty members for additional assignments.

[106]The Executive Council at its meeting held on 02.07.1997 and 25/7/2002 has decided to pay a token honorarium/Special pay to the faculty members who are entrusted with the following additional assignments:-

(i)	Dean of Students	*Rs. 3500/- per month
(ii)	Chief Procter	**Rs. 2000/- per month
(iii)	Director of Admissions	Rs. 1000/- per month
(iv)	Chief Advisor, Equal Opportunity Office	Rs. 1000/- per month
(v)	Assoc. Dean of Students	*Rs. 3000/- per month
(vi)	Provosts	*Rs. 2500/- per month
(vii)	Procter	**Rs. 1000/- per month
(viii)	Advisor, Equal Opportunity Office	Rs. 750/- per month
(ix)	Hostel Wardens	*Rs. 2000/- per month
(x)	[@]International Students' Advisor	*Rs. 500/- per month
(xi)	[107]Director, CIS	Rs. 1000/- per month
(xii)	[108] Co-ordinnator Cultural Activities	Rs. 750/- per month
(xiii)	[109]Chief Advisor, Alumni Affairs	Rs. 1000/- per month
(xiv)	[110]Director, International Collaboration	Rs. 1000/- per month
(xv)	Chief Co-ordinator Linguistic empowerment and Capacity Build up Programme	***Rs. 1000/- per month
(xvi)	Co-ordinator Linguistic empowerment and Capacity Build up Programme	***Rs. 1000/- per month
(xvii)	[@@]Director, IQAC	Rs. 1000/- per month
(xviii)	Director, JNIAS	@@@Rs. 1000/- per month
(xix)	Director, UGC-HRDC	#Rs. 10,000/- per month
(xx)	Dy. Director, UGC-HRDC	#Rs. 5,000/- per month

[106]Vide Resol No. 6.9/EC/16.9.1999, & 6.6/EC/25.7.2002
[107]Approved vide Resol. No. 4.10/EC/11.04.2007
[108] Approved vide Resol No. 4.11/EC/11.04.2007
[109]Approved vide Resol. No. 4.12/EC/11.04.2007
[110] Approved vide Resol. No. 4.5/EC/29.09.2007
*Amended vide Resol.No.6.9/EC/10.07.2009
**Amended vide office order dated 07.06.2012 effective from 01.06.2012
***Approved vide office order dated 07.06.2012 effective from 01.06.2012.
[@]Approved the change in the nomenclature vide Resol. No.4.45/EC/05.04.2011
[@@]Approved vide Notification No.CE/MF/124/IQAC/ dated 25.07.2012
[@@@]Approved vide Resol. No. 4.19/EC/10.05.2013
#Approved vide Resol. No. 4.5/EC/20.11.2015

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M26. [111]PROCEDURE REGARDING PAYMENT OF PROVIDENT FUND (EMPLOYER'S CONTRIBUTION) AND LEAVE SALARY CONTRIBUTION FOR THE PERIOD AN EMPLOYEE RETAINS LIEN ON THE POST HELD BY H1M AT THE TIME OF JOINING THE UNIVERSITY

The Executive Council at its meeting held on 13.04.1977 has approved the following procedure for undertaking the liability of defraying leave salary and Contributory Provident Fund/Pension Contributions on behalf of the employees who join the University on deputation/lien.

I. That in the case of a person coming from another institution or body, unless the previous employer as well as the University agree that the person will be on deputation on foreign service terms for a specified period, the person shall be treated as a fresh entrant to the University. In the case of deputation, the JNU will pay leave and pension contribution to the previous employer upto the date when deputation ceases. During this period the university will not be required to pay any further amounts by way of Contributory Provident Fund etc.

2. However, in the case of a person who is to be treated as a fresh entrant, the University will make its contribution to the Contributory Provident Fund with effect from the date the person joins the University but this contribution will be payable only if the entrant is absorbed in the service of the University or is in a tenure post. Similarly, if he opts for pensionary benefits the date of his joining the University will count provided he is confirmed after probation. The University will not make any payment to his previous employer for his leave or pension contribution or contributory provident fund.

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[111] Approved vide Resolution No. 6.13/EC.13.4.1977.

M27. Procedure (1) processing the cases of visits abroad by the members of faculty for attending conferences/seminars/workshops etc.; and (2) for organizing international conferences/seminars etc.

The University is following the procedure as laid down by the Govt. in India, Ministry of Education and Social welfare, New Delhi as communicated to the University vide its letter D.O No. F.19-9/76-U.4(vol.V) dated 10.04.1978 which inter alia reads as under:

(1) With the exception of cases mentioned in paras (3)and (4) below, teachers of Indian Universities/Colleges and other Higher educational institutions who desire to participate in international conferences, seminars, workshops, etc. may be given permission to attend the same by the Vice-Chancellors or Heads of the institutions as the case may be.

(2) Similarly, proposals for undertaking higher studies/teaching assignments/research assistantship/visiting professorship abroad may also be cleared by the Vice-Chancellors or Heads of the institutions, as the case may be and need not be referred to this Ministry for prior clearance except in cases of appointment to institutions in Asian, Africa and Latin America countries for which Department of personnel, Government of India, may be approached directly.

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(3) Prior permission of the Ministry of Education will, however, continue to be necessary in the following cases:

i. Where the visit is under any of the Government of India sponsored schemes, or under the sponsorship of an autonomous organization set up; by the Government of India.
ii. Where an invitation is received directly by a teacher from a foreign Government or its Mission in India, however, where such an invitation is processed through the Ministry of External Affairs, reference to this Ministry would not be necessary.
iii. Where the visit is financed fully or partly by a foreign agency other than the host institution or organization.

(4) Where a UN agency invites a person directly and offers payment of International Air passage and local hospitality, permission of the Ministry concerned with the UN Agency in question should be obtained.

(5) As you are aware, the United States Educational Foundation in India is the approved channel for selection of all participants and for programmes organized by the East-West Centre, Hawaii. In a case in which invitation is received directly from the East-West Centre, Hawaii, a reference may be made to this Ministry for according permission.

(6) The above procedure will not apply to invitations and visits in the fields of Agriculture and Health and family welfare. Those cases should be referred directly to the Ministry of Agriculture and irrigation (Department of Agriculture Research and Education) or the Ministry of Health and Family Welfare, as the case may be, wherever reference is required to be made to those Ministries.

(7) The above procedure will not apply to invitations and visits arranged by the department of Science and technology under Science and Technology Agreement and delegations sponsored by Indian National Science Academy for participation and the international conferences held abroad as well as under collaborative programmes with foreign countries or under sponsorship of UNDP and approved by Department of Science and technology such cases will be cleared by the Department of Science and Technology.

(8) Teachers in Government Institutions will have to obtain prior approval of the appropriate authorities concerned.

(9) In addition to the above, the Govt. of India may from time to time notify programmes for which prior clearance of the Government of India would be required.

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It becomes very difficult for the University to process the requests when the same are not received in time and leads to embarrassment and inconvenience to all concerned. In some cases the clearance of Govt. of India is also required for organizing International Conferences/Seminars etc. therefore; proposals may be submitted at least 8-10 weeks in advance along with seven sets of personal particulars of each foreign participant, separately, on the prescribed Performa as available.

M28 *INTELLECTUAL PROPERTY MANAGEMENT POLICY OF THE UNIVERSITY

Introduction

The Jawaharlal Nehru University constituted under the Jawaharlal Nehru University Act 1966, (53 of 1966) came into existence in 1969. The objectives of the University, as defined in the First Schedule to the Act, are as follows:

"The University shall endeavour to promote the principles for which Jawaharlal Nehru worked during his lifetime which included national integration, social justice, secularism, democratic way of life, international understanding and scientific approach to the problems of society."

For years Jawaharlal Nehru University is thriving to achieve this end, by way of being at the forefront of discoveries and dissemination of new knowledge. In cognizance with the traditional concept, the University had a little involvement in commercialization of its research, although some of the knowledge has led to new products and services for public use and benefit. This has been in accordance with the under-mentioned threefold mission of the University of:

1. Teaching of existing knowledge in the lecture room and laboratory;
2. Creation of new knowledge through research; and
3. Dissemination of new knowledge through research publications.

The University's mission of discovering and transmitting knowledge and providing service to the public creates an environment that is conducive to the conception and development of many forms of intellectual property. Considering the new intellectual property regime, applicable from January 2005, JNU undertook an initiative to promote inventions and innovations, and facilitate protection of intellectual property generated within the University, by establishing the Intellectual Property Management (IPM) Cell.

I. Objectives

The two main objectives of Intellectual Property Management Cell, JNU are:

1. To ensure effective intellectual property protection if it is seen to be necessary both by the inventor and the University; and

2. Transfer of the University's inventions and innovations to the third party where these intellectual works can be developed for the benefit and use of the society at large.

* Approved vide Resol. No.4.24/EC/14.11.2011

In furtherance of the academic mission of the University, the Intellectual Property Management Cell, JNU will also facilitate the advancement of its inventions and/or innovations for the public benefit by:

1. Creating awareness about the intellectual property rights among the students, staff and faculty members;

2. Updating the knowledge on IPR/Copyright;

3. Encouraging the disclosure of new ideas and discoveries for the purpose of protecting and availing the benefits and rights emerging out of the intellectual property;

4. Managing the University's intellectual property;

5. Enabling technology development and industrial application through licensing at maximum equitable return; and

6. Promoting entrepreneurial activities within the University Community

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II. Scope of Intellectual Property Rights Policy

This policy covers all intellectual property conceived, first reduced to practice, written, or otherwise produced by faculty, staff, or students of the University using University funds, facilities, or other resources.

This policy applies to potentially patentable inventions and discoveries, copyrightable materials, protectable trademarks, trade secrets, confidential information and any other form of intellectual property which are developed using University equipment, supplies, facilities, employee time, or trade secret information, or which relate directly to the University's business, research, or development.

The University will hold ownership in patents and other non-patentable intellectual products, copyrights, trademarks and trade secret developed by its employees/students as a result of their research or employment.

The University will hold all rights in all the inventions which resulted directly out of the business of the University or of the University's actual or demonstrably anticipated research or development or from work performed by the employee for the University.

This Policy applies to all the employees of the University including anyone using facilities of the University under the supervision of University staff and all the students of the University of including doctoral and Postdoctoral fellows.

The policies set forth herein constitutes an understanding which is binding on University faculty, staff, and students as a condition of their participation in University research, teaching, and service programs and for their use of University funds, space, or facilities.

III. Definitions

For the purposes of this policy, unless and until specified:

1. '**Act**' means the Jawaharlal Nehru University Act 1966, (53 of 1966) which came into existence in 1969;

2. '**School or Department**' means School or Department maintained by the University;

3. '**Confidential Information**' means any information designated by the University as confidential or which the Assignor knew or ought to have known was confidential, but does not include information, which:

   a. is already in the public domain;
   b. is received by the Assignor from a party who is lawfully in possession and has the power to disclose the information; or
   c. the Assignor is required to disclose by law;

4. '**Creator**' means the creator or creators of an item of intellectual property which would include students and faculty;

5. '**Faculty**' includes teaching and non-teaching staff of the University;

6. '**Fellow**' means a student of the university or School or Department to whom an allowance is granted for special study.

7. '**Gross Salary**' means the amount of faculty's income before all deductions or any taxpayer's income;

8. **'Intellectual Property**' means any proprietary right which arises under, or is capable of being obtained under, legislation relating to copyright, patents, designs, circuit layouts, plant varieties, trade secrets, know-how and other confidential information and unregistered trademarks, trade names, geographical indications and/or any other form of intellectual property which otherwise exists at law;

9. '**Prescribed**' means prescribed by Statutes, Ordinances, Policies or Regulations;

10. '**Statutes, Ordinances, Policies or Regulations**' means the Statutes, Ordinances, Policies or Regulations of the University made under the Act;

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11. '**Recognized Institution**' means an institution of higher learning maintained or recognized by, or associated with the University;

12. '**Regular Academic Work'** means any work product which leads to an invention or an innovation while conducting an academic research or scholarly study;

13. '**Revenue**' means net income received through transfer of technology;

14. '**Student**' means an enrolled student of the University;

15. '**Teaching materials**' means any material which is prepared for delivery to students for the purposes of instruction or assessment in print, audiovisual or electronic form;

16. '**University**' means Jawaharlal Nehru University

IV. General Policy

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1. The intellectual property policy shall apply to all persons employed by the University, but not limited to, full and part-time faculty and staff and visiting faculty members and researchers, to anyone using facilities of the University, to full and part-time students and fellows.

2. This policy shall apply to, and the University shall assert ownership in intellectual property of, all types of intellectual property (including, but not limited to, any invention, discovery, trademarks, copyrights, trade secret, technology, scientific or technological development, research data and computer software) regardless of whether subject to protection under patent, trademark, copyright, or other laws.

3. The University shall assert its interest in scholarly or educational materials, art works, musical compositions and dramatic and non dramatic literary works related to the author's academic or professional field, regardless of the medium of expression.

4. Subject to the exceptions identified in this policy hereunder –

    a. The University shall be the sole owner of all intellectual property created through the use of University resources or facilities, supported directly or indirectly by funds administered by the University, developed within the scope of employment by employees, agreed in writing to be a specially commissioned work, or assigned in writing to the University.

    b. The University shall also be the sole owner of all intellectual property product created by the students, fellows while conducting regular academic work and/or created solely for the purpose of satisfying course requirements or assigned in writing to the University.

Provided that the University shall not have ownership for the under-mentioned:

a. For intellectual property created in the course of or pursuant to sponsored research, external sales, industrial affiliates programs, or other contractual arrangements with external (non-University) parties, private industry or foundations, etc., licensing of patents shall be negotiated between the sponsor and the University or its agent where appropriate and according to the applicable law. While getting into the agreement the University shall strive to protect the financial interest of all and ensure that the University retains the traditions of self-governance and academic freedom. The University would normally retain the ownership of property developed under sponsorship agreements and will negotiate rights to license the property. The proprietary rights of the University and the University's employees shall be subject to the agreement between the sponsor and the University.

b. For intellectual property created in the course of or pursuant to activities that fall within and comply with the regents' policy on Outside Consulting, Service Activities, and Other Work, ownership will be determined in accordance with the terms of any agreement governing intellectual property developed pursuant to such activities.

c. Any intellectual property created by the creator while doing his/her own research, not during the course of employment or not as a course requirement and which has not been assigned by the creator to the University and no assistance for the same has been granted by the University.

5. Nothing in this policy shall be construed as affecting the rights of a creator to publish, except that the creator must agree to observe a brief period of delay in publication or external dissemination if the University so requests and such a delay is necessary to permit the University to secure protections for intellectual property disclosed to it by the creator.

6. In order to facilitate joint work on teaching materials and support collaborative teaching, and notwithstanding the ownership rights otherwise granted by this policy, individuals who contribute teaching materials used in jointly developed and taught University courses thereby grant a nonexclusive, nontransferable license to the University to permit other contributors to the course to continue using those jointly produced teaching materials in University courses.

7. If the creator creates intellectual property that is subject to this Policy, the Intellectual Property Management Cell will decide in its sole discretion whether to develop and commercialize an invention after securing available protection for the creation, if necessary.

8. The University shall have the power to transfer such intellectual property products to the third party where intellectual works can be developed for the benefit and use of the society at large.

8a. The inventor can seek University permission to use his/her IP as intellectual capital to have equity in a registered company (more particularly a start-up company) as defined under Company Act, 1956 and other applicable Govt. of India rules.

9. Unless otherwise agreed in writing by the University and creator, in the event that the University receives revenue from intellectual property, that is disclosed to and licensed or otherwise transferred that is not agreed in writing to be a specially commissioned work, any net income will be divided in the following manner:

S.No.	Amount of Revenue Generated	Sharing
i.	Money received upto 30% of the gross salary (basic+DA+CCA)	No Sharing
ii.	Money received beyond 30% and upto the gross salary	70:30 between the inventor's team and the University
iii.	Money received beyond gross salary	50:50 between the inventor's team and the University

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10. The University will provide review and management services for patentable inventions as well as other intellectual property through Intellectual Property Management Cell.

11. Responsibilities of the University/Intellectual Property Management Cell:

Intellectual Property Management Cell is established to help administer the intellectual property and to make recommendations to the University authorities;

The Intellectual Property Management Cell will assist various departments of the University in all matters relating to intellectual property.

The Intellectual Property Management Cell will help various departments of the University to secure protection for intellectual property where appropriate and will review infringements; maintain central databases and files of patent applications, issued patents, trademarks and copyrights, licenses and agreements; coordinate with various departments in negotiating and preparing license and other agreements; and review and approve as to form all agreements relating to intellectual property.

Among other responsibilities the Intellectual Property Management Cell also has to provide better exposure to the basic concept of intellectual property rights and its strategic role in Indian context through interactions with experts.

The legal interests of the University and its staff, faculty, and students in any intellectual property, except traditional scholarly works, shall be determined in accordance with this Policy by the Intellectual Property Management Cell.

12 *The Intellectual Property Management Cell has following organizational structure:

1. Prof. R.N.K. Bamezai, SLS	-	Chairperson
2. Prof. Himadari B. Bohidar, SPS	-	Member
3. Prof. Bharat Desai, CILS/SIS	-	Member
4. Prof. Indu Sekhar Thakur, SES	-	Member
5. Dr. Nidhi Datta, ICGEB	-	Member (outside expert)
6. Dr. Shyamala Maitreyi Rajala Assistant Professor, SBT	-	Member
7. Dr. Sunita Reddy, Asstt. Prof CSM&CH/SSS	-	Member
8. Dr. Pritam Mukhopadhyay Assistant Professor, SPS	-	Member
9. Finance Officer or his Nominee	-	Member
10. DR/AR, Legal Cell	-	Member Secretary

IPM Cell Committee shall be reconstituted by the Vice-Chancellor as per existing norms.

As stated in clause 4 of this policy the faculty, staff, or students of the University may request that the University accept, for management and commercialization, intellectual properties which are theirs alone and not originally subject to this Policy. Given such a request, the Intellectual Property Management Cell, shall determine if there is a reasonable expectation that the property can be commercialized successfully. If the Intellectual Property Management Cell accepts management and commercialization responsibilities for such intellectual property, that intellectual property shall become subject to, and shall be treated in accord with, all provisions of this Policy.

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* Reconstituted vide Notification No. Acad. II/U/2(17) dated 04.08.2014

13. Responsibilities of the Creator:

All persons governed by this policy shall have a responsibility to:

a. At an appropriate stage in the development of an invention, the creator shall make a written disclosure of the conception to the Intellectual Property Management Cell, providing all such particulars as are vital to judge its commercial prospects. The Intellectual Property Management Cell shall promptly acknowledge, in writing, its receipt of the disclosure and the date of receipt. A copy of the proposed manuscript shall be send by the creator to the Intellectual Property Management Cell, prior to the publication.

b. All the departments in the University are bound by the non-disclosure and confidentiality terms. It is expressly understood by the departments that any information which relates to any invention or other form of innovative, creative product should be treated as intellectual property and therefore is not to be divulged at any cost without the prior consent of the Intellectual Property Management Cell.

c. The creator shall refrain from publishing, reading, dissipating, circulating or disclosing the conception in any form, whatsoever, prior to application for a patent, trademark or copyright has been made on the conditions described herein and the commercial rights in the conception are secured to the University.

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V. Commercialization

1. For purposes of protection and commercialization of intellectual property on behalf of the University, patent, trademark or copyright coverage may be sought, or the property may be treated as proprietary information, technical know-how, or trade secret.

2. The Intellectual Property Management Cell may determine whether the University has a legal interest in the commercialization of the property. However, the University is not legally bound to commercialization of each property and the originator may not claim such right. It shall be in the sole discretion of the University on advice from the Intellectual Property Management Cell to determine commercialization of the property.

3. A primary objective and responsibility of the University shall be to assure that the products of its intellectual activity are brought into the widest possible use for the general benefit of society.

4. Conflict of interest: All inventors are required to disclose any conflict of interest or potential conflict of interest.

VI. Benefit Sharing

Unless a deviation is approved by the VC, where the University assigns, licenses or transfers by any other mode the intellectual property rights in intellectual property to the third parties the royalty shall be shared and third party will transfer payment separately to the University and inventor in the following manner:

S.No.		Share
1.	Money received upto 30% of the gross salary (basic+DA+CCA)	No Sharing
2.	Money received beyond 30% and upto the gross salary	70:30 between the inventor's team and the University
3.	Money received beyond gross salary	50:50 between the inventor's team and the University

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VII Dispute Resolution

Any grievance about the University's handling of intellectual property should be forwarded to the Grievance Redressal Mechanism already existing in the University. The decision of the Grievance Redressal Mechanism decision in this regard would be final and binding.

VIII. Jurisdiction

All agreements to be signed by the Intellectual Property Management Cell on behalf of the University will have the jurisdiction of the courts in Delhi and shall be governed by appropriate laws in India.

IX. Tenure

The tenure of the IPM Cell Advisory Committee shall be for 2 years.

It was observed by the members, that IPM Cell may also suggested the copyright policy of the University, modalities and protocol, which can be circulated and discussed in the subsequent meeting of the Executive Council.

M29 *RECOGNITION FEE AND ANNUAL FEE PAYABLE BY RECOGNIZED INSTITUTIONS.

The Executive Council at its meeting held on 03.07.2015 approved the revision of Recognition Fee and Annual Fee payable by the recognized institutions of the University, keeping in view that the cost of commodities have been increased manifolds and the University has revised the rates for payment of honorarium to the examiners for evaluation of M.Phil./Ph.D. dissertations/thesis, as per details given below:

Sr. No.	Description	Existing Fees (as approved in 1997)	Revised Fees**
1	**Initial Recognition Fee** from the institutions which offer M.Phil/ M.Tech/Ph.D programme	`10.00 lakhs	`15.00 lakhs
2	**Initial Recognition Fee** from the institutions which offer BA/BSc/ B.Tech/MA/***Diploma Programme	`5.00 lakhs	` 10.00 lakhs
3	**Annual Fee Charges** from the Institutions which offer M.Phil/ M.Tech/Ph.D programme	`3.00 lakhs	` 6.00 lakhs
4	**Annual Fee** Charges from the institutions which offer BA / BSc / B.Tech/MA/***Diploma programme	`2.00 lakhs	` 5.00 lakhs

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Lumpsum one time registration fees

Sr. No.	Description	Existing Fees (as approved in 1997)	Revised Fees
1	**One Time** lump-sum registration fee for Ph. D. programme	`5,500/-	` 7,500/-
2	**One Time** lump-sum registration fee for M. Phil/M.Tech programme	`3,500/-	`5,000/-
3	**One Time** lump-sum registration fee for M. A./B.Tech programme	`2,500/-	`6,000/-
4	**One Time** lump-sum registration fee for B. A. / B.Sc / ***Diploma programme	`1,500/-	`4,000/-

*Amended vide Resol. No. 6.8/EC/10.05.2013.
**Amended vide Resolution No. 6.7/EC/03.07.2015.
***Approved by AC/01.12.2017 & EC by circulation.

M30. *Fee structure payable to the University Legal Counsels/Advocates in different Court of Law.

REVISION OF FEE STRUCTURE PAYABLE TO THE UNIVERSITY LEGAL COUNSELS/ADVOCATES IN DIFFERENT COURTS OF LAW

A: SUPREME COURT CHARGES:

S. No.	Particulars	Existing Charges (`)	Proposed Charges (`)
1.	Drafting of Petition or Counter Affidavit	6000/-	No Change
2.	Supplementary Affidavit or Rejoinder	4000/-	No Change
3.	(a) For all effective hearings/pleadings (b) When the matter is adjourned	10000/- 5000/-	No Change
4.	When University Counsel is assisting Senior Counsel/ Advocate on Record (AoR)	5000/-	No Change

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B: HIGH COURT CHARGES:

S. No.	Particulars	Existing Charges (`)	Proposed Charges (`)
1.	Drafting of Petition or Counter Affidavit	2500/-	No Change
2.	Drafting of Supplementary Affidavit or Rejoinder	1000/-	No Change
3.	(a) For all effective hearings/pleadings (b) When the matter is adjourned	4000/- 1100/-	No Change No Change
4.	(a) For appearances when assisting Senior Counsel (b) When the case is adjourned	2000/- 1500/-	No Change No Change

*Approved vide Resol. No. 6.18/EC/03.07.2015

C: DISTRICT COURTS/LABOUR COURTS/CONSUMER FORUM/TRIBUNALS

S. No.	Particulars	Existing Charges (`)	Proposed Charges (`)
1.	(a) For all effective hearings/pleadings (b) When the matter is adjourned	1000/- 600/-	2000/- 1000/-
2.	Drafting of Petitions/Written statement Counter Affidavit	1000/-	2000/-
3.	Drafting of Supplementary Affidavit/Rejoinder/Miscellaneous Applications	500/-	1000/-

D MISCELLANEOUS CHARGES:

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S. No.	Particulars	Existing Charges (`)	Proposed Charges (`)
1.	For holding conference	2000/- (1500 + 500) Sitting + Conveyance	No Change
2.	Conference charges for briefing the senior counsel, as required.	-	**5000/-**
3.	Typing charges/Courier/Speed post/Clerkage	-	**As per actual bill raised by the Counsel subject to a ceiling of 15% of the amount mentioned at A, B or C.**
4.	Drafting /Filing of Caveat Petition	-	2500/-
5.	For vetting of Agreement/MoU/Lease/ Contract document etc.	-	4000/-
6.	For every written Legal Opinion/Legal Notice	-	2000/-
8.	Inspection of files in various Courts/Commissions/Tribunals	-	1000/-

M31 *Guidelines for accepting financial assistance for projects from Biotechnology Industry Research Assistance Council (BIRAC) by faculty and students.

The Executive Council approved the guidelines for accepting financial assistance for projects from BIRAC by faculty and students as per the guidelines and NOC as given below:-

POLICIES

1. Faculty members and registered students (M.Sc/Ph.D) should be encouraged to apply for grants under various schemes of BIRAC.

2. Interested applicants will obtain requisite NOC from Director, R&D for this purpose.

3. The applicants will give an undertaking that they will not utilize resources of the university however in case of utilizing university resources (AIRF etc.) the payment will be applicable at par with outside parties.

4. The applicants will also undertake that no terms and conditions applicable to their appointment in the university will be violated by accepting grants from BIRAC. They will be performing duties assigned to them.

5. Faculty members will not be given any remuneration from grants under BIRAC and will be conducting the research as per terms and conditions of the grant. However students getting grants will be paid as per norms of BIRAC.

6. Awardees will be signing MOA/MOU with BIRAC and will be opening No Lien Account to receive grants from BIRAC.

7. Expenditures incurred under the project will be submitted to BIRAC directly by the Awardees. There shall be no financial liabilities on the part of the university and no UC/SE under such projects shall be required to be signed by the Finance Branch of the university.

8. The awardees will be free to incubate anywhere else outside JNU unless the university has its own incubation facility.

9. Any IPR generated from researches funded by BIRAC will be filed jointly by JNU and inventor and it can be leased later to incubation facilities concerned.

10. The university will not receive any overhead charges/administrative expenses under these grants from BIRAC.

*Approved vide Resol. No. 6.6/EC/23.11.2017

NO OBJECTION CERTIFICATE TO ACCEPT FUNDING SUPPORT FROM BIRAC

This No Objection Certificate is issued to Prof/Dr…….. for his/her project titled…… with the following conditions:

(i) The expenditures incurred under the project will be submitted to BIRAC directly by the Awardees. There shall be no financial liabilities on the part of the University and no UC/SE under such projects shall be required to be signed by the Finance Branch of the University.

(ii) Any IPR generated from researches funded by BIRAC will be filed with JNU jointly with inventor and it can be leased later to incubation facilities concerned only for research uses.

(iii) That no terms and conditions applicable to the appointment in the University will be violated by accepting grants from BIRAC. The awardees will have to perform duties assigned to them.

(iv) The applicants will give an undertaking that they will not utilize resources of the University. However, in case of utilizing University resources (AIRF etc.) by the awardee(s), the payment will be applicable at par with outside parties.

(v) The awardees will be free to incubate anywhere else outside JNU unless the University has its own incubation facility.

(vi) Awardees will bear any other user charges applicable for availing lab facilities in the University.

Director (R&D)

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M32 *<u>Establishment of technology start-ups Policy for JNU faculty and students.</u>

The Executive Council approved, in principle, the establishment of technology start-ups Policy for JNU faculty and students.

<u>JNU Start-ups policy for it's faculty and students</u>

This draft proposes the process and mechanism for establishment of technology start-ups by Jawaharlal Nehru University (JNU) faculty and students. These start-ups should be based on research efforts carried out by JNU faculty & students, and later operate them as full-fledged companies.

1. Who can form companies?

(1.1) Companies jointly owned by at-least one faculty member and/or graduating students/alumni/along with possibly definition required.

(1.2) Companies owned by the graduating students, alumni along with possibly other entities. A JNU Faculty member should be on the board as non-executive member or should be a mentor in the company.

(1.3) The faculty members and students of JNU who form the company will be known as founding members of the board of the company.

(1.4) If the company involves third party or other entities, the application for Start-ups Company will be examined after due diligence and should be approved by a committee constituted by Vice-Chancellor for this purpose.

2. Role of Faculty

(2.1) It is expected that the faculty members would be owners of such companies and be a non-executive director on the Board. The faculty members will dedicate part or all of the days allocated for consultancy work to the business. However, under no circumstance the total number of days of non-JNU activities would exceed the JNU norms.

(2.2) It should be noted that the faculty must ensure that his/her duties and responsibilities of JNU take precedence over all other activities.

(2.3) A faculty member is expected to balance his outside managerial responsibilities with his academic responsibilities on full-time active duty in the JNU. This will also apply to the students involved in these activities.

(2.4) Faculty member can undertake projects that could be conducted at JNU, and managed through their companies provided that the University overhead charges are duly paid as per the norms of the JNU.

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*Approved vide Resol. No. 6.8/EC/23.11.2017

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3. IP Rights related to startups and Usage of JNU Resources

(3.1) It is expected that the IP rights for the technology/processes/products developed by the faculty startup company shall be submitted to JNU to apply for Indian/PCT/Country specific patent(s) as per the IPM Cell guidelines in force. The assignees will be the inventors and JNU jointly.

(3.2) Such companies will have the freedom to enter into collaboration with other companies, sell, share, or buy IP rights from other companies only with the knowledge and prior written permission of the competent authority of JNU.

(3.3) During the incubation period use of laboratories of various Schools and Centers, AIRF, animal house, green house, internet, library and other supporting facilities will be restricted to the founding faculty members & students of the company that have sought IPR under the aegis of JNU. The sole responsibility of procuring required ethical/environmental clearance would be that of the company through its designated faculty member. Normal service charge(s) as applicable will be levied for this purpose. In lieu of this, the institute will retain a blanket liability free equity of 5% for all cases without exception. This equity will enable the concerned company to exploit the IP developed by the patent assignees, in full or in parts.

(3.4) Utilization of lab/instrument facilities will be subject to the priority ladder decided by the head of the department or the unit concerned. The department/unit will have the right to levy a suitable user charge from case-to-case basis. It is expected that in the larger interest of the University's startup program, departments shall extend their support to this endeavor as far as is practicable.

(3.5) A periodic review of the progress will be made and an empowered committee will monitor the IPR exploited by the startup company, which may be setup for this purpose.

(3.6) The usage of space and facilities of Innovation & Incubation Centre's by the faculty companies will be paid as per existing norms.

4. Disclosure and Compliance

Financial and non-financial disclosure agreement will be signed as per the existing JNU norms by the concerned parties prior to such engagements.

5. Support from other faculty

Support from other faculty members of the JNU during and after the incubation period would be treated under the JNU's consultancy norms.

6. Support from students

Any support received from students for the faculty company would be as per the existing guidelines of the JNU.

7. Outsourcing of sponsored research/consultancy assignment

Outsourcing of full/part of sponsored projects to faculty companies would be undertaken on a case-by-case basis by a committee nominated by vice Chancellor.

8. Funding for the company

The company will have its funding and accounting procedures in line with the existing industry norms.

9. Methodology

A student must incubate in JNU. However, in the exceptional cases, where faculty wants to open the company outside JNU, a sufficient justification has to be provided, which will be evaluated by a committee nominated by Vice Chancellor of JNU. The recommendation of the committee will be final and binding. For the incubation of the faculty company, JNU would take a liability free equity of 5 % in the company for a period of ten years. Against this equity, the JNU shall permit the use of IP developed within JNU by the founding faculty members and students. For the incubation in JNU the company will abide by incubation policy of JNU.

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The founding faculty member(s) may be permitted to take sabbatical etc. for operating the company.

The money (in form of honorarium, salary or consultancy) paid to the founding members of the company will be counted entirely as income of the involved faculty members during the incubation period within the campus. After the company moves out of the campus, the faculty member may take long leave and work with the company as per the existing rules of the JNU or may earn in form of consultancy as per the applicable rules of the JNU.

The faculty member will be the nodal person for all communications with JNU for all such purposes.

10. Resolution of conflicts

In situations in which the objectivity of a faculty member could reasonably be questioned, the JNU Vice Chancellor may establish an independent committee to take steps including (but not limited to) the following: to review the appropriateness of the proposed research to be conducted at JNU, to oversee the conduct of the research, and to ensure open and timely dissemination of the research outcome.

11. Jurisdiction Clause

In case of dispute arising between the parties, the same will be the settled through Grievances handling mechanisms and the civil law/court shall have exclusive jurisdiction to try the matter/dispute.