INDIRA GANDHI NATIONAL OPEN UNIVERSITY

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ORDINANCES AND REGULATIONS OF THE UNIVERSITY

(as on 31-03-2008)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
NEW DELHI

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INDIRA GANDHI NATIONAL OPEN UNIVERSITY
ORDINANCES & REGULATIONS

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Amendments/Corrections incorporated upto 30th November, 2007

1. ORDINANCE ON THE CONVOCATIONS*
(Under Statute 21 of the IGNOU Act)

1. Convocations for the purpose of conferring Degrees/Diplomas shall ordinarily be held once a year at Delhi or at such Regional Centre(s), and on such date(s), as may be decided by the Vice-Chancellor:

Provided that special convocations for conferring Honorary Degrees shall be held only at Delhi.

2. The Vice Chancellor shall preside over all convocations and shall confer Degrees/ Diplomas:

Provided that the Board of Management, on the recommendation of the Vice-Chancellor, may invite a distinguished person to preside over any Convocation held at Delhi.

3. The Vice Chancellor may invite a distinguished person to deliver the Convocation address at the convocations at Delhi or at the Regional Centre(s).

4. The Vice-Chancellor shall present a report on the progress of the University at the Annual Convocation.

5. The students who have passed their examinations in the year for which the convocation is held shall be eligible to be admitted to the convocation:

Provided that in case the convocation is not held in a particular year for any reason, the Vice-Chancellor shall be competent to authorize admission of successful students in that year to the respective Degrees/Diplomas, in absentia and issue the Degrees/Diplomas, on payment of prescribed fees.

6. Such students as are unable to present themselves in person at the Convocation shall, at their request, and on payment of the prescribed fees, be admitted to the Degrees/ Diplomas, in absentia by the Vice-Chancellor, and their Degrees/Diplomas shall be issued by the Registrar, or a person designated by the Vice-Chancellor for the purpose.

** **6A.** Such students who have passed their examinations and who have been issued their degrees/diplomas on payment of prescribed fees on request before the Convocations as are unable to present themselves in person at the Convocation, shall be admitted to the Degrees/Diplomas in absentia by the Vice-Chancellor.

7. The fees for admission to the Degree/Diplomas in absentia shall be Rs.15/-.

8. The procedure to be followed at the convocations shall be laid down by the regulations framed by the Academic Council.

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* Approved by the Ministry of Human Resource Development, Govt. of India (Deptt. of Education), vide their letter No.F.5.1/89.U.1(Desk) dated 9.2.89.

** Approved by the Board of Management at its 47th meeting held on 17.5.96.

2. ORDINANCE REGULATING LEAVE OF ALL EMPLOYEES OF THE UNIVERSITY, INCLUDING TEACHERS AND OTHER ACADEMIC STAFF*

1. Short title and Extent of Application

The ordinances as set out in Annexure 'A' may be called "Ordinances for regulating leave of all employees of the Indira Gandhi National Open University, including Teachers and other academic staff".

These Ordinances shall be deemed to have come into force on 20th September, 1985.

2. Interpretation

If any question arises as to the interpretation of these Ordinances it shall be resolved by the Board of Management.

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* Approved by the Ministry of Human Resource Development, (Deptt. of Education), vide their letter No. F.5-91/88-U.I.(Desk) dt. 12.10.89.

Annexure 'A'

ORDINANCE FOR REGULATING LEAVE TO EMPLOYEES (INCLUDING TEACHERS AND OTHER ACADEMIC STAFF)*

(A) PERMANENT EMPLOYEES

Kinds of leave admissible:

1. The following kinds of leave would be admissible to permanent employees

(*i*) Leave treated as duty——
Casual leave
Special casual leave
Academic leave

(*ii*) Leave earned by duty——
Earned leave
Half Pay leave
Commuted leave

(*iii*) Leave not earned by duty——
Extraordinary leave
Leave not due

(*iv*) Leave not debited to leave account——

(a) Leave for academic pursuits——
Study leave
Sabbatical leave

(b) Leave on grounds of health——
Maternity leave
Paternity leave
Special disability leave

The Board of Management may, in exceptional cases, grant, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

CASUAL LEAVE

2 (i) Casual leave is not earned by duty. Total casual leave granted to an employee shall not exceed eight days in a calendar year.

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* The Board of Management at its 65th meeting approved the amendments in Clauses 2(i)(ii) 4(i)(a)(b)(c)(ii), 5(iv), 8(ii)(iii), 10A(ii)(iv)(ix)(xvii), 11(v), 11A(i)(ii)(iii), 12(1),(2) and 14 in its meeting held on 31.12.99.

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(ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including restricted holidays and Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

SPECIAL CASUAL LEAVE

3. *(i)* Special casual leave not exceeding ten days in a calendar year may be granted to an employee—

(a) to conduct examination of a University, Public Service Commission, Board of Examination or other similar bodies/institutes;

(b) to inspect academic institutions attached to a Statutory Board etc;

(c) to participate in a literary, scientific or educational conference, symposium or seminar or cultural or athletic activities conducted by Bodies recognized by the University Authorities;

(d) to do such other work as may be approved by the Vice Chancellor as academic work.

Note

In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where such Conference/activity takes place will be excluded.

*(ii)** In addition, Special Casual Leave may also be granted for other purposes to the extent such leave is granted by the Central Government to their employees. The grant of such leave will be subject to the limits and conditions prescribed by the Central Government in this regard.

(iii) Special casual leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays.

ACADEMIC LEAVE

4. *(i)* Academic Leave may be granted for——

a) Attending conferences, workshops, symposia etc.

b) Delivering lectures,

c) Working on Committees appointed by Central and State Governments, UGC, Universities and similar other bodies.

(ii) The duration of leave shall not exceed 20 days in a calendar year. It shall be sanctioned with the approval of the competent authority.

(iii) While computing academic leave, holidays and the period spent for journey shall be excluded.

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* Amendment approved by the Ministry of Human Resource Development, (Deptt. of Education), vide their letter No.F.571/90-U.I.(Desk) dated 14.12.90.

EARNED LEAVE

5. *(i)* Earned leave admissible to employees

(a) The leave account of the employee shall be credited with earned leave in advance in two installments of fifteen days each on the first day of January and July of every calendar year.

(b) The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year subject to the condition that the leave so carried forward plus the credit for the half year do not exceed maximum limit of 300 days.

(c) A period spent in foreign service shall count as duty for the purposes of this clause if contribution towards leave salary is paid on account of such period.

(ii) Subject to the provisions of sub-clause (12) & (13) of clause 20, the maximum earned leave that may be sanctioned to an employee at a time shall not exceed 180 days. Earned leave exceeding 180 days may, however, be sanctioned to employees other than employees below the rank of Section Officer or equivalent rank when the entire leave or a portion thereof is spent outside India, Bangladesh, Bhutan, Sri Lanka, Nepal, Burma and Pakistan.

Provided that where earned leave for a period exceeding 180 days is granted under this sub-clause the period of such leave spent in India shall not in aggregate exceed the aforesaid limits.

(iii) Calculation of earned leave

(a) Earned leave shall be credited to the leave account of an employee at the rate of 2½ days for each completed calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed.

(b) *(i)* The credit for the half year in which an employee is due to retire or resigns from the service shall be afforded only at the rate of 2½ days per completed calendar month upto the date of retirement or resignation.

(ii) When an employee is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2½ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.

(c) If an employee has availed of extraordinary leave and/or some period of absence has been treated as *dies-non* in a half year, the credit to be afforded to his leave account at the commencement of the next half year shall be reduced by 1/10th of the period of such leave and/or *dies-non* subject to the maximum of 15 days.

(d) While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.

(iv) Calculation of earned leave for Teachers

The Teachers are entitled to Earned Leave of 12 days in a year. In addition, one third of the period of vacation during which any teacher is required to perform any duty shall be credited to his/her leave account. But the total Earned Leave during a calendar year shall not, in any case, exceed 30 days. The Earned Leave could be accumulated and encashed up to a period of 300 days at the time of retirement

HALF PAY LEAVE

6. *(i)* The half pay leave account of every employee shall be credited with half pay leave in advance in two installments of ten days each on the first day of January and July of every calendar year.

(ii) (a) The leave shall be credited at the rate of 5/3 days of each completed calendar month of which the employee is likely to render in the half year of the calendar year in which he is appointed.

(b) The credit for the half year in which the employee is due to retire or resign from the service shall be allowed at the rate of 5/3 days per completed calendar year upto the date of retirement or resignation.

(c) In case of removal or dismissal from service or death while in service half pay leave shall be allowed at the rate of 5/3 days per completed calendar month upto the end of calendar month preceding the calendar month in which the employee is removed or dismissed from service or dies in service.

(d) Where a period of absence or suspension has been treated as *dies-non* in a half year the credit to be afforded to half pay leave account at the commencement of the next half year shall be reduced by 1/8th of the period of *dies-non* subject to a maximum of ten days.

(iii) The leave under this rule may be granted on medical certificate or on private affairs.

(iv) While affording the credit of half pay leave fraction of a day shall be rounded off to the nearest day.

Note

For the period prior to 1.1.86 the employee shall be entitled to half pay leave of 20 days in respect of each completed year of service.

COMMUTED LEAVE

7. Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to a permanent employee subject to the following conditions:

(i) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

(ii) No commuted leave shall be granted under this ordinance unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

(iii) Where an employee who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered.

(iv) Half pay leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course of study certified to be in the University's interest by the leave sanctioning authority.

Note

Commuted leave may be granted at the request of the employee even when earned leave is due to him.

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EXTRAORDINARY LEAVE

8 *(i)* A permanent employee may be granted extraordinary leave—

(a) When no other leave is admissible; or

(b) When other leave is admissible, the employee applies in writing for the grant of extraordinary leave.

Provided, however, that save under the provisions of sub-clauses (ii) to (iv) below, which are applicable to Teachers no extraordinary leave shall be granted to an employee for holding an appointment or a fellowship outside the University.

******(ii)* The Vice-Chancellor may grant on the request from the institution concerned and on application of the teacher, extraordinary leave and/or lien to hold an appointment or a fellowship under a Government, a University, a Research Institute or other similar important institution, ordinarily not exceeding two years, if in the opinion of the Vice-Chancellor, such leave does not prejudice the interests of the University. This leave can be allowed only to a teacher who has been confirmed in the post held by him and has served the University for a period of atleast three years. Provided further that such leave shall not be granted until after the expiry of leave sanctioned under this sub-clause and sub-clause (iii) below.

The application for such leave shall be sent through the Director of the School concerned and the latter shall give his recommendations taking into account the strength of teaching staff of the particular discipline.

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* The Board of Management approved the amendments/additions in Clauses 8(ii)(iii)(iv)(v)(vi), 10A(ii)(iv)(b)(ix) and 11(iii)(xiv)in its78th meeting held on 29.12.2003

In case of his failure to return to duty immediately at the end of the period of leave sanctioned to him the services of a teacher shall be liable to be terminated from the date of commencement of the period of leave granted to him. He shall also refund to the University pay and allowances, if any, received by him during the leave (including other kinds of leave taken in continuation) sanctioned to him for the purpose.

(iii) The Vice-Chancellor may also grant, at his discretion, extra ordinary leave and/ or lien to a permanent teacher who has been selected for a teaching or research assignment in a University, a Research Institute or other similar important institution provided he has served the University for a period of atleast three years and the application had been sent through and forwarded by the University. The extra ordinary leave or lien in such cases will be limited to the period of probation in new appointment not exceeding two years. Notwithstanding any other leave which may be due to a teacher, the entire period for which the teacher holds the appointment outside the University shall be without pay. The period so spent shall count for seniority. The period shall not count for pensionary/ contributory provident fund benefits unless the pensionary/contributory provident fund contributions are paid by the teacher or the foreign employer.

If the teacher does not resume his duties in the University at the end of the period of extra ordinary leave granted to him, he shall be treated as having resigned the post held by him in the University.

(iv) Subject to the provisions of sub-clause (ix) below, the total amount of extraordinary leave including the period of deputation, if any, granted to a teacher under sub-clauses (ii) and (iii) above shall not exceed five years during his entire service. In very exceptional and important assignment, the cases for grant of Extraordinary Leave beyond the ceiling of five years would be considered by the Board on case to case basis, subject to the condition that application for leave is submitted prior to joining the assignment and the assignment is taken only after the approval of the Board. In case of extension of EOL beyond the initial approval, the employee must apply at least 3 months before the expiry of the period of sanctioned EOL.

(v) A teacher/academic may be sanctioned two, three and five years of extraordinary leave if he/she has rendered five, seven and ten years of service in the University respectively. The service rendered shall be actual service, excluding periods of leave sanctioned to him/her such as study leave, sabbatical leave and extraordinary leave.

(vi) There will be a limit of 20% of faculty strength in a discipline/strength of academics in a Division/Centre/Institute while deciding the request(s) of teachers/academics for sanction of extraordinary leave. However, important assignments, like those of Vice-Chancellor, Pro-Vice-Chancellor, Heads of National Institutes, assignments in International Organisations like UN, Commonwealth and GOI assignment abroad in Embassies etc. at senior level and membership of State Legislature and Parliament shall not be reckoned while imposing the ceiling of 20 per cent. For such important assignments, extraordinary leave will be granted for the full term of assignment in the first instance subject to the provisions of clause 8(iv) of the Leave Ordinance.

(vii) Extraordinary leave shall always be without pay. Payment of allowances during the period of extraordinary leave shall be governed by the relevant rules.

(viii) Extraordinary leave shall not count for increment except in the following cases:

(a) Leave taken on medical certificate.

(b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit.

(c) Leave taken for prosecuting higher studies.

(d) Leave granted to accept a teaching post or fellowship or research-cum-teaching post or an assignment for technical, or academic work of importance.

(ix) Extraordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty shall in no case exceed five years in all.

(x) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

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LEAVE NOT DUE

9. *(i)* Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent employee for a period not exceeding 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him subsequently.

Note

From June 1988, leave not due is admissible only on medical grounds.

(ii) Leave not due shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the employee will return to duty on the expiry of the leave and earn the leave granted.

(iii) An employee to whom leave not due is granted resigns from service or permitted to retire voluntarily without resuming duty, the leave not due shall be cancelled, his retirement or resignation taking effect from the date on which such leave had commenced and the leave salary recovered. Where an employee resumes duty after availing of leave not due, but resigns before the debit balance in his leave account is wiped out, he shall be liable to refund the leave salary to the extent of the debit balance of leave.

Provided no leave salary shall be recovered if the retirement is by reason of ill health, incapacitating the employee for full service or in the event of his death or (ii) if the employee is compulsorily retired permanently.

STUDY LEAVE

10. A For teachers

(i)(a) Study leave may be granted to a permanent whole-time Professor/Reader with not less than three years continuous service to pursue a special line of study or research or to make a special study of the various aspects of University Organisation and methods of education, if the University is likely to benefit by the course of study or programme of research which the applicant wishes to undertake.

Provided that the Board of Management may, in the special circumstances of the case, waive the condition of three years service being continuous.

(b) Study leave may be granted to a permanent whole-time Lecturer with not less than two years continuous service, to pursue a special line of study or research directly related to his work in the University Organisation and methods of education giving full plan of work.

Explanation: In computing the length of service, the time during which a person was on probation may be reckoned provided—

(a) the person is a teacher on the date of application; and

(b) there is no break in service.

(ii) Study leave shall be granted by the Vice-Chancellor on the recommendation of the Committee constituted for the purpose by him. The Committee should also monitor the progress of studies of teachers proceeding on Study leave. The total period of Study leave that a teacher can avail during his/her service shall not be more than 3 years, but 2 years may be given in the first instance, extendable by one more year if there is adequate progress as reported and recommended by the Research Guide.

(iii) Study leave shall not be granted to a teacher who is due to retire within three years of the date which he is expected to return to duty after the expiry of study leave.

(iv) There will be a limit of 20% of faculty strength in a discipline/strength of academics in a Division/Centre/Institute, who may be on Study Leave/Sabbatical Leave/ Extraordinary Leave/Deputation while deciding the request(s) of teachers/academics for sanction of Study Leave.

(v) Study leave may be granted more than once provided that not less than five years of actual duty i.e. excluding the periods of Sabbatical leave and Extra Ordinary Leave have elapsed after the teacher returned to duty on completion of earlier spell of Study leave or Sabbatical leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of Study leave.

(vi) No teacher who has been granted Study Leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Board of Management. When the course of study falls short of the study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless

the previous approval of the Board of Management to treat the period of shortfall as ordinary leave has been obtained.

(vii) (a) Subject to the provisions of sub-clause (viii) and (ix) below, Study Leave may be granted on full pay for the first year and on half pay for the second year and no pay shall be admissible thereafter to Professors and Readers. The Lecturers granted Study Leave would be entitled to continue to draw their total emoluments for the duration of the Study Leave.

(b) The teacher shall ordinarily be entitled to house rent allowance, city compensatory allowance during the period of Study Leave.

(viii) The amount of scholarship, fellowship or other financial assistance that a teacher granted study leave has been awarded will not preclude his being granted study leave with pay and allowances but the scholarship etc., so received shall be taken into account in determining the pay and allowances on which the study leave may be granted.

(ix) If a teacher, who is granted study leave is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave, he shall ordinarily not be granted any study leave salary, but in cases, where the amount of remuneration received in respect of part-time employment is not considered adequate, the Board of Management may determine the study leave salary payable in each case.

Note

It shall be the duty of the teacher granted study leave to communicate immediately to the University financial assistance in any form received by him during the course of study leave from any person or institution whatsoever.

(x) Subject to maximum period of absence from duty on leave not exceeding five years, Study leave may be combined with Earned Leave, Half Pay Leave, Extra Ordinary Leave provided that the Earned Leave at the credit of the teacher shall be availed of at the commencement of the Study Leave. However, Study Leave and Sabbatical Leave should in no case be combined.

(xi) The teachers granted study leave will also be sanctioned necessary increment (s) as and when due. However the amount of emoluments payable to the teachers on study leave shall be reduced subject to the provisions of sub-clauses (viii) and (ix) above.

(xii) Study leave shall count as service for pension/contributory provident fund provided the teacher rejoins the University on the expiry of his study leave and serves for the period for which Bond has been executed.

(xiii) Study leave granted to a teacher shall be deemed to be cancelled, in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled the teacher may apply again for such leave.

(xiv) A teacher availing of study leave shall undertake that he shall serve the University continuously for double the period of study leave or for a period of three years whichever is less, to be calculated from the date of resuming duty after expiry of the study leave.

(xv) A Teacher—

(a) who is unable to complete his studies within the period of study leave granted to him, or,

(b) who fails to rejoin the service of the University on the expiry of his study leave, or,

(c) who rejoins the University but leaves the service without completing the prescribed period of service after rejoining the service, or,

(d) who within the said period is dismissed or removed from service by the University shall be liable to refund to the University the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study.

Provided that if a teacher has served the University for a period of not less than half the period of service under the Bond on return from study leave, he shall refund to the University half of the amount calculated as above. In case the teacher has been granted study leave without pay and allowances, he shall be liable to pay the University an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the University during the course of study.

Explanation: If a teacher, who asks for extension of study leave and is not granted the extension, does not rejoin on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of the dues under this ordinance:

(a) Notwithstanding the above, the Board of Management may order that nothing in this ordinance shall apply to a teacher who within the prescribed period of service under the bond is permitted to retire from service on medical grounds. Provided further that the Board of Management may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under this ordinance.

(xvi) After the leave has been sanctioned the teacher shall, before availing of the leave, execute a bond* in favour of the University binding himself for the fulfillment of the conditions laid down in sub-clauses (xiv) and (xv) above and give security of immovable property to the satisfaction of the Finance Officer or a Fidelity Bond of an Insurance Company, or a Guarantee by a Scheduled Bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with sub-clause (xv) above.

(xvii) The teacher shall submit to the Registrar or any other Officer so authorized six monthly reports of progress in his studies from his Supervisor or the Head of the Institution. This report shall reach the Officer so designated within one month of the expiry of every six months of the study. If the report does not reach the Officer within the time specified, the payment of leave salary may be deferred till the receipt of such report.

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* Appendix 1.

(xviii) The number of teachers on Study Leave and Sabbatical Leave should not exceed 20% of the total faculty strength in any discipline at a given time. However, this ceiling could be relaxed in cases where the faculty strength is too small.

Note: The Board of Management may from time to time decide guidelines for consideration of applications for grant of Study Leave.

10.B For employees other than teachers

Conditions for grant of Study Leave—

(i) Study leave may be granted to an employee with due regard to the exigencies of service of the University to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.

(ii) Study leave may also be granted—

(1) for a course of training or study tour in which an employee may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to the University from the point of view of its interest and is related to the sphere of duties of the employee; and

(2) for the purpose of studies connected with the framework or background of public administration subject to the conditions that—

(a) the particular study or study tour should be approved by the Board of Management; and

(b) the employee should be required to submit, on his return, a full report on the work done by him while on study leave.

(3) for the studies which may not be closely or directly connected with the work of an employee, but which are capable of widening his mind in a manner likely to improve his abilities as an employee and to equip him better to collaborate with those employees employed in other branches of the public service.

(iii) Study leave shall not be granted unless—

(1) it is certified by the Vice-Chancellor that the proposed course of study or training shall be of definite advantage from the point of view of the interests of the University;

(2) it is for prosecution of studies in subjects other than academic or literary subjects.

(iv) Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India.

(v) Study leave shall not be granted to an employee—

(1) who has rendered less than five years service under the University;

(2) who is due to retire, or has the option to retire, from the University services within three years of the date on which he is expected to return to duty after the expiry of the leave.

(vi) Study leave shall not be granted to an employee with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

(vii) The maximum amount of study leave, which may be granted to an employee shall be—

(a) twelve months at any one-time; and

(b) during his entire service, twenty-four months in all (inclusive of similar kind of leave for study or training granted under any other rule).

(viii) Applications for study leave—

(1) (a) Every application for study leave shall be submitted through proper channel to the Board of Management.

(b) The course or courses of study contemplated by the employee and any examination which he proposes to undergo shall be clearly specified in such application.

(2) Where it is not possible for the employee to give full details in his application, or if, after leaving India, he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Vice-Chancellor and shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval of the Vice-Chancellor.

(ix) Sanction of Study Leave

(1) (a) Every employee who has been granted study leave or extension of such study leave shall be required to execute a bond in the prescribed form before the study leave or extension of such study leave granted to him commences.

(b) The bond shall be signed by two sureties who are holding posts of equal or higher status.

(2) On completion of the course of study, the employee shall submit to the Vice-Chancellor the certificates of examinations passed or special courses of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any, of the authority in charge of the course.

(x) Accounting of Study Leave and combination with leave of other kinds.

(1) Study leave shall not be debited against the leave account of the employee.

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(2) Study leave may be combined with other kinds of leave, but in no case the grant of this leave in combination with leave, other than extra-ordinary leave, shall involve a total absence of more than twenty-eight months from the regular duties of the employee.

(3) An employee granted study leave in combination with any other kind of leave may, if he so desires, undertake or commence a course of study during any other kind of leave and subject to the other conditions laid down in rule being satisfied, draw study allowance in respect thereof.

Provided that the period of such leave coinciding with the course of study shall not count as study leave.

(xi) Regulation of Study Leave extending beyond course of study

When the course of study falls short of study leave granted to an employee, he shall resume duty on the conclusion of the course of study, unless the previous sanction of the Vice Chancellor has been obtained to treat the period of shortfall as ordinary leave.

(xii) Leave salary during study leave

(1) During study leave availed of outside India, an employee shall draw leave salary equal to the pay that the employee drew while on duty with the University immediately before proceeding on such leave and in addition the dearness allowance, house rent allowance besides study allowance will be admissible at such rates and on such conditions as may be decided by Vice-Chancellor taking into consideration the rates of study allowance and the conditions thereof prescribed by Govt. of India in respect of its employees.

(2) (a) During study leave availed of in India, an employee shall draw leave salary equal to the pay that the employee drew while on duty with the University immediately before proceeding on such leave and in addition the dearness allowance and house rent allowance as admissible in accordance with the provisions of sub-clause (xiii).

(b) Payment of leave salary at full rate under clause (a) above shall be subject to furnishing a certificate by the employee to the effect that he is not in receipt of any scholarship, stipend or remuneration in respect of any part-time employment.

(c) The amount, if any, received by an employee during the period of study leave as scholarship or stipend or remuneration in respect of any part-time employment shall be adjusted against the leave salary payable under this sub-rule subject to the condition that the leave salary shall not be reduced to an amount less than that payable as leave salary during half pay leave.

(d) No study allowance shall be paid during study leave for courses of study in India.

(xiii) Admissibility of allowances in addition to study allowance

(1) For the first 120 days of the study leave, house rent allowance shall be paid at the rates admissible to the employee from time to time at the station from where he proceeded on study leave. The continuance of payment of house rent allowance beyond 120 days shall be subject to the production of a certificate to the effect that the employee continues to occupy the accommodation and has not sub-let either in whole or in part from time to time.

(2) Except for house rent allowance as admissible under sub-clause (1) above and the dearness allowance and the study allowance, where admissible, no other allowance shall be paid to an employee in respect of the period of study leave granted to him.

(xiv) Travelling allowance during study leave

An employee to whom study leave has been granted shall not ordinary be paid travelling allowance but the Board of Management may in exceptional circumstances sanction the payment of such allowance.

(xv) Cost of fees for study

An employee to whom study leave has been granted shall ordinarily be required to meet the cost of fees paid for the study but in exceptional cases, the Board of Management may sanction the grant of such fees:

Provided that in no case shall the cost of fees be paid to an employee who is in receipt of scholarship or stipend from whatever source or who is permitted to receive or retain, in addition to his leave salary, any remuneration in respect of part-time employment.

(xvi) Resignation or retirement after study leave or non-completion of the course of study

(1) If an employee resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within a period of three years after such return to duty or fails to complete the course of study and is thus unable to furnish the certificates he shall be required to refund—

the actual amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the University, together with interest thereon at rates for the time being in force on Government loans, from the date of demand, before his resignation is accepted or permission to retire is granted or his quitting service otherwise.

Provided that except in the case of employees who fail to complete the course of study nothing in this rule shall apply to an employee who, after return to duty from study leave, is permitted to retire from service on medical grounds.

(2) *(a)* The study leave availed of by such employee shall be converted into regular leave standing at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, treated as extraordinary leave.

(b) In addition to the amount to be refunded by the employee under sub-clause *(2)* above he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

(3) Notwithstanding anything contained in this rule, the Board of Management may, if it is necessary or expedient to do so, either in the interest of the University or having regard to the peculiar circumstances of the case or class of cases, by order waive or reduce the amount required to be refunded by the employee concerned or class of employees.

SABBATICAL LEAVE (FOR TEACHERS)

11.*(i)* Permanent whole-time teachers of the University who have completed three years of service may be granted sabbatical leave to undertake study or research or other academic pursuits solely for the object of increasing their proficiency and usefulness to the University. This leave shall not be granted to a teacher who has less than one year service in the University to retire.

(ii) The duration of leave shall not exceed six or twelve months according as the teacher has actually worked in the University for not less than three or six years respectively since his return from the earlier spell of sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of three years from the date of the teacher's return from the previous study leave or any other kind of training programme.

(iii) There will be a limit of 20% of faculty strength in a discipline who may be on Study Leave/Sabbatical Leave/Extraordinary Leave/Deputation while deciding the request(s) of teachers for sanction of Sabbatical Leave.

(iv) A teacher shall, during the period of sabbatical leave be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on sabbatical leave. The University shall not, however, fill up his post or make other alternative arrangements involving additional expenditure.

(v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He may, however, be allowed to accept a fellowship or Research Scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than a regular employment in an institution of advanced studies provided that in such cases the Board of Management may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

(vi) During the period of Sabbatical Leave, the teacher shall be allowed to draw the increment on due date. A teacher availing of Sabbatical Leave shall furnish an undertaking to the effect that he shall serve the University continuously for double the period of Sabbatical Leave to be calculated from the date of resuming duty after expiry of the Sabbatical Leave. The period of leave shall also count as service for the purpose of pension/contributory provident fund provided the teacher rejoins the University on the expiry of his/her leave.

Note

1. The programme to be followed during sabbatical leave shall be submitted to the University for approval alongwith the application for grant of leave.

2. On return from leave the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave.

3. The Board of Management may from time to time decide guidelines for consideration of applications for grant of Sabbatical Leave.

VACATION (FOR TEACHERS)

11.(A) *(i)* Sixty days of vacation in a calendar year during the months of May/June or November/December is admissible to teachers who have worked atleast for six months in the University. Vacation can be availed of either in one spell of two months or two spells of one month each during the above months.

(ii) Teachers will be permitted to avail the vacation according to their options provided that at any given time atleast 30% of the teachers in a discipline are present in their Schools.

(iii) Vacation shall ordinarily be for periods of full months. Any exception to this condition is permissible only when vacation is sought for periods of shorter than one month. In such cases, the date of commencement or termination of vacation should coincide with the beginning or close of the month.

MATERNITY LEAVE

12.(1) *(i)* Maternity Leave on full pay may be granted to a female employee with less than two surviving children for a period of 135 days from the date of its commencement (90 days upto 6.10.97).

(ii) Maternity leave may also be granted to a female employee (irrespective of number of surviving children) in case of miscarriage, including abortion, subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by a medical certificate.

(iii) Maternity leave may be combined with earned leave, half pay leave or extra-ordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

(iv) Notwithstanding the provision contained in clause 12 (iii) any leave (including commuted leave for a period not exceeding sixty days and leave not due upto a maximum of one year applied for in continuation of maternity leave) be granted without production of medical certificate.

PATERNITY LEAVE

12.(2) A male employee (including an apprentice) with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife. During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited against the leave account and may be combined with any other kind of leave (as in the case of Maternity Leave). It may not normally be refused under any circumstances.

SPECIAL DISABILITY LEAVE

(a) SPECIAL DISABILITY LEAVE FOR INJURY INTENTIONALLY INFLICTED

13. *(i)* Special disability leave may be granted to an employee who is disabled by injury intentionally inflicted or caused in or in consequence of the due performance of his official duties or in consequence of his official position.

(ii) Such leave shall not be granted unless the disability manifested in itself within three months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice.

Provided that the authority competent to grant leave may, if it is satisfied, as to the cause of the disability, permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

(iii) The period of leave granted shall be such as is certified by an Authorised Medical Attendant and shall in no case exceeds 24 months.

(iv) Special disability leave may be combined with leave of any other kind.

(v) Special disability leave may be granted more than once if the disability is aggravated or remanifests in similar circumstances at a later date but not more than 24 months of such leave shall be granted in consequence of any one disability.

(vi) Special disability leave shall be counted as duty in calculating service for pension and shall not, except the leave granted under the provision to clause (b) of sub-clause (vii) of this ordinance be debited against the leave account.

(vii) Leave salary during such leave shall—

(a) for the first 120 days of any period of such leave including a period of such leave granted under sub-clause (v) above be equal to leave salary while on earned leave; and

(b) for the remaining period of any such leave, be equal to leave salary during half pay leave.

Provided that a member of the staff, may at his option, be allowed leave salary as in sub-clause (a) above for period not exceeding another 120 days, and in that event the period of such leave shall be debited to his half pay leave account.

(b) SPECIAL DISABILITY LEAVE FOR ACCIDENTAL INJURY

(viii) The provisions in part (A) of this ordinance shall apply also to an employee who is disabled by injury accidentally incurred in, or in consequence of the due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds.

(ix) The grant of special disability leave in such cases shall be subject to the further conditions—

(a) that the disability, if due to disease, must be certified by an Authorised Medical Attendant to be directly due to the performance of the particular duty;

(b) that, if the employee has contracted such disability during service, it must be in the opinion of the authority competent to sanction leave, exceptional in character; and

(c) that the period of absence recommended by an authorized medical attendant may be covered in part by leave under the ordinance and in part by any other kind of leave, and that the amount of special disability leave granted on leave salary equal to that admissible on earned leave shall not exceed 120 days.

14. Quarantine leave* (deleted)

(B) EMPLOYEES APPOINTED ON PROBATION

15. An employee appointed as a probationer against a substantive vacancy and with definite terms of probation shall during the period of probation be granted leave which would be admissible to him if he held his post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are otherwise terminated by the orders of the Board of Management or competent authority. On the other hand, an employee appointed 'on probation' to a post, not substantively vacant, to assess his suitability to the post, shall until he is substantively confirmed, be treated as a temporary employee for purposes of grant of leave. If a person in the permanent service of the University is appointed 'on probation' to a higher post he shall not, during probation, be deprived of the benefit of leave rules applicable to his permanent post.

(C) EMPLOYEES RE-EMPLOYED AFTER RETIREMENT

16. In the case of an employee re-employed after retirement the provisions of these ordinances shall apply as if he had entered service for the first time on the date of his re-employment. Re-employed pensioners who are treated as new entrants in the matter of leave may also be granted terminal leave under sub-clause 12 of the clause 20 below.

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* Quarantine leave deleted

(D) TEMPORARY EMPLOYEES

17. Temporary employees shall be governed by the provisions of part (A) of these Ordinances subject to the following condition and exceptions:

(1) Earned leave—

(a) A temporary employee shall be entitled to earned leave as a permanent employee.

(2) Half Pay Leave—

No half pay leave may be granted to a temporary employee unless the authority competent to sanction leave has reason to believe that the employee will return to duty on the expiry of such leave.

(3) Commuted Leave—

Temporary employee[s] shall be entitled to commute any portion of the half pay leave as a permanent employee.

(4) Extraordinary Leave—

In the case of a temporary employee the duration of extraordinary leave on any occasion shall not exceed the following limits—

(a) Three months at a time;

(b) Six months in cases where the employee has completed three years continuous service and the leave application is supported by a medical certificate;

(c) Eighteen months where the employee is undergoing treatment in a recognized hospital for tuberculosis, cancer or leprosy;

(d) (i) 24 months in cases where the leave is required for prosecuting studies, certified to be in the University interest, provided that the employee has completed three years' continuous service on the date of commencement of extraordinary leave. In cases, where this condition is not satisfied, extra-ordinary leave to this extent may be sanctioned in continuation of any other kind of leave due and applied for (including three months extra-ordinary leave under (a) above, if the employee completes three years continuous service on the date of expiry of such leave).

(ii) when a temporary employees fails to resume duty on the expiry of the maximum period of extra-ordinary leave granted to him or where a employee who is granted a lesser amount of leave remains absent from duty for any period which together with the extra-ordinary leave granted exceeds the limit upto which he could have been granted such leave under *(i)* above, he shall unless the Board of Management in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his appointment and shall accordingly cease to be in the University employ.

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(e) Two spells of extra-ordinary leave if intervened by any other kind of leave shall be treated as one continuous spell of extra-ordinary leave for the purposes of sub-clause (a) to (d) above.

(5) Leave not due, study leave and sabbatical leave—

Temporary employee shall not be entitled for the grant of leave not due, study leave and sabbatical leave.

Note

Leave not due may be granted to temporary employees who are suffering from T.B., Leprosy, Cancer or Mental illness provided *(i)* request for such leave is supported by a medical certificate *(ii)* the official has put in a minimum of one year of service *(iii)* the post from which the official proceeds on leave is likely to last till his return to duty and *(iv)* the leave should be limited to a period of 360 days during entire service. The other conditions as applicable to permanent employees would also apply.

(E) EMPLOYEES APPOINTED ON CONTRACT

18. Employees appointed on contract will be granted leave in accordance with the terms of the contract.

(F) HONORARY AND AD HOC EMPLOYEES

19. *(i)* Honorary employees of the University shall be entitled to leave on the same terms as are applicable to whole-time temporary employees of the University.

(ii) Employees, whose appointment is treated as ad hoc for purely technical reasons may be extended the benefits admissible to temporary employees under these ordinances. In all other cases of ad hoc appointments which are for brief periods the ad hoc employees may be allowed earned leave at the rate of 2 ½ days per month of completed service.

(G) GENERAL

***(i)* General conditions:**

20. *(1)* Leave – how earned:

Leave is earned by duty only. The period spent in foreign service counts as duty if contribution towards leave salary is paid for such period.

(2) Right to leave:

(a) Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empowered to grant it without assigning any reason, if that authority considers such action to be in the interest of the University.

(b) No leave shall be granted to an employee whom a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to an employee when he is under suspension.

(3) Maximum period of absence from duty on leave:

(a) No employee shall be granted leave of any kind for a continuous period exceeding five years.

(b) Where an employee does not resume duty after remaining on leave for a continuous period of five years or where an employee after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds five years, he shall unless the Board of Management in view of the exceptional circumstances of the case otherwise determines, be removed from service after following the prescribed procedure.

(4) Application for leave:

Leave should always be applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.

Note: An employee should not leave station till the order sanctioning leave has been issued.

(5) Commencement and termination of leave:

(a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day the employee resumes his duty.

(b) Sundays and other recognized holidays (including restricted holidays) may be prefixed and/or suffixed to leave with the permission of the authority competent to sanction the leave.

(6) Rejoining of duty before the expiry of the leave:

(a) An employee on leave may not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which sanctioned him the leave.

(b) Notwithstanding anything contained in (a) above, an employee on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the Board of Management.

(7) Leave on medical grounds to be supported by medical certificate:

An employee who applies for leave on medical grounds shall support his application with a medical certificate from an Authorised Medical Officer of the University or where no such Medical Officer has been appointed, from a Registered Medical Practitioner. The authority competent to sanction leave may, however, require the applicant to appear before a Medical Board.

Leave or extension of leave on medical certificate shall not be granted beyond the date on which an employee is pronounced by a Medical Officer or Board to be permanently incapacitated for further service.

(8) Rejoining duty on return from leave on medical grounds:

No employee who has been granted leave (other than casual leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.

(9) Employment during leave:

An employee on leave shall not, without the written permission of the University, engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached; but this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar Bodies/Institutions or to any literary work or publication or radio or extension lectures or with the permission of the Vice-Chancellor, to any other academic work.

The leave salary of an employee who is permitted to take up any employment during leave shall be subject to such restrictions as the Board of Management may impose.

(10) Absence without leave or overstayal of leave:

An employee who absents himself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence. Such period shall be debited against his leave account as leave without pay unless his leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct.

(11) Leave preparatory to retirement:

An employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due not exceeding 300 days together with half pay leave due subject to the condition that such leave extends upto and includes the date of retirement.

Note: The leave granted as leave preparatory to retirement shall not include extra-ordinary leave.

(12) Leave/cash payment in lieu of leave beyond the date of retirement or quitting of service:

(i) No leave shall be granted to an employee beyond (i) the dated of retirement or, (ii) the date of his final cessation of his duties or, (iii) the date on which he retires by giving notice to the Vice-Chancellor or he is retired by University by giving him notice or pay and allowances in lieu of such notice in accordance with the terms and conditions of his service or, (iv) the date of his resignation from service.

(ii) (a) Where an employee retired on attaining the normal age prescribed for retirement under the terms and conditions governing his service the authority competent to grant leave shall *suo motu*, issue an order granting cash equivalent to leave salary for earned leave, if any, at the credit of an employee on the date of his retirement subject to a maximum of 300 days.

(b) The cash equivalent under clause (a) shall be calculated as follows and shall be payable in one lumpsum as a one-time settlement. No House Rent Allowance or City Compensatory Allowance shall be payable-

$$\text{Cash equivalent} = \frac{\text{Pay admissible on the date of retirement plus dearness allowance admissible on that date.}}{30} \times \text{number of days of unutilized earned leave at credit on the date of retirement subject to a maximum of 300 days.}$$

(iii) The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of an employee who retires from service on attaining the age of the retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of University dues, if any.

(iv) (a) Where the service of an employee has been extended, in the interest of public service beyond the date of his retirement he may be granted –

(i) during the period of extension, any earned leave due in respect of the period of such extension plus the earned leave which was at his credit on the date of his retirement subject to a maximum of 240 days/300 days, as the case may be, as prescribed in clause 5.

(ii) after expiry of the period of extension, cash equivalent in the manner provided in clause 20 (12) (ii) in respect of earned leave at credit on the date of retirement, plus the earned leave earned during the period of extension, reduced by the earned leave availed of during such period, subject to a maximum of 300 days.

(b) The cash equivalent payable under sub-clause (ii) of (a) above shall be calculated in the manner indicated in clause 20 (12) (ii) (b).

(v) An employee who retires or is retired from service in the manner mentioned in clause 20 (12) *(i) (iii)* may be granted, *suo motu,* by the authority competent to grant leave, cash equivalent of the credit subject to a maximum of 300 days and also in respect of all the half pay leave at his credit provided this period does not exceed the period between the date on which he so retires or is retired from service and the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent shall be equal to the leave salary as admissible for earned leave and/ or equal to the leave salary as admissible for half pay leave plus dearness allowance admissible on the leave salary for the first 300 days at the rates in force on the date the employee so retires or is retired from service. The pension and pension equivalent or other retirement benefits and ad hoc relief/graded relief on pension shall be deducted from the leave salary paid for the period of half pay leave, if any, for which the cash

equivalent is payable. The amount so calculated shall be paid in one lumpsum as a one-time settlement. No House Rent Allowance or City Compensatory Allowance shall be payable.

Provided that if leave salary for the half pay leave component falls short of pension and other pensionary benefits, cash equivalent of half pay leave shall not be granted.

(vi) (a) (i) Where the services of an employee are terminated by notice or by payment of pay and allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment, he may be granted, *suo motu*, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days.

(ii) If an employee resigns or quits service, he may be granted, *suo motu,* by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit subject to a maximum of 120 days.

(iii) An employee who is re-employed after retirement may, on termination of his re-employment, be granted, *suo motu,* by the authority competent to grant leave cash equivalent in respect of earned leave at his credit on the date of termination of re-employment subject to a maximum of 300 days, (including the period for which encashment was allowed at the time of retirement).

(b) The cash equivalent payable under sub-clause (vi) (a) above shall be calculated in the manner indicated in clause 20 (12) (ii) (b) and for the purpose of computation of cash equivalent under sub-clause (vi) (a) (iii) above the pay on the date of the termination or re-employment shall be the pay fixed in the scale of post of re-employment before adjustment of pension and pension equivalent of other retirement benefits, and the dearness allowance appropriate to that pay.

(13) Leave at the credit of employees who dies in harness——

(i) In case an employee dies in harness, the cash equivalent of the leave salary that the deceased employee would have got, had he gone on earned leave, but for the death, due and admissible on the date immediately following the date of death subject to a maximum of leave salary of 300 days shall be paid to his family. Further such cash equivalent shall not be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.

Note 1

In addition to the cash equivalent of leave admissible under this rule, the family of the deceased employee shall also be entitled to payment of dearness allowance only as per orders issued in this behalf separately.

(ii) Cash equivalent of leave salary in case of invalidation from service

An employee who is declared by a medical authority to be completely and permanently incapacitated for further service may be granted, *suo motu,* by the authority competent to grant leave, cash equivalent of leave salary in respect of leave due and admissible, on the date of his invalidation from service, provided that the period of leave for which he is granted cash equivalent does not extend beyond the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent thus payable shall be equal to the leave salary as calculated under clause 20 (12) (v). An employee not in permanent employ or quasi-permanent employ shall not however be granted cash equivalent of leave salary in respect of half pay leave standing at his credit on the date of his invalidation from service.

Note 2

In the case of employees governed by the contributory provident fund rules no deduction need be made out of cash equivalent of leave salary on account of University contribution to C.P. Fund.

(14) Payment of cash equivalent of leave salary in the case of death etc. of an employee:

In the event of the death of an employee while in service or after retirement or after cessation of duties but before actual receipt of its cash equivalent or leave salary under sub-clause (12) and (13) above such amount shall be payable-

(i) to the widow and if there are more widows than one, to the eldest surviving widow, if the deceased was a male employee, or to the husband, if the deceased was a female employee;

Note

The eldest surviving widow shall be determined with reference to the date of marriage and not with reference to their ages.

(ii) failing a widow or husband, as the case may be to the eldest surviving son; or an adopted son;

(iii) failing *(i)* and *(ii)* above, to the eldest surviving unmarried daughter;

(iv) failing *(i)* to *(iii)* above to the eldest surviving widowed daughter;

(vi) failing *(i)* to *(iv)* above, to the father;

(vi) failing *(i)* to *(v)* above, to the mother;

(vii) failing *(i)* to *(vi)* above, to the eldest surviving brother below the age of eighteen years;

(viii) failing *(i)* to *(vii)*, above, to the eldest surviving unmarried sister; and

(ix) failing the above, the eldest surviving widowed sister.

(15) Conversion of one kind of leave to another:

(a) At the request of the employee concerned, the University may convert retrospectively any kind of leave including extraordinary leave into a leave of different kind which was admissible to him at the time the leave was originally taken; but he cannot claim such conversion as a matter of right.

(b) If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered as the case may be.

(16) Increment during leave:

If increment of pay falls during any leave other than casual leave, special casual leave, duty leave, study leave or sabbatical leave, the effect of increase of pay will be given from the date the employee resumes duty without prejudice to the normal date of his increment, except in those cases where the leave does not count for increment.

(17) Leave year:

For the purpose of these Ordinances, unless otherwise specified, the terms 'year' shall mean calendar year running from the commencement of the calendar session to the end of the calendar session.

***(ii)* Authorities Empowered to Sanction Leave.**

21. The Vice-Chancellor is empowered to sanction leave and if he so desires delegate such powers to another officer of the University.

***(iii)* Leave Salary**

22. *(1)* An employee granted casual leave or special casual leave is not treated as absent from duty and his pay is not intermitted. During duty leave, study leave and sabbatical leave, a employee will draw pay under the provisions of clause 4, 10 and 11 respectively.

(2) An employee on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.

(3) An employee on commuted leave is entitled to leave salary equal to the amount admissible under sub-clause 22(2).

(4) An employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-clause 22(2).

(5) An employee on extraordinary leave shall not be entitled to any leave salary.

(6) An employee on special Disability leave is entitled to leave salary as admissible under Clause 13.

(7) An employee on Maternity leave is entitled to draw pay as at the time of proceeding on leave.

(8) Payment of dearness, house rent and city compensatory allowances during leave shall be governed by the provisions of the rules regarding the payment of those allowances.

(9) An employee who is granted leave beyond the date of compulsory retirement/retirement or quitting of service as the case may be, as provided under Clause 20(12) shall be entitled during such leave, leave salary as admissible under clause 20(12)(b).

(10) In the case of an employee who is granted leave earned by him during period of re-employment, the leave salary shall be based on the pay drawn by him exclusive of the pension and pension equivalent of other retirement benefits.

***(iv)* Making of rules under these Ordinances.**

23. The Vice-Chancellor may make rules under these ordinances prescribing the procedure to be followed in-

(i) Making application for leave and for permission to return to duty before the expiry of the leave;

(ii) granting leave and submission of medical certificates while proceeding or returning from leave;

(iii) the payment of leave salary;

(iv) the maintenance of records of service; and

(v) the maintenance of leave accounts.

24. Exceptions

These ordinances shall not be applicable to (a) person in respect of whom special provisions have been made by or under the provision of the Statutes of the University, (b) persons on deputation for a limited duration (c) persons appointed on consolidated salary or daily wages, (d) work charged staff and (e) persons paid from contingencies.

Amendments

25. Unless there is anything repugnant in the Indira Gandhi National Open University Act, 1985, any amendment to the CCS (Leave) Rules 1972, shall be deemed to be the amendments of the relevant provisions of these ordinances or any order or administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these ordinances, with effect from the date of such amendments/orders are brought into force by the Central Government. The above provisions will not apply to study leave for teachers, sabbatical leave and vacation leave for teachers.

Relaxation

26. When the Board of Management is satisfied that the operation of any of these ordinances cause undue hardship in any particular case, the Board of Management for reasons to be recorded, dispense with or relax the requirements of that clause, to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a most and equitable manner.

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APPENDIX-1

Bond to be executed by the teachers when granted study leave

This agreement made on this day of 20 between the Indira Gandhi National Open University being a body corporate constituted under the Indira Gandhi National Open University Act, 1985 (No.50 of 1985) (hereinafter called the University of the one part) and

(i)
resident of
(hereinafter called the Obliger of the second part):
and

(ii)
resident of; and

(iii)

resident of
(hereinafter called (ii) and (iii) – jointly the sureties of the third part)

WHERE AS THE Obliger is employed in the Indira Gandhi National Open University in the

AND WHERE AS THE Obliger has applied for Study Leave for the following purpose :

AND WHEREAS the University has agreed to grant Study Leave on the condition that after the completion of studies, the Obliger will re-join the University and serve the University for a minimum period of years. The Obliger has agreed to this condition and the sureties have also assured the University that the Obliger will perform these obligations faithfully:

1. THAT the Obliger undertakes that after completion of studies as aforesaid shall re-join the University and shall serve under the University for a minimum period of years.

2. THAT in case the Obliger fails to complete studies within the period of Study Leave or fails to re-join the service of the University on the expiry of Study Leave or resigns from the service of the University at any time before the expiry of the agreed period of service after return to duty at the University being dismissed or removed from the service by the University within the period aforesaid the Obliger and the sureties shall forthwith pay to the University or as may be directed by the University a sum of Rs. a liquidated damages and refund the advance received by the Obliger from University; and shall pay all the expenses incurred by the University on the Obliger consequent on the grant of Study Leave, provided always that if the Obliger completes 18 months service after return from study leave, then the sureties and the Obliger shall be liable to pay only half the amount of the liquidated damages.

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3. THAT the Obliger and the sureties shall pay interest at the rate of 6% per annum on the amount payable as per Clause 2 above.

4. THAT the liability of the Obliger and the sureties to pay the amount due to the University shall be joint and several and the University shall be competent to recover the amount due from all or either of them.

5. THAT hereinabove given is a continuing surety and shall not be impaired or discharged by reason of any time being granted or by any forbearance, act or omission of the University or any person authorized by it or any other indulgence or concession shown by the University to the Obliger or to anyone surety and the University shall be competent to recover the amount due from all or either of them.

6. THAT the University may at its discretion extend the Study Leave of the Obliger from time to time without any reference to the sureties and the sureties shall remain liable in all respects for the amounts payable under these presents during the original period as well as during the extended period.

7. THAT if any amount is paid by the University outside India then the Obliger and the sureties shall be liable to pay the equivalent amount in Indian Currency according to the prevalent official rate of exchange at the time of payment.

IN WITNESS WHEREOF the parties have set their hands hereto in presence of witness:

Witness No. 1 Sig. .....

(Name:)

No. 2 Sig. .....

(Name:)

Sig. .....

Obliger

Witness No. 1 Sig. .....

(Name:)

No. 2 Sig. .....

(Name:)

Sign. .....

Surety No. 1

Witness No. 1 Sig. .....

(Name:)

No. 2 Sig. .....

(Name:)

.....

Surety No. 2

Witness No. 1 Sig. .....

(Name:)

No. 2 Sig. .....

(Name:)

Officer of the University

3. ORDINANCE ON CAREER ADVANCEMENT OF TEACHERS (Under Statute 17(14) of the Statutes of the University)*

I. *Placement of Lecturers in the Senior Scale*

**(*1*) Every Lecturer in the scale of pay of Rs. 8000-275-13500 will be eligible for placement in the Senior Scale of Rs. 10000-325-15200 if he/she has:

(a) Completed 6 years of service (4 years in the case of Ph.D degree holders and 5 years in the case of M.Phil or equivalent degree holders).

(b) Participated in two refresher courses/orientation courses/summer institutes each of approximately 3-4 weeks' duration organized or recognized by the University or engaged in two or more other appropriate continuing education programmes of comparable quality and duration recognized by the University; (Those with Ph.D degree would be exempted from one refresher course); and

(*c*) Consistently satisfactory performance appraisal reports.

(2) Placement of Lecturers in the Senior Scale will be made on the recommendations of a Committee consisting of the following :

(*i*) The Vice Chancellor, or a Pro-Vice-Chancellor nominated by the Vice-Chancellor,

(*ii*) The Director of the School concerned;

(*iii*) Three professors/Readers in the concerned discipline of whom one shall be from the University, nominated by the Vice-Chancellor.

Four members of the Committee shall constitute the quorum for a meeting.

II. *Placement in the Selection Grade.*

(1) Every Lecturer in the Senior Scale will be eligible for placement in the Selection Grade of Rs. 12000-420-18300 if he/she has:

(*a*) Competed 5 years of service in the Senior Scale or 11 years of combined service as Lecturer/Lecturer in the Senior Scale (9 Years in the case of Ph.D degree holders and 10 years in the case of M.Phil degree holders);

(*b*) Made significant contributions in the areas of design of courses, development of materials either in print or in the form of audio/video cassettes, or in any aspect of the distance education system, as evidenced by performance appraisal reports, quality of publication, if any, etc.;

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* Approved by the Ministry of Human Resource Development, Deptt. of Education, vide their letter No. F.5-72/90 U.I(Desk) dt. 22.3.91

** Amendments to I(a)(b),II(1)(a)(c),III(1)(a)(b), IV(1)(a)(b),2(a)(b) made by Board at its 70th, 72nd & 73rd meetings held on 17.11.01, 1.7.02 & 25.10.02.

(*c*) Participated after placement in the Senior Scale in two refresher courses/summer institutes, each of approximately 3-4 weeks' duration organized or recognized by the University, or engaged in two or more other appropriate continuing education programmes of comparable quality and duration, recognized by the University; and

(*d*) Consistently good performance appraisal reports.

(*2*) Placement in the Selection Grade will be made on the recommendation of the Selection Committee constituted under Statute 12.

(*3*) A Lecturer in the Selection Grade can offer himself/herself for a fresh assessment for promotion to the post of Reader as and when he/she fulfils the conditions prescribed for such promotion.

III. *Promotion to the post of Reader*

(*1*) Every Lecturer in the Senior Scale will be eligible for promotion to the post of Reader in the scale of pay of Rs. 12000-420-18300 if he/she has:

(*a*) Completed 5 years of service in the Senior Scale or 9 years of combined service as Lecturer/Lecturer in Senior Scale.

(*b*) Obtained a Ph.D degree.

(*c*) Made some mark in the areas of scholarship and research in his/her discipline, or in the development of the distance education system, as evidenced by performance appraisal reports, opinions of referees on them, quality of publications, contributions to educational innovation, design of new courses and curriculum, etc;

(*d*) Participated after placement in the senior scale, in two refresher courses/summer institutes each of approximately 4 weeks' duration, organized or recognized by the University, or engaged in two or more other appropriate continuing education programmes of comparable quality and duration, recognized by the University; and

(*e*) Consistently good performance appraisal reports.

(*2*) Promotion to the post of Reader will be made on the recommendation of the Selection Committee constituted under Statute 12 for the purpose of making recommendation for appointment to the post of Reader.

IV. *Promotion to the post of Professor*

(*1*) Every Reader will be eligible for promotion to the post of Professor in the Scale of pay of Rs. 16400-450-20900-500-22400 if:-

(*a*) He/She has completed 8 years of service as Reader:

(*b*) A Professor already appointed under direct recruitment will not be eligible.

(*2*) He/She should submit the following:

(*a*) A Minimum of five research publications/articles published/units written out of which two could be books.

(*b*) A self appraisal report for the period including five years before the date of eligibility shall be submitted.

Desirable

(c) Any other academic contributions.

(*d*) Seminars/Conferences attended

(*e*) Contribution to teaching/academic environment/institutional corporate life.

(*f*) Extension and field outreach activities.

(*3*) The University shall send the minimum of five research publications, out of which two could be books, in advance to three eminent experts in the subject/area for review before inviting the Reader to present himself/herself before the Selection Committee. These three experts shall be different from those called for interview to be conducted later on (*).

(*) Modalities for assessing the publications & interview as laid down by the UGC will be followed.

V. *General*

(*1*) For the purpose of determining the length of qualifying service for placement/ promotion mentioned in the preceding clauses, the service of a person, before appointment as a Lecturer in the University, either as Lecturer or in an equivalent grade/scale of pay in other universities/colleges, national laboratories, R&D organizations, research Scientists' Scheme of the UGC, etc. will be counted as qualifying service.

Provided that such service in one or more university/college/institution/organization is continuous and is immediately preceding the commencement of service in the University.

(*2*) The benefit of past service mentioned in sub-clause (1) above will be available only if

(*a*) The qualifications for the post previously held were not lower than the qualifications prescribed by the UGC for the post of Lecturer;

(*b*) The Lecturer concerned possessed the minimum qualification prescribed by UGC for appointment as Lecturer;

(*c*) The appointment was made in accordance with the prescribed selection procedure at laid down by the University/State Government;

(*d*) The appointment was not adhoc or in a leave vacancy of less than one year duration

(3) No Lecturer/Lecturer in the Senior Scale will be eligible for placement in the Senior Scale/Selection Grade or for promotion to the post of Reader unless he has been confirmed in the services of the University;

*(4)*** In respect of the medical faculty of the School of Health Sciences, MS/MD/MDS qualification shall be treated at part with Ph.D degree for the purpose of placement of Lecturers in Senior Scale/Selection Grade or promotion to the post of Reader and promotion of Reader to the post of Professor;

(5) The requirement of participation in refresher courses/summer institutes or other continuing education programmes may be relaxed where arrangement for such courses/ programmes have not been made.

(6) The appraisal of performance of a Lecturer/Lecturer in the Senior Scale will be based on annual self-assessment reports submitted by him/her on the prescribed proforma (vide appendix) duly verified by the competent authority.

(7) The assessment of the performance of teachers shall be made in terms of the worknorms prescribed by the University.

(8) In the case of Lecturer/Lecturer (Sr. Scale)/Selection Grade/Reader who have already become eligible for placement/promotion a consolidated report on their work verified by the Director of the School concerned will be placed before the Screening/ Selection Committee for consideration.

(9) A teacher who has not been recommended by the Screening/Selection Committee for placement in the Senior Scale/Selection Grade/Promotion to the post of Reader or Professor can offer himself/herself for review after the expiry of one year from the date of promotion process/interview.(*).

(*) The date of eligibility shall be determined from the date of initiation of the process in which the teacher was not recommended.

(10) Notwithstanding anything contained in this Ordinance, the period of Extra Ordinary Leave availed of by a teacher for other than academic purpose and periods of EOL availed on personal grounds shall not qualify as service for placement is Senior Scale/ Selection Grade/promotion to the post of Reader/Professor.

(11) If the number of years required in a feeder cadre are less than those stipulated in this Ordinance, thus entailing hardship to him/her who has completed more than the total number of years in his/her entire service for eligibility in the cadres, he/she will be considered for placement in the next higher cadre after adjudging the total number of years.

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* Approved by the Board of Management as its 52nd Meeting held on 27.9.97.

** Addition of sub-clause (4) of Clause V approved by the Board of Management at its 75th meeting held on 24.5.2003.

4. ORDINANCE ON THE MANNER OF APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF (Under Statute 13(2)*

1. The University may appoint a teacher or any other academic staff working in any other university or organization for course development, preparation of instructional material, delivery of service, or for undertaking a project, or any other work for a specific period.

2. For the purpose of appointment under clause 1 above, the Bio-data of persons working in other universities, research institutions, laboratories, etc. recommended by Schools of Studies, members of the Committee of Experts/Course-writers, and other source will be considered by a Committee consisting of a Pro-Vice-Chancellor, the Director of the School/Division concerned, and another Director, nominated by the Vice-Chancellor.

3. If the Committee recommends consideration of any such person for appointment under Statute 13(2), his/her bio-data will be referred to three experts, nominated by the Vice-Chancellor, for evaluation.

4. If at least two experts recommended that the person concerned is suitable for appointment, a proposal for his/her appointment will be placed before the Board of Management alongwith the evaluation report from the experts, for its approval.

5. The terms and conditions of such appointments will be the same as on deputation prescribed by the Central Government from time to time.

6. Normally, such appointments will be for specified periods. If, however, the University is of the view that permanent absorption of such person is in the interests of the University, and if the person concerned makes a request in writing for such absorption, his case will be referred to the Selection Committee constituted under Statute 12.

7. If the Selection Committee under Statute 12 recommends his/her appointment on a regular basis, such a person will be appointed permanently in the services of the University, with the approval of the Board of Management.

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* Approved by the Ministry of Human Resource Development, Deptt. of Education, vide their letter No. F.5-73/90.U.I. (Desk) dated 16.7.91.

5. ORDINANCE ON RECOGNITION OF EXAMINATIONS/DEGREES
(Under Section 5 (1) (xiii) of the Act)*

****1.** There shall be an Equivalence Committee consisting of the following :

(i) Pro-Vice-Chancellor nominated by the Vice-Chancellor	— Chairman
(ii) Director of the School of Studies concerned	— Member Ex-officio
(iii) A Senior Faculty, as a member, to be nominated by the Vice-Chancellor	— Member
(iv) Programme/Discipline Coordinator (of the Programme for which the equivalence is sought)	— Member Ex-officio
(v) Registrar, SRE Division	— Secretary Ex-officio

2. The Committee shall

(*i*) recognize and determine the weightage to be given to the examinations conducted by other Universities or other examining bodies.

(*ii*) decide equivalence of such examinations/qualifications as may be referred to it from time to time for the purpose of admission; and

(iii) withhold, suspend or cancel recognition of any examination/qualification for such reasons and for such time as it may deem fit.

3. In special cases, the Vice-Chancellor may, if he is satisfied, grant equivalence/ recognition to any examination/ qualification of other Universities/Institutions and the action taken shall be reported to the Committee.

4. The Committee may determine the procedures for the transaction of its business. It shall formulate guidelines, for the purpose of determining equivalence and/or according recognition to examinations/qualifications, with the approval of the Academic Council.

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* Approved by the Board of Management at its 27th meeting held on 18.2.92 vide Resolution No. BM 27.7.2

** Amendment to Clause (1) was approved by the Board of Management at its 76th meeting held on 3.7.2003

6. ORDINANCE ON FEES PAYABLE BY STUDENTS (Under Section 26 (1) (a) of the Act)*

1. Fees payable

Students admitted to various courses of study of the University shall pay the fees as decided by the Academic Council from time to time.

2. Due date and mode of payment

The fees shall be payable on such dates and by such mode as may be notified from time to time.

3. Concession in Fee

The University may grant exemption from payment of fees, either in full or in part to any class or category of students as may be notified from time to time.

4. Refund of fees

Students may claim refund of any amount lying at their credit within 12months, failing which it shall lapse automatically.

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* Approved by the Board of Management at its 27th meeting held on 18.2.92 vide Resolution No. BM 27.7.2

7. ORDINANCE ON DEGREES, DIPLOMAS AND CERTIFICATES (Under Section 5 (*I*) (*iii*) of the Act)*

1. The University may award the following degrees, diplomas and Certificates to students who have successfully completed the prescribed programme of study in each case in accordance with the requirements laid down by the Academic Council from time to time.

(*i*) Ph.D

(*ii*) M.Phil

(*iii*) Masters Degree in

(*a*) Business Administration

(*b*) Distance Education

(*c*) Library and Information Science

(*iv*) Bachelor's Degree in Arts, Commerce, Science with the following subjects:

(*a*) Commerce

(*b*) Chemistry

(*c*) Economics

(*d*) English

(*e*) Hindi

(*f*) History

(*g*) Life Science

(*h*) Library & Information Science

(*i*) Mathematics

(*j*) Nursing

(*k*) Physics

(l) Political Science

(*m*) Public Administration

(*n*) Sociology

(*v*) Advanced Diploma in

(*a*) Construction Management

(*b*) Management

(*c*) Water Resources

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(*vi*) Diplomas in

(*a*) Management

(*b*) Creative Writing in English

(*c*) Creative Writing in Hindi

(*d*) Distance Education

(*e*) Higher Education

(*f*) Financial Management

(*g*) Marketing Management

(*h*) Human Resource Management

(*i*) Operations Management

(*j*) Rural Development

(*k*) Computer Applications

(*vii*) Certificates in

(a) Food & Nutrition

(*b*) Rural Development

(*c*) Guidance

2. The University may add new degrees/diplomas/certificates to those mentioned in clause 1 or delete any of them, with the approval of the Academic Council from time to time.

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* Approved by the Board of Management at its 27th meeting held on 18.2.92, vide Resolution No. BM 27.7.2

8. ORDINANCE ON DISCIPLINE AMONG STUDENTS IN RELATION TO UNIVERSITY EXAMIANTIONS (Under Statute 20(2) of the IGNOU Act)*

1. Disciplinary control of an Examination Centre

(*1*) During an examination the candidates shall be under the disciplinary control of the Superintendent of the centre who shall issue the necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the centre, he may be expelled from the examination for that session.

(*2*) The Superintendent shall immediately report the facts of such a case with full details of evidence to the Registrar (SRED) who will refer the matter to the Examination Discipline Committee. The committee will make recommendations for disciplinary action as it may deem fit to the Vice-Chancellor as provided under Clause 8.

2. Everyday, before an examination begings, the invigilators shall call upon all the candidates to search their persons, tables, desks, etc. and ask them to hand over all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late-comer is admitted this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his identification card with him.

3. Use of Unfair means

A candidate shall not use unfair means in connection with any examination.

4. The following shall be deemed to be unfair means:

(a) Talking to another candidate or any person, inside or outside the examination hall, during the examination hours without the permission of a member of the supervisory staff.

(b) Leaving the examination hall without delivering the answer book and or continuation sheet, if any, to the Superintendent or Supervisor concerned, and taking away, tearing off or otherwise disposing off the same or any part thereof;

(c) Writing on blotting paper or any other piece of paper, a question or matter connected with or relating to a question or solving a question on anything excepting the answer book or the continuation sheet supplied to the candidate.

(d) Using abusive or obscene language in the answer books.

(e) Deliberately disclosing one's identify or making any distinctive marks in the answer book for that purpose.

(f) Making an appeal to the Examiner through the answer book.

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* Approved by the Board of Management at its 29th meeting held on 19.8.92, vide Resolution No. BM 29.8.2

(g) Possession by a candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.

(h) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.

(i) Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other candidate or to any person.

(j) Smuggling into the examination hall an answer book or a continuation sheet, or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet, during or after the examination with or without the help in connivance with any person connected with the examination, or through any other agency, whatsoever.

(k) Receiving or attempting to receive, with or without the help of or in connivance with any member of the supervisory or other staff or any person, a solution to a question or a part thereof.

(l) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.

(m) Any attempt by a candidate or by any person on his behalf to influence, or interfere with directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the Provision of the clause any such person as is referred to therein who;

(i) abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so:

(ii) abuses, insults, intimidates, assaults any other candidate or threatens to do so; shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of the clause.

(n) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating of rendering any assistance to any other candidate to do any of these things.

(o) Presenting a thesis, dissertation, practical or classwork note-book wherever required, not prepared or produced by the candidate himself.

(p) Arranging to impersonate for any person, whosoever he may be, or impersonating for the candidate at the examination.

(q) Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.

(r) The Board of Management may declare any other act of omission or commission to be unfair means in respect of any or all the examinations.

5. If the Vice-Chancellor is satisfied that there has been a mass-scale copying or use of unfair means, on a mass-scale at a particular centre(s) he may cancel the Examination of all the candidates and order re-examination.

Note: where the invigilator incharge is satisfied that 33 1/3% or more students were involved in using unfair means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying.

6. *(a)* The Superintendent of the examination centre shall report to the Registrar (SRED) without delay and on the day of the occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Registrar (SRED) for the purpose.

(b) A candidate shall not be forced to give a statement but the fact of his having refused to make a statement shall be recorded by the Superintendent and shall be got attested by two other members of the supervisory staff, on duty, at the time of occurrence of the incident.

(c) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer book. The answer book in which the use of unfair means is suspected shall be seized by the Superintendent, who shall send both the answer books to the Registrar (SRED) with his report. This will not affect the concerned candidate appearing in the rest of the examinations.

(d) All cases of use of unfair means specified in sub-clauses (d), (e), (l), (n), (o), and (q) of clause 4 shall be reported immediately to the Registrar (SRED) by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examination as the case may be, with all the relevant material.

7. Examination Discipline Committee.

(a) All the cases of alleged use of unfair means shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor.

(b) The Committee shall consist of atleast three but not more than five members drawn from amongst the teachers and officers of the University.

(c) A member shall be appointed for a term of two years, and shall be eligible for re-appointment.

(d) Three members present shall constitute the quorum.

(e) Ordinarily, all decisions shall be taken by the Committee by simple majority. If the members are equally divided the case shall be referred to the Vice-Chancellor, whose decision shall be final.

(f) All decisions taken by the Examination Discipline Committee will be placed before the Vice-Chancellor for approval.

(g) A candidate may, within one month of the receipt of the decision of the University appeal to the Vice-Chancellor, in writing for a review of the case. If the Vice-Chancellor is satisfied that the representation merits consideration, he may refer the case back to the Examination Discipline Committee for reconsideration.

8. The Examination Discipline Committee may recommend that:

(*i*) The Examination for the session or paper in respect of which a candidate is found to have used unfair means specified in sub-clauses (*a*) and (*b*)of clause 4 be cancelled.

(*ii*) The Examination for the session or paper or the entire examination of a candidate in respect of which he is found to have used unfair means specified in sub-clause (c), (d), (e) and (f) of clause 4 be cancelled.

(*iii*) The entire examination of a candidate in respect of which he is found to have used unfair means specified in sub-clause (g) of clause 4 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of one year.

(*iv*) The entire examination of a candidate in respect of which he is found to have used unfair means specified in sub-clauses (*h*), (*i*), (*j*), (*k*), (*l*), (*m*), (*n*), (*o*) of clause 4 be cancelled and he shall further be disqualified from appearing at any University examination for a period of three years.

(*v*) the entire examination of a candidate in respect of which he is found to have used unfair means specified in sub-clauses (p) and (q) of clause 4 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of three years.

9. ORDINANCE ON CONDUCT OF EXAMINATIONS AND EVALUATION OF STUDENT PERFORMANCE (Under Section 26(1) (b) of the IGNOU Act)*

A. Evaluation

1. *Evaluation of Student Performance*

The successful completion of a course/programme of study for the award of degree/ diploma/certificate will be determined on the basis of the performance of students enrolled in the relevant course/programme in the manner laid down in this Ordinance.

2. *Methods of Evaluation*

Unless otherwise specified, the performance of a student enrolled in a course/ programme will be assessed:

(*1*)** continuously on the basis of the evaluation of the assignments submitted by him/her, wherever applicable;

(*2*) on the basis of an examination conducted at the expiry of the minimum duration prescribed for the concerned course/programme;

(*3*) the University may also prescribe for course/programme, wherever appropriate, execution of specific projects by students, the successful completion of which, and the levels of performance in their execution shall be taken into account in the overall assessment of student performance; and

(*4*) in appropriate cases, the University may also prescribe field work, seminars, practicals, or any other techniques/methods for assessment to determine the levels of performance of students pursing different courses/programmes.

3. *Assignments***

(*1*) The methods of evaluation for each course/programme involving the combination of one or more components mentioned in Clause 2 above, including the relative weightage to be assigned to each of those components, shall be prescribed by the Academic Council on the recommendation of the Board of the concerned School of Studies.

(*2*) A student pursuing a programme of study shall be required to submit only one assignment for each course in all programmes, wherever applicable.

(3) The assignments may be either marked by tutors/counsellors and those marked by computer (multiple choice type). The instructions to candidates about the nature and type of assignments and the schedule for its submission shall be prescribed in the relevant programme guide and/or in the course itself.

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* Approved by the Board of Management at its 29th meeting held on 19.8.92, vide Resolution No. BM 29.8.2

** Amendments to Clauses 2(1) and 3(1)(2)(3) was approved by the Board of Management at its 87th meeting held on 22.6.2007

4. *Term end Examinations**

The term end examinations for various courses/programmes will ordinarily be held in the months of June and December every year. Students will be free to appear at any of these examinations either for specific courses or for whole programmes provided that the minimum period of study prescribed for the relevant course/programme has elapsed.

However, the students, who take admission to some individual courses in January/ July Semester as per term of any MOU executed by IGNOU with any other University or accredited institution, will be allowed to appear in term-end examination of June/ December respectively of the same year so as to enable them to complete the pre-requisite course for their degrees/diplomas from the respective Universities/accredited institutions.

Provided that in keeping with the mandate to use technology, the University will conduct online examination for such programmes and such courses as may be decided from time to time. The online examination will be conducted in the manner as may be laid down by the Regulations.

5. *Grading***

(*I*) (*a*) The levels of student performance, both in continuous evaluation as well as at term end examinations in respect of all degree/diploma programmes in Management and other diploma and certificate programmes will be indicated in letter grades. These grades are:

A — Excellent
B — Very Good
C — Good
D — Satisfactory
E — Unsatisfactory

(*b*) Except for the Bachelor's degree programme of B.A., B.Com., B.Sc., and the Distance Education courses/programes, for the successful completion of a course and to qualify for the relevant degree/diploma/certificate, a student has to obtain an overall average of grade 'C' in the relevant course, provided that he/she does not obtain a grade lower than 'D' either in continuous evaluation or in term end examination.

(*c*) The students performance both in continuous evaluation as well as at term-end examinations for the programmes of BLIS, BA, Bcom., BSc., will be in numerical marking as indicated below :

For BLIS:

I Division	60% and more
II Division	50% - 59%
Pass	40% - 49%
Unsuccessful	Below 40%

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* Clause 4 amended by the Board of Management at its 68th meeting held on 24.1.2001.

** Amendment to Clause 5(1) was approved by the Board of Management at its 32nd meeting held on 22.4.93 vide Resolution No. BM 32.6.3: Amendment to Sub-Clause (1)(b) and addition of Sub-Clause 1 (e) of Clause 5 were approved by the Board of Management at its 39th meeting held on 25.11.94 vide Resolution No. BM 39.6.3.

For BA/B.Com/B.Sc:

I Division	60% and more
II Division	50% - 59%
Pass	35% - 49%
Unsuccessful	Below 35%

Provided that the marks statement/grade cards my reflect both marks as well as equivalent letter grades as specified at sub-clause (*a*) above.

(*d*) The mechanics of evaluation of assignments and answer scripts of the term-end examinations for the Programmes of Bachelor in Library and Information Science (BLIS), Bachelor of Arts (BA), Bachelor of Commerce (BCom) and Bachelor of Science (B.Sc) shall be laid down in the form of guidelines for evaluators, with the approval of the Academic Council from time to time.

(*e*) The Evaluation criteria and policy pertaining to distance education courses/ programmes will be as under:

(*i*) For PGDDE students from countries other than India and all the MADE students, STRIDE will identify the eligible candidates by the first week of April and first week of October for the June and December term-end examinations respectively every year. Eligibility will be decided on the assignment-responses, term papers and/or completion of any other type of academic exercises prescribed from time to time by March 31 and September 30 for the respective term-end examinations.

(*ii*) Project reports, wherever applicable, should have been submitted latest by May 31 and November 30 to claim course/programme results with the June and December term-end examinations respectively.

(*iii*) To complete a course successfully one needs to pass the continuous assessment with at least an average grade "D" and the corresponding term-end examination with at least a grade "C". To complete a programme successfully one must pass all the courses comprising the programme individually.

(*iv*) At a time (i.e. during a term-end examination session) a student may sit for at the most five courses (i.e., 30 credits).

(*v*) A candidate admitted to a programme can sit for the term-end examination only after completing the full academic year on the programme as well as the prescribed number of assignments, term papers etc. for it.

(*vi*) To claim a diploma or a degree one must have completed successfully all the requirements pertaining to the programme concerned in accordance with the respective regulations.

(These amendments will be effective from 1st January 1995)

(2) In respect of components other than continuous evaluation and term end examinations, wherever prescribed, the levels of attainment necessary to qualify for the award of

degrees/diplomas/certificates will be prescribed in respect of each such course of study separately by the Academic Council on the recommendation of the Board of the School of Studies concerned.

(3)* (*i*) to qualify for the award of BA/Bcom/BSc degree with a particular subject as major, a candidate should obtain 48 credits including those in application oriented courses relevant to that subject;

(*ii*) those candidates who have not secured the requisite 48 credits may be awarded the Bachelor's Degree in Arts, Commerce or Science, as the case may be, without specifying any subject as major;

(*iii*) as and when such candidates secure the requisite 48 credits, the degrees awarded to them may be converted into those with the relevant subject as major.

B. Conduct

6. *Appointment of paper setters/Moderators/Examiners*

The Directors of Schools shall draw up panels of paper-setters, moderators and examiners for each course in accordance with the provisions of Statute 10A (4) (*iv*) and submit them to the Vice-Chancellor who shall appoint the paper-setters, moderators and examiners from such panels for a period of three years. Provided that only those persons who have at least **5** years of teaching/academic experience shall be eligible for inclusion in the panel.

7. *Moderation Boards*

(A) Moderation Board for Moderating Question Papers

(1) There shall be a Moderation Board for moderating the question papers constituted as under for one or more courses for a period of three years :

(a) Director of School concerned	-	Chairman Ex-officio
(b) Professor of the Discipline concerned, and if there is no Professor, the senior most teacher in the discipline concerned.	-	Member
*(c) Three experts in the discipline/ specialization nominated by the Vice-Chancellor of whom one shall be external and one internal	-	Member

Provided that the Director of the School concerned may co-opt or associate not exceeding three other experts, if required.

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* Amendment to Clause (7)(A)(1)(c) &(d) was approved by the Board of Management at its 61st meeting held on 16.11.98.

*(d) Three members shall constitute the quorum for meetings.

(2) Functions of the Moderation Board shall be :

(a) To ensure that question paper is strictly in accordance with the course contents and the instructions, if any.

(b) To remove ambiguity in the language of question, if any.

(c) To moderate the questions so as to give ample opportunities to candidates of varying abilities.

(d) To ensure proper coverage of course contents and indicate weightage/marks for each question or part/parts thereof; time prescribed and to correct errors, if any.

(3) Members of the Moderation Board, other than the teachers of the University, shall be paid such remuneration as may be prescribed by the Board of Management from time to time.

(B) Moderation Board for Moderating Results

(1) There shall be a Moderation Board for Moderating Results constituted as under for a term of two years :

(i) Pro-Vice-Chancellor In-charge of SRE Division — Chairman

(ii) Director(s) of concerned school(s)

(iii) Registrar (SRE)

(2) The functions of the Moderation Board shall be as under :

(i) The Board shall scrutinize the statistics of results prepared by the SR&E Division and moderate the same, if need be, before declaration/publication of results.

(ii) The Board shall bring to the notice of the Vice-Chancellor lapse or omission on the part of paper setter and/or the examiners, if any, and suggest steps to rectify the same.

(iii) As a matter of policy the candidates having shortage of upto 2% marks to pass a course shall be given grace in the course concerned provided by so doing they pass the examination.

(iv) No grace shall be awarded after declaration/publication of results.

(v) In the programmes where letter grading system in evaluation of student's performance has been adopted, grade mark upto 0.05 point grade in a five point scale shall be given in the score of term-end examination to enable the candidate to pass the examination.

(vi) The recommendations of the Moderation Board shall be placed before the Vice-Chancellor for approval before declaration/publication of the term-end examination results.

** Amendment to Clause (7) was approved by the Board of Management at its 52nd meeting held on 27.9.97

8. *Examination Committee*

1) There shall be an Examination Committee as under for a term of two years:

Pro-Vice-Chancellor, Incharge of SR&E Div.	– Chairperson
Convenor, BDP Coordination Committee	– Member
Two Directors of Schools nominated by the Vice-Chancellor	– Members
Registrar, SR&E Div.	– Convenor

2) The functions of the Examination Committee shall be as under:
   a) Monitor the programme and the conduct of Term-End Examinations and Entrance Tests.
   b) Monitor the results and ensure timely declaration of results
   c) Ensure timely receipt and incorporation of assignment awards
   d) Review various statistical reports generated by SR&ED
   e) Perform such other functions as may be entrusted by the Vice-Chancellor from time to time.

9. *Conduct Procedure*

(1) The term-end examinations shall ordinarily be conducted twice a year in each course for each programme on such dates in the months of June and December and at such places as may be notified by the University from time to time. A candidate who has prosecuted the course of study for the required duration and who has submitted the required number of assignments shall be eligible to appear at the term-end examination in the course concerned.

(2) Each candidate will be required to fill in the Examination form and forward the same to the Evaluation Division of the University within the limits of the time notified.

(3) The University may allow a candidate to change the examination centre provided he/she applies atleast 30 days before the commencement of the examination on the prescribed form with requisite fee for the purpose.

(4) The conduct of examination shall be in accordance with the regulations framed by the University for the purpose.

10. *Rates of Remuneration*

(1) The remuneration to be paid to paper setters, moderators, examiners and evaluators of student assignments, answer scripts, projects etc. shall be as fixed by the Board of Management from time to time.

(2) The remuneration to be paid to various categories of persons appointed for the conduct of examinations shall be as prescribed by the Board of Management from time to time.

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* Addition of Clause 8 to the Ordinance was approved by the Board at its 93rd meeting held on 7.1.2008 and approved by the Ministry of HRD vide their letter No. F.5-16/2008-DL dt. 2.4.2008.

10. ORDINANCE ON EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF REGISTRARS*
(Under clause (2) of Statute (5)

1. Every Registrar shall be appointed on a scale of pay of Rs. 16400-450-20900-500-22400, or on such other scale of pay as may be determined by the Board of Management, from time to time. He shall, in addition to the pay in the scale mentioned above, be entitled to such other allowances as are admissible to the employees of the University from time to time.

2. Subject to the provisions of the Act and Statutes, every Registrar shall be appointed for a term of 5 years; provided that the Board of Management may renew the appointment for further terms of 5 years each.

3. The qualifications for the post of Registrar shall be as prescribed by the Board of Management from time to time.

4. The University shall provide every Registrar with unfurnished residential accommodation for which he will pay rent/license fee at the rates fixed by the University.\

Provided that if a Registrar is provided with a house which is furnished, he shall pay rent for such furniture at the rates fixed by the University.

5. Every Registrar, during his tenure, shall be entitled to leave, as admissible to the employees of the University from time to time. Provided that when an employee of the University or a College affiliated to it or of any other University or institution maintained by or affiliated to such other University, is appointed as a Registrar he shall continue to be governed by the same leave Rules to which he was entitled prior to his appointment as Registrar till he continues to hold his lien on the post.

6. Every Registrar shall be entitled to Traveling Allowance, Leave Travel Concession and Medical Attendance Rules as are admissible to the employees of the University from time to time.

7. Every Registrar shall be entitled to such terminal benefits as may be fixed by the Board of Management from time to time.

8. Every Registrar shall be entitled to subscribe to the contributory provident fund of the University till the end of his tenure:

Provided that where an employee of the University or a college or of any University or Institution maintained by or affiliated to such other University is appointed as Registrar, he shall continue to be governed by the same retirement benefit scheme to which he was entitled prior to his appointment as Registrar or till he continues to hold his lien on that post, but under this provision, the pay for the purpose of subscription to the General Provident Fund and subscription to the University Contributory Provident Fund shall be the pay drawn by him as Registrar.

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* Approved by the Board of Management at its 30th meeting held on 6.11.92 vide Resolution No. BM 30.12.1.

11. ORDINANCE ON EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF FINANCE OFFICER
(Under clause (2) of Statute (6)*)

1. The Finance Officer Shall be appointed on a scale of Rs. 16400-450-20900-500-22400, or on such other scale of pay as may be determined by the Board of Management, from time to time. He shall, in addition to the pay in the scale mentioned above, be entitled to such other allowances as are admissible to the employees of the University from time to time.

Provided that the Board of Management may appoint an officer drawn on deputation, in which case he shall be governed by the usual terms of deputation of Govt. of India.

2. Subject to the provisions of the Act and Statutes, the Finance Officer shall be appointed for a term of 5 years; provided that the Board of management may renew the appointment for further terms of 5 years each.

3. The qualifications for the post of Finance Officer shall be as prescribed by the Board of Management from time to time.

Provided that if a person is appointed to the post of Finance Officer on deputation, such person shall be in the rank of an officer of IA&AS Cadre or similar other services with at least 15 years of service to his credit.

4. The University shall provide him with unfurnished residential accommodation for which he will pay rent/license fee at the rates fixed by the University.

Provided that if he is provided with a house which is furnished, he shall pay rent for such furniture at the rates fixed by the University.

5. The Finance Officer, during his tenure, shall be entitled to leave, as admissible to the employees of the University from time to time. Provided that when an employee of the University or a College affiliated to it or of any other University or institution maintained by or affiliated to such other University or of a State Government or Govt. of India is appointed as a Finance Officer he shall continue to be governed by the same leave Rules to which he was entitled prior to his appointment as Finance Officer till he continues to hold his lien on the post.

6. The Finance Officer shall be entitled to Traveling Allowance, Leave Travel Concession and Medical Attendance Rules as are admissible to the employees of the University from time to time.

7. The Finance Officer shall be entitled to such terminal benefits as may be fixed by the Board of Management from time to time.

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* Approved by the Board of Management at its 30th meeting held on 6.11.92 vide Resolution No. BM 30.12.1.

8. The Finance Officer shall be entitled to subscribe to the contributory provident fund of the University till the end of his tenure.

Provided that where an employee of the University or a College or of any University or Institution maintained by or affiliated to such other University or of a State Govt. or the Govt. of India, is appointed as Finance Officer he shall continue to be governed by the same retirement benefit scheme to which he was entitled prior to his appointment as Finance Officer or till he continues to hold his lien on that post, but under this provision, the pay for the purpose of subscription to the General Provident Fund and subscription to the University Contributory Provident Fund shall be the pay drawn by him as Finance Officer.

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12. ORDINANCE ON SELECTION COMMITTEE PROCEDURES (Statute 12(4) of the Statutes of IGNOU)

1. The Vice-Chancellor shall fix the date and venue of the meeting of the Selection Committee.

2. A fortnight's notice of a meeting shall be given to the members.

3. The applications received for any of the posts mentioned in Statute 12, may, where necessary, be screened by a committee appointed for the purpose by the Vice-Chancellor. The Screening Committee may short list the applications taking into account the qualifications and experience prescribed and available posts.

4. The Selection Committee shall recommend candidates from among those referred to it, who are found suitable for appointment to the posts for which the Committee was constituted, for consideration by the Board of Management.

5. The decision of a Selection Committee shall be by consensus. Where necessary, the matter will be decided by a majority vote. In case there is a tie, the Chairman at the meeting shall exercise a casting vote.

6. The Vice-Chancellor shall have the power to lay down procedures in respect of matters not specified in these Ordinances.

7. The Selection Committee shall interview the candidates belonging to the Scheduled Castes and Scheduled Tribes for the posts of Lecturers separately and make its recommendations before other candidates are interviewed.

8. The Selection Committee may, for reasons to be recorded, consider the curriculum vitae of a candidate for a post not below the rank of a Reader in absentia, and make recommendations for consideration of the Board of Management.

9. Every Selection Committee shall be competent to adopt its own procedure regarding the mode of assessment of the candidates presented before it.

10. The Selection Committee may, for reasons to be recorded in writing, recommend a higher start in pay to a candidate than what is normally admissible according to rules and the Board of Management may consider such recommendations on pay fixation.

11. The Selection Committee shall draw up a panel of selected candidates in order of merit.

12. The panels recommended by a Selection Committee shall be valid for a period of one year from the date of their approval by the Board of Management. Provided that the Board of Management may, for reasons to be recorded, extend the validity of the panel by one more year.

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* Approved by the Board of Management at its 30th meeting held on 6.11.92 vide Resolution No. BM 30.12.1.

13. ORDINANCE ON RESEARCH DEGREE PROGRAMMES*
Master of Philosophy (M.Phil.)
Doctor of Philosophy (Ph.D.)

I. Management and Co-ordination

1. *Preamble***

The Degree of Master of Philosophy (M.Phil.) and the Degree of Doctor of Philosophy (Ph.D.) or such other degree may be awarded by the University to a registered student on his/her successfully completing the prescribed programme of research offered by the University in Integrated mode or otherwise.

2. *Structure and the Roles*

Research studies leading to the award of the Degree of Master of Philosophy (M.Phil.) or Doctor of Philosophy (Ph.D.) or such other degree shall be organized and managed by the following bodies in accordance with their respective roles as specified here under.

2.1 *Academic Council*

The Research degree programmes of the University shall be in accordance with the Research Policy adopted by the Academic Council subject to the provisions of the Act and the Statutes of the University.

2.2 *Research Council*

There shall be a Research Council which, subject to the overall guidance and supervision of the Academic Council, shall be responsible for the planning, management, organization and monitoring of Research programmes.

2.2.1 Subject to the provisions of the Act and Statutes, the Research Council shall perform the following functions:

(i) Management and administration of the research policy and programmes of the University.

(ii) Formulation of guidelines for registration, supervision, programme design, evaluation and awards of research degrees.

(iii) Monitoring of research indicators for such evaluation.

(iv) Determination of the criteria for purview of the research areas/themes/ topics relevant to the School Board and/or the Area Committee.

(v) Advice on research priorities and allocation of resources for research.

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* Approved by the Board of Management at its 47th meeting held on 17.5.96, by repealing the ordinance on Master of Philosophy. Notified under G.S.R. No. 135 in the Gazette of India dt. 18.3.95.

** Amendments to Clauses 1,3.2,3.3.1,3.5,3.6(iii),3.7,5.1,11.2,11.3 & 12 were approved by the Academic Council at its 32nd meeting and the Board of Management at its 81st meeting respectively. Notified under GSR No.23 in the Gazette of India dt.4-10 June,2005.

(vi) Delegation of any of these functions assigned to the Area Committee or the School Boards.

(vii) Preparation of the consolidated reports on research efforts of the University.

(viii) Any other work related to research development and co-ordination.

2.2.2 The composition of the Research Council shall be as follows:

(i) The Vice-Chancellor or a Pro-Vice-Chancellor nominated by the Vice-Chancellor shall be the Chairman of the Research Council.

(ii) Four experts (atleast two from the Board of Management), who are not employees of the University, nominated by the Vice-Chancellor.

(iii) One representative each of the Planning Board and the Academic Council nominated by the Vice-Chancellor.

(iv) Two Pro-Vice-Chancellors nominated by the Vice-Chancellor.

(v) Three Directors of Schools/Heads of Divisions nominated by the Vice-Chancellor.

(vi) Five members, three from among teachers (two internal from IGNOU, one external) and two other academic staff nominated by the Vice-Chancellor.

(vii) Officer incharge for Research Development and Coordination shall be the Member Secretary of the Research Council.

2.2.3 The term of office of the members will be three years from the date of nomination.

2.2.4 The Research Council shall meet at least twice a year. One third of the total membership shall form the quorum for the meeting.

2.3 *School Board*

The School Boards, as constituted under the provisions of Statute 10A, and with the guidance of the Research Council, shall operationalize the research degree programmes in the disciplines assigned to the concerned Schools in accordance with the policies and guidelines laid down by the Academic Council and the Research Council.

2.4 *Area Committee*

2.4.1 There shall be an Area Committee for the administration of the Research Programmes falling in the following categories:

(i) Developmental Studies – Inter-disciplinary

(ii) System-Based Areas

(iii) Any other area not covered by the Schools.

2.4.2 The Area Committee shall, subject to the overall supervision and guidance of the Research Council, perform all functions for operationalization of the research degree programmes in respect of the relevant research areas as specified in 2.4.1.

2.4.3 The Composition of the Area Committee shall be as follows:

(i) A Pro-Vice-Chancellor nominated by the Vice-Chancellor shall be its Chairman.

(ii) Director/Executive Director (STRIDE)

(iii) Director (DEC)

(iv) Three external experts nominated by the Vice-Chancellor

(v) Three Directors of the Schools/Divisions nominated by the Vice-Chancellor

2.4.4 The Area Committee shall meet as and when necessary. Fifty percent of the membership shall form the quorum for the meeting.

2.4.5 The nominated members of the Area Committee shall hold office for three years from the date of appointment. A member can be re-nominated for another term.

2.5 School Boards shall be responsible for research topics covering the disciplines assigned to the Schools concerned. However, for topics of interdisciplinary nature, the decision shall be taken by the Area committee and reported to the Research Council.

II. REGISTRATION AND SUPERVISION

3. *Registration*

3.1 The process and schedule of registration shall be prepared and announced by the University in accordance with the guidelines given by the Research Council from time to time. Secretariat of the Research Council shall be responsible for the overall co-ordination of the research programmes leading to the award of M.Phil./ Ph.D. degree, etc.

3.2 A candidate will be eligible for admission and registration for the M.Phil./Ph.D. programme provided he/she qualified:

(i) For the award of the Master's Degree of any University or any other qualification recognized as equivalent thereto in such fields of study as notified for the purpose from time to time by the University securing at least 55% marks (50% in the case of SC/ST candidates); and

(ii) Qualified in an entrance examination conducted by the University at the national level on the pattern of UGC/CSIR.

(iii) Talented graduates in a discipline, through laid down procedures will be eligible for admission into a full-time Integrated Doctoral Programme offered in collaboration with Institutions of repute.

However, candidates holding an M.Phil. degree or those candidates who have cleared JEST of DAE or UGC-NET or GATE of IIT or those having atleast five years of related teaching/practical/industry/professional experience will be exempted from appearing in the Entrance Examination.

Provided further that candidates who are employees of the University shall have completed at least two years of service in the University on the date they submit the application for registration.

3.3 There shall be two categories of M.Phil./Ph.D. students : Full-time and Part-time.

3.3.1 All those who are offered a fellowship by the University or any other agency and registered with the University to pursue a research degree programme of the University on a full-time basis shall belong to the category of full-time students. In exceptional cases, the Research Council, on the recommendation of the School Board or the Area Committee concerned, may allow registration of full-time students who do not have fellowships. The full-time students shall work on their projects either at the Headquarters or at any of the Regional Centres of the University or at any other institution recognized by the University for the purpose.

3.3.2 Students who are employed in any organization and desirous of pursuing a research degree programme may be permitted to register as part-time students. Ordinarily, Teachers and other academic staff of the IGNOU who are registered for the M.Phil./Ph.D. programme of the University while continuing on their jobs shall belong to this category. Other employees of the University may also be considered by the Research Council for registration to the M.Phil./Ph.D. programme. They shall, however, work on their research projects at their own places of employment, provided that they shall work at the Headquarters as and when needed for the purpose of their research.

3.4 All registrations to M.Phil./Ph.D. Programmes shall be provisional and the same shall be confirmed according to the procedures prescribed by the Research Council from time to time.

3.5 A candidate who has been offered registration, shall deposit the prescribed registration fee within a period of three months from the date of registration, failing which his/her registration may be treated as cancelled. However, under special circumstances, extension upto six months may be given.

3.6 The registration of a student may be cancelled for any of the following reasons:

(i) Non-payment of fees

(ii) Unsatisfactory progress

(iii) Non-compliance with the provisions of the Ordinance and other Regulations of the University.

(iv) Failure to submit the Dissertation/Thesis within the time limit prescribed.

3.7 The Research Council may consider requests for re-registration from students whose registration is cancelled. An application for re-registration, if made within a period not exceeding six months from the cancellation of the student's registration, may be considered only on the recommendation of the supervisor(s) and the Area Committee or the School Board concerned as the case may be.

3.8 The programme fees shall include registration fee, fee for the course work, evaluation fee and any other fees prescribed by the University from time to time, and shall always be charged on annual basis. All students re-registered under Clause 3.7 shall pay full fees on re-registration.

4. *Supervision*

4.1 Every student registered for a research degree programme shall be required to pursue the programme under the supervisor(s) recognized by the University. Supervision/Joint Supervision for students shall be assigned by the Area Committee or the School Board concerned in accordance with their choice from among the panel of supervisors recognized by the University provided that where there are joint supervisors, one of the supervisors shall be from the University.

4.2 All the Professors and the Readers of IGNOU shall be eligible to be research supervisors of the University. The School Board or the Area-Committee shall recommend to the Research Council, a panel of experts to be recognized as the Research supervisors who may or may not belong to the University.

4.3 An academic (includes teachers and other academic staff) with a Ph.D. degree and with at least five years post-doctoral research and/or teaching experience shall be eligible to be recognized as a Research supervisor.

4.4 At any time, a supervisor shall not guide more than 4/5 students out of whom 2/3 students may be M.Phil. and not more then 2 Ph.D. students.

4.5 Provisions may be made for payment of a suitable honorarium to the external supervisors for guiding students registered to M.Phil/Ph.D. programme.

III. Programme Design

5. *Structure*

5.1 The M.Phil. programme shall consist of 64-68 credits and the Ph.D. programme shall consist of 96-100 credits of which 32-36 credits in each case shall involve course work.

6. *Course-Work*

6.1 The course-work may comprise of the courses related to the thrust areas of research and research methodologies.

6.2 The Course work shall be prescribed by the respective Area Committee or the School Board concerned. Provided also that where such course work is deemed unnecessary, a prescription to that effect of exemption shall be made by the School Board or the Area Committee concerned to be approved by the Research Council.

6.3 A candidate may be exempted (partially or fully) from the requirement of the course work by the concerned School Board or the Area Committee and endorsed by the Research Council.

6.4 The course work in all cases may be completed within one year from the date of registration.

7. *Dissertation/Thesis*

7.1 For the M.Phil. Degree, a student shall be required to submit a dissertation. The dissertation work may take any of the forms such as field work, research study or exploratory/laboratory work or such other forms on a subject approved by the School Board or the Area Committee.

7.2 For Ph.D. degree, a student shall be required to submit a thesis in the format as may be prescribed by the School Board or the Area Committee concerned. The thesis must be a piece of original research work characterized either by the discovery of new facts or invention of new ideas or a new interpretation of theories among others.

8. *Duration*

8.1 The minimum and maximum time for completing the programme shall be 2 years to 4 years for M.Phil. and 3 years to 5 years for Ph.D. respectively, counted from the date of registration to the programme. Provided that the period may be curtailed or extended with the approval of the Vice-Chancellor.

8.2 If a student fails to submit the dissertation/thesis within the extended period, his/her registration shall be cancelled.

9. *Progress of Students*

Commencing from the date of registration a student shall submit progress reports periodically (once in six months) in the prescribed format to the supervisor(s) who shall forward them alongwith his/her remarks about and assessment of the work done that far to the Research Council through the School Board or the Area Committee concerned for review.

IV. Evaluation and awards

10. *Course Work*

10.1 The Area Committee or the School Board concerned, as the case may be, shall prescribe an evaluation scheme for the course work to be done by the students. Depending on the nature of the course and the specific needs, the evaluation methodologies may include:

(i) Evaluation system or a comprehensive examination as applicable to the prescribed credit-based courses.

(ii) A term paper on a theme or presentation of an assignment at a seminar.

(iii) Oral examination

(iv) Any combination of these methods.

10.2 A student shall be deemed to have completed his/her course work successfully if he/she obtains at least 'C' Grade (measured on a five point scale) or 50% of the maximum score in the course work.

11. *Dissertation/Thesis*

11.1 On the successful completion of the course work under clause 10, a student shall be required to pursue his research work under the guidance of his supervisor(s) at the end of which he/she shall be required to write a dissertation/thesis in terms of the relevant clauses 7.1 to 7.2 as the case may be, in accordance with the format and the guidelines prescribed by the School Board or the Area Committee concerned and submit the same to the Registrar (SRED) within the prescribed period of time.

11.2 The pattern of the evaluation scheme shall be laid down by the Academic Council. This will include among others the number of examiners, both internal/external and weightage to be given to each component of the programme.

11.3 The Research Council shall suggest such rules as may be necessary for acceptance/ revision/rejection of dissertation/thesis for approval of the Academic Council.

12. *Award of M.Phil./Ph.D. Degree*

A student shall be awarded the M.Phil/Ph.D. Degree, with the approval of the Academic Council, provided that the corresponding evaluation report given by the Examiners is satisfactory.

V. General Provisions

13. *Alternative Awards*

In case, a student, registered for the Ph.D. programme, is unable to complete that programme, he/she may, at his request, be considered for the award of M.Phil. degree provided he/she satisfies the requirements prescribed for the award of M.Phil. degree.

14. *Special Awards*

The University may consider cases for the award of M.Phil./Ph.D. degree for any original or creative work or a patent or a product or such other extraordinary work on having received an application for a proposal from the claimant himself/ herself or from any body on his/her behalf. In such a case, the Research Council, on preliminary screening by the School Board or the Area Committee concerned, may refer the work to the experts for evaluation in accordance with the procedures laid down under Clause 11 and to examine the suitability or otherwise of the claimed work for the award. The Research Council, in case it is satisfied that the work merits the award, may make an appropriate recommendation to the Academic Council for approval.

15. *Removal of Difficulties*

Notwithstanding anything contained in the above ordinance, the Vice-Chancellor may take such measures as may be necessary in respect of candidates for M.Phil./ Ph.D. who are registered with the University.

14. ORDINANCE ON ADMISSION, ELIGIBILITY, DURATION AND STRUCTURE OF VARIOUS DEGREE, DIPLOMA AND CERTIFICATE PROGRAMMES AND COURSES (Under Section 26(1) (a) of the Act)*

1. *Admission*

(1) Admission to academic programmes/courses offered by the University shall be open to all who fulfil the conditions of eligibility prescribed for each such programme/ course.

(2) The conditions of eligibility with respect to prior educational qualifications, age and such other requirements shall be prescribed by the Academic Council for each academic programme or course and the University shall make admission to these programmes/ courses subject to fulfillment of these requirements.

***(3)* It shall be open to the University to conduct such tests as it may prescribe from time to time for admission to specific academic programmes/courses.

Provided that the University may engage the services of any external agency(ies) of repute for performance of any task(s) connected with such test(s) on such terms and conditions as it may decide.

Provided further that selection of such agencies will be based on an open tender on All India basis and that tenders shall be opened and evaluated by a Committee constituted for the purpose by the Vice-Chancellor. The composition of the Tender Evaluation Committee shall be as under:

1. A Pro-Vice-Chancellor (nominated by the Vice-Chancellor) – Chairman
2. A Member of the Board of Management nominated by the Vice-Chancellor
3. Finance Officer
4. Registrar
5. Registrar (SR&E)***
6. Director, School concerned***

(4) 15% of the seats in the academic programmes/courses offered by the University shall be reserved for students belonging to Scheduled Caste and 7 ½ % for students belonging to Scheduled Tribe. Provided that the University may also make such special provision for the admission of candidates belonging to the physically handicapped and such other disadvantaged groups on the recommendations of the Academic Council from time to time.

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* Approved by the Board of Management at its 32nd meeting held on 22.3.93 vide Resolution No. BM 32.6.2.

** Amendment to clause 1(3) of ordinance was approved by the Board of Management at its 61st Meeting held on 16.11.98.

*** Amendment/addition to Clause 1(3) of Ordinance was approved by the Board at its 76th meeting held on 3.7.2003

2. *Duration of programmes and courses*

(1) The minimum and maximum duration for the academic programmes offered by the University leading to the award of degrees, diplomas and certificates shall be prescribed for each such programme on the recommendations of the Academic Council. The Academic Council may also prescribe such other conditions as the students have to fulfil to become eligible for the award of degrees, diplomas and certificates.

(2) The minimum and maximum duration for the courses offered by the University shall be prescribed by the Academic Council.

3. *Structure and pattern of programmes*

The University may, on the recommendations of the Academic Council, prescribe the structure and pattern of the programmes offered by it leading to the award of degree, diploma and certificate. Provided that the University shall endeavour to organize all its programmes on the basis of modular structure, flexibility in the combination of courses as well as methods and pace of learning, course wise registration for various programmes, etc.

IndiaCode

15. Ordinance on Emoluments, Terms and Conditions of Service of Directors (other than Directors of Schools) and their Powers and Functions (Under Clauses (3) & (4) of Statute 4)*

1. In this Ordinance, the expression 'Director' means a Director appointed under Statute 4 but does not include Directors of Schools of Studies.

2. Every Director shall be appointed by the Board of Management in the manner specified in the Statutes and on a scale of pay of Rs. 16400-450-20900-500-22400 or on such other scale of pay as may be determined by the Board of management, from time to time. He/she shall, in addition to the pay in the scale mentioned above, be entitled to such other allowances as are admissible to the employees of the University from time to time.

3**. (i) Subject to the provisions of the Act and Statutes, every Director shall be appointed for a term of three years; provided that the Board of management may renew the appointment, for further terms of 3 years each.

(ii) Notwithstanding anything contained in the Ordinance, a Director may resign after giving three months notice in writing to the Board of Management or by paying three months salary in lieu thereof; provided that the requirement of notice is waived by the Vice-Chancellor at his discretion and the matter reported to the Board of Management (A self-contained note on each case shall be put up to BOM giving the circumstances which warranted exercise of the Power by the Vice-Chancellor);

4. The qualifications for the post of Director shall be as prescribed by the Board of Management from time to time.

5**. Every Director, during his tenure, shall be entitled to leave, as admissible to the teachers of the University from time to time except for sabbatical leave and vacation. When an employee of any other University or institution maintained by or affiliated to such other University, is appointed on deputation as a Director, he/she shall continue to be governed by the same leave rules to which he/she was entitled prior to his/her appointment as Director till the end of his deputation. In such cases, leave salary and pension contributions or employer's share of PF as the case may be, shall be remitted by the University to the lending Institution/University as per rules modified from time to time.

6. Every Director shall be entitled to Traveling Allowance, Leave Travel Concession and Medical Attendance Rules as are admissible to the employees of the University from time to time.

7. Every Director shall be entitled to such terminal benefits as may be fixed by the Board of Management from time to time.

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* Approved by the Board of Management at its 48th meeting held on 30.7.96

** Amendment to Clauses 3 & 5 was approved by the Board at its 81st meeting held on 16.11.2004.

8. Every Director shall be entitled to subscribe to the contributory provident fund of the University till the end of his/her tenure:

   Provided that where an employee of the University or a college affiliated to it or of any University or Institution maintained by or affiliated to such other University is appointed as Director, he/she shall continue to be governed by the same retirement benefit scheme to which he/she was entitled prior to his appointment as Director or till he/she continues to hold his/her lien on that post, but under this provision, the pay for the purpose of subscription to the General Provident Fund and subscription to the University Contributory Provident Fund shall be the pay drawn by him/her as Director.

9 Every Director shall perform such functions and exercise such powers as may be assigned/delegated to him/her by the Vice-Chancellor and/or the Board of Management.

IndiaCode

1. Regulations for Convocations at Headquarters (Clause 8 of Ordinance 1)

1. Not less than four weeks notice of the Convocation shall be given by the Registrar or an Officer designated for the purpose by the Vice-Chancellor.

2. The Registrar, or the Officer designated for the purpose, shall issue to each member of the Convocation alongwith the notice, a copy of the programme of the Convocation and information about the procedure to be observed thereat.

3. A candidate for a degree/diploma must submit his application to the Registrar or the Officers designated on or before the date prescribed for the purpose, for the award of the degree/diploma at the Convocation in person or in absentia.

4. Honorary degree(s) shall be conferred either at the annual or at the special Convocation held at Delhi only and may be taken in person or in absentia.

5. The presentation of the person(s) on whom honorary degree(s) is/are to be conferred at the Convocation shall be made by the person specified by the Vice-Chancellor.

6. The Presiding Officer, Chief Guest, the other members of the Academic procession and the candidates receiving degrees/diplomas, shall wear the academic robes as specified by the Academic Council.

7. The Academic Procession shall comprise Registrar, Directors of School of Studies, Members of the Planning Board, Academic Council, Board of Management, the Pro Vice-Chancellors, the Vice-Chancellor and the Chief Guest.

   The procession shall be led by the Registrar, followed in double file by the Directors of Schools of Studies, Members of the Planning Board, Members of the Academic Council, Members of the Board of Management, the Pro Vice-Chancellors in that order, and, in the end, the Vice-Chancellor paired with the Chief Guest.

   The persons forming the Academic procession shall assemble and stand in the prescribed order. They will be introduced to the Chief Guest/the Chairman by the Vice-Chancellor after which the Procession will enter the Hall.

8. The members of the Academic Procession shall take the seats on the dais as reserved for them. The seating on the dais shall be as follows.

   In the front, close to the audience, will be the seats earmarked for the Vice-Chancellor, the Chief Guest and other dignitaries, if any, specially invited to the Convocation. On both sides will be the podia with the mikes.

   Behind the seats of the dignitaries will be, at some distance, rows of seats divided by a central passage, each row consisting of 5-6 or more seats depending on the length of the stage, on the left and an equal number on the right of the passage. The number of rows will depend on the number of persons joining the Academic Procession. Each seat will be given a specific number and each person

in the procession will be informed of his seat number in advance. The seating will be arranged in such a way that the PVCs and members of the Board of Management will occupy the front rows followed by Members of the Academic Council, the Planning Board, and Directors of School of Studies in that order. The Registrar will be allotted a seat nearest to the left side podium.

9. When the Procession enters the Convocation Hall, the candidates and the audience shall rise and remain standing until the members of the Procession have taken their seats.

10. Invocation

11. The Registrar requests the Vice-Chancellor in the following words to open the Convocation and present his report.:

"Vice-Chancellor, Sir, I request you to declare the Convocation open at the Headquarters and at _____ Regional Centres and present the Progress Report of the Indira Gandhi National Open University."

12. The Vice-Chancellor will declare the Convocation open, with the permission of the Chairman, in the following words:

"I declare the Convocation open."

13. The Vice-Chancellor will welcome the gathering and present the progress report of the University.

14. The Vice-Chancellor will then say: "Let the candidates for the award of Degrees, Diplomas be presented."

15. The Directors of Schools concerned will present the candidates for Degrees/ Diplomas in the following words:

"Sir, I present to you _____ candidates of Degrees/Diploma in _____ at the Headquarters and _____ at Regional Centres including _____ candidates in absentia, whose names are given in the list, who have successfully completed the programme and have been found qualified for the award of the Degree/Diploma in _____ I request that Degree/Diploma be awarded to them."

The candidates receiving the Degrees/Diplomas shall stand while they are being presented and remain standing until the Vice-Chancellor admits them to the respective Degrees, Diplomas.

16. The Vice-Chancellor will admit the candidates to the degrees/diplomas in the following words:

"By virtue of the authority vested in me as Vice-Chancellor of Indira Gandhi National Open University, I award you the degree/diploma in _____ and charge you to be worthy of the qualifications that you have earned."

17. The Honorary Degree(s), if any, shall be conferred by the Vice-Chancellor on presentation of the Candidate(s) who is/are to receive degree(s) by the person appointed for the purpose, who will read the citation.

18 The Vice-Chancellor shall confer the Honorary degree in the following words:

"By virtue of the authority vested in me as the Vice-Chancellor of Indira Gandhi National Open University, I confer on you the Degree of _____ (honoris causa)."

19 The Vice-Chancellor will request the Chief Guest to award the Medals to the eligible candidates. The Pro Vice-Chancellor concerned will present the candidates for award of Gold Medal in the Following words:

"Sir, I present to you _____ candidates for the award of the medals, as they have been found meritorious. I request that the University Medals be awarded to them."

20. The Vice-Chancellor will then request the Chief Guest to address the Convocation.

"I request _____ to address the Convocation."

21. The Registrar shall obtain the signatures of the Vice-Chancellor in the Convocation Register.

22. The Registrar will request the Vice-Chancellor, in the following words to close the Convocation:

"Vice-Chancellor, Sir, I request you to declare the Convocation closed."

23. The Vice-Chancellor, with the permission of the Chief Guest, will declare the Convocation closed in the following words:

"I declare the Convocation closed at the Headquarters. The function will continue at Regional Centres as per their programme."

24. The National Anthem (all present to stand).

25. The academic procession will then leave the Convocation Hall in the reverse order. The degree/diploma holders and the audience in the Hall will remain standing till the procession has left the Hall.

Approved by the Academic Council at its 19th Meeting held on 28.2.97.

These Revised Regulations repeal the earlier Regulations on the subject made by the Academic Council at its meeting held on 10-1-1989 and as amended from time to time.

2. Regulations for the meetings of the Board of Management (Section 27 of the IGNOU Act)*

1. The date for a meeting of the Board of Management shall be fixed by the Vice-Chancellor, who is the Chairman of the Board.

2. The notice for a meeting of the Board of Management shall be issued by the Registrar, designated by the Board of Management.

3. Ordinarily, a notice in writing of 21 days shall be given for a meeting of the Board of Management. Provided that an emergent meeting of the Board of Management may be convened by giving a shorter notice for reasons to be recorded in writing by the Vice-Chancellor.

4. The Registrar, designated by the Board of Management, shall circulate, at least 7 days before the meeting, the notes on the items of the agenda to be considered at a meeting. Provided that it shall be open to the Chairman, at his discretion, to bring up such items which are urgent and important in nature for consideration at the meeting itself.

5. A special meeting of the Board of Management may be convened by the Registrar, designated by the Board of Management, if a request to this effect is received in writing from not less than 1/3rd of the total number of members of the Board of Management, on a day to be fixed in consultation with the Vice-Chancellor. Members requisitioning such a special meeting should indicate the agenda item(s) which they propose to discuss at the meeting, and the special meeting will consider only those items. Provided that a special meeting shall not be held unless all the members who requisitioned such a meeting are present. Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.

6. Where a meeting of the Board of Management has been duly convened and no quorum is present within half an hour of the time appointed for the meeting, the meeting will be adjourned to the same day and time in the next week or to such other day and at such other time and place, as the members of the Board may decide, and notice for the adjourned meeting shall be sent to all the members of the Board of Management. If no quorum is present at an adjourned meeting within half an hour of the appointed time, the members present shall constitute the quorum.

7. Where a matter is to be considered by the Board of Management, it shall be open to the Chairman (Vice-Chancellor) to obtain the approval of the members of the Board by circulation. In that event, the draft resolution shall be circulated together with explanatory notes and copies of the papers and documents connected therewith and the draft resolution shall be deemed to have been approved, if it is signed by a majority of the members of the Board of Management.

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* Approved by the Board of Management in its 20th meeting held on 5th October, 1990; subsequently, amendments to Clauses 1,6,12 & 13 were approved by the Board of Management at its 34th meeting held on 3rd September, 1993.

8. The conduct of business at a meeting of the Board of Management shall be regulated by the Chairman.

9. Ordinarily all decisions shall be by consensus. However, if circumstances so warrant, the Chairman may put a resolution to vote and the decision shall be carried by a majority. In case of a tie, the Chairman shall have a casting vote as well.

10. The minutes of the meeting shall be prepared by the Registrar, designated by the Board of Management, ordinarily within a week's time after the date of meeting, who shall submit the same to the Chairman for his approval. The minutes approved by the Chairman shall be circulated to the members for their comments. Comments, if any, received from the members shall be considered at the following meeting before the minutes are confirmed.

11. The decisions taken at a meeting of the Board may be implemented by the University on the basis of the minutes approved by the Chairman.

12. The power to amend, repeal or add to these Regulations shall vest with the Board of Management.

13. These Regulations shall come into force from the date of their approval by the Board of Management.

IndiaCode

3. Regulations for the meetings of the Planning Board (Section 27 of the IGNOU Act)*

1. These regulations may be called "Regulations of the meetings of the Planning Board" and they shall come into force from the date they are notified by the University.

2. The date for a meeting of the Planning Board, hereinafter referred to as Board, shall be fixed by the Vice-Chancellor, who is the Chairman of the Board.

3. The notice for a meeting of a Board shall be issued by the Director (P&DD), designated by the Board of Management as its Member-Secretary.

4. Ordinarily, a notice in writing of 21 days shall be given for a meeting of the Board. Provided that an urgent meeting of the Board may be convened by giving a shorter notice for reasons to be recorded in writing by the Vice-Chancellor.

5. The Director (P&DD), designated by the Board of Management, as its Member-Secretary, shall circulate, at least 7 days before the meeting, the notes on the items of the agenda to be considered at a meeting. Provided that it shall be open to the Chairman, at his discretion, to bring up such items which are urgent and important in nature for consideration at the meeting itself.

6. A special meeting of the Board may be convened by the Director (P&DD), designated by the Board of Management as its Member-Secretary, if a request to this effect is received in writing for not less than 1/3rd of the total number of members of the Board, on a day to be fixed in consultation with the Vice-Chancellor. Members requisitioning such a special meeting should indicate the agenda item(s) which they propose to discuss at the meeting, and the special meeting will consider only those items. Provided that a special meeting shall not be held unless all the members who requisitioned such a meeting are present. Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.

7. Where a meeting of the Board has been duly convened and no quorum is present within half an hour of the time appointed for the meeting, the meeting will be adjourned to the same day and time in the next week or to such other day and at such other time and place, as the members of the Board may decide, and notice for the adjourned meeting shall be sent to all the members of the Board. If no quorum is present at an adjourned meeting within half an hour of the appointed time, the members present shall constitute the quorum.

8. Where a matter is to be considered by the Board it shall be open to the Chairman (Vice-Chancellor) to obtain the approval of the members of the Board by circulation. In that event, the draft resolution shall be circulated together with explanatory notes and copies of the papers and documents connected therewith and the draft resolution shall be deemed to have been approved, if it is signed by a majority of the members of the Board.

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* Approved by the Board of Management at its 35th meeting held on 1.12.1993.

Regulations paras 3,5,6, and 11 amended by the Board of Management at its 79th meeting held on 30.4.2004

9. The conduct of business at a meeting of the Board shall be regulated by the Chairman.

10. Ordinarily all decisions shall be by consensus. However, if circumstances so warrant, the Chairman may put a resolution to vote and the decision shall be carried by a majority. In case of a tie, the Chairman shall have a casting vote as well.

11. The minutes of the meeting shall be prepared by the Director (P&DD), designated by the Board of Management as its Member-Secretary ordinarily within a week's time after the date of meeting, who shall submit the same to the Chairman for his approval. The minutes approved by the Chairman shall be circulated to the members for their comments. Comments, if any received from the members shall be considered at the following meeting before the minutes are confirmed.

12. The decisions taken at a meeting of the Board may be implemented on the basis of the minutes prepared and approved by the Chairman.

13. The power to amend, repeal or add to these Regulations shall vest with the Board of Management.

IndiaCode

4. Regulations for the meeting of the Academic Council (Section 27 of the IGNOU Act)*

1. These regulations may be called "Regulations for the meetings of the Academic Council" and these shall come into force on the date they are notified by the University.

2. The date for a meeting of the Academic Council hereinafter referred to as "Council" shall be fixed by the Vice-Chancellor, who is the Chairman of the Council.

3. The notice for a meeting of the Council shall be issued by the Director (Academic-Coordination), designated by the Board of Management as its Member-Secretary.

4. Ordinarily, a notice in writing of 21 days shall be given for a meeting of the Council. Provided that an urgent meeting of the Council may be convened by giving a shorter notice for reasons to be recorded in writing by the Vice-Chancellor.

5. The Director (Academic-Coordination), designated by the Board of Management as its Member-Secretary shall circulate, at least 7 days before the meeting, the notes on the items of the agenda to be considered at a meeting. Provided that is shall be open to the Chairman, at his discretion, to bring up such items which are urgent and important in nature for consideration at the meeting itself.

6. A special meeting of the Council may be convened by the Director (Academic-Coordination), designated by the Board of Management as its Member-Secretary, if a request to this effect is received in writing from not less than 1/3rd of the total number of members of the Council on a day to be fixed in consultation with the Vice-Chancellor, Members requisitioning such a special meeting should indicate the agenda items(s) which they propose to discuss at the meeting and the special meeting shall consider only those items. Provided that a special meeting shall not be held unless all the members who requisitioned such a meeting are present. Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.

7. Were a meeting of the Council has been duly convened and no quorum is present within half an hour of the time appointed for the meeting, the meeting will be adjourned to the same day and time in the next week or to such other day and at such other time and place, as the members of the Council may decide, and notice for the adjourned meeting shall be sent to all the members of the Council. If no quorum is present at an adjourned meeting within half an hour of the appointed time, the members present shall constitute the quorum.

8. Were a matter is to be considered by the Council it shall be open to the Vice-Chancellor to obtain the approval of the members of the Council by circulation. In that event, the draft resolution shall be circulated together with explanatory notes and copies of the papers and documents connected therewith and the draft resolution shall be deemed to have been approved, if it is signed by a majority of the members of Council.

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* Approved by the Board of Management at its 35th meeting held on 1.12.1993.

Regulations paras 3,5,6, and 11 amended by the Board of Management at its 79th meeting held on 30.4.2004

9. The conduct of business at a meeting of Council shall be regulated by the Chairman.

10. Ordinarily all decisions shall be by consensus. However, if circumstances so warrant, the Chairman may put a resolution to vote and the decision shall be carried by a majority. In case of a tie, the Chairman shall have a casting vote as well.

11. The minutes of the meeting shall be prepared by the Director (Academic-Coordination), designated by the Board of Management as its Member-Secretary ordinarily within a week's time after the date of meeting, who shall submit the same to the Chairman for his approval. The minutes approved by the Chairman shall be circulated to the members for their comments. Comments, if any received from the members shall be considered at the following meeting before the minutes are confirmed.

12. The decisions taken at a meeting of the Board may be implemented on the basis of the minutes approved by the Chairman.

13. The power to amend, repeal or add to these Regulations shall vest with the Board of Management.

IndiaCode

5. Regulations for the meetings of the Research Council (Section 27 of the IGNOU Act)*

1. These regulations may be called "Regulations for the meetings of the Research Council" and these shall come into force on the date they are notified by the University.

2. The date for a meeting of the Research Council hereinafter referred to as "Council" shall be fixed by the Vice-Chancellor, who is the Chairman of the Council.

3. The notice for a meeting of the Council shall be issued by the Member-Secretary of the Research Council.

4. Ordinarily, a notice in writing of 21 days shall be given for a meeting of the Council. Provided that an urgent meeting of the Council may be convened by giving a shorter notice for reasons to be recorded in writing by the Vice-Chancellor.

5. The Member-Secretary of the Research Council shall circulate, at least 7 days before the meeting, the notes on the items of the agenda to be considered at a meeting. Provided that it shall be open to the Chairman, at his discretion, to bring up such items which are urgent and important in nature for consideration at the meeting itself.

6. A special meeting of the Council may be convened by the Member-Secretary, if a request to this effect is received in writing from not less than 1/3rd of the total number of members of the Council which shall constitute the quorum on a day to be fixed in consultation with the Chairman. Members requisitioning such a special meeting should indicate the agendas item(s) which they propose to discuss at the meeting and the special meeting shall consider only those items. Provided that a special meeting shall not be held unless all the members who requisitioned such a meeting are present. Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.

7. The Research Council shall meet at least once in every six months and shall have a Standing Committee which shall meet at least once in every quarter.

8. Where a meeting of the Council has been duly convened and no quorum is present within half an hour of the time appointed for the meeting, the meeting will be adjourned to the same day and time in the next week or to such other day and at such other time and place, as the members of the Council may decide, and notice for the adjourned meeting shall be sent to all the members of the Council. If no quorum is present at an adjourned meeting within half an hour of the appointed time, the members present shall constitute the quorum.

9. Where a matter is to be considered by a Council it shall be open to the Vice-Chancellor to obtain the approval of the members of the Council by circulation. In that event, the draft resolution shall be circulated together with explanatory notes and copies of the papers and documents connected therewith and the draft resolution shall be deemed to have been approved, if it is signed by a majority of the members of Council.

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* Approved by the Board of Management at its 86th meeting held on 1.4.2006.

10. The conduct of business at a meeting of Council shall be regulated by the Chairman.

11. Ordinarily all decisions shall be by consensus. However, if circumstances so warrant, the Chairman may put a resolution to vote and the decision shall be carried by a majority. In case of a tie, the Chairman shall have a casting vote as well.

12. The minutes of the meetings of the Research Council shall be prepared by the Member-Secretary ordinarily within a week's time after the date of meeting, who shall submit the same to the Chairman for his approval. The minutes approved by the Chairman shall be circulated to the members for their comments. Comments, if any received from the members shall be considered at the following meeting before the minutes are confirmed.

13. The decisions taken at a meeting of the Research Council may be implemented on the basis of the minutes prepared and approved by the Chairman.

14. The power to amend, repeal or add to these regulations shall vest with the Board of Management.

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