# UNIVERSITY OF ALLAHABAD

# A CENTRAL UNIVERSITY

# ACT, STATUTES & FIRST ORDINANCES (ENGLISH)

# ORDINANCE UNIVERSITY OF ALLAHABAD

## INDEX


| ORDINANCE No. | INDEX | PAGE No. |
|---|---|---|
| CHAPTER I<br>ORDINANCE I | THE OFFICERS OF THE UNIVERSITY<br>THE PRO VICE-CHANCELLOR | 02 – 03 |
| ORDINANCE II | THE DEANS OF THE FACULTIES | 03 – 04 |
| ORDINANCE III | THE REGISTRAR | 04 – 07 |
| ORDINANCE IV | THE FINANCE OFFICER | 07 – 11 |
| CHAPTER–II<br>ORDINANCE V | FUNCTIONARIES OF THE UNIVERSITY<br>HEADS OF DEPARTMENTS | 12 – 13 |
| ORDINANCE VI | THE DEAN OF RESEARCH AND DEVELOPMENT | 13 – 14 |
| ORDINANCE VII | THE DEAN OF COLLEGE DEVELOPMENT | 15 – 16 |
| ORDINANCE VIII | THE DEAN STUDENTS WELFARE | 16 – 17 |
| ORDINANCE IX | THE PROCTOR | 18 – 19 |
| ORDINANCE X | THE LIBRARIAN | 19 – 20 |
| ORDINANCE XI | THE BOARD OF FACULTIES | 20 – 27 |
| ORDINANCE XII | SELECTION COMMITTEES FOR APPOINTMENTS OF TEACHERS | 27 – 33 |
| ORDINANCE XIII | APPOINTMENTS OF CHAIRS AND EMERITUS PROFESSORS AND ADJUNCT FACULTY. | 33 – 34 |
| ORDINANCE XIV | THE BOATRD OF STUDIES | 35 – 38 |
| ORDINANCE XV | THE DEPARTMENTAL COMMITTEE | 38 – 39 |
| ORDINANCE XVI | PLANNING AND DEVELOPMET BOARD | 39 – 42 |
| ORDINANCE XVII | THE BUILDING AND WORKS COMIITTEE | 42 – 44 |
| ORDINANCE XVIII | TRHE DEAN COLLEGE DEVELOPMENT COUNCIL | 44 – 46 |
| ORDINANCE XIX | THE INTERNATIONAL STUDENTS ADVISORY BOARD | 46 – 49 |
| ORDINANCE XX | THE LIBRARY SYSTEM AND LIBRARY COMMITTEE | 49 – 55 |
| ORDINANCE XXI | THE BOARD OF STUDENT WELFARE | 55 – 57 |
| ORDINANCE XXII | THE BOARD OF HEALTH | 57 – 59 |
| ORDINANCE XXIII | THE DELEGACY AND THE BOARD OF RESIDENCE | 59 – 74 |
| ORDINANCE XXIV | THE BOARD OF DISCIPLINE | 74 – 79 |
| ORDINANCE XXV | THE WOMEN ADVISORY BOARD | 79 – 80 |
| ORDINANCE XXVI | UNIVERSITY COLLEGE MAINTAINED BY THE UNIVERSITY | 80 – 86 |
| ORDINANCE XXVII | UNIVERSITY INSTITUTES, INDEPENDENT CENTRES AND SCHOOLS | 86 – 97 |
| ORDINANCE XXVIII | THE INSTITUTE OF INTER-DISCIPLINARY STUDIES | 97 – 102 |
| ORDINANCE XXIX | THE INSTITUTE OF PROFESSIONAL STUDIES | 102 – 106 |
| ORDINANCE XXX | THE NATIONAL CENTRE OF EXPERIMENTAL MINEROLOGY AND PETROLOGY | 106 – 108 |
| ORDINANCE XXXI | THE CENTRE OF BEHAVIOUARL AND COGNITIVE SCIENCES | 108 – 109 |
| ORDINANCE XXXII | THE INSTITUTE OF CORRESPONDENCE COURSES AND CONINUING EDUCATION | 109 – 116 |
| ORDINANCE XXXIII | UNIVERSITY COLLEGES MAINTEINED BY THE UNIVERSITY | 116 – 117 |
| ORDINANCE XXXIV | CONSTITUENT INSTITUTES | 117 – 122 |
| ORDINANCE XXXV | CONSTITUENT COLLEGES | 122 – 156 |
| ORDINANCE XXXVI | GRANT OF AUTONOMOUS STATUS TO CONSTITUENT COLLEGES | 156 – 166 |
| ORDINANCE XXXVII | TEACHING AND ACADEMIC STAFF | 166 – 167 |
| ORDINANCE XXXVIII | SELECTION AND APPOINTMENT OF TEACHERS (INCLUDING PRINCIPAL IN THE CONSTITUENT COLLEGES) | 168 – 176 |


P.T.O.

# INDEX


| ORDINANCE No. | INDEX | PAGE No. |
|---|---|---|
| ORDINANCE XXXIX | QUALIFICATIONS FOR APPOINTMENT TO THE POST OF TEACHERS (INCLUDING PRINCIPALS) IN THE UNIVERSITY AND CONSTITUENT COLLEGES | 176 – 184 |
| ORDINANCE XLI | CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY | 185 – 199 |
| ORDINANCE XLII | CONSITIONS OF SERVICE OF TEACHERS OF THE CONSTITUENT COLLEGES | 199 – 213 |
| ORDINANCE XLIII | LEAVE RULES FOR TEACHERS OF THE UNIVERSITY AND THE CONSTITUENT COLLEGES | 213 – 235 |
| ORDINANCE XLIV | PART TIME LECTURERS AND GUEST FACULTY | 235 – 240 |
| ORDINANCE XLV | CAREER ADVANCEMENT OF TEACHERS OF THE UNIVERSITY | 240 – 247 |
| ORDINANCE XLVI | CAREER ADVANCEMENT OF TEACHERS OF THE CONSTITUENT COLLEGES | 247 - 254 |
| ORDINANCE XLVII | ACADEMIC STAFF OTHER THAN TEACHERS | 254 – 255 |
| ORDINANCE XLVIII | CLASSIFICATION AND APPOINTMANT OF THE NON-TEACHING STAFF OF THE UNIVERSITY | 255 – 256 |
| ORDINANCE XLIX | CLASSIFICATION AND APPOINTMANT OF THE NON-TEACHING STAFF OF THE CONSTITUENT COLLEGES | 256 – 257 |
| ORDINANCE L | TERMS AND CONDITIONS OF SERVICE OF NON-TEACHING EMPLOYEES OF THE UNIVERSITY AND THE CONSTITUENT COLLEGES | 257 – 310 |
| ORDINANCE LI | ACADEMIC PROGRAMMES AND THE ORGANIZATION AND CONDUCT OF TEACHING | 310 – 314 |
| ORDINANCE LII | GENERAL PROVISION OF ADMISSION | 314 – 321 |
| ORDINANCE LIII | ADMISSION TO COURSES OF STUDY UNDER THE UNIVERSITY | 321 – 325 |
| ORDINANCE LIV | GENERAL PROVISIONS ON COURSES OF STUDY | 325 |
| ORDINANCE LV | THE ORGANIZATION AND CONDUCT OF RESEARCH | 325 – 326 |
| ORDINANCE LVI | THE DOCTOR OF PHILOSOPHY PROGRAMME | 326 – 343 |
| ORDINANCE LVII | THE MASTER OF PHILOSOPHY | 344 |
| ORDINANCE LVIII | THE DEGREES OF DOCTOR OF LETTERS, DOCTOR OF SCIENCE AND DOCTOR OF LAW | 344 |
| ORDINANCE LIX | THE AWARD OF FELLOWSHIP, SCHOLARSHIPS, STUDENTSHIP, MEDALS AND PRIZES. | 345 |
| ORDINANCE LX | THE ORGANIZATION AND CONDUCT OF EXAMINATIONS | 345 – 353 |
| ORDINANCE LXI | GENERAL PROVISIONS ON EXAMINATIONS | 353 – 358 |
| ORDINANCE LXII | CONVOCATIONS AND INVERSTITURES | 358 – 359 |
| ORDINANCE LXIII | THE REGISTRATION OF GRADUATES | 359 – 363 |
| ORDINANCE LXIV | ADMINISTRATIVE RULESAND PROCEDURES | 363 – 364 |
| ORDINANCE LXV | APPOINTMENT OF COMPASSIONATE GROUNDS | 364 – 367 |
| ORDINANCE LXVI | ASSOCIATION OF THE STAFF AND THE STUDENTS | 367 – 369 |
| ORDINANCE LXVII | GENERAL ASSOCVIATIONS OF REPRESENTATIVE COUNCILS OF STUDENTS | 369 – 370 |


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GOVERNMENT OF INDIA
**MINISTRY OF HUMAN RESOURCE DEVELOPMENT**
(DEPARTMENT OF SECONDARY AND HIGHER EDUCATION)

## UNIVERSITY OF ALLAHABAD, ALLAHABAD

## THE ORDINANCES OF THE UNIVERSITY

# NOTIFICATION

No.: C-187/A-3/VC-08 Dated: Allahabad, the 9th February, 2008

The Vice-Chancellor, in exercise of the powers conferred by sub-section (2) of Section 29 of the University of Allahabad Act, 2005, hereby makes the first Ordinances of the University, as set forth in the APPENDIX. Notification

The previous approval of the Central Government has been accorded to the Ordinances, *vide* letter of the Ministry of Human Resource Development, Department of Secondary and Higher Education, No. F.32-24/2006-Desk (U), dated New Delhi, the 1st February, 2008.

The Ordinances shall come into force with immediate effect.

## *CHAPTER I: THE OFFICERS OF THE UNIVERSITY*

### ORDINANCE I: THE PRO-VICE-CHANCELLOR

*(Under Statute 4)*

### ORDINANCE

Officers of the University:

The Pro-Vice-Chancellor

1. (a) The Pro-Vice-Chancellor appointed on whole-time basis shall draw salary in the scale of pay prescribed by the University Grants Commission from time to time:

Provided that a Professor appointed as Pro-Vice-Chancellor in addition to his duties as Professor shall, for the duration of his appointment as such, draw every month, in addition to his pay in his substantive post, special pay equal to one annual increment in the scale of pay of his substantive post:

Provided further that in all cases where a superannuated person is appointed as Pro-Vice-Chancellor, or the person appointed as Pro-Vice-Chancellor superannuates during his term as such, the pension drawn by him shall be deducted from his salary as Pro-Vice-Chancellor:

Provided also that a Pro-Vice-Chancellor serving as such on whole-time basis shall also be entitled to Dearness Allowance, City Compensatory Allowance and such other allowances and benefits as are admissible to University employees from time to time, but in case he is in receipt of pension the said allowances and benefits shall be governed by the rules of the Central Government in this regard.

(b) The Pro-Vice-Chancellor serving on whole-time basis shall be entitled to such terminal benefits (namely, General Provident Fund/Contributory Provident Fund/Pension/Gratuity) as may be admissible in accordance with the following rules:

(i) A Professor of the University shall continue to be governed by the terminal benefit scheme of the University (namely, General Provident Fund/Contributory Provident Fund/Pension/ Gratuity) to which he was entitled prior to his appointment as Pro-Vice-Chancellor.

(ii) An employee of any institution admitted to the privileges of this University, or an employee of any University other than this University, or of any institution maintained by or admitted to the privileges of such other University, shall continue to be governed by the same terminal benefit scheme (namely, General Provident Fund/Contributory Provident Fund/Pension/ Gratuity) to which he was entitled prior to his appointment as Pro-Vice-Chancellor, till he continues to hold his lien on his post at such other University or such institution.

2. The Pro-Vice-Chancellor serving as such on whole-time basis shall be governed by the following rules in respect of travelling allowance and leave:

(i) The Pro-Vice-Chancellor shall be entitled to travelling allowance at such rates as may be fixed by the Executive Council.

(ii) The Pro-Vice-Chancellor shall be entitled to leave on full pay at the rate of thirty days in a calendar year and the leave shall be credited to his account in advance in two half-yearly instalments of fifteen days each on the first day of January and July every year:

Provided that if the Pro-Vice-Chancellor assumes or relinquishes charge of the office of the Pro-Vice-Chancellor during the currency of a half year, leave shall be credited proportionately at the rate of two and-a-half days for each completed month of service.

(iii) In addition to the leave referred to in sub-clause (iv), the Pro-Vice-Chancellor shall also be entitled to half-pay leave at the rate of twenty days for each completed year of service, and half-pay leave may also be availed of as commuted leave on full pay on medical certificate:

Provided that when such commuted leave is availed of, twice the amount of half-pay leave shall be debited against half-pay leave due.

(iv) A Professor of the University serving as Pro-Vice-Chancellor on whole-time basis shall be allowed to avail himself of any leave at his credit before joining as such and in the event of his resumption of duties on his earlier post, or joining a new post in the University, after demitting or relinquishing the office of Pro-Vice-Chancellor, shall be entitled to carry back the leave at his credit as Pro-Vice-Chancellor to the earlier or the new post.

3. In the case of a Professor appointed as Pro-Vice-Chancellor in addition to his duties as Professor, the Vice-Chancellor may at any time after such appointment direct that he shall continue as Pro-Vice-Chancellor on whole-time basis for the remaining part of the term of office for which he has so been appointed, and such direction shall be reported to the Executive Council:

Provided that a Professor appointed as Pro-Vice-Chancellor in addition to his duties as Professor shall, upon attaining the age of superannuation before the end of the term of office which he has so been appointed, be entitled to continue as Pro-Vice-Chancellor for the duration of his re-employment (if any) after superannuation, but not beyond the date on which such term shall end in the normal course:

Provided further that where the term, for which a Professor has so been appointed as Pro-Vice-Chancellor, has not ended on the date of the completion of his re-employment after superannuation as Professor, the incumbent shall continue as Pro-Vice-Chancellor on whole-time basis for the remainder of the said term.

## ORDINANCE II: THE DEANS OF FACULTIES

*(Under Statute 5)*

### ORDINANCE

The Deans of Faculties

1. The Dean shall have the power to convene, or cause to be convened, meetings of the Board of the Faculty, and shall preside at all such meetings and ensure that the decisions of the Board, not being decisions that require the concurrence or endorsement of any other authority or the Vice-Chancellor, are implemented.

2. The Dean shall be responsible for —

(i) the due observance of the Statutes, Ordinances and Regulations relating to the Faculty;

(ii) the faithful observance of the decisions of the Executive Council and the Academic Council relating to the Faculty and to the courses of study and research degree programmes thereunder;

(ii) bringing the financial and other needs of the Faculty to the notice of the Vice-Chancellor;

3. The Dean shall take necessary measures for the proper custody and maintenance of the Libraries, Laboratories and other assets of the Departments comprised in the Faculty.

4. In all matters concerning the Faculty as a whole, the Dean alone shall represent the Faculty in communications with the Vice-Chancellor or with other officers or authorities of the University.

5. The Dean shall have the right to issue instructions to the Principals of Constituent Colleges, and to the Director of the Institute of Correspondence Courses and Continuing Education, on all matters relating to the courses of study in the Constituent Colleges, or in the said Institute, that are within the jurisdiction of the Faculty, and it shall be the duty of the Principal and the Director to ensure compliance with such instructions:

Provided that all such instructions shall be reported by the Dean to the Vice-Chancellor.

6. The Vice-Chancellor may, for reasons to be recorded in writing, by order direct that a teacher appointed to any subject or Department in a Faculty shall be placed under the immediate supervision of the Dean for such period as may be specified in such order, and in such a case the teacher concerned shall perform such academic duties in the Department and such other duties as may be specified in the order.

7. The Dean shall have such other powers and duties as may be prescribed by the Ordinances and Regulations.

## ORDINANCE III: THE REGISTRAR

*(Under Statutes 6 and 15)*

### ORDINANCE

**The Registrar**

1. (a) Appointments to the post of Registrar shall be by selection, after Advertisement in the manner laid down by the Executive Council, and the following categories of persons shall be eligible to be considered for appointment thereon:

(1) Persons, who have knowledge or experience of academic or educational or institutional administration and are working in Universities or other institutions of higher or technical education or research establishments:

(i) as Professor (or equivalent); or

(ii) as teacher or academic or research staff, with a service of at least fifteen years including eight years in the rank/grade of Reader (or equivalent); or

(iii) as administrative officer/functionary, and hold a Master's degree with at least 55% marks (or its equivalent grade in the Seven-point scale of the University Grants Commission) and with service of at least fifteen years, including eight years as Deputy Registrar or equivalent.

(2) Persons working in Government or a Public Sector Undertaking and possessing appropriate administrative/managerial experience with a service of at least ten years in posts of Group 'A' level or with an overall service of at least fifteen years including eight years in posts of Group 'A' level.

2. (a) Subject to the provisions of sub-clause (b), the terms and conditions of service of the Registrar shall be such as may be prescribed in the Statutes, the Ordinances and the Regulations, and shall include the terms and conditions embodied in the written contract, in the form set out in the **SCHEDULE** to this Ordinance, to be entered by him with the University:

Provided that, where the Registrar has been appointed on deputation from his parent organisation or service, the conditions and benefits governing his deputation, to the extent that the same are not inconsistent with the rules of the Central Government in this regard, shall stand incorporated in the said contract:

Provided further that in respect of the Registrar appointed under clause (b) to sub-section (1) of Section 45, the terms and conditions specified in clauses 4 and 5, shall not be inconsistent with the provisions of his deputation to the University.

(b) A person already serving this University shall, upon appointment as the Registrar, be entitled to maintain lien, seniority, annual increments and privileges of leave and terminal benefits on his substantive post for the duration of his term of office as Registrar:

Provided that an employee of any other University (i. e. a University other than this University), including any institution maintained by or admitted to the privileges thereof, or of any institution admitted to the privileges of this University, or an employee of the Central Government of any institution of higher education maintained by the Central Government, appointed as Registrar shall be governed by the standard terms of deputation prescribed by the Central Government.

3. (a) The Registrar shall be appointed on such scale of pay as may be prescribed by the University Grants commission from time to time.

(b) The Registrar shall be entitled to leave, leave-salary, allowances, provident fund and other benefits as prescribed by the University from time to time for the administrative staff of the University.

4. The University shall provide the Registrar with unfurnished residential accommodation for which rent or licence fee shall be payable at the usual rate:

Provided that a person already serving the University shall, upon appointment as the Registrar, be entitled to retain such residential accommodation of the University as he may lawfully be a licensee of at the time of such appointment on the rate of rent admissible to him for the same.

5. The Registrar shall work under the supervision of the Vice-Chancellor.

## *THE SCHEDULE TO ORDINANCE III*

*(See sub-clause (a) of clause 2)*

## FORM OF AGREEMENT (CONTRACT OF SERVICE) WITH THE REGISTRAR OF THE UNIVERSITY

Form of Agreement with the Registrar

AGREEMENT MADE this ..... day of the Month of ..... in the Year .....

between

Dr/Sri/Smt./Km....., of the first part

(hereinafter called 'the Registrar')

and

the UNIVERSITY OF ALLAHABAD, of the other part

(hereinafter called 'the University'):

WHEREAS, in accordance with the provisions of the University of Allahabad Act, 2005 (hereinafter called "the Act"), and the Statutes, the Ordinances and the Regulations made thereunder (hereinafter called "the "the Statutes", "the Ordinances" and "the Regulations", respectively),

Dr/Sri/Srimati/Km. .....

has been appointed to the post of Registrar of the University, with effect from the date he/she takes charge of the duties of the said post,

by the Central Government, for a term of three years, under the provisions of clause (b) to sub-section (1) of section 45 of the Act,

or

by the University, for a term of five years, whereafter he may be re-appointed to the post, under the provisions of clause (2) to Statute 6 of the Statutes,

and the Registrar has accepted the said appointment,

IT IS HEREBY AGREED as follows —

1. That the Registrar hereby undertakes to exercise the powers assigned to him/her by the provisions of the Act, the Statutes, the Ordinances and the Regulations, as amended from time to time, in accordance with the conditions laid down for such exercise by the said provisions, and to perform and fulfil such functions and duties in, and for, the University, as may be required of, or entrusted to, him/her, under the said provisions and also under the rules made, or directions issued, from time to time, by the authorities of the University in matters in respect of which they are empowered, by the said provisions, to make such rules or issue such directions:

   PROVIDED that the Registrar shall, except if he/she has been appointed as such under the provisions of clause (b) to sub-section (1) of section 45 of the Act, be on probation for a period of one year in the first instance and the Executive Council of the University may in its discretion extend such period of probation by one year:

   PROVIDED FURTHER that the Registrar shall be bound by such terms and conditions of service, and shall be entitled to such benefits in respect of pay, allowances, leave and other facilities and incidents of service, and to such terminal benefits, as laid down by or under the said provisions, and shall retire in accordance with the said provisions: PROVIDED ALSO that in respect of any matter which has not been provided for in this Agreement, the Registrar shall be governed by the said provisions and, where any such matter has also not been provided for in the said provisions, by the rules of the Central Government for the time being in force.

2. That the scale of pay attached to the post to which the Registrar is appointed shall be Rs ....., as revised by the competent authority from time to time, along with such allowances as may be admissible from time to time in accordance with the rules of the University, and the Registrar shall, from the date he/she takes charge of his/her duties, as aforesaid, be granted pay at the rate of Rs ..... *per mensem* in the said scale of pay and shall receive pay in the succeeding stages in such scale, unless the annual increment is withheld in pursuance of the provisions of the Act, the Statutes, the Ordinances and the Regulations, as amended from time to time:

   PROVIDED THAT where the Registrar has been appointed as such on deputation from the post held by immediately before joining the post of Registrar, or from the cadre or service of which he is a member, he shall be paid, for joining the University, such travelling expenses as admissible to an officer of the Central Government of equivalent rank under the relevant Rules of the said Government, deeming his/her appointment as on transfer in the public interest.

3. That the Registrar hereby undertakes to submit himself/herself to the Vice-Chancellor of the University, and to such other officer or officers under whom he/she may, for the time being, be placed by the Vice-Chancellor or the authorities of the University, in accordance with the provisions of the Act, the Statutes, the Ordinances and the Regulations, and shall obey, and to

the best of his/her ability carry out, the lawful directions of any officer, authority or body of the University, to the authority whereof he/she is, while this Agreement is in force, subject, under the said provisions.

4. That the Registrar hereby undertakes to abide by and conform to the rules of conduct, as amended from time to time, laid down for salaried officers or administrative staff by the Statutes, the Ordinances and the Regulations, and any information obtained by him/her during or in connection with his/her service and the work upon which he/she is engaged shall be treated as secret and confidential and he/she shall be deemed in all respects to be subject to the Indian Officials Secrets Act, 1923, as amended from time to time.

5. That on the termination of this Agreement for whatever cause, the Registrar shall deliver up to the University all records, property and other goods and articles belonging to the University that may be in his possession.

6. That the mutual rights and obligations of the parties hereto shall, in all matters, be governed by the provisions of the Act, the Statutes, the Ordinances and the Regulations, for the time being in force, which shall be deemed to be incorporated herein and shall be as such a part of this Agreement as if they were reproduced herein.

IN AFFIRMATION WHEREOF the parties hereto affix their hands, and the party of the other part also affixes his seal, to this Agreement, on the day and year first above written, and deliver the same, in the presence of the witnesses who have affixed their signatures hereinbelow.

| | |
|---|---|
| *Signature of the Chairman of the Executive Council on behalf of the University* | *Signature of the Registrar* |
| Witness No. 1: | Witness No. 2: |
| *Signature* | *Signature* |
| Name: ..... | Name: ..... |
| Address: ..... | Address: ..... |
| ..... | ..... |
| ..... | ..... |

## ORDINANCE IV: THE FINANCE OFFICER

*(Under Statutes 7 and 15)*

### ORDINANCE

The Finance Officer

1. (a) Appointments to the post of Finance Officer shall be by selection, after Advertisement in the manner laid down by the Executive Council, and the following categories of persons shall be eligible to be considered for appointment thereon:

(1) Persons, who have knowledge or experience of financial administration/management and are working in Universities or other institutions/establishments of higher education/research:

(i) as Professor (or equivalent); or

(ii) as teacher or academic or research staff, with a service of at least fifteen years including eight years in the rank/grade of Reader (or equivalent); or

(iii) as financial officer/functionary, holding a Post-graduate degree in Commerce/ Management with at least 55% marks or its equivalent grade (in the UGC Seven-point scale) and with service of at least fifteen years, including eight years as Deputy Registrar or Deputy Finance Officer or equivalent.

(2) Persons working in Government or a Public Sector Undertaking and possessing appropriate experience of financial administration/management with a service of at least ten years in posts of Group 'A' level or with an overall service of at least fifteen years including eight years in posts of Group 'A' level.

(3) Chartered Accountants with an experience of not less than twelve years as Chartered Accountant.

2. (a) Subject to the provisions of sub-clause (b), the terms and conditions of service of the Finance Officer shall be such as may be prescribed in the Statutes, the Ordinances and the Regulations, and shall include the terms and conditions embodied in the written contract, in the form set out in the **SCHEDULE** to this Ordinance, to be entered by him with the University:

Provided that, where the Finance Officer has been appointed on deputation from his parent organization or service, the conditions and benefits governing his deputation, to the extent that the same are not inconsistent with the rules of the Government of India in this regard, shall stand incorporated in the said contract:

Provided further that in respect of the Finance Officer appointed under clause (b) to sub-section (1) of Section 45, the terms and conditions specified in clauses 4 and 5, shall be not be inconsistent with the provisions of his deputation to the University.

(b) A person already serving the University shall, upon appointment as the Finance Officer, be entitled to maintain lien, seniority, annual increments and privileges of leave and terminal benefits on his substantive post for the duration of his term of office as Finance Officer:

Provided that an employee of any other University (i. e. a University other than this University), including any institution maintained by or admitted to the privileges thereof, or of any institution admitted to the privileges of this University, or an employee of the Central Government of any institution of higher education maintained by the Central Government, appointed as Finance Officer shall be governed by the standard terms of deputation prescribed by the Central Government.

3. (a) The Finance Officer shall be appointed on the same scale of pay as prescribed by the University Grants Commission from time to time for the post of Registrar.

(b) The Finance Officer shall be entitled to leave, leave-salary, allowances, provident fund and other benefits as prescribed by the University from time to time for the administrative staff of the University.

4. The University shall provide the Finance Officer with unfurnished residential accommodation for which rent or licence fee shall be payable at the usual rate:

Provided that a person already serving this University shall, upon appointment as the Finance Officer, be entitled to retain such residential accommodation of the University as he may lawfully be a licensee of at the time of such appointment on the rate of rent admissible to him for the same.

5. The Finance Officer shall work under the supervision of the Vice-Chancellor.

6. The Finance Officer, in furtherance of the powers and duties specified in clause (7) of Statute 7, shall —

(i) ensure that no expenditure, not authorised in the budget, shall be incurred by the University, otherwise than by way of investment;

(ii) arrange for the conduct of continuous internal audit of the accounts of the University and for the pre-audit of such bills as may be required to be pre-audited in accordance with the provisions in that behalf;

(iii) keep a constant watch on the state of the cash and bank balances and on the state of investments;

(iv) subject to the provisions of the Ordinances, and the directions of the Executive Council, collect the incomes, disburse the payments and maintain the accounts of the University:

Provided that the Vice-Chancellor, by order, may, subject to the overall responsibility of the Finance Officer, assign the power to collect the incomes, disburse the payments and maintain the accounts of a University College maintained by the University, a University Institute, an independent Centre, a Project or special Grant or of a Unit or entity organised on self-financing basis, to such officer or functionary or other person in charge of the same as he may by order authorise in this behalf:

Provided that any such order shall be duly reported to the Finance Committee and the Executive Council, and shall provide for the observance by such officer or functionary or other person, of the rules of the University in respect of the maintenance of accounts and the conduct of audit;

(v) disallow any proposed expenditure which may contravene the provisions of the Act, the Statutes and the Ordinances;

(vi) ensure that no other financial irregularity is committed and that steps are taken to set right any irregularity pointed out during audit.

## *THE SCHEDULE TO ORDINANCE IV*

*(See sub-clause (a) of clause 2)*

## FORM OF AGREEMENT (CONTRACT OF SERVICE) WITH THE FINANCE OFFICER OF THE UNIVERSITY

Form of Agreement with the Finance Officer

AGREEMENT MADE this ..... day of the Month of ..... in the Year .....

between

Dr/Sri/Smt./Km....., of the first part

(hereinafter called 'the Finance Officer')

and

the UNIVERSITY OF ALLAHABAD, of the other part

(hereinafter called 'the University'):

WHEREAS, in accordance with the provisions of the University of Allahabad Act, 2005 (hereinafter called "the Act"), and the Statutes, the Ordinances and the

Regulations made thereunder (hereinafter called "the "the Statutes", "the Ordinances" and "the Regulations", respectively),

Dr/Sri/Srimati/Km. .....

has been appointed to the post of Finance Officer of the University, with effect from the date he/she takes charge of the duties of the said post,

by the Central Government, for a term of three years, under the provisions of clause (b) to sub-section (1) of section 45 of the Act,

or

by the University, for a term of five years, whereafter he may be re-appointed to the post, under the provisions of clause (2) to Statute 7 of the Statutes,

and the Finance Officer has accepted the said appointment,

IT IS HEREBY AGREED as follows —

1. That the Finance Officer hereby undertakes to exercise the powers assigned to him/her by the provisions of the Act, the Statutes, the Ordinances and the Regulations, as amended from time to time, in accordance with the conditions laid down for such exercise by the said provisions, and to perform and fulfil such functions and duties in, and for, the University, as may be required of, or entrusted to, him/her, under the said provisions and also under the rules made, or directions issued, from time to time, by the authorities of the University in matters in respect of which they are empowered, by the provisions, to make such rules or issue such directions:

PROVIDED that the Finance Officer shall, except if he/she has been appointed as such under the provisions of clause (b) to sub-section (1) of section 45 of the Act, be on probation for a period of one year in the first instance and the Executive Council of the University may in its discretion extend such period of probation by one year:

PROVIDED FURTHER that the Finance Officer shall be bound by such terms and conditions of service, and shall be entitled to such benefits in respect of pay, allowances, leave and other facilities and incidents of service, and to such terminal benefits, as laid down by or under the said provisions, and shall retire in accordance with the said provisions:

PROVIDED ALSO that in respect of any matter which has not been provided for in this Agreement, the Finance Officer shall be governed by the said provisions and, where any such matter has also not been provided for in the said provisions, by the rules of the Central Government for the time being in force.

2. That the scale of pay attached to the post to which the Finance Officer is appointed shall be Rs ....., as revised by the competent authority from time to time, along with such allowances as may be admissible from time to time in accordance with the rules of the University, and the Finance Officer shall, from the date he/she takes charge of his/her duties, as aforesaid, be granted pay at the rate of Rs ..... *per mensem* in the said scale of pay and shall receive pay in the succeeding stages in such scale, unless the annual increment is withheld in pursuance of the provisions of the Act, the Statutes, the Ordinances and the Regulations, as amended from time to time:

PROVIDED THAT where the Finance Officer has been appointed as such on deputation from the post held by immediately before joining the

post of Finance Officer, or from the cadre or service of which he is a member, he shall be paid, for joining the University, such travelling expenses as admissible to an officer of the Central Government of equivalent rank under the relevant Rules of the said Government, deeming his/her appointment as on transfer in the public interest.

3. That the Finance Officer hereby undertakes to submit himself/herself to the Vice-Chancellor of the University, and to such other officer or officers under whom he/she may, for the time being, be placed by the Vice-Chancellor or the authorities of the University, in accordance with the provisions of the Act, the Statutes, the Ordinances and the Regulations, and shall obey, and to the best of his/her ability carry out, the lawful directions of any officer, authority or body of the University, to the authority whereof he/she is, while this Agreement is in force, subject, under the said provisions.

4. That the Finance Officer hereby undertakes to abide by and conform to the rules of conduct, as amended from time to time, laid down for salaried officers or administrative staff by the Statutes, the Ordinances and the Regulations, and any information obtained by him/her during or in connection with his/her service and the work upon which he/she is engaged shall be treated as secret and confidential and he/she shall be deemed in all respects to be subject to the Indian Officials Secrets Act, 1923, as amended from time to time.

5. That on the termination of this Agreement for whatever cause, the Finance Officer shall deliver up to the University all records, property and other goods and articles belonging to the University that may be in his possession.

6. That the mutual rights and obligations of the parties hereto shall, in all matters, be governed by the provisions of the Act, the Statutes, the Ordinances and the Regulations, for the time being in force, which shall be deemed to be incorporated herein and shall be as such a part of this Agreement as if they were reproduced herein.

IN AFFIRMATION WHEREOF the parties hereto affix their hands, and the party of the other part also affixes his seal, to this Agreement, on the day and year first above written, and deliver the same, in the presence of the witnesses who have affixed their signatures hereinbelow.

| | |
|---|---|
| *Signature of the Registrar on behalf of the University* | *Signature of the Finance Officer* |
| Witness No. 1: | Witness No. 2: |
| *Signature* | *Signature* |
| Name: ..... | Name: ..... |
| Address: ..... | Address: ..... |
| ..... | ..... |
| ..... | ..... |

*CHAPTER II: FUNCTIONARIES OF THE UNIVERSITY*

## ORDINANCE V: HEADS OF DEPARTMENTS

*(Under clause (8) of Statute 14)*

### ORDINANCE

Functionaries of the University:

Heads of Departments

1. (a) The Head of the Department shall be appointed by the Vice-Chancellor from amongst the Professors of the Department, by rotation in the order of seniority, for a term of two years:

Provided that in case —

(i) there is no Professor in the Department, the Head of the Department shall be appointed from amongst the Readers of the Department, by rotation in the order of seniority, for a term of two years or till a Professor joins the Department, whichever is earlier; or

(ii) there is no Professor or Reader in the Department, the Vice-Chancellor may, for the time being, appoint the Dean or a Professor of the Faculty to officiate as the Head.

(b) In case the Head of a Department is absent on leave or duty, or is unable to perform his duties for any other cause, the senior-most teacher of the Department, other than a Lecturer, or in case there is no Professor and no Reader in the Department, or the post of the Head cannot be filled under the provisions of sub-clause (a) or of this sub-clause, the Dean of the Faculty shall officiate as the Head.

(c) A teacher officiating as the Head under this clause shall not be entitled to represent the Head in any meeting of the Selection Committee for the appointment of teachers of the Department but may participate in such meeting as member under any other provision of the Statutes or the Ordinances.

(d) Notwithstanding anything contained in clause (a), every teacher serving as Head of a Department, immediately before the commencement of this Ordinance, shall be deemed to have been appointed under this Ordinance from the date of his initial appointment as Head of the Department, and shall continue as such in case he has not already completed a term of two years.

2. The Head of the Department shall convene and preside over all meetings of the Department, other than meetings of any Committee constituted by the Departmental Committee of which he is not the Chairperson:

Provided that the Head shall have the right to be present and to speak at any meeting of any Committee appointed by the Departmental Committee, or by himself, of which he is not a member.

3. The Head of the Department shall:

(a) be responsible to the Dean of the Faculty for the organisation and conduct of the teaching and research work in the Department;

(b) shall manage the academic, administrative and financial affairs of the Department and, subject to the provisions of the Ordinances, have the power to delegate or assign teaching duties and academic and administrative functions to the teachers of the Department;

(c) shall give due regard to the recommendations of the Departmental Committee constituted under the provisions of Statute 14(9) on matters under its jurisdiction;

(d) be responsible for the due observance of the Statutes, Ordinances and Regulations relating to the Department;

(e) be responsible for the faithful observance of the decisions, relating to the Department and to the courses of study and research degree programmes thereunder, taken by the Executive Council, the Academic Council and the Board of the Faculty;

(f) be responsible for bringing the financial and other needs of the Department to the notice of the Vice-Chancellor:

Provided that, in all matters concerning the Department as a whole, the Head alone shall represent the Department in communications to the Dean of the Faculty, the Vice-Chancellor and other officers or authorities of the University;

(g) be responsible for the proper custody, maintenance and utilisation of the Libraries, Laboratories and other assets of the Department, subject to such provisions as may be laid down by the Dean of the Faculty in this regard;

(h) co-ordinate the work of the Committees, appointed on standing basis or for special purposes, by the Departmental Committee;

(i) exercise administrative supervision over the academic staff (other than teachers) and the non-teaching staff posted in the Department, without prejudice to the disciplinary control over them assigned to the Registrar or any other officer or authority under the provisions of the Statutes and the Ordinances;

(j) perform such other duties as may be assigned to him by the Ordinances or by the Board of the Faculty, the Academic Council, the Executive Council or the Vice-Chancellor.

## ORDINANCE VI: THE DEAN OF RESEARCH AND DEVELOPMENT

*(Under Statute 25 and clause (j) of sub-section (1) of Section 29)*

### ORDINANCE

The Dean of Research and Development

1. The Dean of Research and Development shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall discharge his duties in addition to his own duties as Professor, and shall be entitled to such allowance and facilities as may be determined by the Executive Council.

2. The Dean of Research and Development shall be responsible to the Vice-Chancellor for the discharge of his duties and his term of office shall ordinarily be two years unless determined earlier by the Executive Council on the recommendation of the Vice-Chancellor:

Provided that in case the Dean of Research and Development is absent on leave or duty, or is unable to perform his duties for any other cause, the Vice-Chancellor may assign the duties of the office to a Professor or an officer of the University.

3. The Dean of Research and Development shall *ex officio* be a Member of the Planning and Development Board and, subject to the provisions of the Ordinances, shall:

(i) recommend steps for the coordination of activities towards strengthening the Research and Development efforts and initiatives of the University;

(ii) advise the Vice-Chancellor in the formulation of guidelines for the

submission of research projects to funding agencies and the undertaking of consultancy projects by faculty groups and individual faculty members, and perform such functions, as may be assigned by the Vice-Chancellor in respect of institutional support for, and the monitoring of the progress of, such research and consultancy projects;

(iii) develop linkages with academic and research institutions, governmental, industrial and business concerns as well as Research and Development organisations, for offering the expertise and facilities of the University for research and consultancy projects and executing collaborative and sponsored programmes, including the strengthening of research facilities in the University with their support;

(iv) provide advice and support to faculty members and researchers in the filing of patents and other aspects of the generation and protection of intellectual property rights;

(v) take steps for promoting Technology Development Mission projects, Technology transfer initiatives, including provision of product and process testing facilities, dissemination of know-how in the forms usable by the manufacturing industries and technical support to small scale industry and engineering entrepreneurs *inter alia* by organising Specialised Workshops and Entrepreneurship Development courses or programmes for their benefit; and

(vi) generally provide advice and support in respect of the promotion of Research and Development activities in the University.

4. (a) There shall be a Research and Development Advisory Committee, which shall consist of the following persons, namely:

(i) the Vice-Chancellor, who shall be the Chairperson;

(ii) the Pro-Vice-Chancellor;

(iii) the following persons, nominated by the Vice-Chancellor, after consultation with the Dean of Research and Development, for a term of two years —

(1) two Professors of the University;

(2) one person who is, or has been a Professor of a Central University or an institution of Engineering/Technology established and funded by the Central Government;

(3) two persons, with appropriate qualifications or experience, from industry or a corporate or other organisation; and

(iv) the Dean of Research and Development, who shall be the Secretary.

(b) The Research and Development Advisory Committee shall offer advice on matters relating to Research and Development, and in particular on developing and strengthening linkages and collaborative arrangements in this regard with academic and research institutions, governmental, industrial and business concerns as well as Research and Development organisations, on matters placed before it by the Vice-Chancellor or the Dean of Research and Development, and on other matters within the purview of the Dean of Research and Development.

(c) The meetings of the Research and Development Advisory Committee shall ordinarily be held at intervals of four months, or sooner if so required, and shall be convened, under the instructions of the Vice-Chancellor, by the Dean of Research and Development, who shall also record and maintain the proceedings and conduct the correspondence thereof, exercise administration supervision over the staff assigned to the Board and submit an annual report on its work and decisions to the Executive Council, through the Registrar.

## ORDINANCE VII: THE DEAN OF COLLEGE DEVELOPMENT

*(Under clause (5) of Statute 31)*

### ORDINANCE

The Dean of College Development

1. The Dean of College Development shall be appointed on the recommendation of the Vice-Chancellor and shall discharge his duties in addition to his own duties as Professor, and shall be entitled to such allowance and facilities as may be determined by the Executive Council.

2. The term of office of the Dean of College Development shall be two years, unless determined earlier by the Executive Council on the recommendation of the Vice-Chancellor, and he shall be eligible for re-appointment:

Provided that in case the Dean of College Development is absent on leave or duty, or is unable to perform his duties for any other cause, the Vice-Chancellor may assign the duties of the office to a Professor of the University.

3. The Dean of College Development shall be responsible to the Vice-Chancellor for the discharge of his duties.

4. Subject to the provisions of the Ordinances, the Dean of College Development shall perform the following functions, namely:

(i) to conduct surveys of the Constituent Colleges in accordance with the instructions of the Vice-Chancellor or on the basis of the guidelines laid down by the College Development Council, and report the classified results of such surveys, in such respects as may be required, to the Academic Council, the Executive Council, the University Grants Commission and other funding agencies;

(ii) to advise the Constituent Colleges in undertaking long-term planning for institutional development and preparing their perspective plans for future development, in accordance with the guidelines laid down by the Planning and Development Board, and forward the review reports of the Planning and Development Board thereon to the Constituent Colleges concerned for appropriate action;

(iii) to make arrangements for the conduct of academic audit of the Constituent Colleges, in accordance with the guidelines laid down by the Planning and Development Board, and forward the reports thereof, along with the observations of the College Development Council thereon, to the Planning and Development Board;

(iv) to instruct the Constituent Colleges in respect of the institution and functions of their Statistical Units and to supervise and coordinate the working of the same, and forward the information compiled by them to the Planning and Development Board;

(v) to maintain an up-to-date profile on each Constituent College, in respect of their land and property, financial and audit position, physical infrastructure, academic facilities, staff position, student enrolment, amenities and residential facilities for students and performance of students in the University Examinations, and make the details in these regards available, as required, to the concerned offices and authorities of the University, the Government of India and the University Grants Commission and other relevant funding agencies;

(vi) to advise and help the Constituent Colleges in preparing proposals and

developmental projects for support under special Plan or non-Plan Programmes/Schemes of the University Grants Commission and other funding agencies, and forward the same, as well as the utilisation certificates, completion documents and other reports in respect thereof, to such agencies:

Provided that the Dean of College Development may seek the advice of the Planning and Development Board on any such proposal or development project before forwarding the same:

Provided further that no such proposal relating to the organisation and conduct of any course of study in a Constituent College, under any scheme of the University Grants Commission or any other funding agency, shall be so forwarded, except if the such course of study is provided for by the Ordinances and the Constituent College concerned is authorised to conduct the same;

(vii) to consider the observations and instructions, if any, of the University Grants Commission and other funding agencies, in respect of the certificates, documents and reports referred to in sub-clause (vi), and issue such advice or directions, as may be necessary, to the Constituent Colleges concerned in this regard for consideration or compliance, as the case may be;

(viii) to advise the Constituent Colleges in respect of the preparation of Master Plans, in accordance with the guidelines laid down by the Planning and Development Board, and place their reports on the observance thereof before the College Development Council;

(ix) to visit the Constituent Colleges, and convene meetings of their Principals, from time to time, to ascertain the developmental needs of the Constituent Colleges and review the progress of the utilisation of the assistance received by them under special Plan or non-Plan Programmes or Schemes of the University Grants Commission and other funding agencies;

(x) to prepare the Annual Report of the College Development Council, and submit the same to the Planning and Development Board;

(xi) to forward the Annual Reports of the Constituent Colleges, along with the observations of the College Development Council thereon, to the Planning and Development Board; and

(xii) to perform such other functions as may be assigned by the Ordinances or by the Academic Council, the Executive Council or the Vice-Chancellor.

## ORDINANCE VIII: THE DEAN OF STUDENTS WELFARE

*(Under clause (1) of Statute 39)*

### ORDINANCE

The Dean of Students Welfare

1. The Dean of Students Welfare shall be appointed, from amongst the Professors, or from amongst such Readers as have a standing of not less than four years as Reader in the University, by the Executive Council on the recommendation of the Vice-Chancellor, and shall discharge his duties in addition to his own duties as teacher, and shall be entitled to such allowance and facilities as may be determined by the Executive Council.

2. The Dean of Students Welfare shall be responsible to the Vice-Chancellor for the discharge of his duties and his term of office shall ordinarily be two years unless determined earlier by the Executive Council on the recommendation of the Vice-

Chancellor:

Provided that the appointment of the Dean of Students Welfare shall be co-terminous with the Vice-Chancellor:

Provided further that in case the Dean of Students Welfare is absent on leave or duty, or is unable to perform his duties for any other cause, the Vice-Chancellor may assign the duties of the office to another teacher of the University eligible for regular appointment as Dean of Students Welfare.

3. The Dean of Students Welfare shall be assisted by such number of Assistant Deans of Students Welfare as the Executive Council may determine from time to time and each Assistant Dean of Students Welfare shall be appointed from amongst the teachers of the University by the Vice-Chancellor on the recommendation of the Dean of Students Welfare and hold office at the pleasure of the Vice-Chancellor and shall be entitled to such allowance as may be determined by the Executive Council:

Provided that such number of Assistant Deans of Students Welfare, as the Executive Council may determine from time to time, shall be women teachers appointed specially to look after the welfare of women students:

Provided further that the appointment of Assistant Deans of Students Welfare shall be co-terminous with the Dean of Students Welfare on whose recommendation they were appointed as such.

4. The Dean of Students Welfare shall advise and assist students in matters requiring advice and help and in particular in respect of–

(i) obtaining admission to courses of study in the University and other institutions and the proper pursuit of such courses;

(ii) making lodging and boarding arrangements;

(iii) the choice of suitable part-time vocational, training and other courses, pastimes and interests;

(iv) obtaining advice and assistance in medical and health matters;

(v) securing scholarships, stipendiary, part-time employment and other pecuniary support;

(vi) availing travel facilities for educational excursions and vacations;

(vii) pursuing opportunities for further studies abroad and employment; and

(viii) so conducting themselves in the pursuit of their studies as to maintain the traditions of the University,

and in offering advice to prospective students in respect of their applications for admission to the University.

5. The Dean of Students Welfare shall *ex officio* be the member-Secretary of the Board of Students Welfare, and he and the Assistant Deans of Students Welfare shall perform such other duties as may be assigned to them from time to time by the Ordinances or by the Vice-Chancellor or the Executive Council.

6. The Dean of Students Welfare shall be the Member-Secretary of the Board of Residence and shall co-ordinate the working of the hostels maintained by the University and may offer advice to the Wardens of such hostels in this behalf and may issue to the Wardens of hostels recognised by the University such directions as may be necessary or expedient.

7. The Dean of Students Welfare may, if he so deems appropriate, communicate, in respect of any matter within his jurisdiction, with the guardian of any student.

## ORDINANCE IX: THE PROCTOR

*(Under clauses (2) and (3) of Statute 28)*

### ORDINANCE

The Proctor

1. The Proctor shall be appointed, from amongst the Professors, or from amongst such Readers as have a standing of not less than four years as Reader in the University, by the Executive Council on the recommendation of the Vice-Chancellor and shall discharge his duties in addition to his own duties as teacher, and shall be entitled to such allowance and facilities as may be determined by the Executive Council.

2. The Proctor shall be responsible to the Vice-Chancellor for the discharge of his duties and his term of office shall ordinarily be two years unless determined earlier by the Executive Council on the recommendation of the Vice-Chancellor:

Provided that the appointment of the Proctor shall be co-terminous with the Vice-Chancellor:

Provided further that in case the Proctor is absent on leave or duty, is unable to perform his duties for any other cause, the Vice-Chancellor may assign the duties of the office to one of the Assistant Proctors or to another teacher of the University eligible for regular appointment as Proctor.

3. The Proctor shall be assisted by one Deputy Proctor for each teaching Campus of the University, and such number of Assistant Proctors as the Executive Council may determine from time to time and each Deputy Proctor and Assistant Proctor shall be appointed, from amongst the teachers of the University, by the Vice-Chancellor on the recommendation of the Proctor and hold office at the pleasure of the Vice-Chancellor and shall be entitled to such allowance as may be determined by the Ordinances:

Provided that such number of Assistant Proctors, as the Executive Council may determine from time to time, shall be women teachers appointed specially to look after disciplinary matters in respect of women students:

Provided further that appointment of the Deputy Proctors and the Assistant Proctors shall be co-terminous with the Proctor on whose recommendation they were appointed as such.

4. (a) The Proctor shall take all necessary steps for ensuring and promoting the orderly conduct of students, keep watch over the observance by them of the Regulations on the Code of Conduct for students, suspend students pending disciplinary proceedings against them, impose penalties (including fines) up to the limit specified by the Vice-Chancellor, and issue certificates of character to them:

Provided that the Proctor shall report all his orders of suspension and imposition of penalties on students to the Vice-Chancellor:

Provided further that the certificate of character shall not be issued during the pendency of any order of suspension of a student or of any disciplinary proceedings against him.

(b) No penalty on any student involving a fine over the limit specified by the Vice-Chancellor, expulsion or rustication, prohibition from admission to the University or to any institution maintained by or admitted to the privileges of the University, debarment from taking any examination conducted by the University or cancellation of the results of any examination, shall be awarded except with the approval of the Vice-

Chancellor.

(c) The Proctor shall exercise such other powers and perform such other duties in respect of student discipline as may be assigned to him by the Ordinances or specified by the Vice-Chancellor or the Executive Council from time to time.

5. The Vice-Chancellor may consult the Dean of Students Welfare before approving any action against a student on disciplinary grounds.

6. The Proctor may, if he so deems appropriate, communicate, in respect of any matter within his jurisdiction, with the guardian of any student.

## ORDINANCE X: THE LIBRARIAN

*(Under Statutes 15 and 24)*

### ORDINANCE

The Librarian

1. Appointment to the post of Librarian shall be by selection, after Advertisement in the manner laid down by the Executive Council, and the qualifications for the post shall be as prescribed by the Executive Council on the basis of the qualifications laid down by the University Grants Commission.

2. (a) The Librarian shall be appointed on the scale of pay prescribed by the University Grants Commission, and shall be entitled to leave, leave-salary, allowances, provident fund and other benefits as prescribed by the University from time to time for the administrative staff of the University.

(b) The University shall provide the Librarian with unfurnished residential accommodation for which rent or licence fee shall be payable at the usual rate.

(c) The Librarian shall retire on attaining the age of sixty-two years.

(d) The other terms and conditions of service of the Librarian shall be such as may be specified in the contract to be signed by him.

3. The Librarian shall work under the administrative supervision and disciplinary control of the Vice-Chancellor.

4. In case of a vacancy in the office of the Librarian, the duties of the office for the duration of the vacancy shall be performed (in addition to his own duties) by such officer or Professor of the University as may be nominated by the Vice-Chancellor for such period as he may specify:

Provided that in the case of the Librarian is absent on leave or duty, or is unable to perform his duties for any other cause, the Vice-Chancellor may, for the duration of such absence or inability make arrangement for the office in the same manner as in the case of a vacancy in the office or, if he so deems fit, assign the duties of the office to a suitable person holding a senior administrative position under the Librarian.

5. (a) The Librarian shall be the administrative head of the University Library and shall be responsible for the general management thereof.

**Explanation:** For the purposes of this sub-clause, the University Library shall include any branch thereof located in any Campus of the University.

(b) The Librarian shall be the Member-Secretary of the Library Committee and of the

Committee of Management of the Library System of the University.

(c) The Librarian shall exercise such other functions as may be assigned by the Ordinances and Regulations and, from time to time, by the Vice-Chancellor.

## *CHAPTER III: AUTHORITIES OF THE UNIVERSITY*

## ORDINANCE XI: THE BOARDS OF FACULTIES

*(Under clause (2) of Statute 14)*

### ORDINANCE

Authorities of the University:

The Boards of Faculties

1. (a) The subjects assigned to each Faculty shall, subject to the provisions of sub-clause (b) and clause 2, be specified in the **SCHEDULE** to this Ordinance:

Provided that the said **SCHEDULE** shall, for the first time, be drawn up by the Vice-Chancellor and reported to the Academic Council and the Executive Council.

(b) The subjects assigned to each Faculty shall, where so required, be classified into Group A, pertaining to the subjects taught in the University by a Department of the same Faculty, and Group B, pertaining to the subjects taught in the University by a Department of some other Faculty.

2. The **SCHEDULE** to this Ordinance may be amended by the Academic Council, *suo motu* or on a recommendation of the Board of the Faculty, or the Boards of the Faculties, concerned:

Provided that any such amendment shall be reported to the Executive Council, and shall come into effect only after it has duly been recorded by the Executive Council.

3. No decision in respect of the establishment, re-designation, reorganisation (including amalgamation and division) or abolition of Faculties shall be taken by the Executive Council except on a recommendation in this regard by the Academic Council, either *suo motu* or upon consideration of a proposal to that effect made by the Faculty Board (or Boards) concerned.

4. (a) A teacher who does not hold a substantive appointment in the University, or a University College or a Constituent College, shall not be entitled to be a member of the Board of the Faculty concerned, except where such teacher is occupying an office that entitles him to *ex officio* membership.

(b) The term of office of the members, other than *ex officio* members, of the Board of any Faculty shall be one year in the case of teachers of the University, a University College or a Constituent College and two years in all other cases.

(c) The term of office, on the Board of any Faculty, of a teacher of the University, a University College or a Constituent College, who is not an *ex officio* member, shall be deemed to have commenced on August 1 in the year concerned.

(d) A casual vacancy among the members of the Board of any Faculty, other than *ex officio* members, shall be filled, as soon as may be, in the same manner in which the member whose vacancy is to be filled was chosen, and the person filling the vacancy shall be a member of the Board for the residue of the term for which the person whose place he fills would have been member:

Provided that a person who is appointed a member of the Board of any Faculty on such casual vacancy shall not forfeit his entitlement, if any, to the membership of the Board in the regular course.

(e) Where on account of the non-availability of persons entitled to be members of the Board of any Faculty, or of other exigencies, a vacancy in the Board has remained unfilled, such vacancy shall not be taken into account for computing the quorum for the meetings thereof.

5. (a) Meetings of the Board of a Faculty shall be convened on the directions of the Dean of the Faculty concerned.

(b) In any academic year, there shall generally be two ordinary meetings of the Board of any Faculty, and as many extraordinary meetings thereof as may need to be convened for dealing with special or urgent matters.

(c) The first ordinary meeting of the Board of any Faculty shall be convened not earlier than August 1 and not later than October 31 in an academic year:

Provided that in very special circumstances such meeting may, under intimation to the Vice-Chancellor, be convened on a date later than October 31, but not later than November 30, in the academic year concerned.

(d) The second ordinary meeting of the Board of any Faculty shall be convened on a date not earlier than March 1, and not later than May 15, in an academic year:

Provided that where the Dean of a Faculty is of the view that the second ordinary meeting of the Board of his Faculty is not necessary in the circumstances, he may, under intimation to the Vice-Chancellor, not convene the same.

6. The Board of the Faculty of Arts shall consist of the following members, namely —

(i) the Dean of the Faculty of Arts (Chairperson);

(ii) the Heads of the Departments in the Faculty of Arts;

(iii) the Heads of such Departments in other Faculties as offer instruction in subjects assigned to the Faculty of Arts that are placed in Group B in the **SCHEDULE** to this Ordinance;

(iv) one Professor (other than the Head of the Department and the Dean of the Faculty) of each Department in the Faculty of Arts, by rotation in the order of seniority;

(v) ten Readers (not being Heads of Departments) and five Lecturers of the Faculty of Arts, by rotation in the order of seniority in their respective cadres:

Provided that there shall be not more than one such Reader and not more than one such Lecturer from the same Department, and any Reader or Lecturer who is passed over under this provision shall have his turn in rotation the next time, except if he has moved to a higher cadre in the mean time;

(vi) the Chairperson of the Board of Studies of any subject assigned to the Faculty of Arts that is placed in Group A in the said **SCHEDULE**, for which instruction is not offered by any Department in the Faculty, in case such Chairperson is not a member under any other provision of this clause;

(vii) in the case of any branch of a subject assigned to the Faculty of Arts that is placed in Group A in the said **SCHEDULE**, in which an independent course is prescribed for any Part of the Examination for a Post-graduate degree, the senior-most teacher of the concerned Department of the Faculty professing such branch, except if such branch is professed by any of the members under any other provision of this clause, by rotation in the order of seniority:

Provided that for the purposes of this provision, "independent course"

means a group of theory Papers exclusive to the said branch that accounts for not less than four-fifths of the total theory Papers for the concerned Part of the relevant Examination;

(viii) such Principals of Constituent Colleges as are teachers of subjects assigned to the Faculty of Arts that are placed in Group A in the said **SCHEDULE**;

(ix) in the case of a Constituent College with an aggregate sanctioned strength of teachers in subjects assigned to the Faculty of Arts that are placed in Group A in the said **SCHEDULE**, of —

(a) less than thirty, one teacher of the Constituent College from the said subjects taken together;

(b) thirty or more but less than sixty, two teachers of the Constituent College from the said subjects taken together; or

(c) sixty or more, three teachers of the Constituent College from the said subjects taken together,

by rotation in the order of seniority in the Constituent College concerned:

Provided that there shall be not more than one such teacher of any one such subject from the same Constituent College, and any teacher who is passed over under this provision shall have his turn in rotation the next time;

(x) the Director of the Institute of Correspondence Courses and Continuing Education;

(xi) such persons, not exceeding five, as are not in the service of the University, or an institution maintained by, or admitted to the privileges of, the University, and have expert knowledge in subjects assigned to the Faculty of Arts that are placed in Group A in the said **SCHEDULE**, nominated by the Academic Council on the recommendation of the Vice-Chancellor.

7. The Board of the Faculty of Commerce shall consist of the following members, namely —

(i) the Dean of the Faculty of Commerce (Chairperson);

(ii) the Heads of the Departments assigned to the Faculty of Commerce;

(iii) One Professor (other than the Head of the Department and the Dean of the Faculty) of each Department in the Faculty of Commerce, by rotation in the order of seniority:

Provided that as long as there are less than three Departments in the Faculty, there shall be two such Professors from each such Department;

(iv) three Readers (not being Heads of Departments) and two Lecturers of the Faculty of Commerce, by rotation in the order of seniority in their respective cadres:

Provided that there shall be not more than two such Readers and not more than one such Lecturer from the same Department, and any Reader or Lecturer who is passed over under this provision shall have his turn in rotation the next time, except if he has moved to a higher cadre in the mean time;

(v) not more than two teachers of Departments in other Faculties (taken together), being teachers professing subjects, or branches of subjects, that have, in the opinion of the Board of the Faculty of Commerce, an important bearing on the subjects assigned to the Faculty of Commerce, nominated by the said Board:

Provided that that there shall be not more than one such teacher from the same Department:

Provided further that, notwithstanding the provisions of sub-clauses (b) and (c) of clause 4, the term of office of the teachers nominated under this clause shall be two years:

Provided also that the members under this serial number shall withdraw from the meeting of the said Board during the consideration of the question of the nomination of such teachers;

(vi) in the case of any branch of a subject assigned to the Faculty of Commerce, in which an independent course is prescribed for any Part of the Examination for a Post-graduate degree, the senior-most teacher of the concerned Department of the Faculty professing such branch, except if such branch is professed by any of the members under any other provision of this clause, by rotation in the order of seniority:

Provided that for the purposes of this provision, "independent course" means a group of theory Papers exclusive to the said branch that accounts for not less than four-fifths of the total theory Papers for the concerned Part of the relevant Examination;

(vii) such Principals of Constituent Colleges as are teachers of subjects assigned to the Faculty of Commerce;

(viii) in the case of a Constituent College with an aggregate sanctioned strength of teachers in the subjects assigned to the Faculty of Commerce, of —

(a) less than twenty, one teacher of the Constituent College from the said subjects taken together; or

(b) twenty or more, two teachers of the Constituent College from the said subjects taken together;

by rotation in the order of seniority in the Constituent College concerned:

Provided that there shall be not more than one teacher of any one such subject from the same Constituent College, and any teacher who is passed over under this provision shall have his turn in rotation the next time;

(ix) the Director of the Institute of Correspondence Courses and Continuing Education;

(x) such persons, not exceeding three, as are not in the service of the University, or an institution maintained by, or admitted to the privileges of, the University and have expert knowledge in the subjects assigned to the Faculty of Commerce, nominated by the Academic Council on the recommendation of the Vice-Chancellor.

8. The Board of the Faculty of Law shall consist of the following members, namely —

(i) the Dean of the Faculty of Law (Chairman);

(ii) the Heads of the Departments assigned to the Faculty of Law;

(iii) two Professors (other than the Head of the Department and the Dean of the Faculty) of each Department in the Faculty of Law, by rotation in the order of seniority:

Provided that as long as there is only one Department in the Faculty, there shall be four such Professors from such Department.

(iv) two Readers (not being Heads of Departments) and two Lecturers of the Faculty of Law, by rotation in the order of seniority in their respective cadres:

Provided that, except in case there is only one Department in the Faculty, there shall be not more than one such Reader and not more than one such Lecturer from the same Department, and any Reader or Lecturer who is passed over under this provision shall have his turn in rotation the next

time, except if he has moved to a higher cadre in the mean time;

(v) not more than two teachers of Departments in other Faculties (taken together), being teachers professing subjects, or branches of subjects, that have, in the opinion of the Board of the Faculty of Law, an important bearing on the subjects assigned to the Faculty of Law, nominated by the said Board:

Provided that that there shall be not more than one such teacher from the same Department:

Provided further that, notwithstanding the provisions of sub-clauses (b) and (c) of clause 4, the term of office of the teachers nominated under this clause shall be two years:

Provided also that the members under this serial number shall withdraw from the meeting of the said Board during the consideration of the question of the nomination of such teachers;

(vi) such Principals of Constituent Colleges as are teachers of subjects assigned to the Faculty of Law;

(vii) In the case of a Constituent College with an aggregate sanctioned strength of teachers in the subjects assigned to the Faculty of Law, of —

(a) less than twenty, one teacher of the Constituent College from the said subjects taken together; or

(b) twenty or more, two teachers of the Constituent College from the said subjects taken together,

by rotation in the order of seniority in the Constituent College concerned:

Provided that there shall be not more than one teacher of any one such subject from the same Constituent College, and any teacher who is passed over under this provision shall have his turn in rotation the next time;

(viii) such persons, not exceeding eight, as are not in the service of the University, or an institution maintained by, or admitted to the privileges of, the University and have expert knowledge in the subjects assigned to the Faculty of Commerce, nominated by the Academic Council on the recommendation of the Vice-Chancellor:

Provided that of the persons so nominated, four shall be Professors of Central Universities:

Provided further that not more than one such Professor shall be nominated from any one Central University:

Provided also that for the purposes of this serial number, the words 'Central Universities' shall include such National Institutes of Law as are deemed to be Universities by the University Grants Commission, and the word 'Professor' shall include the Director of any such Institute.

9. The Board of the Faculty of Science shall consist of the following members, namely

(i) the Dean of the Faculty of Science (Chairperson);

(ii) the Heads of the Departments in the Faculty of Science;

(iii) the Heads of such Departments in other Faculties as offer instruction in subjects assigned to the Faculty of Science that are placed in Group B in the **SCHEDULE** to this Ordinance;

(iii) one Professor (other than the Head of the Department and the Dean of the Faculty) of each Department in the Faculty of Science, by rotation in the order of seniority;

(v) six Readers and three Lecturers (not being Heads of Departments) of the Faculty of Science, by rotation in the order of seniority in their respective cadres:

Provided that there shall be not more than one such Reader and not more than one such Lecturer from the same Department, and any Reader or Lecturer who is passed over under this provision shall have his turn in rotation the next time, except if he has moved to the next higher cadre in the mean time;

(vi) the Chairperson of the Board of Studies of any subject assigned to the Faculty of Science that is placed in Group A in the said **SCHEDULE**, for which instruction is not offered by any Department in the Faculty, in case such Chairperson is not a member under any other provision of this clause;

(vii) in the case of any branch of a subject assigned to the Faculty of Science that is placed in Group A in the said **SCHEDULE**, in which an independent course is prescribed for any Part of the Examination for a Post-graduate degree, the senior-most teacher of the concerned Department of the Faculty professing such branch, except if such branch is professed by any of the members under any other provision of this clause, by rotation in the order of seniority:

Provided that for the purposes of this provision, "independent course" means a group of theory Papers exclusive to the said branch that accounts for not less than four-fifths of the total theory Papers for the concerned Part of the relevant Examination;

(viii) such Principals of Constituent Colleges as are teachers of subjects assigned to the Faculty of Science that are placed in Group A in the said **SCHEDULE**;

(ix) in the case of a Constituent College with an aggregate sanctioned strength of teachers in the subjects assigned to the Faculty of Science that are placed in Group A in said **SCHEDULE**, of —

(a) less than thirty, one teacher of the Constituent College from the said subjects taken together; or

(b) thirty or more, two teachers of the Constituent College from the said subjects taken together,

by rotation in the order of seniority in the Constituent College concerned:

Provided that there shall be not more than one such teacher of any one such subject from the same Constituent College, and any teacher who is passed over under this provision shall have his turn in rotation the next time;

(x) such persons, not exceeding five, as are not in the service of the University, or an institution maintained by, or admitted to the privileges of, the University, and have expert knowledge in the subjects assigned to the Faculty of Science that are placed in Group A in the said **SCHEDULE**, nominated by the Academic Council on the recommendation of the Vice-Chancellor.

10. Subject to the provisions of the Act, the Statutes and the Ordinances, the Board of each Faculty shall have the following powers, namely —

(a) to make recommendations to the Academic Council regarding —

(i) the advancement of the standards of teaching in the courses of study and of research in the research degree programmes;

(ii) the institution of new subjects of study and new courses of study and

the revision of the syllabi and examinations for existing courses of study, *suo motu* or after consulting the Boards of Studies concerned:

Provided that where the recommendations on any of these matters relate to subjects for which instruction is conducted by a Department of some other Faculty, it shall be open to the Academic Council to seek the view of such Faculty before taking a decision thereon;

(iii) the revision of existing and institution of new research degree programmes;

(iv) the institution, structure, contents, examinations and revision of, and other matters relating to, general courses to be offered by the students enrolled in courses of study and research degree programmes;

(v) the recognition and sharing of credits in respect of courses of study and research degree programmes within the Faculty, or between the Faculty and —

(1) other Faculties of the University;

(2) University Institutes (other than the Institute of Correspondence Courses and Continuing Education) and independent Centres of the University; or

(3) Constituent Institutes; or

(4) other Universities or institutions of higher education and research;

(vi) courses of study and research degree programmes of an inter-disciplinary character, insofar as they relate to subjects assigned to other Faculties;

(vii) the institution and working of such intra-Faculty and inter-Faculty Schools as may include Departments assigned to the Faculty;

(viii) the creation, sharing or abolition of academic posts, including the institution of floating posts (i. e. posts assignable to different subjects or specialties from time to time as required);

(ix) matters other than those specified in serial number (i) to (viii), referred to it by the Boards of Studies on areas within their jurisdiction; and

(x) any matter referred to it by the Court, the Executive Council, the Academic Council or the Vice-Chancellor.

(b) to co-ordinate the teaching and research work of the Departments assigned to the Faculty;

(c) to organise and supervise teaching and research work in subjects (or areas) that are exclusively assigned to the Faculty but do not fall within the sphere of any Department in the Faculty;

(d) in accordance with the rules or guidelines laid down by the Academic Council —

(i) to coordinate the work, in respect of instruction for courses of study and research work (including course work) for research degree programmes, of such Schools as may exclusively comprise Departments assigned to the Faculty;

(ii) to promote and regulate coordination of teaching among the Constituent Colleges;

(iii) to promote coordination in academic matters between the Faculty as

such, or the Departments assigned to the Faculty, and

(1) other Faculties of the University, or Departments assigned thereto;

(2) University Institutes and independent Centres;

(3) Constituent Institutes; or

(4) other Universities or institutions of higher education and research;

(e) to make recommendations to the Admissions Committee in respect of admissions and enrolments to, and to the Examinations Committee in respect of the examinations of, courses of study under the Faculty, including the general courses referred to in serial number (iv) of sub-clause (a);

(f) to provide for administrative matters relating to the Faculty; and

(g) to exercise such other powers and perform such other functions as may be assigned to it by the Ordinances and the Regulations.

*THE SCHEDULE TO ORDINANCE XI*

*(See sub-clause (a) of clause 1)*

**THE SUBJECTS ASSIGNED TO THE DEPARTMENTS UNDER THE FACULTIES**

Subjects assigned to the Departments under the Faculties

[**NOTE:** The **SCHEDULE** is to be drawn up, for the first time, by the Vice-Chancellor and reported to the Academic Council and the Executive Council.]

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*CHAPTER IV: BODIES OF THE UNIVERSITY (OTHER THAN AUTHORITIES)*

**ORDINANCE XII: SELECTION COMMITTEES FOR APPOINTMENT OF TEACHERS**

*(Under Statute 15)*

**ORDINANCE**

Bodies of the University (other than Authorities):

Selection Committees for appointment of Teachers

1. (a) Every vacancy in the posts of Professor, Reader and Lecturer shall be advertised in at least two newspapers having country-wide circulation; and may also be notified through Journals related to higher education and the Web-site of the University:

Provided that the advertisement shall ordinarily allow prospective candidates time of three weeks, reckoned from the first date of the publication thereof, to apply for the advertised post.

(b) Applications in response to the advertisement shall be submitted on the Form, and in the manner, approved by the Vice-Chancellor.

(c) The selection process for any post shall be deemed to have commenced from the last date for submission of applications specified in the advertisement.

(d) For purposes of advertisement, selection and appointment, posts shall be classified as follows:

(i) posts with specialised qualifications, being posts which are earmarked for a particular specialty of the subject concerned, or a particular specialty

common to more than one subject, and in such a case no candidate other than one fulfilling the specialised qualifications shall be eligible to be considered for the same;

(ii) posts with preferential qualifications, being posts for which preferential qualifications have been prescribed, and in such a case, only where the candidatures of more than one candidate are found to be of equal merit by the Selection Committee, preference shall be given to the candidate who fulfils the said preferential qualifications;

(iii) posts with desirable qualifications, being posts for which desirable qualifications have been prescribed, and in such a case, only where the candidatures of more than one candidate are found to be of equal merit by the Selection Committee, preference shall be given to the candidate who fulfils the said desirable qualifications; and

(iv) unspecified (or general) posts, being posts for which specialised or preferential or desirable qualifications have not been prescribed.

2. (a) The Registrar shall cause the applications received under sub-clause (b) of clause 1 to be scrutinised, in order to identify such applicants as *prima facie* fulfil the qualifications prescribed for the post concerned.

(b) There shall be a Screening Committee comprising —

(i) in the case of a post assigned to a Department, the Dean of the Faculty (Convenor), the Head of the Department, except if he has a rank less than that of the post concerned, and up to two nominees of the Vice-Chancellor from amongst persons with expert knowledge of the subject, of whom one shall be a senior teacher of the Department with a rank not less than that of the post concerned:

Provided that where a post is shared between two or more Departments of the same Faculty, or is assigned to a Faculty but not to any Department, the members of the Screening Committee, other than the Dean of the Faculty (Convenor), shall be nominated by the Vice-Chancellor:

Provided further that where the Departments between which the post is shared are of different Faculties, or the post is not assigned to any Department but shared between different Faculties, the Screening Committee shall be appointed by the Vice-Chancellor;

(ii) in the case of a of a post assigned to a University Institute or an independent Centre, the Director or the Head (Convenor) and up to two nominees of the Vice-Chancellor from amongst persons with expert knowledge of the subject, of whom one shall be senior teacher of the University Institute or independent Centre, (as the case may be) with a rank not less than that of the post concerned:

Provided that in case the post is shared between University Institutes and/or independent Centres, the Screening Committee shall be appointed by the Vice-Chancellor.

(c) The Screening Committee shall be called by the Registrar as far as possible within a fortnight of the last date referred to in sub-clause (c) of clause 1, in order to review and finalise the list of applicants fulfilling the qualifications prescribed for the post concerned, as drawn up under sub-clause (a), and to short-list the applicants so finalised, taking into account their qualifications, attainments and experience, as on the last date for the submission of applications, on the basis of such number of candidates for each vacancy as may be directed by the Vice-Chancellor:

Provided that the Vice-Chancellor shall, by standing orders reported to the Academic Council, lay down the general norms to be followed by the Screening Committees in

respect of the relative assessment of the said qualifications, attainments and experience for purposes of short-listing the applicants:

Provided further that where the Screening Committee is of the opinion that the applicants found eligible are too few in number for a worthwhile selection, it may recommend that the post or posts concerned be re-advertised, and where the Vice-Chancellor is in agreement with such recommendation, the Registrar shall re-advertise the same.

(d) The short-list of candidates drawn up by the Screening Committee under sub-clause (c) shall be forwarded by the Convenor to the Registrar, who shall submit the same to the Vice-Chancellor for approval.

(e) An applicant whose name has not been included in the short-list, referred to in sub-clause (d), shall not be entitled to be called to appear before the Selection Committee.

3. The date, time and venue of the Selection Committee shall be fixed by the Vice-Chancellor.

4. A notice of not less than fourteen days, reckoned from the date of despatch thereof, shall be given to each member of the Selection Committee and to each candidate:

Provided that in the case of the Dean of the Faculty and the Head of the Department such notice may be of lesser duration.

5. The notice, referred to in clause 4, shall be served personally or by Registered Post or by other means of despatch which record or indicate the receipt of a despatched communication by the addressee.

6. Where an expert, who has assented to attend the Selection Committee on the date fixed for the same, communicates his inability to be present, or does not report, for the meeting thereof, the Vice-Chancellor may invite another expert out of the panel approved by the Executive Council to take his place, and in such a case the requirement of notice specified in clause 4 shall stand suitably relaxed.

7. A member of the Selection Committee or the Executive Council shall withdraw from the meeting of the Selection Committee or of the Executive Council, as the case may be, if the candidature, or question of the appointment, of such member or of any of his relatives, or any other matter having a direct bearing on such candidature or question, is being or is likely to be considered at such meeting.

8. The Selection Committee for any post shall not consider the name of any candidate except if such candidate has, after duly submitting an application in response to the advertisement referred to in clause 1, appeared before the Selection Committee for interview and participated in such other modes of assessment as the Selection Committee or the Vice-Chancellor may determine:

Provided that where an applicant requests, for good and sufficient reasons, to be considered *in absentia*, the Selection Committee may, with the approval of the Vice-Chancellor, so consider him:

Provided further that in the case of direct recruitment to a post of the rank of Professor, the Selection Committee may, with the approval of the Vice-Chancellor, consider *in absentia* the names of eminent persons who have not submitted such application.

9. The process of selection shall involve assessment of aptitude for teaching and research and ability to communicate clearly and effectively and to analyse and discuss, and the other modes of assessment, referred to in clause 8, may include methods such

as a preliminary interview or a presentation or, in the case of the post of Lecturer, also a written test or, wherever possible, participation of the candidate in a group discussion or his exposure to a class room situation.

10. No recommendation of a Selection Committee shall be considered to be valid except if the majority of the members present, including not less than half the number of participants from amongst the experts and the Visitor's nominee (taken together), is in agreement with the same:

Provided that in case there is a tie in the Selection Committee in respect of any recommendation, the Chairperson thereof shall have the right to exercise a casting vote.

11. The Head of the Department shall not participate in the Selection Committee in case he is himself a candidate for the post concerned or the post is of a higher rank than his current post, and in such a case the Vice-Chancellor may invite one of the senior teachers of the Department of appropriate rank to take his place:

Provided that for the post of Lecturer, the Dean of the Faculty, and not the Head of the Department, shall participate in the Selection Committee only if the Head of the Department is unable to participate in the same.

12. (a) In the case of an academic unit not comprised within a particular Faculty, and of a University Institute or an independent Centre, where the post of Dean of the Faculty is *non-est*, the Pro-Vice-Chancellor or, if there is no Pro-Vice-Chancellor, a Professor of the University, having expert knowledge of one or more of the areas related to the vacancies concerned, nominated by the Vice-Chancellor, shall take the place of the Dean of the Faculty on the Selection Committees for the posts of Professor and Reader, and the Director (in the case of a University Institute) or the Head (in the case of an independent Centre) shall participate in the Selection Committees for all posts of a University Institute or an independent Centre *in lieu* of the Head of the Department.

(b) Where a University Institute conducts academic programmes that are under more than one Faculty, the Vice-Chancellor shall nominate one of the concerned Deans of Faculties to serve on the Selection Committee for the posts of Professor and Reader, and the Director of the University Institute shall participate in the Selection Committees for all posts *in lieu* of the Head of the Department.

13. The recommendations of the Selection Committee and the views of individual members of the Executive Council thereon shall be treated as confidential and shall (except for the names of the persons approved by the Executive Council for appointment) not be recorded in the Minutes of the Executive Council:

Provided that such recommendations may be read *in extenso* in any meeting of the Executive Council and may be communicated to the Visitor or a Court of Law by the Vice-Chancellor or the Registrar:

Provided further that a member of the Executive Council may record by name his observations (including note of dissent) in respect of the decision of the Executive Council on any such recommendation, but such observations shall be recorded in a way that the confidentiality of the said recommendations is preserved to the greatest possible extent.

14. The provisions of clauses 3 to 7 and clauses 10 to 13 shall apply *mutatis mutandis* to cases of promotion and placement in higher grades of pay, under any Promotion Scheme in force in the University, except that the notice to the candidates under clause 5 may be of a duration lesser than fourteen days and that the candidates shall be

required to present themselves at the interview before the competent Selection or Screening Committee.

15. (a) The Selection Committee may recommend one name, or more than one but not more than three names, for each post, and where it recommends two or three such names it shall arrange the names in a panel drawn up in the order of preference (hereafter in this Ordinance referred to as "the order of preference").

(b) Where there are two or more posts —

(i) assigned to different categories (that is to say, the unreserved category and one, or more than one, reserved category), the Selection Committee shall draw up a separate order of preference for the posts of each such category; or

(ii) assigned to the same category, the Selection Committee may draw up, for the posts of such category, a single comprehensive order of preference, with not more than two names in excess of the number of posts, and in such a case the comprehensive order of preference shall be deemed to be disaggregated into a separate order of preference for each post, in a manner that the sequence of names in the comprehensive order of preference is preserved.

(c) The order of preference —

(i) specified under the provisions of sub-clause (a) or serial number (i) of sub-clause (b); or

(ii) deemed to have been specified (where a single comprehensive order of preference has been drawn up) under the provisions of serial number (ii) of sub-clause (b),

shall signify that that no candidate at any lower position in such order shall be given an offer of appointment to the concerned post, except if the person, or persons, in a higher position therein has, or have, declined such offer in writing or failed to respond to such offer within the period specified in serial number (ii) of sub-clause (b) of clause 16.

(d) Where the Selection Committee recommends that no candidate has been found suitable, or is available, for a post, such post shall be re-advertised.

16. (a) The candidate approved for appointment to a post, in pursuance of the recommendation of the Selection Committee, as approved by the Executive Council or, in a matter governed by clause (6) of Statute 15, the Visitor, shall be permitted a period of three months, from the date of despatch of the offer of appointment, to join the post, but in special circumstances the Vice-Chancellor may, on an application of such candidate, extend such period by a further period of ordinarily up to three months.

(b) Where a candidate who has been given the offer of appointment, referred to in sub-clause (a), joins the concerned post, the order or preference in respect of such post shall stand exhausted.

(c) In case the candidate who has been given the offer of appointment referred to in sub-clause (a) —

(i) fails to respond to the said offer within a period of three months reckoned from the date of the despatch thereof, he shall be granted, in writing, a further period of one month for the purpose, and where no response is received from him up to the end of such further period; or

(ii) after having accepted the said offer, fails to join the post within the period (including extended period) allowed to him for the purpose under the provisions of sub-clause (a),

he shall be deemed to have declined the offer, and the offer shall, in consequence, stand withdrawn.

(d) The recommendations of the Selection Committee for a post shall be valid for a period of one year from the date of the approval thereof by the Executive Council or the Visitor, as the case may be, but the Executive Council may, in special circumstances and for reasons to be recorded, extend the validity thereof for a further period not exceeding three months, and where such post remains unfilled by the end of such period (including the extension, if any, thereof) it shall be re-advertised.

17. (a) Where there are two or more posts of different categories for which separate orders of preference have been drawn up, under the provisions of serial number (i) of sub-clause (b) of clause 15, a candidate appointed from the order of preference for an unreserved post shall be deemed to have been given a higher place by the Selection Committee than a candidate appointed from the order of preference for a reserved post.

(b) Where there are two or more posts and the Selection Committee has—

(i) in case such posts belong to the same category, recommended not more than one candidate each for one or more of such posts, or not specified any preference covering all the recommended candidates; or

(ii) in case such posts belong to different categories, not specified any preference covering the candidates of different reserved categories,

the Executive Council or, in a matter governed by clause (6) of Statute 15, the Visitor, shall, after considering the recommendations of the Selection Committee, specify, consistent with, and without prejudice to, the provisions of sub-clause (a), the order of merit of the candidates approved for appointment to such posts:

Provided that where, in a matter governed by clause (6) of Statute 15, such order of merit has not been specified by the Visitor, the Executive Council shall, specify the same in a manner not inconsistent with the directions of the Visitor in respect of such recommendations.

18. Where two or more teachers are appointed, at the same time, by direct recruitment to a cadre in the same Department, or the same Faculty (but not to any Department therein), or the same University Institute (but not to any Centre therein), or the same Centre within a University Institute, or the same independent Centre, the order of preference or, in a case referred to in sub-clause (b) of clause 17, the order of merit, governing them, shall be communicated to the teachers concerned upon their appointment.

19. A candidate not already serving in the University shall, upon appointment to a teaching post, be entitled to be granted protection of salary in accordance with the relevant provisions of the Fundamental Rules of the Central Government, as amended from time to time, which shall *mutatis mutandis* apply to the matter:

Provided that a candidate already serving in the University shall, upon appointment to a teaching post, be entitled to have his pay fixed in the new post in accordance with the said provisions.

20. The Selection Committee may propose, in respect of a candidate not already serving as teacher in the University, who, in the considered view of the Selection Committee possesses qualifications and attainments of an exceptionally high order, that he may be allowed upon appointment up to (but not more than) five advance increments on the initial pay in the admissible pay scale, and in such a case the Executive Council, or in a matter governed by clause (6) of Statute 15, the Visitor, may disregard such proposal or agree partially or wholly therewith, and where the Executive Council, or the Visitor, agrees partially or wholly with such proposal, the

person so appointed shall be awarded, subject to the relevant provisions of the Fundamental Rules of the Government of India, as amended from time to time, which shall *mutatis mutandis* apply to the matter, and also to the directions issued by the University Grants Commission in that regard, from time to time, advance increments up to the limit agreed to by the Executive Council or the Visitor, as the case may be:

Provided that such advance increments shall not be granted over and above the additional increments that may be admissible under clause 18 in virtue of the protection of the salary of the candidate in the earlier post held by him.

## ORDINANCE XIII: APPOINTMENTS TO CHAIRS AND OF EMERITUS PROFESSORS AND ADJUNCT FACULTY

*(Under Statute 16)*

### ORDINANCE

Appointments to Chairs and of Emeritus Professors and Adjunct Faculty

1. (a) The Executive Council may, with the prior approval of the University Grants Commission, create Chairs (i. e. special academic positions of eminence of the rank of Professor) in different fields, disciplines, or inter-disciplinary areas, or approve such Chairs provided or endowed by the Government, or any agency thereof, or any organisation or body, and may appoint persons of academic or professional eminence and outstanding merit to such Chairs on special contract in respect of the duties, tenure, age of superannuation, emoluments, benefits and privileges assigned to the incumbents thereon.

(b) Appointments to Chairs shall be made on the recommendations of a Search Committee, with the Vice-Chancellor as the Chairperson and the Registrar as the (non-member) Secretary, and not less than three eminent persons with special knowledge or professional experience in relevant fields, to be nominated by the Vice-Chancellor from a panel of ordinarily not less than six names approved by the Executive Council from a list of names drawn up by the Vice-Chancellor and endorsed by the Academic Council:

Provided that the Vice-Chancellor may, under such circumstances as in his opinion demand immediate or expeditious action, offer appointment to a Chair to any person recommended by the Search Committee concerned or to any person of outstanding academic or professional excellence in the concerned discipline or field, and shall report such appointment to the Executive Council:

Provided further that where the Executive Council does not concur with such appointment, the matter shall be referred to the Visitor for final orders.

(c) An incumbent on any Chair, referred to in clause (a), shall be a supernumerary member of the Academic Council, and in case the Chair is assigned to —

(i) a Department or two or more Departments, of the concerned Board, or Boards, of Studies and Board, or Boards, of Faculty;

(ii) a Faculty, or more than one Faculty, but not to any Department, of the concerned Board, or Boards, of Faculty;

(iii) a University Institute, of the Academic Committee thereof; or

(iv) an independent Centre, of the Advisory Committee thereof,

but shall not, by virtue of such incumbency, be entitled to membership of the Executive Council or the Court.

2. (a) The Executive Council may, with the prior approval of the University Grants Commission, appoint as Emeritus Professor to a Department, University Institute or

independent Centre, on the proposal of the Academic Council, any person of outstanding academic eminence who has held a post of the rank of Professor in the University or any other institution or organisation of higher studies or research.

(b) The appointment of an Emeritus Professor shall be on honorary basis, for a term not exceeding three years, but he shall not continue as such beyond the age of seventy years.

(c) An Emeritus Professor—

(i) may be invited to deliver lectures on special subjects, teach courses and participate in other academic activities of the Department, University Institute or independent Centre concerned;

(ii) shall be provided with facilities for study and research, including the conduct of research projects, in the Libraries and Laboratories of the Department, University Institute or independent Centre concerned, and in the Library of the Faculty concerned and the University;

(iii) shall not be eligible to hold any office in the University or in any authority or body thereof, but may be invited to participate (without the right to vote) in the meetings of any academic body of the Department, University Institute or independent Centre concerned;

(iv) may supervise, at any given time, not more than two candidates enrolled for research degree programmes;

(v) shall be entitled to attend Convocations.

(d) The appointment of any person as Emeritus Professor or Emeritus Fellow in any Department, University Institute or independent Centre, under any scheme of the University Grants Commission or other national agency, shall be reported to the Executive Council, and the provisions of serial numbers (i) – (iii) of sub-clause (c) shall apply to such Emeritus Professor or Emeritus Fellow.

3. (a) The Vice-Chancellor may, on the endorsement by the Academic Council of a proposal made by the Board of a Faculty after considering the request of the Departmental Committee of a Department, or the Departmental Committees of two or more Departments, or by the Governing Body of a University Institute or the Advisory Committee of an independent Centre, recommend to the Executive Council that a person working in any other University or organisation, with a rank not less than that of Reader or equivalent, be declared for a specified period, with the assent of such other University or organisation, as a teacher of the University under the rubric of Adjunct Faculty.

(b) A person declared as Adjunct Faculty, under sub-clause (a), shall be assigned to the Department or Departments, University Institute or independent Centre on behalf of which his name has been proposed, and shall be entitled to such privileges and allowances as may be approved by the Executive Council, and may perform academic duties, in the unit concerned, for such periods in an academic year during which he is available at the University.

(c) The academic duties, referred to in sub-clause (b), may include teaching, the delivery of special lectures and the conduct of project research.

(d) A person declared as Adjunct Faculty, under sub-clause (a), may, subject to the provisions of the Ordinances governing research degree programmes, and also of any agreement with his parent University or organisation, act as the co-supervisor of candidates enrolled for any such programme at the Department or Departments, University Institute or independent Centre concerned, and as the supervisor of candidates enrolled at his parent University or organisation for research degree programmes of this University.

## ORDINANCE XIV: BOARDS OF STUDIES

*(Under clause (10) of Statute 14)*

### ORDINANCE

Boards of Studies

1. (a) Where two or more subjects are assigned to a Department, the Academic Council may approve the constitution of a separate Board of Studies for each of them or assign one or more of them to a common Board of Studies:

Provided that where there are general and professional degree programmes in the same subject, the Academic Council may approve the constitution of a separate Board of Studies for each professional degree programme or a common Board of Studies for two or more of such programmes.

(b) Where a course of study, or a research degree programme, in a subject is conducted in the University jointly by two or more Departments, or by a School, the constitution of the Board of Studies for the same shall be provided for by the relevant Ordinance or Regulations.

(c) Where a course of study for a Bachelor's degree in a subject is assigned to one or more of the Constituent Colleges, a Board of Baccalaureate Studies shall be constituted in the subject for such course of study, in accordance with the provisions of sub-clause (b) of clause 2.

(d) Where a subject is proposed to be instituted, the Vice-Chancellor may, pending the organisation of the regular Board of Studies, constitute, at his discretion and under intimation to the Academic Council and the Executive Council, an *ad hoc* Board of Studies for the same, and such *ad hoc* Board of Studies shall exercise all the powers of a regular Board of Studies.

**EXPLANATION:** In the case of University Institutes, independent Centres and Constituent Institutes, the powers and functions of the Board of Studies shall be assigned, under the relevant Ordinances or Regulations or decisions of the competent academic bodies, to bodies or Committees that may be named differently.

2. (a) Each Board of Studies shall consist of—

(i) the Head of the Department concerned, who shall *ex-officio* be the Chairperson:

Provided that where the subject is not assigned to any Department, the Vice-Chancellor shall appoint as the Chairperson, for a term of two years, with eligibility for re-appointment as such, a Professor of the University who professes the same or a related or an allied subject, and such appointment, or re-appointment, shall be reported to the Executive Council;

(ii) the following regularly appointed teachers of the Department concerned professing the subject or subjects assigned to the Board, namely:

(1) all Professors;

(2) seven Readers, by rotation in the order of seniority for a term of one year;

(3) five Lecturers, each with a standing of not less than five years in the Department, by rotation in the order of seniority for a term of one year:

Provided that as long as there is no Professor, nine Readers, or there is no

Reader, seven Lecturers with the aforementioned standing, shall be members of the Board of Studies:

Provided further that as long as the total number of teachers in a Department is not more than five, all Lecturers not on probation shall, irrespective of the requirement of a standing of not less than five years in the Department, be entitled to membership of the Board of Studies:

Provided also that as long as the total number of members under this provision falls short of five, the Board of the Faculty concerned shall make nominations from amongst teachers of the University professing relevant subjects to bring the said number to five;

(iii) not more than two 'external' members (i. e. members not in the service of the University or any institution maintained by it or admitted to its privileges) professing the subject or subjects assigned to the Board, nominated by the Board of the Faculty concerned for a term of two years:

Provided that, in the case of the Faculty of Law, the number of external members shall not exceed five:

Provided further that an external member under this provision shall, notwithstanding the expiry of his term, continue as such till the nomination of his successor; and

(iv) not more than two 'cognate' members (i. e. members professing the same or a related or an allied subject) nominated by the Board of the Faculty concerned, from amongst teachers of other Departments, whether under the same or another Faculty, with a rank not less than that of Reader, for a term of two years:

Provided that where the subject is not assigned to any Department, the Board of the Faculty concerned shall make additional nominations, for a term of two years each, of not less than three and not more than five eligible teachers of the University, with a rank not less than that of Reader, as cognate members of the Board of Studies.

(b) Each Board of Baccalaureate Studies, referred to in sub-clause (c) of clause 1, shall consist of—

(i) the Head of the Department concerned, who shall *ex-officio* be the Chairperson:

Provided that where the subject is not assigned to any Department, the Vice-Chancellor shall appoint as the Chairperson, for a term of two years, with eligibility for re-appointment as such, a Professor of the University who professes the same or a related or an allied subject, and such appointment, or re-appointment, shall be reported to the Executive Council;

(ii) the following regularly appointed teachers of the Department concerned professing the subject or subjects assigned to the Board, namely:

(1) all Professors;

(2) five Readers, by rotation in the order of seniority for a term of one year;

(3) three Lecturers, each with a standing of not less than five years in the Department, by rotation in the order of seniority for a term of one year:

Provided that as long as there is no Professor, six Readers, or there is no Reader, four Lecturers with the aforementioned standing, shall be members of the Board of Studies:

Provided further that as long as the total number of members under this provision falls short of five, the Board of the Faculty concerned shall make

nominations from amongst teachers of the University professing relevant subjects to bring the said number to five;

(iii) seven University Recognised Teachers, in the subject or subjects concerned, of the Constituent Colleges (taken together) to which the subject is, or subjects are, assigned, with a standing of not less than five years in the Constituent College concerned, by rotation in the order of seniority for a term of one year:

Provided that there shall not be more than one such teacher from the same Constituent College among those entitled to be represented under this provision as long as some other Constituent College, with a teacher eligible to be a member, would remain unrepresented, and in such a case a teacher passed over for membership shall have his turn in rotation the next time; and

(iv) the external and cognate members of the Board of Studies referred to in serial numbers (iv) and (v) of sub-clause (a).

3. Subject to the provisions of clause 4, the functions of the Board of Studies shall be as follows —

(a) to make recommendations on matters pertaining to the courses of study for the Master's degree (other than the M. Phil. degree), Diplomas and Certificates of Proficiency in the assigned subject or subjects, and also for the Bachelor's degree in the subject or subjects for which the Board of Baccalaureate Studies has not been constituted under sub-clause (c) of clause 1 —

(i) to the Board of the Faculty concerned, in respect of the revision of syllabi (including modifications in the recommended texts and books for the same), the institution of new courses of study and measures for the improvement of teaching (*inter alia* covering modes of delivery, assessment and evaluation);

(ii) to the Admissions Committee, in respect of admissions; and

(iii) to the Examinations Committee, in respect of examinations.

(b) to recommend, to the Examinations Committee, the lists of examiners for the Examinations of the courses of study referred to in sub-clause (a);

(c) to perform the functions assigned by the relevant Ordinances and Regulations in respect of the research degree programmes in the assigned subject or subjects;

(d) to consider and make recommendations on any matter referred to it by the Board of the Faculty concerned, the Academic Council, the Executive Council or the Vice-Chancellor, and on any question pertaining to its sphere of work that may appear necessary to it; and

(e) to perform such other functions as may be assigned to it by the Ordinances or Regulations.

4. The functions of the Board of Baccalaureate Studies shall be as follows —

(a) to make recommendations on matters pertaining to courses of study for the Bachelor's degree in the assigned subject or subjects —

(i) to the Board of the Faculty concerned, in respect of the revision of syllabi (including modifications in the recommended texts and books thereunder), the institution of new courses of study, and measures for the improvement of teaching (*inter alia* covering modes of delivery, assessment and evaluation;

(ii) to the Admissions Committee, in respect of admissions; and

(iii) to the Examinations Committee, in respect of examinations.

(b) to recommend, to the Examinations Committee, the lists of examiners for the Bachelor's degree Examination in the assigned subject or subjects;

(c) to consider and make recommendations on any matter referred to it by the Board of Studies concerned, the Board of the Faculty concerned, the Academic Council, the Executive Council or the Vice-Chancellor, and on any question pertaining to its sphere of work that may appear necessary to it; and

(d) to perform such other functions as may be assigned to it by the Ordinances or Regulations.

5. (a) Meetings of the Board of Studies and the Board of Baccalaureate Studies shall be convened by the Chairperson, who shall also record and maintain the proceedings thereof.

(b) Where a matter arises, in respect of which the Vice-Chancellor, or the Dean of the Faculty or the Deans of two or more Faculties, deem it necessary to elicit the common view of two or more Boards of Studies or Boards of Baccalaureate Studies, or the Chairpersons of such Boards so deem necessary, a joint meeting of the concerned Boards may be convened by the Chairpersons acting jointly, under intimation to the Dean or Deans concerned.

(c) Where two or more Boards of Studies, or Boards of Baccalaureate Studies, belonging to the same Faculty meet jointly, the Dean of the Faculty or the senior-most teacher among the Chairpersons of the participating Boards of Studies shall be the Chairperson of such meeting:

Provided that where such Boards belong to different Faculties, the concerned Dean with the longest tenure as such, or the senior-most teacher among the Chairpersons of the participating Boards, shall be the Chairperson of such meeting.

(d) Two-thirds of the members of the Board of Studies or the Board of Baccalaureate Studies or, in the case of joint sessions, of the total number of members of the Boards meeting jointly, shall form the quorum:

Provided that in the case of the Board of Studies, or the Board of Baccalaureate Studies, in Law, the majority of the total membership shall form the quorum.

## ORDINANCE XV: THE DEPARTMENTAL COMMITTEE

*(Under clause (9) of Statute 14)*

### ORDINANCE

The Departmental Committee

1. The Departmental Committee shall consist of the Head of the Department, as Chairperson *ex officio*, and five Professors, three Readers and two Lecturers of the Department, by rotation in the order of seniority for a period of two years:

Provided that —

(i) as long as there is no Professor in the Department, the Departmental Committee shall have two more Readers as (additional) members by rotation in the order of seniority, who shall, subject to a period of membership of two years, relinquish office as soon as a Professor joins the Department;

(ii) as long as there is no Reader in the Department, the Departmental Committee shall have two more Lecturers as (additional) members by rotation in the order of seniority, who shall, subject to a period of membership of two years, relinquish office as soon as a Reader joins the

Department;

(iii) as long as there is no Professor and no Reader in the Department, the Departmental Committee shall have three more Lecturers as (additional) members by rotation in the order of seniority, who shall, subject to a period of membership of two years, relinquish office as soon as a Professor or a Reader joins the Department:

Provided further that where two or more subjects are assigned to a Department, for any matter specifically concerning any subject that is not represented by the Chairperson and the other members (including additional members) of the Departmental Committee, the senior-most teacher of the Department in such subject shall be specially invited for the matter to the meeting concerned.

2. The Departmental Committee shall have the following functions, namely –

(i) to apportion the teaching and co-curricular work of the Department among the teachers thereof and monitor the proper execution thereof;

(ii) to take measures for the organisation, promotion, co-ordination and monitoring of research work and other academic and extra-curricular activities in the Department:

Provided that the functions of the Departmental Committee in respect of research degree programmes shall be subject to the provisions of the Ordinances and Regulations governing such programmes;

(iii) to appoint such sub-Committees, or such Committees of the teachers of the Department, as may be necessary or expedient for the proper discharge of the work of the Department;

(iv) subject to the rules and norms laid down by the Executive Council or the Finance Committee in this regard, to make recommendations to the officer or authority empowered by such rules, in respect of the engagement of persons on contractual basis for various duties in the Department;

(v) to consider and decide on the assignment and utilisation of the space, equipment and other assets of the Department and other matters of general and academic interest to the Department; and

to perform such other functions as may be assigned by the Ordinances or Regulations or, from time to time, by the Vice-Chancellor or the Dean or the Board of the Faculty.

3. Meetings of the Departmental Committee shall be convened at least once every two months (except for the periods of vacations) by the Head of the Department, who shall also maintain the proceedings and give effect to the decisions thereof.

4. The proceedings of the Departmental Committee shall be submitted to the Vice-Chancellor and the Dean of the Faculty.

## ORDINANCE XVI: THE PLANNING AND DEVELOPMENT BOARD

*(Under clause (k) of sub-section (1) of Section 29)*

### ORDINANCE

1. For the purposes of this Ordinance, except where the context requires otherwise, the word "University" shall include the institutions maintained by the University. The Planning and Development Board

2. There shall be a Planning and Development Board for the planning and

development of the academic infrastructure and the Campus and other properties of the University, and monitoring and advising on such planning and development in respect of University Colleges not maintained by the University and the Constituent Colleges.

3. (a) The Planning and Development Board shall consist of the following members, namely —

(i) the Vice-Chancellor, who shall be the Chairperson;

(ii) the Pro-Vice-Chancellor;

(iii) one person nominated by the University Grants Commission for such term as it may specify;

(iv) two persons nominated by the Executive Council, including at least one of it own members;

(v) one of the external expert members of the Building and Works Committee, nominated by the Vice-Chancellor;

(vi) the Deans of the Faculties of Arts, Commerce, Law and Science and the Principals of University Colleges maintained by the University;

(vii) the Directors of University Institutes and Heads of independent Centres;

(viii) the Dean of Research and Development;

(ix) the Dean of College Development;

(x) one Professor each from the Faculties of Arts, Commerce, Law and Science, nominated by the Vice-Chancellor, of whom one shall also be nominated by him as the Secretary;

(xi) two Principals of Constituent Colleges, nominated by the Vice-Chancellor; and

(xii) the Registrar, the Finance Officer and the University Engineer.

(b) The members of the Planning and Development Board nominated by the Executive Council, or by the Vice-Chancellor, shall hold office as such for a term of two years.

(c). All nominations of members and all changes in the membership of the Planning and Development Board shall be reported to the Executive Council.

(d) The meetings of the Planning and Development Board shall ordinarily be held at intervals of three months, or sooner if so required, and shall be convened, under the instructions of the Vice-Chancellor, by the Secretary, who shall also record and maintain the proceedings and conduct the correspondence thereof, exercise administration supervision over the staff assigned to the Board and submit reports on its work and decisions to the Executive Council, through the Registrar.

4. The functions of the Planning and Development Board shall be as follows—

(i) to prepare and revise the perspective plan of the University and review and give advice on the perspective plans of University Colleges not maintained by the University and the Constituent Colleges;

(ii) to advise the Vice-Chancellor in respect of the preparation and revision of the Charter, the Mission Statement and the Vision Plan of the University;

(iii) to lay down the guidelines and performance indicators for the conduct of academic audit of the University, the University Colleges not maintained by the University and the Constituent Colleges;

(iv) to review the findings of the academic audit referred to in serial number (ii), take further action on such findings in respect of the University and make suggestions on the same to University Colleges not maintained by the University and, in respect of the Constituent Colleges, to the College

Development Council;

(v) to recommend to the relevant authorities and bodies, measures for improving and strengthening the administrative infra-structure of the University, in order to facilitate the proper application and utilisation of Plan grants and Non-Plan resources;

(vi) to prepare proposals for developmental grants under Five-year and Annual Plans for the University, quantify the requirements for such grants and, subject to the conditions laid down by the funding agency concerned, allocate or re-allocate such grants, as also the Unassigned Grant and other similar grants, to various projects, proposals and heads, and monitor the progress of the utilisation of such allocations, including the submission of Utilisation and other Certificates by the units, entities or persons in receipt thereof;

(vii) to lay down the guidelines for the institution of a Central Statistical Unit for the University, and Statistical Units in the University Colleges not maintained by the University and the Constituent Colleges, supervise the functioning of the Central Statistical Unit, review the functioning of the Statistical Units of the other institutions, and take other measures for developing and strengthening the information system of the University and the said institutions;

(viii) to coordinate the proposals and developmental projects to be submitted by the Departments and other units of the University, under special Plan or non-Plan Programmes/Schemes of the University Grants Commission and other funding agencies, and supervise the preparation of any presentation to be made to the funding agencies in respect of any such special Programme/Scheme;

(ix) to consider, and make suggestions on, the proposals and developmental projects under special Plan or non-Plan Programmes/Schemes of the University Grants Commission and other funding agencies, drawn up by the University Colleges not maintained by the University or forwarded, in respect of the constituent Colleges, by the College Development Council;

(x) to supervise the preparation of a Master Plan for the Campuses of the University and recommend measures for the effective observance thereof, and lay down the guidelines for the preparation and observance of Master Plans by the University Colleges not maintained by the University and the Constituent Colleges;

(xi) to make recommendations in respect of the acquisition of land and real estate for the physical expansion of the University, and of the development of the property of the University;

(xii) to advise the relevant authorities, bodies, officers and functionaries in respect of the compilation and revision of the record of the land and real properties of the University and the protection, preservation and appropriate utilisation thereof;

(xiii) to supervise the preparation of the Annual Report of the University;

(xiv) to lay down the formats of the Annual Reports of the University Colleges not maintained by the University and the Constituent Colleges, and consider such Annual Reports and give suggestions for revision thereof to the Principals, in respect of such University Colleges, and the College Development Council, in respect of the Constituent Colleges;

(xv) to offer advice on any matter relating to academic and infrastructural planning and development, referred to it by the Executive Council, the

Academic Council or the Vice-Chancellor; and

(xvi) to perform such other functions as may be assigned to it by the Ordinances, or by the Executive Council, the Academic Council or the Vice-Chancellor.

## ORDINANCE XVII: THE BUILDING AND WORKS COMMITTEE

*(Under clause (j) of sub-section (1) of Section 29)*

### ORDINANCE

The Building and Works Committee

1. (a) There shall be a Building and Works Committee of the University, which shall consist of the following persons —

(i) the Vice-Chancellor, who shall be the Chairperson;

(ii) the Pro-Vice-Chancellor or, where there is no Pro-Vice-Chancellor, one Professor of the University nominated by the Vice-Chancellor, for such term as he may specify, from amongst the members of the Planning and Development Board;

(iii) one person nominated by the University Grants Commission for such term as it may specify;

(iv) one member of the Executive Council, nominated by the Vice-Chancellor from amongst the members of the Finance Committee under sub-clause (iii) to clause (1) of Statute 13;

(v) two external experts, one each from the fields of Engineering and Architecture, nominated by the Vice-Chancellor from amongst persons who are serving or former faculty members of a Central University or an institution of Engineering/Technology established and funded by the Central Government, or have held a post not below the rank of Superintending Engineer, or Architect of equivalent rank, in a Department, agency or Public Sector Undertaking of the Central Government, for a term of two years;

(vi) one Civil Engineer, not below the rank of Superintending Engineer, from a Department, agency or Public Sector Undertaking of the Central Government, nominated by the Vice-Chancellor, on *ex officio* basis or for such term as may be specified by him;

(vii) one Professor of the University, nominated by the Vice-Chancellor, for a term of two years;

(viii) the Registrar and the Finance Officer; and

(ix) the University Engineer.

(b) The Vice-Chancellor shall nominate either the member under serial number (vii) of sub-clause (a), or the University Engineer, as the Secretary of the Building and Works Committee, for such period as he may specify.

(c) All nominations of members, and all changes in the membership, of the Building and Works Committee shall be reported to the Executive Council.

(d) The Building and Works Committee shall ordinarily meet at intervals of three months, or sooner if so required, and the meetings thereof shall be convened, under the instructions of the Vice-Chancellor, by the Secretary, who shall also record and maintain the proceedings and conduct the correspondence thereof and exercise administration supervision over the staff assigned to the Committee.

(e) The proceedings of the Building and Works Committee shall be reported to the

Finance Committee and the Executive Council.

2. (a) The Building and Works Committee shall be responsible for arranging and supervising the construction of all major capital works with the administrative approval and expenditure sanction of the Executive Council, and for granting the necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance and repairs.

(b) The expenditure on the works referred to in sub-clause (a) shall, in the case of works —

(i) charged to the regular grant, be within the limits approved in the budget and in accordance with the conditions laid down by the Executive Council; and

(ii) charged to special grants from any funding agency, be within the amount available for the same and in accordance with the conditions laid down by the funding agency concerned.

3. The functions of the Building and Works Committee, in addition to those specified in sub-clause (a) of clause 2, shall be as follows —

(i) to prepare and finalise the plans and cost estimates of buildings and other capital works, and approve such revisions thereof, from time to time, as may be necessary;

(ii) to lay down the procedure in respect of the approval and execution of minor works and works pertaining to maintenance and repairs;

(iii) to make such technical scrutiny in respect of the plans and estimates, referred to in serial number (i), as may be necessary, and ensure that the said plans and estimates are in accordance with the conditions and requirements laid down, in the case of the works referred to in serial number (i) of sub-clause (b), by the Executive Council and, in the case of the works referred to in serial number (ii) thereof, by the funding agency concerned;

(iv) to ensure that no works are undertaken, except such as are in accordance with the Master Plan for the Campuses of the University, and in the case of Buildings classified as Heritage Buildings, except in accordance with the rules in this behalf adopted by it and approved by the Executive Council;

(v) to lay down, with reference to the rules of the Government of India or a relevant agency thereof, the norms for the enlistment and classification of Architects and other Consultants for general or specific purposes, and of Contractors (including Government Departments, agencies and Public Sector Undertakings) for purposes of the execution of the works referred to in serial number (i), enlist them accordingly and engage them for such purposes on appropriate terms and conditions:

Provided that the Building and Works Committee shall have the power to determine the mode of execution of the said works, accept tenders, settle rates not covered by tender, settle the claims of, and disputes with, the said Architects, other Consultants and Contractors, arrange for the supervision of the major capital works and give directions for departmental works wherever necessary;

(vi) to approve proposals for the development of the land of the University and in respect of the improvement of water and electricity supply services, drainage, sanitation, landscaping, aesthetic appearance, preservation of Heritage Buildings, civic amenities, security and proper protection of the real estate of the University, and of special structural and other provisions

consistent with the requirements of physically challenged persons;

(vii) to make such recommendations as deemed appropriate, in respect of its sphere of work, to the Planning and Development Board and the Executive Council; and

(viii) to offer advice on such matters as may be referred to it by the Executive Council, the Finance Committee or the Vice-Chancellor; and

(ix) to perform such other functions as may be assigned by the Ordinances or Regulations, or by the Executive Council, the Academic Council or the Vice-Chancellor.

## ORDINANCE XVIII: THE COLLEGE DEVELOPMENT COUNCIL

*(Under clause (4) of Statute 31)*

### ORDINANCE

The College Development Council

1. (a) The College Development Council shall consist of the following members, namely —

(i) the Dean of College Development, who shall be the Chairperson;

(ii) the Deans of the Faculties of Arts, Commerce, Science and Law;

(iii) eight Heads of the Departments to which the subjects being taught in the Constituent Colleges are assigned, to be selected in the following manner, for a term of two years —

(a) four Heads of the Departments under the Faculty of Arts, by rotation in the order in which Departments are listed in clause (3) of Statute 14;

(b) three Heads of the Departments under the Faculty of Science, by rotation in the order in which Departments are listed in clause (4) of Statute 14; and

(c) one Head of the Department under the Faculty of Commerce, by rotation in the order in which Departments are listed in clause (7) of Statute 14:

Provided that where any subject being taught in the Constituent Colleges is not assigned to a particular Department, such subject shall be represented by the Head of the Department to which the Chairperson of the Board of Studies in the subject belongs;

(iv) the Principals of the Constituent Colleges;

(v) six University Recognised Teachers of the Constituent Colleges, by rotation in the order of seniority for a term of one year, such that there is not more than one such teacher from the same Constituent College and any teacher passed over on account of this provision shall have his turn in rotation the next time;

(vi) the Secretary of the Planning and Development Board; and

(vii) the Registrar and the Finance Officer.

(b) The College Development Council shall meet at least twice in each academic year.

(c) The meetings of the College Development Council shall be convened by the Dean of College Development, who shall also record and maintain the proceedings of such meetings and conduct the correspondence of the College Development Council:

Provided that no communication shall be sent to the Central Government, the University Grants Commission or any other funding agency, except under intimation to the Vice-Chancellor and except in accordance with such directions as may be issued by him in this regard from time to time.

(d) The Dean of College Development shall submit the proceedings of each meeting of the College Development Council to Vice-Chancellor, and also to the Registrar for placing the same before the relevant authorities and the Planning and Development Board.

2. Without prejudice to the generality of the provisions of clause (4) of Statute 31, and subject to the provisions of the Ordinances and Regulations, the College Development Council shall consider and offer advice on the planning and development of the Constituent Colleges, and shall perform the following other functions, namely:

(i) to review the steps taken by the Constituent Colleges in respect of long-term planning for institutional development and the preparation of perspective plans for future development;

(ii) to lay down the guidelines for the conduct, by the Dean of College Development, of surveys of each Constituent College, in respect of physical infrastructure, academic facilities, staff position, student enrolment, general academic standards and amenities and residential facilities for students, and the impact of the developmental and other special grants received by them from the University Grants Commission and other funding agencies;

(iii) to review the findings of the surveys referred to in sub-clause (ii) and identify the developmental needs and priorities of each Constituent College and make recommendations on the basis thereof to the Governing Body concerned, and consider the report of the same on the action taken thereon;

(iv) to consider the reports of the academic audit of the Constituent Colleges, conducted in accordance with the guidelines laid down by the Planning and Development Board, and recommend further action on the findings thereof in the light of the suggestions of the Planning and Development Board thereon;

(v) to approve the guidelines for the apportionment between Constituent Colleges under different heads of expenditure, and for the expeditious disbursement, of developmental and other special grants made available to the University, for release to the Constituent Colleges, by the University Grants Commission and other funding agencies;

(vi) to consider and make suggestions on the reports of the Constituent Colleges in respect of the utilisation of the grants referred to in sub-clauses (vi) and (vii), including utilisation certificates and other completion documents, as prescribed by the funding agencies concerned, prior to the submission thereof, through the Dean of College Development, to such agencies;

(vii) to make suggestions to the Academic Council in respect of the promotion of academic collaboration between the Constituent Colleges;

(viii) to review and make observations on the Annual Reports submitted by the Constituent Colleges to the Dean of College Development, on the format provided by him in accordance with the guidelines of the Planning and Development Board;

(ix) to recommend measures for improving and strengthening the administrative infra-structure of the Constituent Colleges, in order to facilitate the proper application and utilisation of Plan grants and Non-Plan

resources;

(x) to review the working of the Statistical Units of the Constituent Colleges, and suggest measures for developing and strengthening the information system of the Constituent Colleges;

(xi) to take steps for the preparation and observance of a Master Plan for each of the Constituent Colleges, in accordance with the guidelines laid by the Planning and Development Board;

(xii) to perform such other functions as may be assigned to it by the Ordinances; and

(xiii) to offer advice on such matters, relating to the monitoring and promotion of the development of the Constituent Colleges, as may be referred by the Academic Council, the Executive Council, the Vice-Chancellor or the Dean of College Development.

3. The functions of the College Development Council under clause 2 shall also apply in the case of such Constituent Colleges as have been granted autonomous status under the provisions of the Ordinance or Regulations in that behalf, except in respect of matters that may be provided for differently by such Ordinance or Regulations.

## ORDINANCE XIX: THE INTERNATIONAL STUDENTS ADVISORY BOARD

*(Under clause (k) of sub-section (1) of Section 29)*

### ORDINANCE

The International Students Advisory Board

1. There shall be an International Students' Advisory Board and an International Students' Advisor to look after and promote the interests of the International Students at the University.

**EXPLANATION:**

(A) The 'Generic Guidelines for Admission of International Students' issued by the University Grants Commission, classify International Students as follows:

(a) *Foreign Students*, comprising students who hold passports issued by foreign countries, including persons of Indian origin who have acquired the nationality of foreign countries; and

(b) *Non-Resident Indian (NRI) Students*, comprising students who, being qualified for NRI status or being dependants of persons so qualified, have studied and passed the qualifying examinations from schools or colleges in foreign countries, including such schools or colleges situated in foreign countries as are affiliated to the Boards of Secondary Education or Universities located in India, but excluding —

(i) persons studying in such schools or colleges in India as are affiliated to Boards or other Authorities or Universities of foreign countries;

(ii) persons who have passed the qualifying examinations from Boards or other Authorities or Universities located in foreign countries as external students; and

(iii) persons with NRI status, or dependants of such persons, studying in India.

(B) The aforementioned classification, and such modifications thereof as may be made, from time to time, by the University Grants Commission, shall apply for the purposes of this Ordinance and the Regulations and rules made thereunder.

2. (a) The International Students' Advisory Board shall consist of the following

members, namely —

(i) the Vice-Chancellor, who shall be the Chairperson;

(ii) the Deans of the Faculties of Arts, Commerce, Science and Law;

(iii) the Dean of Students Welfare;

(iv) one person from amongst the Directors of University Institutes, Heads of independent Centres and Principals of University Colleges maintained by the University, nominated by the Vice-Chancellor;

(v) one Professor of the University, nominated by the Vice-Chancellor;

(vi) the Director of the International House, appointed under sub-clause (b) of clause 6;

(vii) the International Students' Advisor, appointed under sub-clause (c), who shall be the Secretary.

(b) The members of the International Students' Advisory Board nominated under serial numbers (iv) and (v) of sub-clause (a) shall hold office for a term of two years and shall be eligible for re-nomination as such.

(c) The International Students' Advisor shall be appointed by the Vice-Chancellor from amongst the Professors of the University for a term of two years, and be eligible for re-appointment as such, and shall perform the functions specified in clause 4.

(d) The nominations or re-nominations under serial numbers (iv) and (v) of sub-clause (a), and the appointment or re-appointment of the International Students' Advisor under sub-clause (c), shall be reported to the Executive Council.

(e) The International Students' Advisory Board shall ordinarily meet at intervals of six months, or sooner if so required, and the meetings thereof shall be convened, under the instructions of the Vice-Chancellor, by the International Students' Advisor, who shall also record and maintain the proceedings and conduct the correspondence thereof.

(f) The International Students' Advisory Board shall submit reports on its work and decisions, preferably at intervals of six months, to the Executive Council.

3. The functions of the International Students' Advisory Board shall be as follows —

(i) to frame (and revise from time to time), with due regard to the Guidelines or other instructions issued by the Government of India, the University Grants Commission and the Indian Council of Cultural Relations, such rules about the admission, enrolment, academic work and residence of foreign students as may be necessary:

Provided that the rules in these respects as in force at the time of the commencement of this Ordinance shall continue to apply up to their revision by the International Students' Advisory Board:

Provided further that said rules (and the revisions thereof) shall be reported to the Executive Council, and the provisions thereof in regard to —

(a) admissions and enrolment shall be reported to the Admissions Committee;

(b) academic work shall be reported to the Deans of the Faculties, the Directors of University Institutes and the Heads of independent Centres concerned; and

(c) residence shall be reported to the Board of Residence;

(ii) to frame rules for, and supervise the working of, the International House;

(iii) to make recommendations to Registrar and the Finance Officer for making convenient arrangements (including single-window procedures) for administrative and financial matters relating to International Students

enrolled in the University;

(iv) to make recommendations on matters related to the admission of International Students to University Colleges not maintained by the University and the Constituent Colleges;

(v) to consider and decide on proposals of the International Students' Advisor for the organisation of Vacation Schools on relevant themes for International Students enrolled in the University and in other institutions of higher education in the country;

(vi) to frame guidelines on matters within the purview of the International Students' Advisor; and

(vii) to advise or decide on such matters as may be referred by the Executive Council, the Vice-Chancellor or the International Students' Advisor, and to perform such other functions as may be assigned by the Executive Council or the Vice-Chancellor.

4. Subject to the provisions of the Ordinances, the International Students' Advisor shall perform the following functions, namely:

(i) to provide information and advice to prospective International Students, seeking admission to courses of study for degree, Diploma and Certificate of Proficiency programmes, including research degree programmes, and to foreign nationals seeking enrolment as non-regular students for special courses, on eligibility requirements, the courses available and their syllabi, pre-admission formalities, admission procedure, residential arrangements for regular International Students, and other relevant matters;

(ii) to assist prospective International Students in securing admission to various programmes in the University for which they may be eligible, and in matters relating to their enrolment in such programmes;

(iii) to advise and assist International Students enrolled in the University in regard to residential accommodation, and academic, health, counselling, recreation and other facilities available in the University, and to advise them in respect of lodging outside the Campus;

(iv) to instruct and advise International Students enrolled in the University in matters relating to registration with the local Foreigners Office and the requirements to be fulfilled by them in this regard;

(v) to exercise general supervision and control over the curricular and extra-curricular activities of International Students enrolled to the University, and enforce the rules framed by the International Students' Advisory Board on their academic work and residence;

(vi) to hold interactions with foreign students admitted to the University in respect of academic and general matters, and lay down the schedule for meeting them, individually or in groups, at such intervals as he may determine from time to time;

(vii) to organise induction and orientation programmes, special lectures and other academic and social gatherings (including exchanges with the host student community) for them;

(viii) to organise, with the approval of the International Students' Advisory Board, Vacation Schools on relevant themes for International Students enrolled in the University and in other institutions of higher education in the country;

(ix) to prescribe such forms as may be necessary in respect of various applications and informative data to be submitted by International Students and prepare and publish informative bulletins and brochures helpful to

enrolled and prospective International Students;

(x) to assign and supervise the work of the employees posted to such office; and

(xi) to perform such other functions as may be assigned by the International Students' Advisory Board, the Executive Council or the Vice-Chancellor.

5. (a) The Vice-Chancellor may, on the recommendation of the International Students' Advisor, appoint not more than two teachers of the University as Assistant International Students' Advisors to assist the International Students' Advisor in the performance of his functions, each for a term of two years, subject to the determination of such term by the Vice-Chancellor *suo motu* or on the recommendation of the International Students' Advisor:

Provided that the Assistant International Students' Advisors shall relinquish office with effect from date on which the International Students' Advisor on whose recommendation they were appointed as such is no longer in office.

(b) The International Students' Advisor shall be entitled to such allowance and facilities, and the Assistant International Students' Advisors to such allowance, as may be determined by the Executive Council.

6. (a) The International House shall be a residential unit for International Students enrolled in the University, and also a social, cultural and information centre for such students whether resident therein or not.

(b) The International House shall be headed by the Director thereof, who shall be appointed by the Executive Council, on the recommendations of the International Students' Advisory Board, from amongst teachers of the University, not below the rank of Reader, with a service of not less than ten years, for a term of two years, and shall be eligible for re-appointment for a second term.

(c) The Director of the International House shall exercise general supervision over the residents thereof, and shall have such other powers and functions as may be prescribed by the International Students' Advisory Board, shall be entitled to such allowance and facilities as may be determined by the Executive Council.

(d) The working of the International House as a social, cultural and information centre for International Students enrolled in the University shall be managed by the following Committee:

(i) the International Students' Advisor (Chairperson);

(ii) the member of the International Students' Advisory Board under serial number (v) of sub-clause (a) of clause 2; and

(iii) the Assistant International Students' Advisor or Advisors; and

(iv) the Director of the International House (Secretary).

## ORDINANCE XX: THE LIBRARY SYSTEM AND THE LIBRARY COMMITTEE

*(Under clauses (j) and (k) of sub-section (1) of Section 29)*

### ORDINANCE

The Library System and the Library Committee

1. (a) For the purposes of this Ordinance—

(i) "administrative head", in relation to a Library, means the Librarian in the case of the University Library, the functionary in charge in the case of the Digital Library of the University, the Dean of the Faculty in the case of a

Faculty Library, the Head of a Department or an independent Centre, the Director of a University Institute or the Coordinator of a School in the case of a Departmental Library, and the Coordinator of a special programme or scheme in the case of a Library exclusively funded under the same;

(ii) "Committee of Management" means the Committee of Management of the Library System;

(iii) "Department" means a Department other than one under a University College;

(iv) "Departmental Library" means the Library of a Department, Institute, independent Centre or School, and includes a Library exclusively funded under any special programme or scheme;

(v) "Faculty Library" means a Library under the administrative control of the Dean of the Faculty, and excludes a branch of the University Library in the Campus of the Faculty;

(vi) "Institute" means a University Institute other than the Institute of Correspondence Courses and Continuing Education;

(vii) "Library Committee" means the Library Committee constituted under the provisions of sub-clause (a) of clause 3; and

(viii) "Recognised Library" means a Library established in a Department, a University Institute, an independent Centre or a School, or exclusively funded under any special programme or scheme of the University Grants Commission or any other funding agency, which has been recognised as such by Academic Council, on the recommendation of the Committee of Management, in accordance with the provisions of this Ordinance; and

(ix) "special programme or scheme" means a special programme or scheme of the University Grants Commission or any other funding agency.

(b) The Library System shall comprise the University Library (including its branches in different Campuses), the Digital Library of the University, the Libraries of the Faculties (including University Colleges maintained by the University, but not including a University College admitted to the privileges of the University) and the Recognised Libraries of the Departments (other than the Departments under a University College), and the Institutes, independent Centres and Schools.

(c) The first Rules on the recognition of Departmental Libraries, the inspection of the University Library, the Digital Library of the University, Faculty Libraries and Recognised Libraries, the procedure and conditions for establishing new branches of the University Library and new Faculty Libraries, and the organisation, working and inspection of unrecognised Departmental Libraries, shall be laid down by the Vice-Chancellor and reported to the Academic Council and the Executive Council:

Provided that the said first Rules may be supplemented by the Academic Council, and may be amended by it, *suo motu* or on the recommendations of the Committee of Management, from time to time.

(d) A Departmental Library that, on the date immediately preceding the commencement of this Ordinance —

(i) was organised and functioning as a distinct entity, with a specific grant from the Non-Plan budget of the University or the funds (which may include Plan grants) of the concerned Department, Institute, independent Centre, School, or special programme or scheme, for the acquisition and upkeep of books or subscription to Journals or other purposes;

(ii) had not less than two personnel assigned to it on whole-time basis, including at least one member of the technical or Group C staff; and

(iii) was providing to students reading room facilities for not less than four hours

on each working day or book issuance facilities or facilities for consulting Journals,

shall be deemed to be a recognised Library and shall be included in the list of recognised Libraries to be notified by the Librarian, with the concurrence of the Vice-Chancellor and subject to the approval of the Academic Council, within a period of two months from such commencement.

2. (a) The Library System shall be administered by the Committee of Management, which shall function under the supervision of the Vice-Chancellor, and shall consist of the following members, namely —

(i) the Pro-Vice-Chancellor, or if there is no Pro-Vice-Chancellor, a Professor of the University (not being the Dean of a Faculty) nominated by the Vice-Chancellor, for a period of two years (Chairperson);

(ii) one member of the Academic Council, not being a person in the service of the University or an institution maintained by it or admitted to its privileges, nominated by the Vice-Chancellor, for a period of two years;

(iii) one expert each from the fields of Library or Information/Documentation Science, Library administration or management and the application of Information Technology to Library functions and services, nominated by the Academic Council, for a period of two years;

(iv) the Deans of such of the Faculties as have a Faculty Library;

(v) the Dean of Research and Development;

(vi) the functionary in charge of the Digital Library of the University;

(vii) three persons from amongst the administrative heads of the Recognised Libraries, nominated by the Vice-Chancellor, for a period of two years:

Provided that no such administrative Head shall ordinarily be nominated for two consecutive terms;

(viii) the Librarian (Secretary).

(b) The meetings of the Committee of Management shall ordinarily be convened twice in an academic year, with the concurrence of the Chairperson, by the Secretary, who shall maintain the proceedings of such meetings, and submit a copy thereof to the Vice-Chancellor, and conduct the correspondence of the Committee of Management.

(c) The Committee of Management shall, in accordance with the provisions of the Rules referred to in sub-clause (c) of clause 1 —

(i) upon an application of a Department, Institute, independent Centre or School for recognition of its Library, cause such Library to be inspected and on the basis of the findings of such inspection, either refuse such recognition and convey the reasons for the same to the concerned unit, or agree to the grant of such recognition and submit recommendations in that regard to the Academic Council;

(ii) examine proposals submitted by the Library Committee for the establishment of new branches of the University Library and new Faculty Libraries, and where it agrees with any such proposal, submit recommendations thereon to the Academic Council;

(iii) cause the periodic inspection under the provisions of the said rules, at intervals of not more than two years, of the University Library, the Digital Library of the University, Faculty Libraries and recognised Libraries, and, on the basis of the findings of each such inspection, issue directions to the administrative head of the concerned Library on the steps required to be taken to improve the functioning thereof and review the report of the administrative head (which shall be submitted within two months of the receipt of such directions) on the steps taken in fulfilment of such directions;

(iv) on the basis of the findings referred to in serial number (ii), submit, if it so deems appropriate, recommendations to the Academic Council for the further development of the concerned Library, including specific measures for strengthening its management and administrative procedures, rationalising its organisational and personnel structure, consolidating and enlarging the scope of its services and otherwise increasing its efficiency;

(v) do such other acts and things as may be provided for in the said Rules.

(d) The Committee of Management shall consider, and make recommendations to the Academic Council on, such measures and proposals, generally or for the University Library, Faculty Libraries and Departmental Libraries, as relate to —

(i) the modernisation of Library management, administration, cataloguing and services;

(ii) the development of documentation centres, archival depositories and centralised reference services;

(iii) the digitisation, networking, sharing and remote access of books, journals and other learning resources within the University;

(iv) the organisation of digital and e-Libraries and the provision of Information Technology-enabled access to national and international information or knowledge banks;

(v) agreements or arrangements, and other modes of cooperation and collaboration, with other Libraries, institutions, agencies and authorities towards the provision of technical advice and assistance and the development and sharing of and joint access to learning resources, reference services and documentation facilities;

(vi) organisation of skill-enhancement and refresher courses for the professional, technical and other staff on library administration and services, including training schedules related to the use of Information Technology; and

(vii) other programmes or schemes of relevance to the foregoing objects and to the functions assigned to the Library System by this Ordinance and other Ordinances and the Regulations, or by the Executive Council, the Academic Council and the Vice-Chancellor.

(e) All such proposals of the Library Committee as require additional allocations from the Non-Plan grant of the University or affect the number or status of the personnel of the University Library (including personnel posted or deputed from the University Library to the Digital Library of the University, and the Faculty and Departmental Libraries), shall be referred to the Committee of Management, and the recommendations of the Committee of Management thereon shall be placed before the Academic Council for consideration.

(f) Where the Academic Council endorses, as such or with modifications, the recommendations of the Committee of Management under serial numbers (i), (ii), (iv) and (vi) of sub-clause (c), and under sub-clauses (d) and (e), the said recommendations, as so endorsed, shall be placed for approval before the Executive Council, which shall consult the Finance Committee in all cases where budgetary grants are required for staff and other requirements, before taking a decision thereon.

(g) The Committee of Management shall approve the norms proposed by the Library Committee for the apportionment of Non-Plan, Plan and other special grants between the University Library, the Digital Library of the University, Faculty Libraries and Recognised Libraries, except in cases where such grants have, under the provisions or terms for the same, been specifically allocated to the said Libraries, and the distribution of the said grants shall be in accordance with the said norms as so

approved.

(h) The Committee of Management shall take steps to cause the inspection of unrecognised Departmental Libraries and, on the basis of the findings of each such inspection, issue advice to the administrative head of the concerned Library on measures relating to the organisation and working thereof, and lay down the norms and procedure for the establishment of new Departmental Libraries, including Departmental Libraries shared by more than one Department, and no Departmental Library shall be established, except in accordance with such norms and procedure.

(i) The Committee of Management shall prescribe the general norms to be observed by the Departments in respect of the constitution of Committees, or the assignment of responsibilities to the teachers, for overseeing the functioning of Departmental Libraries exclusive to each Department or shared by more than one Department.

(j) The administrative heads of the University Library, the Digital Library of the University, the Faculty Libraries and the Recognised Libraries, each, shall submit the Annual Report of the Library under his charge, on such format as may be approved by the Vice-Chancellor, and the Secretary of the Committee of Management shall present all such Annual Reports, after they have been considered and finalised by the Library Committee, and the consolidated Annual Report of the Library System drawn up by him on the basis thereof, to the Committee of Management for approval, and shall forward the consolidated Annual Report of the Library System, as approved by the Committee of Management, upon the endorsement thereof by the Vice-Chancellor, to the Registrar for further action:

Provided that all aspects of the said consolidated Annual Report approved by the Committee of Management that have a bearing on academic matters within the purview of the Academic Council, as extracted therefrom by the Secretary of the Committee of Management with the approval of the Vice-Chancellor, shall be placed before the Academic Council.

(k) The Committee of Management shall approve the budgetary estimates of the Library System for income and expenditures exclusive thereto, and the same shall be forwarded by the Secretary of the Committee of Management to the Finance Officer for placing before the Finance Committee.

(l) The Committee of Management shall offer advice on matters referred by the Executive Council, the Academic Council, the Finance Committee, the Vice-Chancellor or the Library Committee, and perform such other functions as may be assigned by this Ordinance and other Ordinances and the Regulations or by the said authorities or the Vice-Chancellor.

(m) The Secretary of the Committee of Management shall give effect to the decisions of the Committee of Management in matters where it has final authority under this Ordinance and of the Executive Council, the Academic Council, the Finance Committee or the Vice-Chancellor in matters where they are empowered to approve the recommendations of the Committee of Management.

3. (a) The Library Committee shall consist of the following members, namely—

(i) the Chairperson of the Committee of Management (Chairperson);
(ii) the Deans of the Faculties (other than University Colleges admitted to the privileges of the University);
(iii) the Dean of Research and Development;
(iv) the Directors of Institutes, Heads of Departments and independent Centres and Coordinators of Schools;
(v) the functionary in charge of the Digital Library of the University;
(vi) the Dean of Students Welfare;

(vii) one Professor from each of the Faculties referred to in serial number (ii), nominated by he Vice-Chancellor, for a period of two years;

(viii) the Librarian (Secretary).

(b) The meetings of the Library Committee shall ordinarily be convened twice in an academic year, with the concurrence of the Chairperson, by the Secretary, who shall maintain the proceedings of such meetings, and submit a copy thereof to the Vice-Chancellor, and conduct the correspondence of the Library Committee.

(c) Subject to the provisions of this Ordinance, the Library Committee shall—

(i) review and revise, from time to time, the rules or guidelines for the University Library, the Digital Library of the University, Faculty Libraries and Departmental Libraries in respect of the acquisition of books, journals, reports and other publications, and other categories of learning material and records, and the accession of acquisitions and periodic stock verification;

(ii) review from time to time the services and facilities, including Reading Rooms and Web-access arrangements, provided to different categories of users of the University Library and the Digital Library of the University, and give directions for improvements and enlargements thereof;

(iii) finalise proposals for the establishment of new branches of the University Library and new Faculty Libraries, for the consideration of the Committee of Management;

(iv) consider the directions given by the Committee of Management to the Librarian on the basis of the findings of the periodic inspection of the University Library, consider the action taken by the Librarian in pursuance thereof and issue appropriate instructions n that regard;

(v) frame proposals or suggest measures for the consideration of Committee of Management on matters specified in sub-clause (d) of clause 2 in respect of the University Library, the Digital Library of the University, Faculty Libraries and Recognised Libraries;

(vi) review and revise, from time to time, the norms for the apportionment of Non-Plan, Plan and other special grants (not being specifically allocated grants) between the University Library, the Digital Library of the University, Faculty Libraries and Recognised Libraries, for the consideration of the Committee of Management, and implement the norms as approved by the latter; and

(vii) finalise the Annual Reports of the University Library, the Digital Library of the University, Faculty Libraries and Departmental Libraries, for the consideration of the Committee of Management.

(d) The Library Committee shall approve the budgetary estimates of the University Library, the Digital Library of the University, Faculty Libraries and Departmental Libraries (other than the Libraries of the Institutes and independent Centres provided for in the budgetary estimates thereof), and the same shall be forwarded by the Secretary of the Library Committee to the Finance Officer for placing before the Finance Committee.

(e) The Library Committee shall offer advice on matters referred by the Executive Council, the Academic Council, the Finance Committee, the Vice-Chancellor or the Committee of Management, and perform such other functions as may be assigned by this Ordinance and other Ordinances, and the Regulations, or by the said authorities, the Committee of Management or the Vice-Chancellor.

(f) The Secretary of the Library Committee shall give effect to the decisions of the Library Committee in matters where it has final authority under this Ordinance and of the Executive Council, the Academic Council, the Finance Committee, the Committee

of Management or the Vice-Chancellor in matters where they are empowered to approve the recommendations of the Library Committee.

## ORDINANCE XXI: THE BOARD OF STUDENTS WELFARE

*[Under Section 7(xvii), Section 29(k) and Statute39 (2)]*

### ORDINANCE

1. (a) The Board of Students Welfare shall consist of the following members, namely— The Board of Students Welfare

(i) the Vice-Chancellor (Chairperson);

(ii) the Pro-Vice-Chancellor, or, where there is no Pro-Vice-Chancellor, a Professor of the University nominated by the Vice-Chancellor for such period as the Vice-Chancellor may determine;

(iii) the Deans of the Faculties;

(iv) the Dean of College Development;

(v) the Directors of University Institutes, the Heads of independent Centres and the Coordinators of Schools;

(vi) the Directors of Constituent Institutes;

(vii) the Chairperson of the Delegacy;

(viii) the Chairperson of the Women's Advisory Board;

(ix) the International Students Advisor;

(x) the Director of the University Employment Information and Guidance Bureau;

(xi) two Principals of Constituent Colleges, nominated by the Vice-Chancellor for a term of two years;

(xii) the Proctor; and

(xiii) the Dean of Students Welfare (Secretary).

(b) The Board of Students Welfare shall ordinarily be convened twice in an academic year, on the instructions of the Chairperson, by the Secretary, who shall maintain the proceedings and conduct the correspondence thereof.

(c) The International Students Advisor shall be assisted by two teachers of the University, nominated by the International Students Advisory Board for a term of two years, in respect of matters relating to the welfare of foreign students enrolled in the University.

(d) There shall be the following Students Welfare Coordination Committees (hereafter in this Ordinance referred to as "the Coordination Committees") for different units or institutions.—

(i) the Coordination Committee for the Hostels maintained by the University (other than the International House) and the Hostels recognised by the University, comprising the Dean of Students Welfare (Convenor) and the Wardens of the said Hostels;

(ii) the Coordination Committee for the Constituent Colleges, comprising the Dean of College Development (Convenor) and the Principals of the Constituent Colleges.

(e) The meetings of each Coordination Committee shall be convened, as and when required, by the Convenor thereof, who shall maintain its proceedings and conduct its correspondence.

2. (a) The Board of Students Welfare shall look after and review the provisions for the welfare of the students of the University and the institutions maintained by it and admitted to its privileges, and make such recommendations and offer such advice to the concerned functionaries and bodies thereof, as may be necessary, for strengthening and improving the arrangements in respect of the following matters —

(i) health, physical fitness and personal counselling;

(ii) literary, cultural and other creative and recreational activities;

(iii) sports, games, athletics and physical culture;

(iv) socially-oriented and other extra-curricular activities;

(v) personality development and enhancement of general skills;

(vi) the lodging of students not resident with their families or in the Hostels maintained or recognised by the University or maintained by the institutions admitted to its privileges;

(vii) messing facilities for Hostel residents and canteens and other amenities for students in general;

(viii) career counselling, placement advice and support, and employment information and guidance;

(ix) special provisions for students with disabilities in respect of the matters specified in serial numbers (i) to (viii), and also for their easy access to academic and other facilities and amenities;

(x) special provisions for female students in respect of the matters specified in serial numbers (i) to (viii), and also for common rooms for them in the Campuses of the University and of the institutions admitted to its privileges; and

(xi) such other matters relating to the welfare of students as may be referred to it by the Executive Council, other bodies, the Coordination Committees and the Vice-Chancellor.

(b) The Board of Students Welfare shall ordinarily be convened twice in an academic year, on the instructions of the Chairperson, by the Secretary, who shall maintain the proceedings, conduct the correspondence thereof and prepare the Annual Report for the approval of the Board.

(c) The concerned functionaries and bodies of the University, the heads of the institutions maintained by the University, the Principals of University Colleges admitted to the privileges of the University and the Directors of the Constituent Institutes, shall take action on such recommendations and advice of the Board of Students Welfare as are relevant for them, and shall report such action to the Board.

(d) The members of each Coordination Committee shall be apprised by the Convenor of the recommendations and advice of the Board of Students Welfare having a bearing on the unit or institution with which the Coordination Committee is concerned, and each such member shall take action thereon and report the same to the Board through the Convenor.

3. (a) The provisions in the University in respect of specific matters referred to in sub-clause (a) of clause 2 shall be as follows —

(i) the Athletic Association shall be responsible for arrangements for sports and games recognised by it and for athletics and physical culture, including the maintenance of facilities, the training and coaching of students, the organisation of events and competitions and collaboration with institutions and agencies these respects;

(ii) the Central Cultural Committee shall organise literary, cultural and other

creative activities for students;

(iii) the University Employment Information and Guidance Bureau shall make arrangements to provide information and guidance to students on opportunities for employment and self-employment, including a reading-room for newspapers and periodicals and compilation of digests of information on such opportunities, assist and advise them in respect of application procedures, organise seminars, workshops and other interactive programmes directed at the preparation of students for written tests and interviews; and

(iv) the Placement Advisory Committee shall offer advice on the coordination and strengthening of the placement mechanisms of the Departments, University Institutes, independent Centres and Schools, or of specific academic programmes conducted by them.

(b) The constitution, or administrative organisation, and functions of the Athletic Association, the Central Cultural Committee, the University Employment Information and Guidance Bureau and the Placement Advisory Committee, and other matters in respect thereof, shall be laid down by the Executive Council by Regulations:

Provided that the first such Regulations shall be drawn up by the Vice-Chancellor and reported to the Executive Council.

## ORDINANCE XXII: THE BOARD OF HEALTH

*(Under clause (xvii) of Section 7 and clause (k) of sub-section (1) of Section 29)*

### ORDINANCE

The Board of Health The Board of Health

1. (a) There shall be a Board of Health in the University, which shall be constituted as follows —

(i) the Vice-Chancellor (Chairperson);

(ii) the Pro-Vice-Chancellor or, where there is no Pro-Vice-Chancellor, a Professor of the University nominated by the Vice-Chancellor for such period as the Vice-Chancellor may determine;

(iii) one member of the Executive Council, not being a member in the service of the University or of any institution admitted to its privileges, nominated by the Vice-Chancellor, for a period of two years;

(iv) the Chairperson of the Delegacy;

(v) the Chairperson of the Women's Advisory Board;

(vi) the Senior Medical Officer of the University; and

(vii) the Dean of Students Welfare (Secretary).

2 (a) The Board of Health shall ordinarily be convened twice in an academic year by the Secretary, on the instructions of the Chairperson, and shall perform the following functions, namely —

(i) to review, from time to time, the arrangements for promoting the health of students, and make recommendations to the Executive Council for strengthening the same;

(ii) to consider and approve proposals for the conduct of campaigns for increasing the awareness of the students and the teaching and non-teaching staff of the University on matters relating to health and hygiene and in respect of various kinds of medical and health problems, by the various bodies of the University on their own or in cooperation or collaboration

with international and Governmental agencies and non-Governmental organisations;

(iii) to draw up guidelines for the Constituent Institutes and the Constituent Colleges in respect of arrangements for promoting the health of the students enrolled thereat, and for increasing the awareness of such students and the teaching and non-teaching staff of the said institutions on the matters referred to in serial number (ii);

(iv) to make recommendations to the Executive Council on the proposals of the Advisory Committee of the University Health Centre, constituted under sub-clause (b) of clause 3, in respect of—

(1) the improvement and expansion of the infrastructure, services and facilities of the University Health Centre;

(2) the establishment of subordinate units of the University Health Centre in different locations in the Campuses of the University, and the management thereof; and

(3) the rules for the provision of the services and facilities of the University Health Centre for different categories of users, including the charges to be levied in relevant cases;

(v) to approve the annual plans, the Budget and the Annual Report of the University Health Centre;

(vi) to offer advice on any matter referred to it by the authorities or other bodies of the University or the Vice-Chancellor; and

(vii) to perform such other functions as may be assigned by the Ordinances or Regulations, or by the Executive Council or the Vice-Chancellor.

(b) The Secretary of the Board of Health shall, under the supervision of the Chairperson, maintain the proceedings and conduct the correspondence thereof.

3. (a) The Senior Medical Officer shall be responsible to the Vice-Chancellor for the administration and management of the University Health Centre and the supervision of the Medical Officers and staff thereof.

(b) There shall be an Advisory Committee for the University Health Centre (hereafter in this Ordinance referred to as "the Advisory Committee"), which shall be constituted as follows —

(i) the Pro-Vice-Chancellor, or the Professor referred to in serial number (ii) of sub-clause (a) of clause 1 (Chairperson);

(ii) the Dean of Students Welfare;

(iii) the Chairperson of the Delegacy;

(iv) the Chairperson of the Women's Advisory Board;

(v) the Registrar;

(vi) the Finance Officer; and

(vii) the Senior Medical Officer (Secretary).

(c) The Advisory Committee shall perform the following functions, namely—

(i) to submit proposals to the Board of Health for the improvement and expansion of the infrastructure of the University Health Centre, and of the medical and health services and facilities maintained by it for the students and the teaching and non-teaching staff of the University, other than the students and staff of such University College maintained by the University as may be specified by the Executive Council;

(ii) to submit proposals the Board of Health on the establishment of subordinate units of the University Health Centre at different locations in the Campuses

of the University and the management thereof;

(iii) to propose, for consideration by the Board of Health, the rules on the provision of the services and facilities of the University Health Centre for different categories of users, including the charges to be levied in relevant cases;

(iv) to draw up the annual plans, the Budget and the Annual Report of the University Health Centre for consideration by the Board of Health;

(v) to offer advice on any matter referred to it by the Board of Health or the Vice-Chancellor; and

(vi) to perform such other functions as may be assigned by the Ordinances or Regulations, or by the Executive Council or the Vice-Chancellor.

(d) The Secretary of the Advisory Committee shall, under the supervision of the Chairperson, convene the meetings, maintain the proceedings and conduct the correspondence thereof.

## ORDINANCE XXIII: THE DELEGACY AND THE BOARD OF RESIDENCE

*(Under clause (xvii) of Section 7, clause (h) of sub-section (1) of Section 29, clauses (3) and (6) of Statute 30 and clause (2) of Statute 31)*

### ORDINANCE

The Delegacy and the Board of Residence

1. (a) Every regular student enrolled in the Departments under the Faculties of Arts, Commerce, Law and Science and in a University Institute, other than the Institute of Correspondence Courses and Continuing Education, an independent Centre or a School, on whole-time basis for an academic programme of a duration of not less than one academic year, shall reside —

(i) with a parent or guardian, or in family or private lodgings, as a member of the Delegacy;

(ii) in a hostel owned, maintained and managed by the University (hereafter in this Ordinance referred to as "a University Hostel"); or

(iii) in a hostel owned, maintained and managed by a Trust or Society, or other private body, and recognised as such by the University (hereafter in this Ordinance referred to as "a Recognised Hostel").

(b) A Hostel shall not grant admission to any person other than a regular student referred to in sub-clause (a), and shall observe the admission rules prescribed by, or under, this Ordinance.

(c) A Hostel may affiliate any such regular student, referred to in sub-clause (a), as an "attached" (i. e. non-resident) student, in accordance with the rules in that regard, to the extent of fifteen per cent of the approved number of places in the Hostel for resident students:

Provided that attached students shall, for all purposes, be deemed to be the residents of the Hostel, but shall not be eligible to be assigned accommodation in the Hostel merely on the ground of being affiliated thereto, but an attached student with a standing as such of ordinarily not less than one academic year who has represented the University or the Hostel in one of the recognised sports, games, or literary or cultural activities, may be given preference in the assignment of such accommodation.

(d) The Delegacy shall be organised in Circles, with separate Circles for female students, on the basis of the academic programmes, or the classes thereof, in which the students are enrolled and such Circles shall be the primary units of the Delegacy

membership of students not resident in, or affiliated with, any Hostel.

(e) The admission of a resident student or the affiliation of an attached student of a Hostel, and the membership of the Delegacy of a student, shall stand cancelled in case he ceases to be a regular student under sub-clause (a).

(f) The University Hostel known as the International House at the commencement of this Ordinance shall not be governed by this Ordinance.

(g) The Delegacy Circles are specified in **SCHEDULE A**, the University Hostels in **SCHEDULE B** and the Recognised Hostels in **SCHEDULE C** to this Ordinance.

(h) The Executive Council may establish a new Delegacy Circle or University Hostel, or reorganise the Delegacy Circles, or rename, divide or abolish any University Hostel or amalgamate two or more such Hostels.

(i) The Delegacy shall have a Chairperson and a Secretary, and an Advisory Committee.

(j) The Board of Residence, constituted under clause 3, shall supervise and coordinate the functioning and development of the Hostels and perform other functions specified in the said clause 3.

(k) Each Hostel shall have a Warden and a Superintendent and, where the number of approved places for resident students in a Hostel is in excess of 200, may have an Assistant Superintendent:

Provided that the Executive Council may, in the case of a University Hostel for female students, sanction the appointment of an Assistant Superintendent in case the number of approved places for resident students therein is in excess of 150.

(l) Each Recognised Hostel shall have a Managing Committee, as constituted under sub-clause (d) of clause 5 (hereafter in this Ordinance referred to as "the Managing Committee").

2. (a) The Advisory Committee of the Delegacy shall consist of the following members, namely—

(i) the Chairperson of the Delegacy (Chairperson);

(ii) the Dean of one Faculty, other than a Faculty constituted by a University College, nominated by the Vice-Chancellor, for a period of two years;

(iii) one person from amongst the Directors of University Institutes, other than the Institute of Correspondence Courses and Continuing Education, and the Heads of independent Centres, taken together, nominated by the Vice-Chancellor, for a period of two years;

(iv) the Dean of Students Welfare;

(v) one of the members of the Women's Advisory Board, nominated by the Vice-Chancellor, for a period of two years;

(vi) one of the Coordinators referred to in sub-clause (g), nominated by the Vice-Chancellor in consultation with the Chairperson of the Delegacy, for a period of two years;

(vii) the Secretary of the Delegacy (Secretary).

(b) All nominations under sub-clause (a) shall be reported to the Executive Council.

(c) The Chairperson of the Delegacy shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from amongst the Professors of the University.

(d) The Secretary of the Delegacy shall be appointed by the Vice-Chancellor from amongst the Readers and Lecturers of the University with a service of not less than ten

years, in consultation with a Committee consisting of the Chairperson of the Delegacy and one member of the Executive Council nominated by the Vice-Chancellor, and such appointment shall be reported to the Executive Council.

(e) The Chairperson and the Secretary of the Delegacy shall be appointed as such for a term of two years and may be re-appointed, but shall not hold office for more than two consecutive terms.

(f) The Delegacy shall promote, and provide facilities and opportunities for, various literary, cultural and other creative activities, and organise competitions, exhibitions, festivals, seminars and other extra-mural events, for the members of the Delegacy and students in general, and may also produce magazines, souvenirs and Newsletters, on its own or in collaboration with units and entities within and outside the University.

(g) The Delegacy shall have Coordinators for different kinds of literary, cultural and other creative activities, who shall be appointed from amongst the teachers of the University, on the recommendations of the Chairperson of the Delegacy, by the Vice-Chancellor for such period as he may specify.

(h) The Delegacy shall acquire office and other equipment and develop and maintain appropriate facilities for the fulfilment of its objectives, and the Chairperson shall be responsible for the administration, use and upkeep thereof.

(i) The University shall maintain the buildings and grounds of the Delegacy, and shall assign the core Group C and Group D staff thereof.

(j) The Delegacy shall maintain such registers and records as may be prescribed by the University, and shall furnish such statistical information as the University may, from time to time, require.

(k) The Delegacy shall be entitled to receive Non-Plan grants and Plan allocations from the University, and assistance from the University Grants Commission and, with the concurrence of the Vice-Chancellor, support and contributions from other agencies, organisations and persons for general or special purposes:

Provided that such Plan allocations, assistance, support and contributions shall not be utilised, except in accordance with the terms and conditions governing the same.

(l) The funds of the Delegacy shall consist of the Delegacy membership fees paid by students, the allocations from the Non-Plan grant of the University and the receipts from charges for the use of the facilities referred to in sub-clause (h) and from publications, services and other sources.

(m) The Chairperson of the Delegacy shall be responsible for —

(i) the planning, administration and coordination of the work and activities of the Delegacy;

(ii) the maintenance of the accounts of the Delegacy, in accordance with the rules of the University;

(iii) the preparation of the annual Budget of the Delegacy;

(iv) the engagement of agencies for providing different facilities and services to the Delegacy, in accordance with the rules of the University;

(v) the supervision of the staff assigned to the Delegacy, or engaged, in accordance with the provisions of the rules of the University, for the Delegacy and its facilities; and

(vi) the custody of the assets, and the maintenance and custody of the registers and records of the Delegacy,

and the Secretary of the Delegacy shall, under the supervision of the Chairperson, maintain the proceedings of the Advisory Committee, prepare the Annual Report and carry out the correspondence of the Delegacy.

(n) The Advisory Committee of the Delegacy shall ordinarily be convened twice in an academic year by the Secretary, on the instructions of the Chairperson, and shall perform the following functions, namely :—

(i) to review, from time to time, the activities of the Delegacy, and suggest measures for strengthening and enlarging the range of the same;

(ii) to approve the annual plans, the Budget and the Annual Report of the Delegacy;

(iii) to recommend the membership fees and other dues payable by students and the schedule of charges for the use of the facilities of the Delegacy;

(iv) to make recommendations to the Executive Council in respect of the establishment of a new Delegacy Circle or the reorganisations of Delegacy Circles;

(v) to offer advice on any matter referred to it by the authorities of the University or the Vice-Chancellor; and

(vi) to perform such other functions as may be assigned by the Ordinances or Regulations.

(o) The annual Budget of the Delegacy, as finalised by the Advisory Committee, shall, with the concurrence of the Vice-Chancellor, be submitted to the Finance Committee.

(p) The schedule of charges for the use of the facilities of the Delegacy by units or entities within and outside the University, as proposed by the Advisory Committee from time to time, shall be approved by the Executive Council:

Provided further that no charges shall be levied for the use of such facilities for activities conducted or sponsored by the Delegacy itself.

(q) The Chairperson of the Delegacy shall be responsible for the receipt and realisation of grants and revenues and other incomes, and for purchases and acquisitions, drawals from the funds and disbursal of the payments of the Delegacy, and all such purchases, acquisitions, drawals and disbursals, and the provisions in respect of sanctions for the same, shall be in accordance with the rules of the University.

(r) The accounts of the Delegacy shall be audited in accordance with the rules of the University.

3. (a) The Board of Residence and shall consist of the following members, namely—

(i) the Vice-Chancellor (Chairperson);

(ii) the Pro-Vice-Chancellor;

(iii) one member of the Academic Council, not being a member in the service of the University or any institution maintained by it or admitted to its privileges, nominated by the Vice-Chancellor, for a period of two years;

(iv) two persons from amongst the Deans of Faculties, other than the Dean of a Faculty constituted by a University College, Directors of University Institutes, other than the Institute of Correspondence Courses and Continuing Education, and independent Centres, taken together, nominated by the Vice-Chancellor, for a period of two years;

(v) the Chairperson of the Women's Advisory Board;

(vi) two Wardens of the University Hostels for male students, one Warden of the University Hostels for female students, and two Wardens of the Recognised Hostels, by rotation in the order in which the said Hostels are respectively listed in **SCHEDULE B** and **SCHEDULE C**, for a period of two years;

(vii) the Proctor; and

(viii) the Dean of Students Welfare (Secretary):

Provided that the nominations under serial numbers (iii) and (iv) shall be reported to the Vice-Chancellor.

(b) The Board of Residence shall ordinarily be convened twice in an academic year by the Secretary, on the instructions of the Chairperson, and shall perform the following functions, namely —

(i) to determine, from time to time, the rules and procedure for admission and attachment of students to the Hostels, including, in respect of the University Hostels, a common admission procedure separately for Hostels for male and female students;

(ii) to lay down, from time to time, the rules for the Hostels in respect of the conditions of residence of students, including the admissible period of residence in each academic year and the maximum duration of membership of a Hostel as resident and attached student, the attendance of resident students, the discipline and conduct of resident and attached students, the penalties for non-observance or violation of the provisions on attendance, discipline and conduct, the local guardians and permitted visitors of the resident students, the stay of short-term guests of resident students, and the offices, mode of selection, term and duties of the representatives of the resident and attached students;

(iii) to lay down the rules for the inspection of the Hostels at specified intervals, and on the basis of reports of such inspections issue appropriate instructions to the Warden, in the case of a University Hostel, or the Managing Committee, in the case of a Recognised Hostel, and make recommendations in that regard for the consideration of the Executive Council:

(iv) to recommend, from time to time, for approval by the Executive Council, the schedule of fees and other charges to be paid, including the mode of payment thereof, by the resident and attached students of the Hostels:

Provided that the said schedule may be different for University Hostels and Recognised Hostels, and may also provide for additional charges of varied amounts leviable by individual Hostels for specified heads;

(v) to make recommendations to the Executive Council in respect of the establishment of a new University Hostel and the renaming, division or abolition of any University Hostel or the amalgamation two or more such Hostels;

(vi) to consider and finalise the Annual Reports of the Hostels, and its own Annual Report, for further action by the Registrar;

(vii) to consider, and make recommendations to the Finance Committee on proposals submitted by the University Hostels for the sanction of funds, additional to their annual Non-Plan grant, for different purposes;

(viii) to consider and make recommendations to the Planning and Development Board or the Executive Council, on matters, within their respective jurisdictions, relating to proposals submitted by the University Hostels for the expansion, development or improvement of their infrastructure, facilities and services;

(ix) to consider the annual Budget of the Recognised Hostels, in accordance with the provisions of sub-clause (h) of clause 5;

(x) to take steps for promoting coordination in relevant matters, including common or shared facilities, between the University Hostels;

(xi) to offer advice on any matter referred to it by the authorities of the University or the Vice-Chancellor; and

(xii) to do such other acts and things as may be requisite or expedient for the exercise of the preceding functions and perform such other functions as may

be assigned by the Ordinances or Regulations or by the Executive Council.

(c) The Secretary shall maintain the proceedings of the Board of Residence, which shall be reported to the Executive Council, and conduct the correspondence thereof.

(d) Pending the prescription of the rules and procedures, referred to in serial numbers (i), (ii) and (iii) of sub-clause (b), by the Board of Residence, and of the schedule of fees and charges, referred to in serial number (iv) thereof, by the Executive Council, such rules, procedures and schedule shall be laid down by the Vice-Chancellor, with effect from the date of commencement of this Ordinance, and shall be reported to the Executive Council and the Board of Residence.

4. (a) In the case of a University Hostel —

(i) the Warden shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from amongst the Professors of the University;

(ii) the Superintendent shall be appointed by the Vice-Chancellor from amongst the Readers and Lecturers of the University with a service of not less than five years, in consultation with a Committee consisting of one member of the Executive Council nominated by it, the Dean of Students Welfare and the Warden of the Hostel; and

(iii) the Assistant Superintendent, referred to in sub-clause (k) of clause 1, shall be appointed by the Vice-Chancellor from amongst the confirmed Lecturers of the University, in consultation with the Dean of Students Welfare and the Warden of the Hostel:

Provided that a casual vacancy in the Office of the Warden, the Superintendent or the Assistant Superintendent shall be filled by the Vice-Chancellor from amongst teachers eligible for regular appointment to the post, for the period up to the resumption of duties by the regular incumbent or the appointment of the successor to the regular incumbent, whichever is earlier.

(b) In the case of a Recognised Hostel, the Managing Committee shall, with the approval of the Vice-Chancellor, appoint —

(i) the Warden from amongst the regular teachers of the University, with a service of not less than ten years;

(ii) the Superintendent from amongst the regular teachers of the University, with a service of not less than five years;

(iii) the Assistant Superintendent, if required to be appointed under the provisions of sub-clause (k) of clause 1, from amongst the regular teachers of the University:

Provided that where the Vice-Chancellor is satisfied that it is not feasible for the Warden, or the Superintendent, or the Assistant Superintendent, to be appointed from amongst the regular teachers of the University, he may approve the appointment as such of a regular teacher of any of the institutions admitted to the privileges of the University with the specified period of service.

(c) The Warden, the Superintendent and the Assistant Superintendent of each Hostel shall be appointed as such for a term of two years and may be re-appointed, but shall not hold office for more than three consecutive terms.

(d) The Superintendent and Assistant Superintendent of each Hostel may be assigned an unfurnished residence, ordinarily in or proximate to the premises of the Hostel, and granted such allowances as may be approved by the Executive Council from time to time:

Provided that the Warden of the Hostel may be provided with such non-residential

facilities as may be approved by the Executive Council from time to time.

(e) The Warden of a Hostel shall —

(i) exercise general supervision over the Hostel and shall regularly visit and inspect it;

(ii) be appropriately accessible to the resident and attached students of the Hostel and look after their general welfare;

(iii) take appropriate action on serious violations of the conditions of residence and the rules of attendance, conduct and discipline by resident or attached students reported by the Superintendent, and where necessary refer any such matter to the Proctor and, in the case of a Recognised Hostel, also to the Managing Committee thereof;

(iv) prepare the annual Budget of the Hostel, in consultation with the Superintendent, and submit the same —

(1) in the case of a University Hostel, with the concurrence of the Vice-Chancellor, to the Finance Committee; or

(2) in the case of a Recognised Hostel, to the Managing Committee;

(v) approve the proposals drawn up by the Superintendent for purchase of equipment, furniture and other items, as required, within the limit of the provisions in the Budget for the same, and—

(1) in the case of a University Hostel, in accordance with the rules of the University in that regard; or

(2) in the case of a Recognised Hostel, in accordance with the procedure laid down, consistent with the rules of the University, by the Managing Committee;

(vi) in the case of—

(1) a University Hostel, subject to the rules of the University, be responsible for; or the receipt and realisation of the grants and other incomes, purchases, acquisitions and drawals from the funds assigned to the Hostel and the disbursal of its payments; or

(2) a Recognised Hostel, exercise such responsibilities, as may be assigned by the Managing Committee, in respect of,

the receipt and realisation of the grants and other incomes, purchases, acquisitions and drawals from the funds assigned to, or of, the Hostel and the disbursal of its payments:

Provided that in the case of a Recognised Hostel referred to in clause 6, all receipts and realisations, purchases, acquisitions, drawals and disbursals shall be subject to the rules of the University in that regard;

(vii) in the case of—

(1) a University Hostel, finalise, and submit to the Board of Residence, the proposals of the Superintendent for the sanction of additional Non-Plan grants; or

(2) a Recognised Hostel, finalise, and submit to the Managing Committee, the proposals of the Superintendent for allocations from the funds of the Hostel,

for different purposes, and for the expansion, development or improvement of the infrastructure of the Hostel;

(viii) finalise the Annual Report of the Hostel drawn up by the Superintendent and submit the same to the Board of Residence:

Provided that in the case of a Recognised Hostel, the Annual Report shall be so submitted through the Managing Committee;

(ix) in consultation with the Superintendent, assign the work of the Assistant

Superintendent (if any) from time to time:

Provided that in the case of a Recognised Hostel, the assignment of work to the Assistant Superintendent shall be reported to the Managing Committee; and

(x) perform such other functions as may be assigned by the Board of Residence, the rules referred to in serial numbers (i) and (ii) of sub-clause (b) of clause 3, and by, or under, other provisions of this Ordinance, and in the case of a Recognised Hostel, also such functions as may be assigned by the Managing Committee.

(f) The Superintendent of a Hostel shall —

(i) allot accommodation to newly admitted or continuing resident students, and make changes in any such allotment, as and when expedient or necessary;

(ii) inspect the rooms allotted to the resident students;

(iii) enforce the conditions of residence and the rules of attendance of resident students, and the rules of discipline and conduct of resident and attached students, and report serious cases of the violation thereof to the Warden and, in the case of a recognised Hostel, also to the managing Committee thereof;

(iv) supervise the staff assigned to the Hostel, or contractually engaged for the Hostel, in the case of a University Hostel, in accordance with the rules of the University or, in the case of a Recognised Hostel, in accordance with the rules laid down by the Managing Committee thereof;

(v) be responsible to the Warden for the maintenance of the accounts, the proper utilisation of grants, allocations and advances, the appropriate functioning of the facilities and amenities, and the maintenance and custody of the assets, registers and records of the Hostel:

Provided that in the case of a Recognised Hostel, the Warden shall, in this regard, exercise supervision over the Superintendent on behalf of the Managing Committee ; and

(vi) perform such other functions as may be assigned by the Board of Residence, sub-clause (g), the rules referred to in serial numbers (i) and (ii) of sub-clause (b) of clause 3, and by, or under, other provisions of this Ordinance, and in the case of a Recognised Hostel, also such functions as may be assigned by the Managing Committee.

(g) The Assistant Superintendent of a University Hostel shall work under the supervision of the Superintendent and perform the duties assigned in accordance with the provisions of this Ordinance.

(h) Each Hostel may provide, for the resident and attached students, in accordance with its resources, library or reading room facilities, facilities for literary, cultural and other creative activities and sports and games, and arrange (if feasible) and regulate messing and canteen facilities exclusively for such students, and may, with the approval of the Board of Residence, organise any such facility in common or on shared basis with other Hostels.

(i) Each Hotel shall maintain such registers and records as may be prescribed by the University, and shall furnish such statistical and other information as the University may, from time to time, require.

(j) The University shall maintain the buildings and facilities of a University Hostel, and shall assign the core Group C and Group D staff thereof, and shall prescribe the rules for the contractual arrangements to be made for other services required for the day-to-day functioning of the Hostel:

Provided that upon the commencement of this Ordinance, the Vice-Chancellor shall

cause a review to be made by a Committee, consisting of the Dean of Students Welfare (Convenor), the Registrar, the Finance Officer and one Professor of the University nominated by the Vice-Chancellor, of the personnel structure of the University Hostels, with a view to rationalising the norms for the assignment of University staff and the provision of contractual services and pass appropriate orders on the basis of the recommendations of the Committee, and the said personnel structure shall, upon approval by the recommendations of the Committee by the Executive Council, be determined accordingly.

(k) The accounts of a University Hostel shall be audited in accordance with the rules of the University.

5. (a) The Trust or Society administering a Recognised Hostel (hereafter in this Ordinance referred to as "the parent entity") shall be responsible for the general administration and management of the Hostel, including the maintenance of its property and assets, the expenditure on salaries and contractual engagements for various duties and services and the realisation of revenues, including fees and other charges leviable on resident and affiliated students:

Provided that the said responsibility shall be exercised through the agency of the Managing Committee of the Hostel, upon the constitution thereof under sub-clause (d).

(b) Within a period of three months from the commencement of this Ordinance, the Chairperson of the parent entity shall communicate to the Registrar, a copy of the approved budget of the Hostel for each financial year from the year of the commencement of the Act, and the following information, as on the date immediately preceding the commencement of the Act and the changes (if any) that have occurred in respect of the same up to the date of the commencement of this Ordinance —

(i) the details of the property, assets and funds pertaining or belonging to, or assigned to, or held for or on behalf of, the Hostel and the encumbrances (including mortgage and collateral or other pledge), trespass or other encroachments thereon;

(ii) the position of the accounts of the Hostel, along with details of outstanding loans and unadjusted advances made out therefrom and the undischarged liabilities (including pledges) thereon and a copy of the budget; and

(iii) the list of persons engaged specifically for, or posted by the parent entity to, the Hostel, along with the duties, designation, remuneration, nature of employment (i. e. whether permanent, temporary or contractual), date of first continuous engagement/posting, qualifications, other personal particulars, and a copy of the service book/record in respect of each such person,

and shall also indicate therein the names of five persons who shall be the members of the Managing Committee under serial number (i) of sub-clause (d).

(c), The parent entity shall not alienate, resume, transfer or otherwise assign the property, assets and funds of the Recognised Hostel, referred to in serial number (i) of sub-clause (b), and shall restore to the possession, custody and use of the Hostel any such property, assets or funds as may have been alienated, resumed, transferred, or otherwise assigned, on or after the date of the commencement of the Act.

(d) The Managing Committee shall consist of the following members, namely—

(i) five persons (not being an officer of the University or a person holding the office of Dean of Student Welfare), including the Chairperson and the Secretary of the Managing Committee, nominated by the parent entity for a term of two years;

(ii) one member of the Executive Council, not being a person connected with the parent entity, nominated by Executive Council, for a term of two years;

(iii) one person nominated by the Vice-Chancellor, for a term of two years;

(iv) one member of the Board of Residence, under serial numbers (ii), (iv) or (v) or (viii) of sub-clause (a) of clause 3, nominated by the Vice-Chancellor; and

(v) the Warden appointed under sub-clause (b) of clause 4,

and shall stand constituted upon the nomination of the members under serial numbers (iii) and (iv).

(e) The Managing Committee shall, subject to the provisions of this Ordinance, administer and control the affairs, and preserve, manage and maintain the property and funds, of the Recognised Hostel, and ensure the faithful observance of the provisions of the Act, the Statutes, the Ordinances and the Regulations.

(f) The funds of the Recognised Hostel shall consist of the allocations made by the parent entity from its resources for the purposes specified in sub-clause (a), the income from endowments, investments and other assets in the name of, or assigned to, or held by, or on behalf of, the Hostel, contributions and donations from agencies, organisations or persons to, or for, the Hostel for specified purposes, receipts from fees and other charges paid by the resident and attached students and the income from facilities, publications, services and other sources, and also in the case of a Recognised Hostel referred to in clause 6, the supporting grant mentioned therein:

Provided that such contributions, donations and supporting grant shall not be utilised, except in accordance with the terms and conditions governing the same.

(g) The property and funds of the Recognised Hostel shall not be used for purposes other than those specified in sub-clause (d) of clause 4.

(h) The Managing Committee shall maintain and audit the accounts of the funds of the Hostel consistent with the rules of the University and forward the annual Budget of the Hostel to the Board of Residence for its observations and give due consideration to such observations:

Provided that in the case of a Recognised Hostel referred to in clause 6, the said accounts shall be maintained and audited in accordance with the rules of the University, and the Managing Committee shall revise the annual Budget in accordance with the said observations, and report the Budget so revised to the Board of Residence.

(i) The Managing Committee, or the parent entity, as the case may be, shall ensure that all activities, whether of a commercial or other nature, within the premises of the Hostel, other than an activity permitted under the provisions the Act, Statutes, Ordinances and Regulations, cease upon the commencement of the Ordinance.

(j) With effect from the date of the commencement of this Ordinance, the Warden, the Superintendent and the Assistant Superintendent, if any, holding office as such on the said date in any Recognised Hostel, shall no longer continue in office:

Provided that pending the appointment of the Warden and the Superintendent under the provisions of sub-clause (b) of clause 4, the Chairperson of the parent entity may, with the approval of the Vice-Chancellor, appoint, as a stop-gap measure, teachers fulfilling the qualifications specified in the said sub-clause, as the Warden and the Superintendent of the Recognised Hostel, but a Warden so appointed shall not be a member of the Managing Committee.

(k) The Managing Committee shall provide all such information and returns as may be called for by the University Grants Commission, the Central Government or the University, in respect of any aspect of its functioning, within such time as may be specified in that regard;

(l) The Managing Committee may, by a resolution approved by the Vice-Chancellor, assign to the University, for such period as may be specified therein, any aspect of the functioning of the Recognised Hostel, and the corresponding functions of the

Managing Committee, including the appointment of the Warden, the Superintendent and the Assistant Superintendent, the admission and attachment of students, and the collection of fees and charges from the resident and attached students, and where such assignment has been made, the said functions shall be exercised, under the supervision of the Board of Residence, by one, or more than one, officer, functionary or teacher of the University designated, or one, or more than one, Committee constituted, by the Vice-Chancellor:

Provided that where the parent entity had assigned any aspect of such functioning to the University prior to the commencement of this Ordinance and such assignment was in effect at such commencement, the same shall continue up to the approval by the Vice-Chancellor of a resolution of the Managing Committee withdrawing or varying such assignment.

(m) Where, upon consideration of any report of an inspection carried out under the provisions of this Ordinance or any other information, the Vice-Chancellor is of the opinion that the Managing Committee of a Recognised Hostel has acted in excess of its functions or in default of its duties, he may, after considering such explanation as may be offered in that regard, issue appropriate directions and the Managing Committee shall comply therewith:

Provided that in case the Managing Committee does not to comply with any such direction within the time specified for the purpose, the Vice-Chancellor shall pass such orders in the matter as deemed expedient or necessary, and refer the matter to the Executive Council, and if the Executive Council is satisfied, after such inquiry as it may think fit to make, that the Managing Committee has acted in a manner contrary to the provisions of the Act, the Statutes and the Ordinances, or has managed the affairs of the Hostel in a manner prejudicial to the interests of the Hostel, the resident or attached students thereof, the University, or the public interest, appoint to the Managing Committee such number of additional members, not being more than one-half of the total number of members thereof, for such period as it may determine but not exceeding two years on any one occasion:

Provided that the person appointed as an additional member shall hold office as such for the period specified in the order of his appointment, but the Executive Council may recall him at any time and appoint any other person to fill the vacancy caused by such recall.

6. (a) The University Grants Commission may extend supporting grant from specifically earmarked funds, on such terms and conditions and in such manner, as it may from time to time determine, to a Recognised Hostel that was in receipt of Non-Plan grant from the State Government, whether directly or through the agency of the University, on the date immediately preceding the commencement of the Act.

(b) In the case of a Recognised Hostel to which supporting grant is extended under clause (a) —

(i) a person who was appointed or posted by the parent entity to the Hostel during the interval between the dates of the commencement the Act and of this Ordinance, including a person who was actually paid remuneration for the first time after the commencement of this Ordinance, shall not be recognised by the University as a person employed by the parent entity specifically for duties at the Hostel, and shall not be entitled to any remuneration from the funds of the Hostel, and the parent entity or the Managing Committee, as the case may be, shall discontinue his services, or repatriate him to the parent entity, with effect from the date of commencement of this Ordinance;

(ii) no person who was engaged on *ad hoc* or contractual basis (including on daily wages), whether before or after the date of the commencement of the

Act, by the parent entity specifically for performing any task at the Hostel, shall be recognised by the University as continuing in such engagement at the Hostel after the commencement of this Ordinance, and the parent entity or the Managing Committee, as the case may be, shall discontinue the said engagement with effect from the date of commencement of this Ordinance.

(c) In the case of a Recognised Hostel referred to in sub-clause (a), upon the commencement of this Ordinance a Committee, comprising the Dean of Students Welfare (Convenor), the Registrar, the Finance Officer and the Chairperson of the parent entity, or one member of the parent entity nominated by such Chairperson, not being either a member of any authority of the University or a person in the service of the parent entity or working in the Hostel, shall conduct a review of the posts assigned specifically by the parent entity to the Recognised Hostel, as on the date immediately preceding the commencement of the Act, and submit a Report to the Vice-Chancellor—

(i) identifying such of the said posts as are no longer required in view of the duties and tasks to be performed in the Hostel in accordance with the provisions of this Ordinance, and of the Act, the Statutes and the other Ordinances; and

(ii) recommending the designations, duties, qualifications and remuneration for such of the said posts as may continue in the Hostel in accordance with the said provisions.

(d) Upon the approval, by the Vice-Chancellor, of the Report, referred to in sub-clause (h), the posts identified therein as no longer required in the Recognised Hostel shall stand abolished, and the designations, duties, qualifications, remuneration and terms and conditions of service of the posts approved for being continued in the Hostel (hereafter in this clause referred to as "the approved posts") shall stand re-determined in accordance with the recommendations of the Committee, as approved by the Vice-Chancellor, and the Managing Committee, or, where the Managing Committee has not commenced functioning, the parent entity, shall, within such period as may be specified by the Vice-Chancellor for the purpose, accordingly —

(i) abolish the posts no longer required;

(ii) re-determine the designations, qualifications, duties, remuneration, and terms and conditions of service of the approved posts;

(iii) re-assign the persons whose names feature in the list referred to in the first proviso to serial number (iv) of sub-clause (d), among the approved posts, to the extent of the number thereof, in accordance with their qualifications; and

(iv) discontinue the services of the persons not so re-assigned to the approved posts, or repatriate them to the parent entity,

and shall report the foregoing actions to the Registrar:

Provided that a person so re-assigned to any approved post shall continue thereon in accordance with the provisions of serial number (ii):

Provided further that if such re-assignment is not acceptable to any person, his employment may be terminated by the Managing Committee or the parent entity, as the case may be, in accordance with the rules of the parent entity:

Provided also that any vacancy in the approved posts shall be filled by the Managing Committee in accordance with the provisions of sub-clause (f).

(e) In the case of a Recognised Hostel referred to in sub-clause (a), the Managing Committee shall —

(i) not make any change in the designation, number, qualifications and remuneration of the approved posts, except with the approval granted by the Vice-Chancellor, under intimation to the university grants Commission:

Provided that such approval shall not be granted for any increase in the said number and remuneration, except with the prior permission of the University Grants Commission;

(ii) not make any provision, on contractual basis, for services, including the engagement of personnel, for different duties and tasks in the Hostel, except in accordance with the rules of the University in that regard;

(iii) submit the annual Budget of the Hostel, as revised in accordance with the observations of the Board of Residence thereon, to the University Grants Commission, in the manner laid down by the latter, for determining the quantum of the admissible supporting grant; and

(iv) make selections for, and appointments to, vacancies in the approved posts, in the manner approved by the Vice-Chancellor:

Provided that the provisions in respect of reservations of posts for different categories of persons, as laid down by the Central Government or the University Grants Commission from time to time, shall apply to such appointments.

(f) The following conditions shall apply to a Recognised Hostel to which supporting grant is extended under the provisions of sub-clause (a) —

(i) the supporting grant shall be released in the manner, and utilised for the purposes and in accordance with the procedure, laid down by the University Grants Commission;

(ii) the accounts of the Hostel shall be open to inspection and audit by such agency as may be specified by the University Grants Commission and by the Comptroller and Auditor-General of India;

(iii) the Managing Committee shall extend all cooperation and assistance to any person or persons or Committee authorised to inspect the Hostel, including its properties and funds, under the provisions of this Ordinance; and

(iv) the Managing Committee shall give effect to the instructions of the University Grants Commission, and the directions, issued under the provisions of this Ordinance, and the Statutes and other Ordinances, of the competent officers, functionaries, authorities and other bodies of the University.

7. (a) All University Colleges maintained by the University and all institutions admitted to the privileges of the University shall make rules based on the provisions of this Ordinance for the Hostels maintained or recognised by them and for constituting a Delegacy for the non-resident students thereof, and such rules shall be submitted to the Vice-Chancellor for approval:

Provided that the Vice-Chancellor may, before granting such approval, consult the Advisory Committee of the Delegacy or the Board of Residence, as the case may be, and may require the institution concerned to make such changes in the rules as he may deem expedient or necessary:

Provided further that such rules shall not be amended, except with the approval of the Vice-Chancellor, in accordance with the provisions of the preceding proviso.

(b) The Board of Residence shall have the power to cause an inspection to be made of the Hostel or Hostels of a University College maintained by the University and of any institution admitted to the privileges of the University, and issue, upon consideration of the findings of any such inspection, appropriate instructions or advice to the institution concerned, and the institution concerned shall, after the receipt such instructions or advice, submit a report for the consideration of the Board of Residence on the action taken in pursuance thereof:

Provided that the Principal or Director, as the case may be, of the institution concerned, or a member of the teaching staff of such institution nominated by him, shall be a member of the Committee constituted to conduct such inspection, and shall attend, as a special invitee, the meeting of the Board of Residence at which such report on the action taken in pursuance of the said instructions or advice is to be considered.

## *THE SCHEDULES TO ORDINANCE XXIII*

*(See sub-clause (g) of clause 1)*

NOTE: Membership of the Delegacy and the Hostels shall be restricted to the regular students referred to in sub-clause (b) of clause 1.

## *SCHEDULE A*

## DELEGACY CIRCLES

Delegacy Circles

### *I. DELEGACY CIRCLES FOR MALE STUDENTS*

1. ARTS – I CIRCLE, comprising male students of the Bachelor's (Part I) programmes, other than Bachelor's programmes open only to graduates, under the Faculty of Arts.
2. ARTS – II CIRCLE, comprising male students of the Bachelor's (Part II) programmes, other than Bachelor's programmes open only to graduates, under the Faculty of Arts.
3. ARTS – III CIRCLE, comprising male students of the Bachelor's (Part III/Part IV) programmes, other than Bachelor's programmes open only to graduates, and of undergraduate Diploma and Certificate of Proficiency programmes, under the Faculty of Arts.
4. ARTS – IV CIRCLE, comprising male students of the Bachelor's programmes open only to graduates, the Master's (including M. Phil.) and Doctoral programmes, and Post-graduate Diploma and Certificate of Proficiency programmes, under the Faculty of Arts.
5. COMMERCE – I CIRCLE, comprising male students of the Bachelor's programmes, other than Bachelor's programmes open only to graduates, and of undergraduate Diploma and Certificate of Proficiency programmes, under the Faculty of Commerce.
6. COMMERCE – II CIRCLE, comprising male students of the Bachelor's programmes open only to graduates, the Master's (including M. Phil.) and Doctoral programmes, and the Post-graduate Diploma and Certificate of Proficiency programmes, under the Faculty of Commerce.
7. LAW – I CIRCLE, comprising male students of the Bachelor's (Part/Year I and Part/Year II) programmes for the three year course, and of the Bachelor's (Part/Year I and Part/Year II) programmes for the five year course, under the Faculty of Law.
8. LAW – II CIRCLE, comprising male students of the Bachelor's (Part/Year III) programmes for the three year course, the Bachelor's (Part/Year III, Part/Year IV and Part/Year V) programmes for the five year course, the Master's (including M. Phil.) and Doctoral programmes, and of all Diploma and Certificate of

Proficiency programmes, under the Faculty of Law.

9. SCIENCE – I CIRCLE, comprising male students of the Bachelor's programmes, other than Bachelor's programmes open only to graduates, and of undergraduate Diploma and Certificate of Proficiency programmes, under the Faculty of Science.

10. SCIENCE – II CIRCLE, comprising male students of the Bachelor's programmes open only to graduates, Master's (including M. Phil.) and Doctoral programmes, and of Post-graduate Diploma and Certificate of Proficiency programmes, under the Faculty of Science.

11. INSTITUTE CIRCLE, comprising male students of the academic programmes under University Institutes, independent Centres and Schools.

*II. DELEGACY CIRCLES FOR FEMALE STUDENTS*

1. ARTS – W CIRCLE, comprising female students of the Faculty of Arts.

2. COMMERCE – W CIRCLE, comprising female students of the Faculty of Commerce.

3. LAW – W CIRCLE, comprising female students of the Faculty of Law.

4. SCIENCE – W CIRCLE, comprising female students of the Faculty of Science.

5. INSTITUTE – W CIRCLE, comprising female students of University Institutes, independent Centres and Schools.

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## *SCHEDULE B*

## HOSTELS MAINTAINED BY THE UNIVERSITY

*I. UNIVERSITY HOSTELS FOR MALE STUDENTS*

Hostels maintained by the University

1. Dr Amaranatha Jha Hostel.
2. Diamond Jubilee Hostel.
3. Sir Ganganatha Jha Hostel.
4. Sir Pramada Charan Banerji Hostel.
5. Sir Sunder Lal Hostel.
6. Shatabdi (Men's) Hostel.
7. Dr Tarachand Hostel.

*II. UNIVERSITY HOSTELS FOR FEMALE STUDENTS*

1. Kalpana Chawla Memorial Hostel.
2. Priyadarshini Hostel.
3. Sarojini Naidu Hostel.
4. Shatabdi (Women's) Hostel.

## *SCHEDULE C*

Hostels recognised by the University

## HOSTELS RECOGNISED BY THE UNIVERSITY

NOTE: The Recognised Hostels are for male students only.

1. Iswar Saran Hostel.
2. Kali Prasad University College.
3. Sumerchand Digambar Jain Hostel.
4. Madan Mohan Malaviya University College.
5. Muslim Boarding House.
6. William Holland University College.

## ORDINANCE XXIV: THE BOARD OF DISCIPLINE

*(Under Statute 28, read with clause (k) of sub-section (1) of Section 29)*

### ORDINANCE

The Board of Discipline

1. For the purposes of this Ordinance, and the **SCHEDULE** to this Ordinance, unless the context otherwise requires —

(i) "Code of Conduct" means the Code of Conduct for students, as laid down by the said **SCHEDULE**;

(ii) "student" means a student enrolled on regular or non-regular basis in any unit of the University system, and includes a former or continuing student eligible to appear at the Examinations as an ex-student and a trainee enrolled for any programme of training at any such unit; and

(iii) "University system" means the University and the institutions maintained by it and admitted to its privileges, taken together.

2. (a) There shall be a Board of Discipline, with jurisdiction over the entire University system, which shall consist of the following members, namely —

(i) the Vice-Chancellor (Chairperson);

(ii) the Pro-Vice-Chancellor or, where there is no Pro-Vice-Chancellor, a Professor of the University nominated by the Vice-Chancellor for such period as the Vice-Chancellor may determine;

(iii) one member of the Executive Council, not being a member in the service of the University or of any institution admitted to its privileges, nominated by the Vice-Chancellor, for a period of two years;

(iv) the Deans of Faculties;

(v) the Directors of University Institutes, the Heads of independent Centres, and the Coordinators of Schools;

(vi) the Dean of Students Welfare;

(vii) the Dean of College Development;

(viii) the Chairperson of the Delegacy;

(ix) the Chairperson of the Women's Advisory Board;

(x) the International Students Advisor;

(xi) the Directors of Constituent Institutes;

(xii) three Principals of Constituent Colleges, not being Constituent Colleges exclusively for women, by rotation in the order in which such Constituent Colleges are named in clause (1) of Statute 31, for a period of one year;

(xiii) two Principals of Constituent Colleges exclusively for women, by rotation in the order in which such Constituent Colleges are named in clause (1) of Statute 31, for a period of one year;

(xiv) the Proctor (Secretary).

(b) There shall be a Discipline Coordination Committee for the Constituent Colleges (hereafter in this Ordinance referred to as "the Discipline Coordination Committee"), which shall consist of the following members, namely —

(i) Pro-Vice-Chancellor or, where there is no Pro-Vice-Chancellor, the Professor of the University referred to in serial number (ii) of sub-clause (a);

(ii) the Principals of Constituent Colleges;

(iii) the Proctor;

(iv) the Dean of College Development (Secretary).

(c) The Board of Discipline and the Discipline Coordination Committee shall ordinarily be convened twice in an academic year, on the instructions of the Chairperson, by the Secretary, who shall maintain the proceedings and conduct the correspondence thereof.

(d) All students of the University system shall faithfully observe the Code of Conduct, and shall be liable to disciplinary action by the officers, functionaries, authorities or bodies, empowered in this regard by the Statutes, the Ordinances, the Regulations or the Rules made thereunder, for any violation or disregard thereof.

3. (a) The Board of Discipline shall, subject to the provisions of sub-clause (b), perform the following functions, namely —

(i) to review the Code of Conduct, and make recommendations to the Executive Council for the amendment thereof, from time to time;

(ii) subject to the approval of the Executive Council, to determine, and revise from time to time, the procedure for dealing with the violation or disregard of the Code of Conduct by students, and the schedule of penalties, including rustication (i. e. removal for a stated period), expulsion, fines, cancellation of admissions and examination results, debarment for a stated period or for ever, from admission or Examinations, and other sanctions, for any such violation or disregard;

(iii) to consider and make recommendations on ways and means for strengthening the discipline of students, maintaining an environment of student discipline conducive to academic and other pursuits in the University system, and promoting coordination within the University system with regard to student discipline;

(iv) to lay down the procedure for matters relating to the discipline of students involving more than one unit of the University system;

(v) to consider and take decisions on such matters referred to it by the Discipline Coordination Committee as are assigned to the jurisdiction of the latter;

(vi) to consider and finalise the Annual Report of the Discipline Coordination Committee, and its own Annual Report, for further action by the Registrar;

(vii) to offer advice on any matter referred to it by the authorities of the University or the Vice-Chancellor; and

(viii) to do such other acts and things as may be requisite or expedient for the exercise of the preceding functions and perform such other functions as may be assigned by the Ordinances or Regulations or by the Executive Council.

(b) The Board of Discipline shall give due consideration to the views and proposals, if

any, of the Discipline Coordination Committee, before taking a decision on any matter, under serial numbers (i) to (iv) of sub-clause (a), that has a bearing on the Constituent Colleges.

4. (a) Pending the determination of the procedure and the schedule of penalties, referred to in serial number (ii) of sub-clause (a) of clause 3, by the Board of Discipline, and the approval thereof by the Executive Council, such procedure and schedule as is in force on the date immediately preceding the commencement of this Ordinance, shall continue to apply, with such adaptations and modifications thereof as may be approved by the Vice-Chancellor, and any such adaptation or modification shall be reported to the Executive Council and the Board of Discipline.

(b) The procedure for dealing with the violation or disregard of the Code of Conduct by students may provide for a summary process in serious cases of indiscipline and misconduct where the offending action has taken place in the presence of the head of any institution of the University system or any functionary responsible for the maintenance of discipline therein.

(c) For the purposes of the proceedings in respect of any instance of the violation or disregard of the Code of Conduct by students, reliance may be placed, in addition to the statements of persons, on photographs, visual or auditory recordings or reports carried by communication media.

(d) Any violation or disregard of the Code of Conduct shall be deemed to be an offence against the institution of the University system where, or in relation to the officers, functionaries, teaching and non-teaching staff, students or other members of which, such violation or disregard has taken place, and no proceeding instituted, or liable to be instituted, in regard thereto shall be dropped merely on the ground that the person or persons who had filed the complaint or other information on which such proceeding is, or intended proceeding would be, based has or have withdrawn such complaint or information.

5. The Discipline Coordination Committee shall perform the following functions, namely :—

(i) to consider matters relating to the discipline of students common to the Constituent Colleges, with a view to promoting the uniformity of policy in that regard;

(ii) to consider and submit proposals to the Board of Discipline on modifications in the Code of Conduct, and the procedure for dealing with the violations or disregard of the same, from the viewpoint of the Constituent Colleges;

(iii) to consider and make recommendations to the Board of Discipline on ways and means for strengthening the discipline of students and maintaining an environment of student discipline conducive to academic and other pursuits in the Constituent Colleges, and promoting coordination amongst the Constituent Colleges with regard to student discipline;

(iv) to consider and make recommendations to the Board of Discipline on the procedure for matters relating to discipline of students involving more than one Constituent College;

(v) to refer matters relating to the discipline of students of the Constituent Colleges for consideration by the Board of Discipline;

(vi) to draw up its Annual Report for consideration by the Board of Discipline; and

(vii) to offer advice on any matter referred to it by the Board of Discipline or by the Principal of any Constituent College.

*THE SCHEDULE TO ORDINANCE XXIV*

*(See serial number (i) of clause 1)*

## CODE OF CONDUCT FOR STUDENTS

Code of Conduct for Students

1. (a) All students of the University system shall conduct themselves in a manner that is consistent with the academic and social objectives and the repute of the institution in which they are enrolled and of the University system, the maintenance therein of an environment conducive to the pursuit of knowledge and the promotion of a harmonious relationship amongst students and the observance of the provisions of the Statutes, Ordinances and Regulations of the University and the rules in force in such institution.

(b) Without prejudice of the generality of the provisions of clause (a), every student shall faithfully observe the rules specified in, or implied by, the Code of Conduct, by individually, or as a part of any group of students or persons, or both, refraining from any act that constitutes indiscipline and misconduct under Rule 2, and shall be liable to disciplinary action by the officers, functionaries, authorities or bodies empowered in this regard by the Statutes, the Ordinances, the Regulations or the Rules made thereunder, for any violation or disregard of this requirement.

2. The following acts on the part of students, individually or collectively, or in a group of two or more students or persons, shall amount to indiscipline and misconduct:

(1) physical assault, threat to use physical force, or any other intimidatory behaviour, within the premises of any institution of the University system, or of any unit of any such institution, against any teacher, officer, functionary, member of any authority or other body, member of the non-teaching staff, or student of any such institution or unit, or a visitor present on official invitation or for administrative or academic work in such premises;

(2) causing disruption or disturbance in any manner in the teaching and other academic work, the working of Libraries, Laboratories, facilities and amenities, admission and examination processes, administrative working, and in any institution of the University system or any unit of such institution;

(3) the use of loudspeakers or any other sound amplification device in the premises of any institution of the University system, except where the Proctor (in the case of the University) or functionary responsible for the maintenance of discipline (in the case of any such institution other than the University) has permitted such use for any educational, academic, co-curricular, literary, cultural or other extra-curricular event;

(4) unruly and disorderly behaviour in the course of any educational or academic excursion or tour, or at any event or competition relating to curricular, co-curricular or literary, cultural, sports or other extra-curricular activities, or other social, educational or career-related programmes organised by, or in, any institution or more than one institution, of the University system, or any unit of such institution, whether within or outside the premises of any such institution or unit;

(5) any disobedience of, or dissent against, the awards or decisions of Referees, Umpires, Judges, or other adjudicators, officiating at any event or competition referred to in sub-clause (3);

(6) any act or statement, or distribution or display of any document or literature, including the circulars, pamphlets, posters, press releases, etc., which adversely affects the public image of any institution of the

University system, or of any unit thereof, or of any individual belonging to, or associated with, such institution or unit;

(7) the possession and distribution of objectionable goods or materials;

(8) any act that creates, or tends to create, ill-will between groups of persons or promotes intolerance on religious, social, regional or linguistic grounds;

(9) any act violative of the provisions of the Statutes, the Ordinances or the Regulations of the University, or of the rules made thereunder;

(10) the possession, display, use, or threat of use, of any weapon;

(11) any act that interferes with the personal liberty of another person, or subjects other persons to indignity, or involves physical violence or use of abusive language;

(12) any violation of the provisions of the Civil Rights Protection Act, 1976;

(13) any violation of the status, dignity and honour of students belonging to the Scheduled Castes and the Scheduled Tribes;

(14) any act or practice, whether verbal or otherwise, that is derogatory of women or amounts to sexual harassment;

(15) the making of false statements or the submission of false documents;

(16) the use of title of the University, or of any institution of the University system, or of any unit of such institution, for any organisation or event, or in any communication or representation, without entitlement to such use, or for purposes not specifically authorised by the concerned institution or unit;

(17) any attempt at bribery or recourse to any corrupt practice, in any manner;

(18) any act that causes any loss, destruction or defacement of the property of any institution of the University system or of any unit of such institution;

(19) any act amounting to unauthorised presence in, or entry or trespass into specified premises and areas, and any unauthorised retention of any property or premises, of any institution of the University system or of any unit of such institution;

(20) any act that causes, encourages or implies the interference of outside persons, organisations or authorities in the functioning of any institution of the University system or of any unit of such institution;

(21) unauthorised collection of funds;

(22) possession, distribution or consumption of alcoholic drinks, intoxicants, narcotic drugs, and other psychotropic substances, and presence in the premises of institution of the University system or of any unit of such institution after such consumption;

(23) any act involving moral turpitude;

(24) any act of resorting to or abetting ragging, as defined in clause 3; and

(25) any other act that is, in the opinion of the officers or functionaries of the University or any unit of the University system, unbecoming of a student.

3. (a) For the purposes of these Rules, "ragging" means any act or practice by which the dominant status or power of senior students is brought to bear on students freshly enrolled or students who are in any way considered by such students to be junior or inferior (hereafter in this clause referred to as "the victims") and/or which violates, tends to violate or is perceived as violating the dignity of the victim, and includes individual or collective acts or practices that —

(i) involve physical assault or threat of use of physical force against the victims;

(ii) violate the status, dignity and honour of students belonging to the

Scheduled Castes and Scheduled Tribes;

(iii) violate the status, dignity and honour of women students;

(iv) expose the victims to ridicule and contempt and affect their self-esteem; or

(v) entail verbal or physical abuse or aggression, indecent gestures, obscene and other objectionable behaviour; or

(vi) subject the victim to any pecuniary loss or any damage of personal possessions:

Provided that abetment to ragging, whether by way of presence at, or incitement to, any act, or practice of ragging, shall also amount to ragging.

(b) Ragging in any form is strictly prohibited, within the premises of any institution of the University system or any unit of such institution, or in public locations or on public transport.

(c) A complaint of ragging may be filed by, or on behalf of, any victim.

(d) If the incident of ragging reported in the complaint referred to in clause (c) has occurred —

(i) in any unit of an institution of the University system of which the victim is a student, such complaint shall be filed with the functionary in charge of such unit; or

(ii) in any other location, such complaint shall be filed with the Proctor (in case the victim is a student of the University) or the functionary responsible for the discipline of students (in case the victim is a student of an institution of the University system other than the University):

Provided that where the said incident has occurred in the unit referred to in serial number (i), the complaint may directly be filed with the Proctor (in the case of the University) or the functionary responsible for the discipline of students (in the case an institution other than the University).

(e) Where the complaint referred to in clause (c) has been filed under serial number (i) of clause (d), the concerned functionary shall forthwith enquire into the concerned incident, and forward the complaint, along with his report thereon, to the Proctor (in the case of the University) or the functionary responsible for the discipline of students (in the case of an institution other than the University).

(f) The Proctor, in the case of the University, or the functionary responsible for the discipline of students, in the case of an institution other than the University, shall, upon receipt of the report referred to in clause (e), or of the complaint under serial number (ii) of clause (c) or the proviso thereto, proceed in the matter expeditiously in accordance with the procedure referred to in serial number (ii) of sub-clause (a) of clause 3, read with sub-clause (a) of clause 4, of Ordinance XXIV.

(g) Where an incident of ragging has occurred and a complaint referred to in clause (c) has not been filed thereon, but information on such occurrence has come, or has been brought, to the knowledge of the functionary referred to in serial number (i) of clause (c), or the Proctor (in the case of the University) or the functionary responsible for the discipline of students (in the case of any other institution of the University system) may *suo motu* take cognizance of such information as may be relevant, and proceed in the same manner as if such complaint had been filed, in accordance with the provisions of clause (c) or (d) or (e).

(h) Where any student has, after the completion of the procedure referred to in clause (f), been found guilty of ragging, he shall be awarded penalty in accordance with the schedule of penalties referred to in serial number (ii) of sub-clause (a) of clause 3, read with sub-clause (a) of clause 4, of Ordinance XXIV.

## ORDINANCE XXV: THE WOMEN'S ADVISORY BOARD

*(Under clauses (i) and (k) of sub-section (1) of Section 29)*

**ORDINANCE**

The Women's Advisory Board

1. (a) There shall be a Women's Advisory Board in the University, the constitution, functions and jurisdiction whereof shall be prescribed by the Executive Council by Regulations.

(b) The Women's Advisory Board shall be the nodal agency in respect of the policy of the University against sexual harassment, and the said policy, as well as the functions of the Women's Advisory Board in that regard, shall be as laid down by the Regulations referred to in sub-clause (a).

2. (a) Notwithstanding anything contained in clause 1 —

(i) the first Women's Advisory Board shall consist of not more than eleven members, who shall be nominated by the Vice-Chancellor, and shall hold office as such members for a term of two years;

(ii) the functions of the first Women's Advisory Board shall be such as may be specified by the Vice-Chancellor.

(b) The membership and functions of the first Women's Advisory Board shall be reported to the Executive Council.

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## *CHAPTER V: INSTITUTIONS MAINTAINED BY THE UNIVERSITY*

## ORDINANCE XXVI: UNIVERSITY COLLEGES MAINTAINED BY THE UNIVERSITY

*(Under clause (3) of Statute 30)*

**ORDINANCE**

Institutions maintained by the University:

University Colleges maintained by the University

1. (a) A proposal to establish a University College maintained by the University (hereafter in this Ordinance referred to as "the University College") shall be submitted to the Academic Council, which may recommend it with appropriate modifications to the Executive Council:

Provided that the Executive Council shall not approve such proposal, except with the concurrence of the University Grants Commission.

(b) The University College shall have a Governing Body (hereafter in this Ordinance referred to as "the Governing Body") and such other bodies and functionaries (in addition to the Principal and the Heads of Departments) and as may be provided for by the Ordinances and Regulations.

(c) No act or proceedings of any of the bodies of the University College shall be invalid merely by reason of the existence of a vacancy or vacancies among its members.

(d) Subject to the provisions of the Ordinances and Regulations, and the rules of the University, the University College may —

(i) offer courses of study and conduct research degree programmes in the subjects assigned to the Faculty (hereafter in this Ordinance referred to as "the prescribed subjects"), and admit students to the same;

(ii) undertake research and other projects, experimental and field investigations,

extension activities and consultancy services, on its own resources or with the support of funding agencies and other entities;

(iii) utilise the services of teachers, other academic staff and administrative, technical and other non-teaching staff, whether appointed in accordance with the rules of the University, or engaged, on temporary or contractual basis, and of the Associated Faculty specified in serial number (ii) of sub-clause (c) of clause 4 (hereafter in this Ordinance referred to as "the Associated Faculty") and external experts, for the conduct of its work:

Provided that, for the purposes of this Ordinance, the words "other academic staff" shall mean persons, other than teachers, fulfilling the qualifications laid down by the University Grants Commission, or a national funding agency, and placed in scales of pay not less than that of Lecturer, who have been appointed or contractually engaged, under different designations, for conducting, or assisting in the conduct of, research;

(iv) provide libraries, laboratories, equipment systems and other academic amenities, and administrative and corporate facilities and services;

(v) cooperate with the other Faculties, or the Departments thereof, Schools and other institutions maintained by the University and Constituent Institutes, and collaborate with Universities and other institutions of higher learning (including scientific laboratories), authorities, agencies and corporate and other organisations, in the pursuit of its activities;

(vi) organise or support academic and professional conferences and conclaves and other academic or extra-mural activities; and

(vii) do such other acts and things, consistent with the policy of the University, as may be necessary or expedient for the pursuit of its activities.

(e) The University College shall be entitled to receive Non-Plan and Plan grants from the University, the University Grants Commission and other funding agencies, including a Department of the Government, and, with the concurrence of the Executive Council, grants or contributions, for various purposes, from other sources:

Provided that no such grant or contribution shall be utilised, except in accordance with the terms and conditions governing the same.

(f) The funds of the University College shall consist of the grants and contributions referred to in sub-clause (e) and those received from collaborating institutions and organisations, income from assets, endowments, investments, receipts from fees and other dues charged to the students and from publications, facilities, consultancy and other services, and revenues from such other activities as are consistent with the provisions of the Ordinances and Regulations.

2. (a) The Governing Body of the University College shall consist of the following persons, namely —

(i) the Pro-Vice-Chancellor, or where there is no Pro-Vice Chancellor, a Professor of the University nominated by the Vice-Chancellor (Chairperson);

(ii) one person nominated by the Executive Council from amongst its members, for a period of three years;

(iii) one person nominated by the University Grants Commission, for such period as it may determine;

(iv) two persons of eminence from the relevant field, not being persons in the service of the University or any institution maintained by it or admitted to its privileges, nominated by the Academic Council on the recommendation of the Vice-Chancellor, for a period of three years;

(v) one Professor of a Faculty, other than the Faculty constituted by the

University College, nominated by the Vice-Chancellor, for a period of two years;

(vi) one Professor of the College, by rotation in the order of seniority, for a period of two years;

(vii) one member of the teaching staff of the College, other than Professors, by rotation in the order of seniority, for a period of two years; and

(viii) the Principal of the College (Secretary).

(b) All nominations under sub-clause (a), excluding serial number (ii), and all changes in the membership of the Governing Body, shall be reported to the Executive Council.

(c) Subject to the powers and directions of the competent authorities and other provisions of the Ordinances and Regulations, the Governing Body shall —

(i) exercise general superintendence and control over the affairs of the University College;

(ii) provide for corporate facilities and other requirements (including services on contractual basis) of the University College, frame rules and guidelines for different aspects of its working, give advice or directions to the Principal and the Heads of Departments on matters within its purview, and recommend amendments in the Ordinances and Regulations pertaining to, or having a bearing on, the University College;

(iii) manage the property, funds and other assets of, or assigned to, the University College, and oversee appropriations, sanctions, purchases, drawals and disbursals from such funds and the maintenance and audit of the accounts thereof;

(iv) make recommendations on the creation, redesignation, regrading, re-deployment or abolition of posts, the provision of academic facilities (including learning resources), and the establishment, amalgamation or discontinuance of Departments:

Provided that such recommendations shall not be made in respect of teaching posts, academic facilities and Departments, except in consultation with the Board of the Faculty;

(v) finalise the budget of the University College for further action by the competent authorities, and in the case of grants from a funding agency, by such agency;

(vi) approve the annual Plan, development proposals and the Annual Report of the University College, for further action by the competent authorities and bodies of the University, and suggest ways and means for the mobilisation of resources;

(vii) approve programmes of co-operation or collaboration with different units and entities in the University or outside, and review the working of such programmes;

(viii) frame rules or norms on —

(1) the assignment and participation of the Associated Faculty and external experts in the work of the University College, and such allowances and facilities as may be admissible to them for the same;

(2) the selection procedure, designations, qualifications and terms and conditions (including remuneration) for engagements under serial number (ii) of sub-clause (a) of clause 4;

(3) the allocation of responsibilities to the teachers and Associated Faculty, the facilitation and review of the discharge of such responsibilities, and the observance of the code of conduct by them;

(4) the assignment of duties to the other academic staff and the

administrative, technical and other non-teaching staff, the assessment of their performance, the maintenance of discipline among them and the redressal of their grievances;

(5) the access of the Departments under other Faculties and the other institutions maintained by the University, and of other entities, to the facilities of the University College and the schedule of charges for the same;

(6) proposals for research and other projects, and consultancy and extension activities, and the monitoring and review of their working;

(7) the conduct of experimental and field investigations and the organisation of academic conferences and conclaves and extra-mural programmes; and

(8) the monitoring of the academic progress of the students, the maintenance of discipline among them, the redressal of their grievances, their welfare (including the stipendiary assistance and concessions in fees admissible to specified categories of students) and the support services for them;

(ix) lay down the schedule of fees and other charges admissible to students;

(x) offer advice on matters referred by the Executive Council, the Academic Council or the Vice-Chancellor; and

(xi) perform such other functions as may be assigned by the Ordinances and Regulations or, from time to time, by the competent authorities or the Vice-Chancellor.

(d) The meetings of the Governing Body shall be convened, with the concurrence of the Chairperson, by the Principal:

Provided that such meetings shall ordinarily be convened twice in an academic year and the recommendations thereof shall be placed by the Registrar, with the concurrence of the Vice-Chancellor, before the competent authorities for appropriate action in accordance with the provisions of the Statutes and the Ordinances.

3. (a) The Principal of the University College (hereafter in this Ordinance referred to as "the Principal") shall be classified as a teacher of the University with a status not less than that of Professor, and shall fulfil the qualifications for the post of Professor, and such further qualifications and experience as may be laid down by, or under, Ordinance on qualifications for posts of teachers.

(b) The Principal shall be appointed, in the scale of pay approved for the post by the University Grants Commission, by the Executive Council, on the recommendation of the Selection Committee constituted, in accordance with the provisions of the Statutes and Ordinances, for the post of Professor, for a term of five years:

Provided that the Principal may, upon the completion of such term, be re-appointed by the Executive Council, on the recommendation of the Governing Body, for a further term of not more than three years:

Provided further that a teacher of the University College appointed, or re-appointed, as the Principal shall serve as such on deputation on the standard terms of deputation applicable in the University:

Provided further that a Principal holding office as such on the date of the commencement of this Ordinance shall be deemed to have been appointed under this Ordinance from the date of his initial appointment as Principal, and shall continue as such in case he has not already completed a term of five years.

(c) The Principal shall hold office up to the date of expiry of the term of his appointment (including re-appointment) or his superannuation (including re-

employment, if any, after superannuation), whichever is earlier, and the other conditions of his service shall be the same as for Professors of the University:

Provided that when the office of the Principal is vacant, or the incumbent thereon is, by reason of illness, absence or any other cause, unable to perform the duties of his office, such duties shall be performed, in addition to his own duties, by the senior-most Professor of the University College.

(d) The Principal shall be entitled to such special allowance as may be determined by the Executive Council and such facilities as may be approved, on the recommendations of the Governing Body, by the Executive Council.

(e) The Principal shall be the chief executive functionary of the University College and shall, subject to the powers assigned to the Governing Body or the Advisory Committee, as the case may be, and to other provisions of the Ordinances and Regulations, exercise general supervision and control over the affairs of the University College, and be responsible for —

(i) apprising the Governing Body of all actions and matters within its jurisdiction and the implementation of its decisions;

(ii) the preparation of the budget, the annual Plan, development proposals and the Annual Report;

(iii) the receipt and realisation of grants, revenues and other incomes, drawals from the funds, the disbursal of the payments and the maintenance and audit of the accounts;

(iv) the upkeep of the property assigned or belonging to the University College, the administration and maintenance of its assets and facilities, and the provision of learning resources and other required goods;

(v) the custody of the records, and the conduct of the correspondence of the University College;

(vi) the organisation and conduct of the selection procedure for engagements under serial number (ii) of sub-clause (a) of clause 4, the initiation and execution of contractual arrangements for the provision of various services, and the submission of reports to the Governing Body on the performance of engagees;

(vii) the organisation of instruction and examinations for courses of study;

(viii) the allocation and discharge of duties of the teachers and Associated Faculty, and the observance of the code of conduct applicable to them;

(ix) the assignment and supervision of the work of the other academic staff and the administrative, technical (including training) and other non-teaching staff, the assessment of their performance and the enforcement of discipline among them;

(x) the regulation and facilitation of the access of the Departments under the other Faculties and the other institutions maintained by the University, and other entities that are permitted such access, to the facilities of the University College;

(xi) the processing of proposals for experimental and field investigations and training, orientation, refresher and other courses, research, consultancy, extension and other projects, academic conferences and conclaves, extra-mural programmes, and cooperation or collaboration with different units and entities within and outside the University, and the monitoring of the execution of the approved proposals; and

(xii) the admission and monitoring of the academic progress of students, the enforcement of discipline among them, the redressal of their grievances, their welfare (including stipendiary assistance and concessions in fees) and

the support services for them,

and shall perform such other functions as may be assigned by the Ordinances and Regulations and, from time to time, by the competent authorities, or the Governing Body:

Provided that the Principal may, in addition to his duties as such, participate, to the extent feasible, in the teaching, research and extension activities of the University College.

4. (a) The staff of the University College (other than the Principal) shall consist of —

(i) Professors, Readers and Lecturers, other academic staff and administrative, technical and other non-teaching staff, appointed on regular or temporary basis to posts created or approved by the Executive Council, to whom the provisions in respect of qualifications, manner of appointment, conditions of service and other matters connected therewith, or incidental thereto, for the staff of the University of the same categories, as provided in the Act, Statutes and Ordinances, shall *mutatis mutandis* be applicable; and

(ii) persons engaged on temporary or contractual basis by the Governing Body, in accordance with the rules of the University, for performing duties in the University College for the period of their engagement as such.

(b) The staff referred to in serial number (i) of sub-clause (a) shall be deemed to be employees of the University.

(c) The University College shall conduct teaching, research and extension activities with the help of —

(i) teachers and other academic staff appointed under the provisions of serial number (i) of sub-clause (a), or engaged by the Governing Body under the provisions of serial number (ii) thereof; and

(ii) the Associated Faculty comprising —

(1) the Emeritus Professors appointed by the Executive Council with the approval of the University Grants Commission (including Emeritus Professors and Fellows appointed by the University Grants Commission) and persons declared by it as Adjunct Faculty, who have been assigned to the University College, in accordance with the provisions of the relevant Ordinance;

(2) the Visiting and Guest Faculty (under different designations), who have been invited to the University College under the rules made by the Governing Body, with the approval of the Executive Council, or under any scheme of the University Grants Commission or any other funding agency;

(3) teachers of the Departments under other Faculties and of other institutions maintained by the University, who are engaged in a research or other project in, or have been invited to participate in the work of, the University College and have been assigned teaching or research supervision duties therein, in addition to their duties in their parent Departments or institutions:

Provided that the teaching duties assigned to such teachers shall be credited to their total workload in their parent Department or institution, or where the same is not feasible, shall be discharged in addition to such workload, and the remuneration (if any) admissible for such additional duties shall not be higher than laid down in the rules of the University; and

(4) external experts, including former teachers of the University College and the Departments under other Faculties and of other institutions

maintained by the University, who have been invited for participation in teaching or other academic work in the University College:

Provided that research supervision duties shall not be assigned to any member of the Associated Faculty, except if he fulfils the qualifications laid down in this regard in the Ordinances and Regulations on research degree programmes, and enrolments for research degree programmes under the supervision of a teacher referred to in item (3) of serial number (ii) shall be counted towards the total permissible enrolments in his supervision under the provisions the said Ordinances and Regulations.

5. (a) The courses of study and research degree programmes offered by the University College shall be prescribed by Ordinances or Regulations, and such courses and programmes as were being conducted, or were approved for being conducted, by the University College at the commencement of this Ordinance, shall be the approved academic programmes thereof:

Provided that the Academic Council may, on the proposal of the Board of the Faculty, add, to the approved academic programmes, a new course of study or research degree programme in the prescribed subjects, or modify or discontinue any of the same.

(b) Matters relating to admissions to courses of study (including the procedure of admissions thereto and the seats therein) and research degree programmes (including the assignment of supervisors) in the University College, and instructional, curricular, examination and evaluation methods and arrangements and other relevant matters in that regard, shall be determined by the provisions of the relevant Ordinances and Regulations.

## ORDINANCE XXVII: UNIVERSITY INSTITUTES, INDEPENDENT CENTRES AND SCHOOLS

*(Under clauses (j) and (k) of sub-section (1) of Section 29, clause (b) of Statute 12 and clauses (1) and (3) of Statute 30)*

### ORDINANCE

University Institutes, independent Centres and Schools

1. (a) For the purposes of this Ordinance, unless the context requires otherwise —

(i) "Academic Committee" means the Academic Committee of the University Institute;

(ii) "Advisory Committee" means the Advisory Committee of the independent Centre;

(iii) "Centre" means a Centre of a University Institute;

(iv) "Coordinator" means the Coordinator of the Centre;

(v) "Director" means the Director of the University Institute;

(vi) "Governing Body" means the Governing Body of the University Institute;

(vii) "Head" means the Head of the independent Centre;

(viii) "independent Centre" means a Centre not comprised in any University Institute;

(ix) "institution" means the University Institute (including the Centres, if any) or, as the case may be, the independent Centre;

(x) "Programmes Committee" means the Programmes Committee of the Centre;

(xi) "School" means a unit set up to promote coordination between Faculties, Departments, University Institutes and independent Centres for the pursuit

of studies in special aspects of one, or more than one, subject, or in areas of an inter-disciplinary or multi-disciplinary character, of common interest to them, and includes a unit functioning, on the date immediately prior to the commencement of this Ordinance, within a Department or Faculty, or independently, which is re-established as a School under the second proviso to sub-clause (b); and

(xii) "University Institute" mean a University Institute other than the Institute of Correspondence Courses and Continuing Education.

(b) The detailed provisions for each University Institute and independent Centre shall be prescribed by a specific Ordinance thereon (hereafter in this Ordinance referred to as "the specific Ordinance"), which shall be subject to the provisions of this Ordinance:

Provided that in the case of a School, such detailed provisions shall be made by a Resolution of the Academic Council duly approved by the Executive Council (hereafter in this Ordinance referred to as "the specific Resolution"), which shall be read with the provisions of this Ordinance:

Provided further that such specific Resolution may provide for the re-establishment, as a School under this Ordinance, of any existing unit of the University undertaking studies in one or more specialised areas or fields of a single discipline, or on areas or fields of a multi-disciplinary character, within a Department or Faculty or independently:

Provided also that upon such re-establishment, the said existing unit may retain its earlier title and continue the pursuit of the academic, extension and other activities being undertaken by it immediately before the commencement of this Ordinance, without prejudice to subsequent changes in respect thereof after such re-establishment under the provisions of the said specific Resolution.

(c) A proposal to establish a University Institute, an independent Centre or a School, along with the draft of the specific Ordinance or specific Resolution in that regard, may be submitted, with the concurrence of the Vice-Chancellor, to the Academic Council, which may recommend it with appropriate modifications to the Executive Council for approval, and the proposed University Institute or independent Centre shall commence functioning upon appropriate provision to that effect in the Statutes, and the proposed School shall commence functioning upon such approval by the Executive Council:

Provided that the Executive Council shall not grant such approval without the concurrence of the University Grants Commission.

(d) Each University Institute shall have a Director, a Governing Body and an Academic Committee, each independent Centre shall have a Head and an Advisory Committee, and each School shall have a Coordinator and an Advisory Board:

Provided that the constitution of the Governing Body, the Academic Committee and the Advisory Committee shall be laid down by the concerned specific Ordinance:

Provided further that all nominations of members of the Governing Body or the Advisory Committee shall be reported to the Executive Council:

Provided also that the specific Ordinance or the specific Resolution, as the case may be, may provide for other functionaries and bodies of the University Institute and its Centres, the independent Centre or the School.

(e) No act or proceedings of any of the bodies of the University Institute, the Centre, the independent Centre and the School shall be invalid merely by reason of the existence of a vacancy or vacancies among its members.

(f) The University Institute (including the Centres thereof), the independent Centre and the School shall be entitled to receive Non-Plan and Plan grants from the University,

the University Grants Commission and other funding agencies, including a Department of the Government, and, with the concurrence of the Executive Council, grants or contributions, for various purposes, from other sources:

Provided that no such grant or contribution shall be utilised, except in accordance with the terms and conditions governing the same.

(g) The funds of the University Institute (including the Centres thereof), independent Centre or School shall consist of the grants and contributions referred to in sub-clause (f) and those received from collaborating institutions and organisations, income from assets, endowments and investments, receipts from fees and other dues charged to the students and from publications, facilities, consultancy and other services, and revenues from such other activities as are consistent with the provisions of the Ordinances and Regulations or the specific Resolution.

2. (a) The University Institute or the independent Centre shall work in such subjects or areas, and related or cognate aspects thereof, as may be assigned to it by this Ordinance or the concerned specific Ordinance (hereafter in this Ordinance referred to as "the prescribed fields"):

Provided that, subject to the approval of the Executive Council, the prescribed fields may be varied by the Academic Council, on the proposal submitted by the Governing Body (in consultation with the Academic Committee) or the Advisory Committee.

(b) The University Institute may carry out its functions directly, or wholly or partly through Centres named in the concerned specific Ordinance, and each Centre shall have a Coordinator and also a Programmes Committee, constituted in accordance with the provisions of the concerned specific Ordinance.

(c) Subject to the provisions of the Ordinances and Regulations, and the rules of the University, the University Institute or the independent Centre may —

(i) offer, on regular or self-financing basis, or provide support to, courses of study, and conduct research degree programmes, in the prescribed fields, and admit students to the same;

(ii) undertake research and other projects, experimental and field investigations, extension and training activities and consultancy services, on its own resources or with the support of funding agencies and other entities;

(iii) utilise the services of teachers, other academic staff and administrative, technical (including training) and other non-teaching staff, whether appointed in accordance with the rules of the University, or engaged, on temporary or contractual basis, and of the Associated Faculty specified in serial number (ii) of sub-clause (c) of clause 5 (hereafter in this Ordinance referred to as "the Associated Faculty") and external experts, for the conduct of its work:

Provided that, for the purposes of this Ordinance, the words "other academic staff" shall mean persons, other than teachers, fulfilling the qualifications laid down by the University Grants Commission, or a national funding agency, and placed in scales of pay not less than that of Lecturer, who have been appointed or contractually engaged, under different designations, for conducting, or assisting in the conduct of, research;

(iv) provide libraries, laboratories, equipment systems and other academic amenities, and administrative and corporate facilities and services;

(v) cooperate with the Faculties, or the Departments thereof, Schools and other institutions maintained by the University, and Constituent Institutes, and collaborate with Universities and other institutions of higher learning (including scientific laboratories), authorities, agencies and corporate and other organisations, in the pursuit of its activities;

(vi) organise or support academic and professional conferences and conclaves and other academic or extra-mural activities; and

(vii) do such other acts and things, consistent with the policy of the University, as may be necessary or expedient for the pursuit of its activities.

(d) The Governing Body may, on the recommendation of the Academic Committee, submit a proposal for the establishment, re-naming or abolition of a Centre or the amalgamation of two or more Centres, and such proposal shall come into effect after approval by the Academic Council and the Executive Council.

(e) The provisions in respect of the Director, the Governing Body, the Academic Committee, the Coordinators, the Programmes Committees, the Advisory Committee, the staff and the Associated Faculty, further to, or in modification of, the provisions of this Ordinance, and other matters relating to the institution that have not been provided herein, shall be as laid down by the concerned specific Ordinance.

3. (a) Subject to the powers and directions of the competent authorities and other provisions of the Ordinances and Regulations, the Governing Body or the Advisory Committee shall —

(i) exercise general superintendence and control over the affairs of the institution;

(ii) provide for corporate facilities and other requirements (including services on contractual basis) of the institution, frame rules and guidelines for different aspects of its working, give advice or directions to the Academic Committee, the Programmes Committees, the Director and the Coordinators (in the case of the University Institute) on matters within its purview, and recommend amendments in the Ordinances and Regulations pertaining to, or having a bearing on, the institution;

(iii) manage the property, funds and other assets of, or assigned to, the institution, and oversee appropriations, sanctions, purchases, drawals and disbursals from such funds and the maintenance and audit of the accounts thereof;

(iv) make recommendations on the creation, redesignation, regrading, re-deployment or abolition of posts and the provision of academic facilities (including learning resources):

Provided that, in the case of the University Institute, such recommendations shall not be made in respect of teaching posts and academic facilities, except in consultation with the Academic Committee;

(v) finalise the budget of the institution for further action by the competent authorities, and in the case of grants from a funding agency, by such agency;

(vi) approve the annual Plan, development proposals and the Annual Report of the institution, for further action by the competent authorities and bodies of the University, and suggest ways and means for the mobilisation of resources;

(vii) approve programmes of co-operation or collaboration with different units and entities in the University or outside, and review the working of such programmes:

Provided that, in the case of the University Institute, no such approval shall be granted or review made, except in consultation with the Academic Committee;

(viii) frame rules or norms on —

(1) the assignment and participation of the Associated Faculty and

external experts in the work of the institution, and such allowances and facilities as may be admissible to them for the same;

(2) the selection procedure, designations, qualifications and terms and conditions (including remuneration) for engagements under serial number (ii) of sub-clause (a) of clause 4;

(3) the allocation of responsibilities to the teachers and Associated Faculty, the facilitation and review of the discharge of such responsibilities, and the observance of the code of conduct by them;

(4) the assignment of duties to the other academic staff and the administrative, technical (including training) and other non-teaching staff, the assessment of their performance, the maintenance of discipline among them and the redressal of their grievances;

(5) the access of the Departments and the other institutions maintained by the University, and of other entities, to the facilities of the institution and the schedule of charges for the same;

(6) proposals for research and other projects, and training, consultancy and extension activities, and the monitoring and review of their working;

(7) the conduct of experimental and field investigations and the organisation of academic conferences and conclaves and extra-mural programmes;

(8) in the case of the University Institute, the coordination and proper functioning of the Centres and the sharing of their facilities within the institution; and

(9) the monitoring of the academic progress of the students, the maintenance of discipline among them, the redressal of their grievances, their welfare (including the stipendiary assistance and concessions in fees admissible to specified categories of students) and the support services for them;

(ix) lay down the schedule of fees and other charges admissible to students; and

(x) offer advice on matters referred by the Executive Council, the Academic Council or the Vice-Chancellor; and

(xi) perform such other functions as may be assigned by the Ordinances and Regulations, or from time to time by the Executive Council, the Academic Council or the Vice-Chancellor:

Provided that in the case of the independent Centre, the functions assigned to the Academic Committee of the University Institute, under sub-clause (c), shall *mutatis mutandis* vest in the Advisory Committee.

(b) The meetings of the Governing Body or the Advisory Committee shall be convened, with the concurrence of the Chairperson, by the Director or the Head, as the case may be:

Provided that such meetings shall ordinarily be convened twice in an academic year and the recommendations thereof shall be placed by the Registrar, with the concurrence of the Vice-Chancellor, before the competent authorities for appropriate action in accordance with the provisions of the Statutes and the Ordinances.

(c) The Academic Committee shall, subject to the powers assigned to the Governing Body —

(i) generally look after the academic affairs of the University Institute (including the Centres) and the maintenance of standards of instruction, research and training;

(ii) make recommendations, *suo motu* or on a reference by the Governing Body,

in respect of —

(1) the academic facilities and infrastructure of the University Institute (including the Centres);

(2) the creation (including designations and qualifications) of posts of teachers and other academic staff and the assignment or invitation of Associated Faculty; and

(3) other matters relevant to the academic work of the University Institute;

(iii) make recommendations, in accordance with the rules or norms laid down by the Governing Body, on proposals for —

(1) programmes of cooperation or collaboration with different units and entities in the University or outside, and review, the working of such programmes; and

(2) proposals for experimental and field investigations and training, orientation, refresher and other courses; and

(iv) perform such other functions as may be assigned by the Ordinances and Regulations or the Governing Body.

(d) The meetings of the Academic Committee shall be convened, ordinarily twice in an academic year, by the Director.

4. (a) In the case of the University Institute or the independent Centre, the Director or the Head shall be classified as a teacher of the University with a status not less than that of Professor, and shall fulfil the qualifications for the post of Professor, and such further qualifications as may be laid down by the specific Ordinance concerned.

(b) The Director or the Head shall be appointed, in the scale of pay of Professor, by the Executive Council, on the recommendation of the Selection Committee constituted for the post of Director in accordance with the provisions of the Statutes and Ordinances, for a term of three years:

Provided that the Executive Council may, on the recommendation of the Vice-Chancellor, appoint a Professor of the University to discharge the duties of the Director or the Head, in addition to his own duties, for such period not exceeding three years as the Vice-Chancellor may propose, and the Director or the Head appointed as such shall exercise all the powers, and perform all the functions, of a Director or Head appointed on whole-time basis:

Provided further that the Director or the Head appointed on whole-time basis may be re-appointed by the Executive Council, on the recommendation of the Vice-Chancellor, for a further term not exceeding three years:

Provided also that a teacher of the University appointed, or re-appointed, as the Director or the Head, on whole-time basis, shall serve as such on deputation on the standard terms of deputation applicable in the University.

(c) The Director or the Head shall hold office up to the date of expiry of the term of his appointment (including re-appointment), or his superannuation (including re-employment, if any, after superannuation), whichever is earlier, and the other conditions of his service shall be the same as for Professors of the University:

Provided that when the office of the Director or the Head is vacant, or the incumbent thereon is, by reason of illness, absence or any other cause, unable to perform the duties of his office, such duties shall be performed, in addition to his own duties, by the senior-most Professor of the University Institute or the independent Centre, as the case may be or, where there is no Professor, by a Professor of the University nominated by the Vice-Chancellor.

(d) The Director or the Head shall be entitled to such special allowance as may be

determined by the Executive Council and such facilities as may be approved, on the recommendations of the Governing Body or the Advisory Committee, as the case may be, by the Executive Council.

(e) The Director or the Head shall be the chief executive functionary of the institution and shall, subject to the powers assigned to the Governing Body or the Advisory Committee, as the case may be, and to other provisions of the Ordinances and Regulations, exercise general supervision and control over the affairs of institution, and be responsible for —

(i) apprising the Governing Body and the Academic Committee, or the Advisory Committee, of all actions and matters within their respective jurisdictions and the implementation of their decisions;

(ii) the preparation of the budget, the annual Plan, development proposals and the Annual Report;

(iii) the receipt and realisation of grants, revenues and other incomes, drawals from the funds, the disbursal of the payments and the maintenance and audit of the accounts;

(iv) the upkeep of the property assigned or belonging to the institution, the administration and maintenance of its assets and facilities, and the provision of learning resources and other required goods;

(v) the custody of the records and the conduct of the correspondence of the institution;

(vi) the organisation and conduct of the selection procedure for engagements under serial number (ii) of sub-clause (a) of clause 5, the initiation and execution of contractual arrangements for the provision of various services, and the submission of reports to the Governing Body or the Advisory Committee on the performance of the engagees;

(vii) the organisation of instruction and examinations for courses of study;

(viii) the allocation and discharge of duties of the teachers and Associated Faculty, and the observance of the code of conduct applicable to them;

(ix) the assignment and supervision of the work of the other academic staff and the administrative, technical (including training) and other non-teaching staff, the assessment of their performance and the enforcement of discipline among them;

(x) the regulation and facilitation of the access of the Departments and the other institutions maintained by the University, and other entities that are permitted such access, to the facilities of the institution;

(xi) the processing of proposals for experimental and field investigations and training, orientation, refresher and other courses, research, consultancy, extension and other projects, academic conferences and conclaves, extra-mural programmes, and cooperation or collaboration with different units and entities within and outside the University, and the monitoring of the execution of the approved proposals; and

(xii) the admission and monitoring of the academic progress of students, the enforcement of discipline among them, the redressal of their grievances, their welfare (including stipendiary assistance and concessions in fees) and the support services for them,

and shall perform such other functions as may be assigned by the Ordinances and Regulations and, from time to time, by the competent authorities, or the Governing Body or the Advisory Committee:

Provided that the Director or the Head may, in addition to his duties as such, participate, to the extent feasible, in the teaching, research and other activities of the institution.

5. (a) The staff of the institution (other than the Director) shall consist of —

(i) Professors, Readers and Lecturers, other academic staff and administrative, technical (including training) and other non-teaching staff, appointed on regular or temporary basis to posts created or approved by the Executive Council, to whom the provisions in respect of qualifications, manner of appointment, conditions of service and other matters connected therewith, or incidental thereto, for the staff of the University of the same categories, as provided in the Act, Statutes and Ordinances shall *mutatis mutandis* be applicable:

Provided that the Executive Council may approve the grant of other designations to such Professors, Readers and Lecturers, but the grant of any such designation shall be without prejudice to their status as Professor, Reader or Lecturer, as the case may be:

Provided further that the Governing Body may, at any time, with the approval of the Executive Council, transfer or re-deploy any post or the incumbent thereon, from the University Institute to any Centre or *vice versa*, or from one Centre to another; and

(ii) persons engaged on temporary or contractual basis by the Governing Body or the Advisory Committee in accordance with the rules of the University, for performing duties in the institution for the period of their engagement as such.

(b) The staff referred to in serial number (i) of sub-clause (a) shall be deemed to be employees of the University.

(c) The institution shall conduct academic, training and extension activities with the help of —

(i) teachers and other academic staff, and (where instructional programmes have professional or vocational training components) training staff, appointed under the provisions of serial number (i) of sub-clause (a), or engaged by the Governing Body under the provisions of serial number (ii) thereof; and

(ii) the Associated Faculty of the institution (or such Centre) comprising —

(1) the Emeritus Professors appointed by the Executive Council with the approval of the University Grants Commission (including Emeritus Professors and Fellows appointed by the University Grants Commission) and persons declared by it as Adjunct Faculty, who have been assigned to the institution, in accordance with the provisions of the relevant Ordinance;

(2) the Visiting and Guest Faculty (under different designations), who have been invited to the institution under the rules made, with the approval of the Executive Council, by the Governing Body or the Advisory Committee, or under any scheme of the University Grants Commission or any other funding agency;

(3) teachers of the Departments and of other institutions maintained by the University, who are engaged in a research or other project in, or have been invited to participate in the work of, the institution, and have been assigned teaching or research supervision duties therein, in addition to their duties in their parent Departments or institutions:

Provided that the teaching duties assigned to such teachers shall be credited to their total workload in their parent Department or institution, or where the same is not feasible, shall be discharged in addition to such workload, and the remuneration (if any) admissible for such additional duties shall not be higher than laid down in the rules of the University; and

(4) external experts, including former teachers of the institution and the Departments and other institutions maintained by the University, who have been invited for participation in teaching or other academic work in the institution:

Provided that research supervision duties shall not be assigned to any member of the Associated Faculty, except if he fulfils the qualifications laid down in this regard in the Ordinance and Regulations on research degree programmes, and enrolments for research degree programmes under the supervision of a teacher referred to in item (3) of serial number (ii) shall be counted towards the total permissible enrolments under the provisions of the said Ordinance and Regulations.

6. (a) The courses of study and research degree programmes offered by the institution shall be prescribed by the Ordinances or Regulations, and such courses or programmes as were being conducted, or were approved for being conducted, by the institution at the commencement of this Ordinance, shall be the approved academic programmes thereof:

Provided that the Academic Council may, on the proposal of Governing Body or the Advisory Committee, add, to the approved academic programmes, a new course of study or research degree programme, in the subjects, areas or fields assigned to the institution or modify or discontinue any such approved academic programme.

(b) Matters relating to admissions to courses of study (including the procedure of admissions thereto and the seats therein) and research degree programmes (including the assignment of supervisors) in the institution, and instructional, curricular, examination and evaluation methods and arrangements and other relevant matters in that regard, shall be determined by the provisions of the relevant Ordinances and Regulations:

Provided that, subject to the approval of the Academic Council, the Governing Body, in consultation with the Academic Committee, or the Advisory Committee, may prescribe, for courses of study, rules and procedures for the scaling, normalisation or moderation of marks (or grades) and results.

(c) Subject to the provisions of this Ordinance, the specific Ordinance concerned and the Ordinances and Regulations on research degree programmes, the Governing Body (on the proposal made by the Academic Committee), or the Advisory Committee, shall lay down the rules for the enrolment of students for such programmes under the supervision of the teachers or Associated Faculty of the institution, and the Director or the Head shall forward the recommendations of the Doctoral Programme Committee, constituted under the said provisions, on such enrolments, to the Research Degree Committee for further action.

(d) The Academic Committee, on the recommendation of the Programmes Committee of the concerned Centre, or the Advisory Committee, shall finalise the list of examiners for courses of study and the list of experts for examining course-work and assessing dissertations for research degree programmes, and the Director or the Head shall forward the same, in accordance with the provisions of the relevant Ordinances and Regulations, to the competent authorities or bodies of the University, for further action.

7. (a) A School set up under the provisions of this Ordinance, or the specific Resolution concerned, not being a School referred to in the second proviso to sub-clause (b) of clause 1, shall offer courses of study and research degree programmes, in accordance with the provisions of the Ordinances and Regulations in that regard, and pursue research and undertake research projects and other academic activities, in respect of one or more of the following branches of learning —

(i) special aspects of the subjects or prescribed fields of the Departments,

University Institutes and independent Centres participating in the School (hereafter in this clause referred to as "the participant Units") that are of common interest to them;

(ii) areas of an inter-disciplinary or multi-disciplinary character that are of common interest to the participant Units; or

(iii) other subjects, fields or areas or relevant to the academic concerns of the participant Units.

(b) The Advisory Board of the School shall consist of the following members, namely

(i) the persons holding office as Head of the Department, Director of the University Institute and Head of the independent Centre in the participant Units (hereafter in this clause referred to as "the chief functionaries"), who shall choose one of their number as the Chairperson for the duration of his tenure in the said office, subject to a maximum period of two years;

(ii) one teacher of each of the participant Units, not being a member under serial number (i), who has knowledge or research experience in one or more of the concerned branches of learning, nominated by the Vice-Chancellor, on the recommendation of the concerned chief functionary, for a period of two years;

(iii) one teacher of all the participant Units taken together, not being a member under serial numbers (i) and (ii), who has knowledge or research experience in one or more of the concerned branches of learning, chosen by the members under serial numbers (i) and (ii), for a period of two years; and

(iv) one Professor, not being a member under serial numbers (i), (ii) and (iii), and one external expert, with knowledge or research experience having a bearing on one or more of the concerned branches of learning, nominated by the Academic Council on the recommendation of the Vice-Chancellor, for a period of three years.

(c) The chief functionaries shall nominate, for a term of two years, one of the members under serial numbers (ii) and (iii) of sub-clause (b) as the Secretary of the Advisory Board, who shall concurrently also be the Coordinator of the School.

(d) Subject to the powers and directions of the competent authorities and other provisions of the Ordinances and Regulations, the Advisory Board shall —

(i) generally regulate the academic activities and the administrative affairs of the School;

(ii) manage the property, funds and other assets of, or assigned to, the School, and oversee appropriations, sanctions, purchases, drawals and disbursals from such funds and the maintenance and audit of the accounts thereof;

(iii) finalise the budget of the School for further action by the competent authorities, and in the case of grants from a funding agency, by such agency;

(iv) approve the annual Plan, development proposals and the Annual Report of the School, for further action by the competent authorities and bodies of the University, and suggest ways and means for the mobilisation of resources;

(v) review the courses of study and research degree programmes in the School and recommend changes in respect thereof;

(vi) approve proposals for research projects and extension activities and review and monitor the progress of the same;

(vii) determine the conditions (including the allowances admissible) for the participation of external experts in the work of the School;

(viii) propose the names of the examiners for courses of study and of the experts

for examining course-work and assessing dissertations for research degree programmes, for further action by the competent authorities or bodies of the University, in accordance with the provisions of the relevant Ordinances and Regulations;

(ix) perform such other functions as may be assigned by the Ordinances and Regulations and the specific Resolution and, from time to time, by the Executive Council, the Academic Council or the Vice-Chancellor.

(e) The Coordinator shall be the custodian of the assets and records, and shall conduct the administrative affairs and correspondence, of the School, supervise the staff assigned thereto, keep the Advisory Board informed of all actions and matters and give effect to its decisions, and perform such other functions as may be assigned by the Ordinances and Regulations or the Advisory Board.

(f) The Coordinator shall be entitled to such special allowance and facilities as may be determined by the Executive Council.

(g) The chief functionaries shall, by agreement amongst themselves, facilitate the availability of such of the facilities and infrastructure of the participating Units, including the services (on part-time basis during or after normal duty hours) of the non-teaching staff thereof, as may be required for the purposes of the School, including the provision of space, furniture and equipment for the office of the Coordinator:

Provided that the said agreement shall be recorded by the Advisory Board, and shall be reported to the Departmental Committee, the Governing Body or the Advisory Committee, as the case may be, of each participant Unit.

(h) The Vice-Chancellor may, on the recommendation of the Advisory Board, approve the provision of space and other requirements for the purposes of the School, including the services, on part-time or whole-time basis, of employees under the charge of the Registrar, to supplement the arrangements made in this regard under sub-clause (g).

(i) The employees assigned to the School on part-time basis, under sub-clause (g) or (h), may be granted such allowance as may be admissible under the rules of the University.

(j) The Advisory Board may, with the concurrence of the Vice-Chancellor, submit to the Academic Council proposals for offering courses of study under the School, along with the draft Ordinances and Regulations thereon, which shall *inter alia* provide for the qualifications and procedure for admissions and the instructional and curricular arrangements for the courses of study concerned, and shall upon the approval of any such proposal and the Ordinance and Regulations thereon, make arrangements, in respect of each such course of study, for the admission of students and the assignment of teaching duties to teachers of the participant Units and other experts:

Provided that the admission rules (including the number of seats) and the procedure and schedule for admissions to courses of study under the School shall be reported by the Coordinator to the Admissions Committee:

Provided further that the teaching duties assigned to the said teachers shall be credited to their total workload in the participant Unit concerned or, where the same is not feasible, discharged in addition to such workload, and the remuneration admissible for such additional duties, as well as to other experts invited in this regard, shall be in accordance with the rules of the University.

(k) In the case of research degree programmes approved for the School, the Advisory Board shall lay down, consistent with the provisions of the concerned Ordinances and Regulations, the rules for the enrolment of students for research degree programmes under the supervision of teachers of the participant Units or other experts, and the recommendations on such enrolments, made by the Doctoral Programme Committee

set up in accordance with the said Ordinances and Regulations, shall be forwarded to the Research Degree Committee for further action:

Provided that research supervision duties shall not be assigned to any such teacher or other expert, except if he fulfils the qualifications laid down in this regard in the said Ordinances and Regulations, and the number of students assigned to his supervision in the School shall be counted towards the total enrolments permissible to him under the said Ordinances and Regulations.

(l) Notwithstanding anything contained in the foregoing sub-clauses, in the case of a unit re-established as a School, under the second proviso to sub-clause (b) of clause 1, the constitution and functions of the Advisory Committee and the manner of appointment and functions of the Coordinator, the provisions in respect of the infrastructure and staff thereof and other relevant matters, shall be as laid down in the concerned specific Resolution.

8. (a) Notwithstanding the provisions of any other Ordinance or the Regulations, no unit under the title of 'School' or 'Centre' shall be organised in the University or any institution maintained by the University, except in accordance with the provisions of this Ordinance and the specific Resolution, and no unit in any Constituent College shall be organised under such title.

(b) A course of study being offered in the University, outside the purview of any Department, University Institute, Independent Centre or School, in any subject or area assigned to a University Institute, or to a Centre thereof, or to an independent Centre or a School, may be transferred by the Academic Council to such University Institute, Centre, independent Centre or School, and shall thereafter continue as a course of study thereunder.

## ORDINANCE XXVIII: THE INSTITUTE OF INTER-DISCIPLINARY STUDIES

*(Under clauses (1) and (3) of Statute 30)*

### ORDINANCE

The Institute of Inter-Disciplinary Studies

1. The functioning of the Institute of Inter-Disciplinary Studies (hereafter in this Ordinance referred to as "the Institute") shall be subject to the provisions Ordinance XXVII.

2. (a) The Institute shall work in inter-disciplinary subjects or areas of Science and Technology, the Social Sciences and the Humanities approved by the Academic Council (hereafter in this Ordinance referred to as "the prescribed fields"), with special reference to the interfaces thereof with economic, social and cultural life:

Provided that the subjects or areas of work of the Institute, as on the date immediately prior to the commencement of this Ordinance, shall be deemed to be the prescribed fields of the Institute upon such commencement.

(b) The Director of the Institute (hereafter in this Ordinance referred to as "the Director") shall possess qualifications in one or more of the prescribed fields:

Provided that the Director, holding office immediately prior to the date of the commencement of this Ordinance, shall be deemed to have been appointed under the provisions of Ordinance XXVII and shall continue as such till the entry into office of the Director appointed under the said provisions.

(c) The Institute may establish Centres with multiple locations, and field units and facilities in locations outside Allahabad, on its own resources or in collaboration with the institutions and other entities referred to in serial number (iii) of sub-clause (i) of

clause 1 of Ordinance XXVII, upon the approval, by the Academic Council and the Executive Council, of a proposal of the Governing Body of the Institute (hereafter in this Ordinance referred to as "the Governing Body") to that effect:

Provided that the Governing Body shall not submit any such proposal, except after consulting the Academic Committee of the Institute (hereafter in this Ordinance referred to as "the Academic Committee").

(d) The Academic Committee, as on the date immediately prior to the commencement of this Ordinance, shall be deemed to have been constituted under the provisions of this Ordinance, and shall continue as such till the constitution of the Academic Committee in accordance with the said provisions.

(e) The persons —

(i) appointed, or engaged, and working on whole-time basis on teaching, research or other positions, or in other capacities, in the Institute and the Centres thereof (hereafter in this Ordinance referred to as "the Centres"), or the facilities of the Institute or such Centres; and

(ii) associated in different capacities with the teaching and research work of the Institute or the Centres, including the Associated Faculty specified in serial number (ii) of sub-clause (b) of clause 4 of Ordinance XXVII (hereafter in this Ordinance referred to as "the Associated Faculty"),

immediately prior to the date of the commencement of this Ordinance, shall continue to be so appointed, engaged or associated, on the same terms and conditions, for the remainder of the tenures of their engagement or association, or till new arrangements are made in that regard in accordance with the provisions of Ordinance XXVII or this Ordinance, whichever is earlier.

3. (a) The Governing Body shall consist of the following members, namely—

(i) the Pro-Vice-Chancellor, or where there is no Pro-Vice Chancellor, a Professor of the University nominated by the Vice-Chancellor (Chairperson);

(ii) the Dean of the Faculty of Science, and one of the Deans of the other Faculties, by rotation in the order in which such other Faculties are named in clause (1) of Statute 14, for a period of two years;

(iii) one person nominated by the University Grants Commission, for a period of three years;

(iv) one person each nominated by two of the Departments, Agencies or institutions of the Central Government, National Laboratories and National Institutes, taken together, which provide support to, or are otherwise associated with the Institute or one or more of the Centres, for a period of three years:

Provided that the Departments, Agencies, institutions, National Laboratories and National Institutes concerned shall be specified by the Vice-Chancellor, after consultation with the Director;

(v) one Professor or former Professor of the University, having knowledge or research experience in one or more of the prescribed fields, nominated by the Academic Council on the recommendation of the Vice-Chancellor, for a period of two years;

(vi) one person of academic or professional eminence one or more of the prescribed fields, not being a person in the service of the University or any institution maintained by it or admitted to its privileges (including Associated Faculty of any University Institute or independent Centre), nominated by the Executive Council on the recommendation of the Vice-Chancellor, for a period of three years;

(vii) two of the Coordinators of the Centres, by rotation in the order in which the Centres were established, for a period of two years:

Provided that where two or more Centres were established on the same date, the rotation among the Coordinators thereof shall be in the order in which such Centres have been named in sub-clause (a) of clause 4; and

(viii) the Director (Secretary).

(b) All nominations under sub-clause (a), except serial number (vii), and all changes in the membership of the Governing Body, shall be reported to the Executive Council.

(c) The Academic Committee shall consist of the following members, namely—

(i) the Director (Chairperson);

(ii) the Deans of two of the Faculties, nominated by the Vice-Chancellor, for a period of two years;

(iii) the Dean of Research and Development;

(iv) two persons from amongst the Directors of other University Institutes (not being the Institute of Correspondence Courses and Continuing Education), the Heads of independent Centres and Directors of Constituent Institutes, nominated by the Vice-Chancellor, for a period of two years;

(v) two Professors or former Professors of the University, not being teachers or Associated Faculty of the Institute, having knowledge or research experience in one or more of the prescribed fields, nominated by the Governing Body, for a period of two years;

(vi) the Coordinators of the Centres;

(vii) one person from amongst the teachers and Associated Faculty of each Centre, not being the Coordinator, nominated by the Programmes Committee of the Centre, for a period of two years; and

(viii) three experts, not being persons in the service of the University or any institution maintained by it or admitted to its privileges (including Associated Faculty of the University Institutes or independent Centres), one of whom shall be nominated by the Governing Body and the other two shall be nominated, from a panel of six names drawn up by the Governing Body, by the Academic Council, for a period of three years:

Provided that the Director may nominate one of the members under sub-clauses (vi) and (vii) as the Secretary of the Academic Committee, for such period not exceeding two years as he may specify, to perform such functions in respect of the meetings thereof as may be assigned by him.

(d) All nominations of members under sub-clause (c), except those made by the Academic Council, and all changes in the membership of the Academic Committee, shall be reported to the Academic Council.

4. (a) The Institute shall have the following Centres, namely —

(i) K. Banerji Centre of Atmospheric and Ocean Studies;

(ii) Centre of Bio-Informatics;

(iii) Centre of Bio-Medical Magnetic Resonance (in collaboration with the Centre of Bio-Medical Magnetic Resonance, Sanjay Gandhi Post-graduate Institute of Medical Sciences, Lucknow);

(iv) Centre of Bio-Technology;

(v) Centre of Culture and Communication;

(vi) Centre of Environmental Studies;

(vii) Centre of Globalisation Studies;

(viii) Centre of Human Rights;

(ix) Centre of Intellectual Property Rights;
(x) Centre of Material Sciences;
(xi) Centre of Mobile Communications for Developing Countries;
(xii) Centre of NanoScience and NanoTechnology;
(xiii) Centre of Science and Society;
(xiv) Meghnad Saha Centre of Space Studies; and
(xv) Centre of Women's Studies.

(b) A Centre specified in sub-clause (a) that was not functional on the date immediately preceding the commencement of the Act, or a new Centre established after the commencement of this Ordinance, shall not be made functional, except if it has not less than three teachers and Associated Faculty, taken together.

(c) The prescribed field or fields assigned to each Centre shall be as determined from time to time, with the approval of the Academic Council, by the Governing Body on the recommendation of the Academic Committee:

Provided that in the case a Centre that was functional on the date immediately preceding the commencement of this Ordinance, the prescribed field or fields, as on the said date, shall be deemed to be the prescribed field or fields thereof upon such commencement.

(d) An academic programme being offered, or a research project being conducted, by the Institute on the date immediately preceding the commencement of this Ordinance, or initiated subsequently, that is not assigned to an existing Centre, shall be administered directly by the Institute, without prejudice to the right of the Governing Body to assign the same, on the recommendation of the Academic Committee, to an existing or a new Centre.

(e) A teacher or Associated Faculty of the Institute may be assigned to more than one Centre, and in such a case he shall be a member of the Programmes Committees of all the Centres to which he has been assigned.

(f) Subject to the provisions of sub-clause (b), the Governing Body shall designate one of the teachers or Associated Faculty of each Centre as the Coordinator of the Centre (hereafter in this Ordinance referred to as "the Coordinator"), for a period of two years:

Provided that the Governing Body may designate the Director as the Coordinator of one or more Centres.

5. (a) The Coordinator shall be the Chairperson of the Programmes Committee of the Centre, and subject to the rules or norms laid down by the Governing Body, and the powers assigned to the Governing Body, the Academic Committee and the Director, shall—

(i) have charge of the assets, facilities and records of, or assigned to, the Centre, and be responsible for the proper upkeep of the same and for the access of different categories of users to such facilities;
(ii) coordinate the teaching, research and other work of the Centre, including experimental and field investigations and training, orientation, refresher and other courses;
(iii) supervise the work of the other academic staff, as specified in the proviso to serial number (iii) of sub-clause (c) of clause 2 of Ordinance XXVII, and the technical (including training) and other non-teaching staff, including contractual engagees, of the Centre;
(iv) monitor the discipline and the academic progress of students;
(v) apprise the Programmes Committee and the Director of all actions, matters,

proposals and requirements in respect of the Centre that are within their respective purviews; and

(vi) submit such reports in respect of the work of the Centre, and of its teachers, Associated Faculty, students, and persons associated with its research projects, as may be sought by the Governing Body, the Academic Committee or the Director,

and shall perform such other functions as may be assigned under the Ordinances and Regulations or by the Governing Body, the Academic Committee, the Programmes Committee or the Director.

(b) The Programmes Committee of each Centre shall consist of the following members, namely—

(i) the Coordinator;

(ii) all teachers and Associated Faculty of the Centre;

(iii) not more than two 'external' members (i. e. members not in the service of the University or any institution maintained by it or admitted to its privileges, including Associated Faculty of University Institutes or independent Centres) with knowledge or research experience in one or more of such fields, assigned to the Centre, nominated by the Academic Committee, for a term of two years;

(iv) not more than two 'cognate' members (i. e. members with knowledge or research experience in one or more of the prescribed fields assigned to the Centre, or a related or an allied subject) nominated by the Academic Committee, from amongst teachers of the Departments, other institutions maintained by the University and the Constituent Institutes, with a rank not less than that of Reader, for a term of two years;

(c) The Coordinator shall convene the meetings of the Programmes Committee, ordinarily twice in an academic year and whenever required the Governing Body, the Academic Committee or the Director, maintain the proceedings of such meetings and submit the same to the Director.

(d) The Programmes Committee of each Centre shall —

(i) conduct reviews, and make recommendations to the Academic Committee, in respect of:

(1) the prescribed field or fields assigned to the Centre;

(2) the standards of instruction, research and training in the Centre;

(3) the course contents, admission norms (including the number of seats) and instructional, examination and evaluation methods for courses of study assigned to the Centre, and the institution or discontinuation of any such course of study;

(4) the teaching, research and training facilities and infrastructure in the Centre; and

(5) the existing or proposed programmes of cooperation or collaboration of the Centre with different entities;

(ii) propose, to the Academic Committee, the list of examiners for the courses of study, and the list of experts for examining course-work and assessing dissertations for the research degree programmes, assigned to the Centre;

(iii) make recommendations on matters pertaining to the Centre in respect of staff positions, Associated Faculty, experimental and field investigations and training, orientation, refresher and other courses;

(iv) offer advice on matters referred by the Governing Body, the Academic Committee or the Director; and

(v) perform such other functions as may be assigned by the Ordinances and Regulations or by the Governing Body or the Academic Committee.

## ORDINANCE XXIX: THE INSTITUTE OF PROFESSIONAL STUDIES

*(Under clauses (1) and (3) of Statute 30)*

### ORDINANCE

The Institute of Professional Studies

1. The functioning of the Institute of Professional Studies (hereafter in this Ordinance referred to as "the Institute") shall be subject to the provisions of Ordinance XXVII.

2. (a) The Institute shall work in subjects or areas of professional and vocational studies approved by the Academic Council (hereafter in this Ordinance referred to as "the prescribed fields"), with special reference to the interfaces thereof with career opportunities, and shall also offer, or organise, for students and other learners, Diploma, Certificate of Proficiency or training courses on skills relevant to such opportunities and to career management:

Provided that the subjects or areas of work of the Institute, as on the date immediately prior to the commencement of this Ordinance, shall be deemed to be the prescribed fields of the Institute upon such commencement.

(b) The Director of the Institute (hereafter in this Ordinance referred to as "the Director") shall possess qualifications or experience in one or more of the prescribed fields:

Provided that the Director, holding office immediately prior to the date of the commencement of this Ordinance, shall be deemed to have been appointed under the provisions of Ordinance XXVII and shall continue as such till the entry into office of the Director appointed under the said provisions.

(c) The Institute may establish Centres with multiple locations, and field units and facilities in locations outside Allahabad, on its own resources or in collaboration with the institutions and other entities referred to in serial number (iii) of sub-clause (i) of clause 1 of Ordinance XXVII, upon the approval, by the Academic Council and the Executive Council, of a proposal of the Governing Body of the Institute (hereafter in this Ordinance referred to as "the Governing Body") to that effect:

Provided that the Governing Body shall not submit any such proposal, except after consulting the Academic Committee of the Institute (hereafter in this Ordinance referred to as "the Academic Committee").

(d) The Academic Committee, as on the date immediately prior to the commencement of this Ordinance, shall be deemed to have been constituted under the provisions of this Ordinance, and shall continue as such till the constitution of the Academic Committee in accordance with the said provisions.

(e) The persons —

(i) appointed, or engaged, and working on whole-time basis on teaching, research or other positions, or in other capacities, in the Institute and the Centres thereof (hereafter in this Ordinance referred to as "the Centres"), or the facilities of the Institute or such Centres; and

(ii) associated in different capacities with the teaching and research work of the Institute or the Centres, including the Associated Faculty specified in serial number (ii) of sub-clause (b) of clause 4 of Ordinance XXVII (hereafter in this Ordinance referred to as "the Associated Faculty"),

immediately prior to the date of the commencement of this Ordinance, shall continue to be so appointed, engaged or associated, on the same terms and conditions, for the remainder of the tenures of their engagement or association, or till new arrangements are made in that regard in accordance with the provisions of Ordinance XXVII or this Ordinance, whichever is earlier.

3. (a) The Governing Body shall consist of the following members, namely—

(i) the Pro-Vice-Chancellor, or where there is no Pro-Vice Chancellor, a Professor of the University nominated by the Vice-Chancellor (Chairperson);

(ii) the Dean of the Faculty of Science, and one of the Deans of the other Faculties, by rotation in the order in which such other Faculties are named in clause (1) of Statute 14, for a period of two years;

(iii) one person nominated by the University Grants Commission, for a period of three years;

(iv) one person each nominated by two of the Departments, Agencies or institutions of the Central Government, National Laboratories and National Institutes, taken together, which provide support to, or are otherwise associated with the Institute or one or more of the Centres, for a period of three years:

Provided that the Departments, Agencies, institutions, National Laboratories and National Institutes concerned shall be specified by the Vice-Chancellor, after consultation with the Director;

(v) one Professor or former Professor of the University, having knowledge or experience in one or more of the prescribed fields, nominated by the Academic Council on the recommendation of the Vice-Chancellor, for a period of two years;

(vi) one person of academic or professional eminence in one or more of the prescribed fields, not being a person in the service of the University or any institution maintained by it or admitted to its privileges (including Associated Faculty of any University Institute or independent Centre), nominated by the Executive Council, on the recommendation of the vice-Chancellor, for a period of three years;

(vii) two of the Coordinators of the Centres, by rotation in the order in which the Centres were established, for a period of two years:

Provided that where two or more Centres were established on the same date, the rotation among the Coordinators thereof shall be in the order in which such Centres have been named in sub-clause (a) of clause 4; and

(viii) the Director (Secretary).

(b) All nominations under sub-clause (a), except serial number (vii), and all changes in the membership of the Governing Body, shall be reported to the Executive Council.

(c) The Academic Committee shall consist of the following members, namely—

(i) the Director (Chairperson);

(ii) the Deans of two of the Faculties, nominated by the Vice-Chancellor, for a period of two years;

(iii) the Dean of Research and Development;

(iv) two persons from amongst the Directors of other University Institutes (not being the Institute of Correspondence Courses and Continuing Education), the Heads of independent Centres, and Directors of Constituent Institutes, nominated by the Vice-Chancellor, for a period of two years;

(v) two Professors or former Professors of the University, not being teachers or Associated Faculty of the Institute, having knowledge or experience in one

or more of the prescribed fields, nominated by the Governing Body, for a period of two years;

(vi) the Coordinators of the Centres;

(vii) one person from amongst the teachers and Associated Faculty of each Centre, not being the Coordinator, nominated by the Programmes Committee of the Centre for a period of two years; and

(viii) three experts, not being persons in the service of the University or any institution maintained by it or admitted to its privileges (including Associated Faculty of the University Institutes or independent Centres), one of whom shall be nominated by the Governing Body and the other two shall be nominated, from a panel of six names drawn up by the Governing Body, by the Academic Council, for a period of three years:

Provided that the Director may nominate one of the members under sub-clauses (vi) and (vii) as the Secretary of the Academic Committee, for such period not exceeding two years as he may specify, to perform such functions in respect of the meetings thereof as may be assigned by him.

(d) All nominations under sub-clause (c), except those made by the Academic Council, and all changes in the membership of the Academic Committee, shall be reported to the Academic Council.

4. (a) The Institute shall have the following Centres, namely —

(i) Centre of Food Technology;

(ii) Centre of Computer Education and Training;

(iii) Centre of Fashion Design and Technology; and

(iv) Centre of Photo-Journalism and Visual Communication.

(b) A Centre specified in sub-clause (a) that was not functional on the date immediately preceding the commencement of the Act, or a new Centre established after the commencement of this Ordinance, shall not be made functional, except if it has not less than three teachers and Associated Faculty, taken together.

(c) The prescribed fields assigned to each Centre shall be as determined from time to time, with the approval of the Academic Council, by the Governing Body on the recommendation of the Academic Committee:

Provided that in the case a Centre that was functional on the date immediately preceding the commencement of this Ordinance, the prescribed field or fields, as on the said date, shall be deemed to be the prescribed field or fields thereof upon such commencement.

(d) An academic programme being offered, or a research or training project being conducted, by the Institute on the date immediately preceding the commencement of this Ordinance, or initiated subsequently, that is not assigned to an existing Centre, shall be administered directly by the Institute, without prejudice to the right of the Governing Body to assign the same, on the recommendation of the Academic Committee, to an existing or a new Centre.

(e) A teacher or Associated Faculty of the Institute may be assigned to more than one Centre, and in such a case he shall be a member of the Programmes Committees of all the Centres to which he has been assigned.

(f) Subject to the provisions of sub-clause (b), the Governing Body shall designate one of the teachers or Associated Faculty of each Centre as the Coordinator of the Centre (hereafter in this Ordinance referred to as "the Coordinator"), for a period of two years:

Provided that the Governing Body may designate the Director as the Coordinator of

one or more Centres.

5. (a) The Coordinator shall be the Chairperson of the Programmes Committee of the Centre, and subject to the rules or norms laid down by the Governing Body, and the powers assigned to the Governing Body, the Academic Committee and the Director, shall —

(i) have charge of the assets, facilities and records of, or assigned to, the Centre, and be responsible for the proper upkeep of the same and for the access of different categories of users to such facilities;

(ii) coordinate the teaching, research and other work of the Centre, including experimental and field investigations and training, orientation, refresher and other courses;

(iii) supervise the work of the other academic staff, as specified in the proviso to serial number (iii) of sub-clause (c) of clause 2 of Ordinance XXVII, and the technical (including training) and other non-teaching staff, including contractual engagees, of the Centre;

(iv) monitor the discipline and the academic progress of students;

(v) apprise the Programmes Committee and the Director of all actions, matters, proposals and requirements in respect of the Centre that are within their respective purviews; and

(vi) submit such reports in respect of the work of the Centre, and of its teachers, Associated Faculty, students, and persons associated with its research projects, as may be sought by the Governing Body, the Academic Committee or the Director,

and shall perform such other functions as may be assigned under the Ordinances and Regulations or by the Governing Body, the Academic Committee, the Programmes Committee or the Director.

(b) The Programmes Committee of each Centre shall consist of the following members, namely —

(i) the Coordinator;

(ii) all teachers and Associated Faculty of the Centre;

(iii) not more than two 'external' members (i. e. members not in the service of the University or any institution maintained by it or admitted to its privileges, including Associated Faculty of University Institutes or independent Centres) with knowledge or experience in the prescribed field, or one or more of such fields, assigned to the Centre, nominated by the Academic Committee, for a term of two years;

(iv) not more than two 'cognate' members (i. e. members with knowledge or experience in one or more of the prescribed fields assigned to the Centre, or a related or an allied subject) nominated by the Academic Committee, from amongst teachers of the Departments, other institutions maintained by the University and the Constituent Institutes, with a rank not less than that of Reader, for a term of two years.

(c) The Coordinator shall convene the meetings of the Programmes Committee, ordinarily twice in an academic year and whenever required the Governing Body, the Academic Committee or the Director, maintain the proceedings of such meetings and submit the same to the Director.

(d) The Programmes Committee of each Centre shall —

(i) conduct reviews, and make recommendations to the Academic Committee, in respect of:

(1) the prescribed field or fields assigned to the Centre;

(2) the standards of instruction, research and training in the Centre;

(3) the course contents, admission norms (including the number of seats) and instructional, examination and evaluation methods for courses of study assigned to the Centre, and the institution or discontinuation of any such course of study;

(4) the teaching, research and training facilities and infrastructure in the Centre; and

(5) the existing or proposed programmes of cooperation or collaboration of the Centre with different entities;

(ii) propose, to the Academic Committee, the list of examiners for the courses of study, and the list of experts for examining course-work and assessing dissertations for the research degree programmes, assigned to the Centre;

(iii) make recommendations on matters pertaining to the Centre in respect of staff positions, Associated Faculty, experimental and field investigations and training, orientation, refresher and other courses;

(iv) offer advice on matters referred by the Governing Body, the Academic Committee or the Director; and

(v) perform such other functions as may be assigned by the Ordinances and Regulations or by the Governing Body or the Academic Committee.

## ORDINANCE XXX: THE NATIONAL CENTRE OF EXPERIMENTAL MINERALOGY AND PETROLOGY

*(Under clauses (1) and (3) of Statute 30)*

### ORDINANCE

The National Centre of Experimental Mineralogy and Petrology

1. The functioning of the National Centre of Experimental Mineralogy and Petrology (hereafter in this Ordinance referred to as "the National Centre") shall be subject to the provisions Ordinance XXVII.

2. (a) The National Centre shall work in the subjects or areas of Experimental Mineralogy and Petrology (hereafter in this Ordinance referred to as "the prescribed fields"), and related fields of Geology and Geo-Physics, including high temperature and high pressure investigations.

(b) The Director of the National Centre (hereafter in this Ordinance referred to as "the Director") shall possess qualifications in one or more of the prescribed fields:

Provided that the Director, holding office immediately prior to the date of the commencement of this Ordinance, shall be deemed to have been appointed under the provisions of Ordinance XXVII and shall continue as such till the entry into office of the Director appointed under the said provisions.

(c) The National Centre may establish experimental stations, field units and facilities in locations in and outside Allahabad, on its own resources or in collaboration with the institutions and other entities referred to in serial number (iii) of sub-clause (i) of clause 1 of Ordinance XXVII, upon the approval, by the Academic Council and the Executive Council, of a proposal of the Governing Body of the Institute (hereafter in this Ordinance referred to as "the Governing Body") to that effect:

Provided that the Governing Body shall not submit any such proposal, except after consulting the Academic Committee of the National Centre (hereafter in this Ordinance referred to as "the Academic Committee").

(d) The Governing Body (by whatever name called), as on the date immediately prior

to the commencement of this Ordinance, shall be deemed to have been constituted under the provisions of this Ordinance, and shall continue as such till the constitution of the Governing Body in accordance with the said provisions.

(e) The persons appointed, or engaged, and working on whole-time basis on teaching, research or other positions, or in other capacities, in, or associated as the Associated Faculty, referred to in serial number (ii) of sub-clause (b) of clause 4 of Ordinance XXVII, with the National Centre or the facilities thereof, immediately prior to the date of the commencement of this Ordinance, shall continue to be so appointed, engaged or associated, on the same terms and conditions, for the remainder of the tenures of their appointment, engagement or association, or till new arrangements are made in that regard in accordance with the provisions of Ordinance XXVII or this Ordinance, whichever is earlier.

3. (a) The Governing Body shall consist of the following members, namely —

(i) the Pro-Vice-Chancellor, or where there is no Pro-Vice Chancellor, a Professor of the University nominated by the Vice-Chancellor (Chairperson);

(ii) the Dean of the Faculty of Science;

(iii) one person each, nominated by the University Grants Commission, the Department of Science and Technology of the Central Government and the Council of Scientific and Industrial Research, for a period of three years;

(iv) one person, nominated by the Geological Survey of India, from amongst its officers not below the rank of Deputy Director-General, for a period of three years;

(v) one Professor (other than the Director) of the National Centre, by rotation in the order of seniority, for a period of two years;

(vi) one of the Emeritus Professors or Emeritus Fellows assigned to the National Centre, nominated by the Vice-Chancellor, for a period of two years;

(vii) one Professor or former Professor of the University, having knowledge or research experience in one or more of the subjects, areas or fields referred to in sub-clause (a) of clause 2, nominated by the Academic Council on the recommendation of the Vice-Chancellor, for a period of two years;

(viii) one person of academic eminence in one or more of the prescribed fields, not being a person in the service of the University or any institution maintained by it or admitted to its privileges, nominated by Executive Council on the recommendation of the Vice-Chancellor, for a period of three years; and

(ix) the Director (Secretary).

(b) All nominations of members under sub-clause (a), except serial number (viii), and all changes in the membership of the Governing Body, shall be reported to the Executive Council.

(c) The Academic Committee shall consist of the following members, namely —

(i) the Director (Chairperson);

(ii) the Dean of the Faculty of Science;

(iii) the Dean of Research and Development;

(iv) two persons from amongst the Directors of University Institutes (not being the Institute of Correspondence Courses and Continuing Education), the Heads of independent Centres, and Directors of Constituent Institutes, nominated by the Vice-Chancellor, for a period of two years;

(v) the Professors (other than the Director) of, and the Emeritus Professors and

Emeritus Fellows assigned to, the National Centre;

(vi) one member of the teaching staff of the National Centre, other than Professors, by rotation in the order of seniority, for a period of two years;

(vii) one Professor or former Professor of the University, having knowledge or research experience in one or more of the prescribed fields, nominated by the Academic Council on the recommendation of the Vice-Chancellor, for a period of two years;

(viii) two of the members of the Governing Body under serial numbers (iii), (iv) and (viii) of sub-clause (a), nominated by the Vice-Chancellor, for the duration of their membership of the Governing Body; and

(ix) three experts, not being persons in the service of the University or any institution maintained by it or admitted to its privileges, of whom one shall be nominated by the Governing Body and the other two shall be nominated, from a panel of six names drawn up by the Governing Body, by the Academic Council, for a period of three years:

Provided that the Director may nominate one of the Professors who is a member under serial number (v), or the member under serial number (vi), as the Secretary of the Academic Committee, for such period not exceeding two years as he may specify, to perform such functions in respect of the meetings thereof as may be assigned by him.

(d) All nominations under sub-clause (c), except those made by the Academic Council, and all changes in the membership of the Academic Committee, shall be reported to the Academic Council.

## ORDINANCE XXXI: THE CENTRE OF BEHAVIOURAL AND COGNITIVE SCIENCES

*(Under clauses (1) and (3) of Statute 30)*

### ORDINANCE

The Centre of Behavioural and Cognitive Sciences

1. The functioning of the Centre of Behavioural and Cognitive Sciences (hereafter in this Ordinance referred to as "the Centre") shall be subject to the provisions Ordinance XXVII.

2. (a) The Centre shall work in subjects or areas of the behavioural and cognitive sciences (hereafter in this Ordinance referred to as "the prescribed fields"), and their interfaces with the biological, physical and social sciences and with society and culture.

(b) The Head of the Centre (hereafter in this Ordinance referred to as "the Head") shall possess qualifications or research experience in one or more of the prescribed fields:

Provided that the Head, holding office immediately prior to the date of the commencement of this Ordinance, shall be deemed to have been appointed under the provisions of Ordinance XXVII and shall continue as such till the entry into office of the Head appointed under the said provisions.

(c) The Advisory Committee of the Centre (hereafter in this Ordinance referred to as "the Advisory Committee"), as on the date immediately prior to the commencement of this Ordinance, shall be deemed to have been constituted under the provisions of this Ordinance, and shall continue as such till the constitution of the Advisory Committee in accordance with the said provisions.

(d) The persons —

(i) appointed, or engaged, and working on whole-time basis on teaching, research or other positions, or in other capacities, in the Centre or the facilities thereof; and

(ii) associated in different capacities with the teaching and research work of the Centre, including the Associated Faculty referred to in serial number (ii) of sub-clause (b) of clause 4 of Ordinance XXVII,

immediately prior to the date of the commencement of this Ordinance, shall continue to be so appointed, engaged or associated, on the same terms and conditions, for the remainder of the tenures of their appointment, engagement or association, or till new arrangements are made in that regard in accordance with the provisions of Ordinance XXVII or this Ordinance, whichever is earlier.

3. (a) The Advisory Committee shall consist of the following members, namely :—

(i) the Pro-Vice-Chancellor, or where there is no Pro-Vice Chancellor, a Professor of the University nominated by the Vice-Chancellor (Chairperson);

(ii) one person nominated by the University Grants Commission, for a period of three years;

(iii) two persons from amongst the serving or former Professors of the University, with knowledge or research experience in one or more of the prescribed fields, nominated by the Vice-Chancellor, in consultation with the Head, for a period of two years;

(iv) two persons of academic or professional eminence in one or more of the prescribed fields, not being persons in the service of the University or any institution maintained by it or admitted to its privileges, nominated by the Academic Council from a panel of six names drawn up by the Head and approved by the Vice-Chancellor, for a period of three years;

(v) one expert, not being a person in the service of the University or any institution maintained by it or admitted to its privileges, nominated by the Executive Council on the recommendation of the Vice-Chancellor, for a period of three years;

(vi) one teacher of the Centre, by rotation in the order of seniority, for a period of two years; and

(vii) the Head (Secretary).

(b) All nominations under sub-clause (a), except serial number (v), and all changes in the membership of the Advisory Committee, shall be reported to the Executive Council.

## ORDINANCE XXXII: THE INSTITUTE OF CORRESPONDENCE COURSES AND CONTINUING EDUCATION

*(Under clauses (2) and (3) of Statute 30)*

### ORDINANCE

1. (a) The Institute of Correspondence Courses and Continuing Education (hereafter in this Ordinance referred to as "the Institute") shall organise instruction for such courses of study, leading to degrees, Diplomas, Certificates of Proficiency or special Certificates, as may appropriately be offered in the open or distance learning mode. The Institute of Correspondence Courses and Continuing Education

**Explanation:** Courses of study for a special Certificate may include courses for

holders of the +3 level graduate degree (under the 10+2+3 scheme of secondary and higher education) seeking to pursue a new subject for the same degree, or holders of the +2 level graduate degree seeking to attain the +3 level.

(b) The Institute shall have a Director, an Advisory Board and an Academic Committee (hereafter in this Ordinance referred to as "the Director", "the Advisory Board" and "the Academic Committee", respectively).

(c) No act or proceedings of any of the bodies of the Institute shall be invalid merely by reason of the existence of a vacancy or vacancies among its members.

(d) The funds of the Institute shall consist of income from assets, endowments and investments, receipts from fees and other dues charged to the students and from publications, facilities, consultancy and other services, revenues from such other activities as are consistent with the provisions of the Ordinances and Regulations, and grants or contributions, for various purposes, received, with the concurrence of the Executive Council, from other sources:

Provided that no such grant or contribution shall be utilised, except in accordance with the terms and conditions governing the same.

2. (a) The Institute shall impart instruction, in the open or distance learning mode, for such courses of study, and such subjects thereunder, as may be approved by the Academic Council.

(b) The courses of study, and subjects thereunder, for which instruction was being offered by the Institute, immediately prior to the commencement of this Ordinance, shall be deemed to be the approved courses of study and subjects of the Institute (hereafter in this Ordinance referred to as "the approved courses of study" and "the approved subjects", respectively).

(c) The Academic Council may, on a proposal submitted by the Advisory Board (in consultation with the Academic Committee), approve a new course of study or subject for the Institute or discontinue any approved subject or course of study:

Provided that where a course of study or subject is assigned to a Faculty, such proposal shall not be approved by the Academic Council, except on the recommendation of the Board of the concerned Faculty.

(d) Subject to the provisions of sub-clause (f), the syllabi, and the modes of instruction, examination and evaluation, for the approved courses of study and subjects, shall be prescribed for the Institute by the Academic Council by Regulations:

Provided that in the case of courses of study and subjects assigned to a Faculty, the Academic Council shall lay down such syllabi and determine such modes, on the recommendation made, after considering the proposals in that regard of the concerned Board of Studies, or Board of Baccalaureate Studies, by the Board of the Faculty:

Provided further that the Board of Studies or Baccalaureate Studies shall, in framing the said proposals, give due attention to the suggestions made in that regard by the Advisory Board (in consultation with the Academic Committee).

(e) In the case of such of the approved courses of study and subjects as are assigned to a Faculty, the Board of the Faculty may, *suo motu* or on a proposal submitted by the Advisory Board (in consultation with the Academic Committee), recommend —

(i) the suspension of any approved course of study or subject for a specified period; or

(ii) changes in the schedule of commencement and closure of the academic year for any approved course of study,

and such recommendation shall come into effect upon approval by the Academic

Council:

Provided that the Academic Council may, where it so deems appropriate, *suo motu* issue a direction to the Institute to the effect referred to in serial number (i) or (ii).

(f) The syllabi for the approved courses of study and subjects, and the modes of instruction, examination and evaluation for the same, shall be in conformity with the Regulations of the University Grants Commission in that regard, as revised from time to time.

3. (a) The Advisory Board shall consist of the following persons, namely —

(i) the Pro-Vice-Chancellor, or where there is no Pro-Vice Chancellor, a Professor of the University nominated by the Vice-Chancellor (Chairperson);

(ii) the Deans of the Faculties to which the approved courses of study and subjects are assigned;

(iii) one person nominated by the University Grants Commission, for a period of three years;

(iv) the Dean of College Development;

(v) one person from amongst the Directors of other University Institutes and the Heads of independent Centres, nominated by the Vice-Chancellor, for a period of two years;

(vi) the Chairpersons of two of the Boards of Studies for the approved courses of study or subjects, nominated by the Vice-Chancellor, for a period of two years;

(vii) one person with knowledge or experience of open or distance learning, not being a person in the service of the University or any institution maintained by it or admitted to its privileges, nominated by the Academic Council on the recommendation of the Vice-Chancellor, for a period of three years;

(viii) one expert, not being a person in the service of the University or any institution maintained by it or admitted to its privileges, nominated by the Executive Council on the recommendation of the Vice-Chancellor, for a period of three years;

(ix) the Director (Secretary).

(b) All nominations under sub-clause (a), except serial number (viii), and all changes in the membership of the Advisory Board, shall be reported to the Executive Council.

(c) Subject to the powers and directions of the competent authorities and other provisions of the Ordinances and Regulations, the Advisory Board shall—

(i) exercise general superintendence and control over the affairs of the Institute;

(ii) provide for corporate facilities and other requirements (including services on contractual basis) of the Institute, frame rules and guidelines for different aspects of its working, give advice or directions to the Academic Committee and the Director on matters within its purview, and recommend amendments in the Ordinances and Regulations pertaining to, or having a bearing on, the Institute;

(iii) manage the property, funds and other assets of, or assigned to, the Institute, and oversee appropriations, sanctions, purchases, drawals and disbursals from such funds and the maintenance and audit of the accounts thereof;

(iv) make recommendations on the staff structure of the Institute, including the rationalisation of the disposition and duties of specific categories of staff, and the provision of academic facilities (including learning resources);

Provided that no such recommendation shall be made in respect of academic facilities, except in consultation with the Academic Committee;

(v) finalise the budget of the Institute for further action by the competent authorities;

(vi) approve the annual Plan, development proposals and the Annual Report the Institute, for further action by the competent authorities and bodies of the University, and suggest ways and means for the mobilisation of resources;

(vii) approve programmes of co-operation or collaboration with different units and entities in the University or outside, and review the working of such programmes:

Provided that no such approval shall be granted or review made, except in consultation with the Academic Committee;

(viii) frame rules or norms on—

(1) the association, with the academic work of the Institute, of external experts and teachers of the University professing the approved subjects, and such allowances and facilities as may be admissible to them for the same;

(2) the selection procedure, designations, qualifications and terms and conditions (including remuneration) for the engagement of staff;

(3) the assignment of duties to, and the assessment of the performance of, the staff, the maintenance of discipline among them and the redressal of their grievances;

(4) the organisation of conferences related to the work of the Institute and extra-mural programmes; and

(5) the monitoring of the academic progress of the students, the maintenance of discipline among them, the redressal of their grievances, their welfare (including such concessions in fees as may be admissible to specified categories of students) and the support services for them;

(ix) finalise the rules or norms proposed by the Academic Committee, under serial number (iii) of sub-clause (g):

Provided that the rules or norms so finalised shall, be reported—

(1) in respect of admissions, to the Admissions Committee;

(2) in respect of Study Centres, to the Executive Council;

(3) in respect of contact and multi-media instruction, academic counselling, self-instructional and other learning material, access to learning resources, assignments, tests and other assessments and the academic progress of students, through the Board of the concerned Faculty, to the Academic Council; and

(4) in respect of admission or re-admission to the Examinations of the University, to the Examinations Committee,

and shall apply in the form approved by them;

(x) lay down the schedule of fees and other charges admissible to students; and

(xi) offer advice on matters referred by the Executive Council, the Academic Council or the Vice-Chancellor; and

(xii) perform such other functions as may be assigned by the Ordinances and Regulations, or from time to time by the Executive Council, the Academic Council or the Vice-Chancellor.

(d) The meetings of the Advisory Board shall be convened, with the concurrence of the Chairperson, by the Director:

Provided that such meetings shall ordinarily be convened twice in an academic year

and the recommendations thereof shall be placed by the Registrar, with the concurrence of the Vice-Chancellor, before the competent authorities for appropriate action in accordance with the provisions of the Statutes and the Ordinances.

(e) The Academic Committee shall consist of the following persons, namely—

(i) the Director (Chairperson);

(ii) the Director of the Institute of Professional Studies;

(iii) the Chairpersons of five of the Boards of Studies in the approved courses of study or subjects, nominated by the Vice-Chancellor, in such manner there is at least one such Chairperson from each of the Faculties under which such Boards of Studies are placed, for a period of two years;

(iv) one Professor of each Faculty to which the approved courses of study or subjects are assigned, nominated by the Vice-Chancellor from a panel of three names submitted by the concerned Board of the Faculty, for a period of two years;

(v) two persons with knowledge or experience of open or distance learning, not being persons in the service of the University or any institution maintained by it or admitted to its privileges, nominated by the Academic Council on the recommendation of the Vice-Chancellor, for a period of three years;

(vi) one Professor or Reader of the University, not being a member under any other provision of this sub-clause, nominated by the Vice-Chancellor on the recommendation of the Director, for a period of two years (Secretary):

Provided that the Secretary of the Academic Committee shall perform such functions in respect of the meetings thereof as may be assigned by the Director, and shall be entitled to the facilities approved by the Executive Council on the recommendation of the Advisory Board.

(f) All nominations under sub-clause (e), except serial number (v), and all changes in the membership of the Advisory Board, shall be reported to the Academic Council.

(g) The Academic Committee shall, subject to the powers assigned to the Advisory Board —

(i) generally look after the academic affairs of the Institute and the maintenance of standards of instruction;

(ii) make recommendations, *suo motu* or on a reference by the Advisory Board, in respect of —

(1) the academic facilities and infrastructure of the Institute;

(2) the association of external experts and teachers of the University with the academic work of the Institute;

(3) programmes of copperation or collaboration with different units and entities within or outside the University

(4) extension activities, consultancy services and extra-mural programmes; and

(5) other matters relevant to the academic work of the Institute;

(iii) propose rules or norms in respect of —

(1) the admission of students to different courses of study:

Provided that the minimum qualifications for admission shall be the same as applicable to the corresponding courses of study in the concerned Faculties:

Provided further that, where any such course of study is not offered in the said Faculties, such rules and norms shall be consistent with the provisions of the Ordinances and Regulations or as determined by the Academic Council;

(2) the establishment and working of Study Centres;

(3) self-instructional and other learning material for the courses of study. and the schedule of it distribution to students, and their access to the learning resources of the Institute;

(4) the conduct of contact and multi-media instruction, and other modes of academic counselling, for the students;

(5) the setting, submission and assessment of assignments, the design and administration of tests and other modes of assessment and the monitoring and evaluation of the academic progress of the students; and

(6) the conditions for admission or re-admission of students to the Examinations held by the University for the courses of study concerned; and

(iv) perform such other functions as may be assigned by the Ordinances and Regulations or the Advisory Board.

(h) The meetings of the Academic Committee shall be convened, ordinarily twice in an academic year, by the Director.

4. (a) The Director shall be classified as a teacher of the University with a status not less than that of Professor, and shall fulfil the qualifications for the post of Professor, and such further qualifications as may be laid down by the Executive Council on the recommendation of the Academic Council.

(b) The Director shall be appointed, in the scale of pay of Professor, by the Executive Council, on the recommendation of the Selection Committee constituted for the post of Director in accordance with the provisions of the Statutes and Ordinances, for a term of three years:

Provided that the Executive Council may, on the recommendation of the Vice-Chancellor, appoint a Professor of the University to discharge the duties of Director, in addition to his own duties, for such period not exceeding three years as the Vice-Chancellor may propose, and the Director appointed as such shall exercise all the powers, and perform all the functions, of a Director appointed on whole-time basis:

Provided further that the Director appointed on whole-time basis may be re-appointed by the Executive Council, on the recommendation of the Vice-Chancellor, for a further term not exceeding three years:

Provided also that a teacher of the University appointed, or re-appointed, as the Director on whole-time basis shall serve as such on deputation on the standard terms of deputation applicable in the University.

(c) The Director shall hold office up to the date of expiry of the term of his appointment (including re-appointment), or his superannuation (including re-employment, if any, after superannuation), whichever is earlier, and the other conditions of his service shall be the same as for Professors of the University:

Provided that when the office of the Director is vacant, or the incumbent thereon is, by reason of illness, absence or any other cause, unable to perform the duties of his office, such duties shall be performed, in addition to his own duties, by a Professor of the University nominated by the Vice-Chancellor.

(d) The Director shall be entitled to such special allowance as may be determined by the Executive Council and such facilities as may be approved, on the recommendations of the Advisory Board, by the Executive Council.

(e) The Director shall be the chief executive functionary of the Institute and shall, subject to the provisions of the Ordinances and Regulations and to the powers assigned to the Advisory Board, exercise general supervision and control over the affairs of the

Institute, and be responsible for —

(i) apprising the Advisory Board of all actions and matters within its jurisdiction and for the implementation of its decisions;

(ii) the preparation of the budget, the annual Plan, development proposals and the Annual Report;

(iii) the receipt and realisation of grants, revenues and other incomes, the drawal from the funds, the disbursal of the payments and the maintenance and audit of the accounts;

(iv) the upkeep of the property assigned or belonging to the Institute, the administration and maintenance of its assets and facilities and the provision of learning resources and other required goods;

(v) the custody of the records and the conduct of the correspondence of the Institute;

(vi) the organisation and conduct of the selection procedure for the engagement of the staff of the Institute, the initiation and execution of contractual arrangements for the provision of various services, and the submission of reports to the Advisory Board on the performance of the engagees;

(vii) the working of study centres, the organisation of instruction (including contact and multi-media instruction), academic counselling and examinations for courses of study;

(viii) the timely preparation, review, revision and issue of self-instructional and other learning material, setting and checking of written assignments and administration of tests and other modes of assessment;

(ix) the assignment and supervision of the work of various categories of the staff of the Institute, the assessment of their performance and the enforcement of discipline among them;

(ix) the processing of proposals for consultancy services, extension activities, academic conferences, extra-mural programmes, and cooperation or collaboration with different units and entities within and outside the University, and the monitoring of the execution of the approved proposals; and

(x) the admission and monitoring of the academic progress of students, the enforcement of discipline among students, the redressal of their grievances, their welfare (including concessions in fees) and the support services for them,

and shall perform such other functions as may be assigned by the Ordinances and Regulations and, from time to time, by the competent authorities, or the Advisory Board.

5. (a) The staff of the Institute other than the Director (hereafter in this Ordinance referred to as "the staff") shall consist of persons engaged by the Advisory Board —

(i) temporarily, on such remuneration, as may be approved by the Executive Council; or

(ii) on contractual basis, on such rates of remuneration, and through the agency or agencies empanelled for the purpose in accordance with such rules, as may be approved by the Executive Council:

(b) The Executive Council shall, in consultation with the Finance Committee and with reference to the norms of the Distance Education Council or the University Grants Commission in this regard, prescribe the general limit in the budget of the Institute for establishment expenditure, and the total number of persons engaged under serial numbers (i) and (ii), taken together, of sub-clause (a), shall be determined on the basis of such expenditure limit.

(c) Subject to the provisions sub-clause (b), the categories, qualifications, selection procedure and service conditions and benefits of the personnel referred to in serial number (i) of sub-clause (a), shall be determined by the Executive Council, on the recommendations of the Advisory Board, and may be prescribed by Regulations.

(d) No change that was made, during the interval between the commencement of the Act and the commencement of this Ordinance, in the designation or the remuneration, as it stood on the date immediately preceding the commencement of the Act, of any member of the staff, and no person who was engaged by the Institute after such date in any capacity, shall continue as such upon the commencement of this Ordinance:

Provided that this provision shall not apply to the award, to any member of the staff referred to in serial number (i) of sub-clause (a), of any annual increment or of any incremental scale, in the prescribed manner, under the rules that were in force during the said interval.

(e) If any alteration made, in accordance with the provisions of sub-clauses (b), (c) and (d), in the classification, designation or remuneration of the staff, as it stood on the date immediately before the commencement of the Act, is not acceptable to any member of the staff referred to in serial number (i) of sub-clause (a) his engagement may be terminated on payment to him, by the Institute, of compensation equivalent of one month's remuneration.

(f) The Registrar may, with the concurrence of the Vice-Chancellor, post regular employees of the University to the Institute, and such employees shall, for the duration of such posting, work under the supervision of the Director and their number shall be borne on the of the total strength of the staff as determined under sub-clause (b).

(g) The Advisory Board or the Director shall not, under any circumstances, engage or induct any person for, or in, the Institute, under the categories of staff specified in serial numbers (i) and (ii) of sub-clause (a), until the total number, referred to in sub-clause (b) has been determined in the manner specified therein, and thereafter no such engagement or induction shall be made, except —

(i) with the express concurrence of the Finance Committee and the Executive Council;

(ii) in accordance with the selection procedure referred to in sub-clause (c); and

(iii) if it does not result in the said total number being exceeded.

## *CHAPTER VI: INSTITUTIONS ADMITTED TO THE PRIVILEGES OF THE UNIVERSITY*

### ORDINANCE XXXIII: UNIVERSITY COLLEGES NOT MAINTAINED BY THE UNIVERSITY

*(Under clauses (4) and (6) of Statute 30, read with clause (k) of section 27)*

### ORDINANCE

Institutions admitted to the privileges of the University:

1. There shall not be more than one University College constituting the same Faculty of the University, and no University College shall be attached to a Faculty that is already comprised of one, or more than one, University Department.

University Colleges not maintained by the University

2. No institution shall be admitted to the privileges of the University as a University College, except on the fulfilment of the following conditions —

(i) that provision has been made in the Statutes for the institution of the Faculty

which shall be constituted by such institution:

(ii) that the institution is situated within the territorial jurisdiction of the University;

(iii) that the institution has been established (or is administered), and is maintained by Government or, singly or conjointly, by the University Grants Commission and any other agency or a Department of the Central Government:

Provided that an institution, that has been established (or is administered) and is maintained by a Trust or organisation of national repute, may submit an application for admission to the privileges of the University as a University College, but such application shall not be considered except if the Executive Council is satisfied that such institution —

(1) is an entity separate from such Trust or organisation:

(2) has adequate buildings, land, assets and financial resources to ensure its efficient and continued existence for the duration of its admission to the privileges of the University;

(3) has appropriate provisions for academic and other staff and library, laboratory and other relevant facilities for staff and students, and the scales of pay and service conditions of the teachers thereof are reasonable;

(4) is capable of conducting courses of study (for degrees, Diplomas and Certificates) and research degree programmes in accordance with the provisions of the Ordinances governing the same,

and the University Grants Commission has approved the proposal of the Executive Council for the admission of the institution to the privileges of the University:

Provided further that the admission of an institution referred to in the preceding proviso to the privileges of the University shall be provisional in the first instance, for a period of not more than five years, and such admission shall not be made regular except after a Committee appointed by the Academic Council, with a nominee of the University Grants Commission as one of its members, has made a recommendation to that effect and the Academic Council, the Executive Council and the University Grants Commission have endorsed such recommendation;

(iv) that in case the institution is related with a professional discipline, it complies with the norms and criteria prescribed by the apex body responsible for regulating the studies and other academic activities of such discipline; and

(v) that the Visitor has granted assent to the inclusion of the name of the institution in clause (4) of Statute 30.

3. The provisions relating to the constitution of the management, the powers of the Vice-Chancellor to issue directions to, and to enforce his orders against, the management, the conditions for the continuance, enlargement and withdrawal of the privileges of University Colleges not maintained by the University, and other matters relating to such University Colleges, shall be prescribed by Regulations.

## ORDINANCE XXXIV: CONSTITUENT INSTITUTES

*(Under clauses (5) and (6) of Statute 30, read with clause (k) of section 27)*

### ORDINANCE

Constituent Institutes

1. (a) Every Constituent Institute shall be empowered to impart instruction for such Post-graduate courses of study, and supervise and conduct research leading to such research degree programmes, of the University as may be approved for it by the Academic Council (hereafter in this Ordinance referred to as "the approved academic programmes"), and such approved academic programmes shall be governed, in respect of the qualifications required for admission thereto, the procedure of admissions, the number of students to be admitted, the processes of instruction, evaluation and examination and other relevant matters, by the Ordinances.

(b) The Constituent Institute shall be maintained and developed exclusively by a Registered Society (hereafter in this Ordinance referred to as "the Society"), shall not be an institution established or functioning for private gain or profit and shall be an autonomous entity, governed by the provisions of the Memorandum of Association of the Society.

(c) The Memorandum of Association of the Society and the Rules made thereunder (hereafter in this Ordinance referred to as "the Memorandum"), shall provide for the bodies and functionaries of the Constituent Institute, as well as their powers and functions, and other relevant matters, and shall, in so far as they relate to the approved academic programmes, be in conformity with the provisions of the Statutes and the Ordinances.

(d) The Memorandum shall *inter alia* provide for the following functionaries and bodies of the Constituent Institute —

(i) a governing body (by whatever name it may be called), which shall manage, supervise and administer the affairs of the Society, and of the Constituent Institute, and shall be vested with all the rights of the Society and with the authority to exercise all the powers thereof, and shall have the composition specified in clause 2;

(ii) a Director (hereafter in these Ordinances referred to as "the Director"), who shall be the chief executive and academic functionary of the Constituent Institute and shall fulfil, in one of the academic areas related to the approved academic programmes (hereafter in this Ordinance referred to as "the approved areas"), the academic qualifications prescribed by the University Grants Commission for the post of Professor;

(iii) an administrative officer (by whatever title he may be designated), who shall be responsible to the Director and shall perform such administrative and financial functions as may be assigned by the Memorandum;

(iv) an administrative committee (by whatever name it may be called), headed by the Director and responsible to the governing body, which shall perform such administrative and financial functions as may be assigned by the Memorandum and shall *inter alia* include one Professor of the University, nominated by the Vice-Chancellor for a term of two years with eligibility for being re-appointed as such, and one University Recognised Teacher of the Constituent Institute, by rotation in the order of seniority for a term of one year;

(v) an academic committee (by whatever name it may be called), headed by the Director and responsible to the governing body, which shall perform such academic functions as may be assigned by the Memorandum and shall *inter alia* include up to two Professors of the University, professing subjects related to the approved areas, nominated by the Vice-Chancellor for a term of two years with eligibility for being re-appointed as such, and up to three University Recognised Teachers of the Constituent Institute, by rotation in the order of seniority for a term of one year;

(vi) such other committees and functionaries as may be necessary for the

efficacious functioning of the Constituent Institute:

Provided that the nominations made by the Vice-Chancellor under serial numbers (iv) and (v) shall be reported to the Executive Council.

(e) The Memorandum, as on the date of the commencement of this Ordinance, shall be reported to the Executive Council, and shall be amended, within a period of six months of such date, to effect its conformity with the provisions of the Ordinances, and the Memorandum so amended shall also be reported to the Executive Council.

(f) All amendments of the Memorandum made subsequent to those referred to in sub-clause (e), and all changes in the membership of the governing body of the Constituent Institute from time to time, shall be reported to the Executive Council:

Provided that where any such amendment of the Memorandum is not in conformity with the provisions of this Ordinance, it shall not be made, except with the prior approval of the Executive Council.

2. (a) The governing body, referred to in serial number (i) of sub-clause (d) of clause 1 (hereafter in this Ordinance referred to as "the governing body"), shall consist of not more than fifteen members, and shall be headed by a person of national eminence in academic or public life as the Chairperson, who shall be appointed in such manner, and hold office for such term, as may be provided for by the Memorandum.

(b) Such members of the governing body (including the Chairperson thereof) as are not members of the Society shall, for the duration of their membership of thereof, be members *ex officio* of the Society.

(c) The members of the governing body shall *inter alia* include the following persons:

(i) two persons of eminence from the approved areas, nominated by the Vice-Chancellor, for a term of two years;

(ii) two persons nominated by the University Grants Commission, and one person nominated by each such funding agency as provides grants-in-aid to the Constituent Institute on regular basis, for such term of office as may determined by the nominating entity;

(iii) two whole-time and permanent University Recognised Teachers of the Constituent Institute, selected by rotation in the order of seniority for a term of one year; and

(iv) the Director *ex officio*, who shall be the Secretary:

Provided that the nominations under serial number (i) shall be reported to the Executive Council:

Provided further that the members referred to in this provision shall not be entitled, for the duration of their membership of the governing body, to be the Chairperson of the governing body.

3. (a) Subject to the provisions of sub-clause (c), the Constituent Institute shall be entitled to receive grants-in-aid, or other financial assistance, from the University Grants Commission, and from other funding agencies including the Central and State Governments (hereafter in this Ordinance referred to as "the other funding agencies"), for the fulfilment of the objects and purposes specified in the Memorandum, including expenditures on salaries and other benefits of the staff, maintenance and improvement of infrastructure and facilities, the organisation and conduct of instructional and research work (including research fellowships) and other institutional activities and requirements:

Provided that the Non-Plan grants of the University Grants Commission shall be subject to the expenditure limits laid down by it for different heads:

Provided further that the grants from the other funding agencies may include assistance for purposes other than, or supplemental to, those for which regular grants are provided by the University Grants Commission.

(b) The Constitute Institute may generate revenue, apart from fees and other dues charged to students, from consultancy, publications and other activities, and, subject to the provisions of sub-clause (c), receive grants and donations, for various purposes, from persons and organisations, other than the funding agencies.

(c) The Constituent Institute shall not utilise the grants and other financial assistance, received from the University Grants Commission and the other funding agencies, and the grants and donations received from persons and organisations, other than the funding agencies, except in accordance with the terms and conditions governing the same.

(d) The fees and other dues charged by the Constituent Institute from students of the approved academic programmes shall be in conformity with the provisions of the Ordinances:

Provided that the receipts of the Constituent Institute from such fees and other dues shall not be utilised for any purpose, except the conduct of the approved programmes and the provision, maintenance and improvement of infrastructure and facilities.

(e) The Director shall render to the University Grants Commission the accounts in respect of the grants provided by it, in such format as it may lay down, and shall forward a copy of the same to the Registrar for being reported to the Executive Council.

(f) The Constituent Institute shall constitute for the benefit of its employees such provident fund or pension fund, and provide for them such insurance schemes, as it may deem fit:

Provided that the said provident fund or pension fund shall be maintained and administered in accordance with the rules laid down or approved by the Central Government.

(g) The accounts of the Constituent Institute shall be audited, in respect of expenditures from the grants and revenues thereof, in accordance with the rules laid down by the University Grants Commission or the funding agency concerned (as the case may be), and shall be open to inspection by the Comptroller and Auditor-General of India:

Provided that the audit report, in respect of the expenditures of the Constituent Institute from the grants of the University Grants Commission and from fees and other dues charged to the students of the approved academic programmes, shall be submitted to the University Grants Commission and a copy thereof, in respect of the said fees and other dues, shall be forwarded to the Registrar for being reported to the Executive Council.

(h) The Director shall submit the Annual Report of the Constituent Institute to the University Grants Commission, and a copy of the same shall be forwarded to the Registrar for being reported to the Executive Council.

4. (a) The Director shall be entitled, in addition to his duties as such, to participate in the teaching and research supervision of students of the approved academic programmes.

(b) The procedure of recruitment, and the qualifications for appointment, of the faculty members and other staff of the Constituent Institute (other than the Director) shall be such as laid down by or under the Memorandum:

Provided that the qualifications for appointment, of the faculty members shall not be

lower than those prescribed by the University Grants Commission for the concerned or equivalent posts.

(c) The Memorandum may provide for the promotion of the faculty members referred to in sub-clause (b), and the provisions for the same shall not be inconsistent with, and the qualifications and other requirements therefor lesser than, the norms laid down by the University Grants Commission in this regard.

(d) All appointments of faculty members under sub-clause (b), and all promotions thereof under sub-clause (c), shall be intimated to the Registrar for being reported to the Executive Council.

5. (a) The academic programmes leading to Post-graduate and research degrees being conducted by the Constituent Institute at the commencement of this Ordinance shall be deemed to be the approved academic programmes thereof.

(b) The governing body may submit a proposal for the addition of a new academic programme, leading to a Post-graduate degree, a Post-graduate diploma or a research degree, to the approved academic programmes (hereafter in this clause referred to as "the proposal").

(c) The proposal shall be placed before the Academic Council, which shall appoint a panel of inspectors (hereafter in this clause referred to as "the Panel of Inspectors") to visit the Constituent Institute and review the academic and physical facilities and infrastructure to be deployed by it for the proposed academic programmes and the availability (or prospective availability) of qualified faculty members for the conduct of the same, and submit a report on the basis thereof:

Provided that where the proposal relates to an academic programme that is not provided for by the existing Ordinances, or where such proposal envisages Ordinances for such programme at variance with such existing Ordinances or Regulations, it shall be accompanied by a draft of the prospective Ordinances or Regulations for the same, and the said report, if affirmative, shall also make suggestions for modifications, if any, in such draft.

(d) The Panel of Inspectors shall consist of the following members —

(i) two persons having expert knowledge of the concerned, or a cognate, subject or academic area, not being persons in the service of the University or of any institution maintained by it or admitted to its privileges, nominated by the Academic Council from amongst its members and other persons, of whom one person shall be designated by the Vice-Chancellor as the Chairperson thereof;

(ii) one person nominated by the University Grants Commission; and

(iii) the Dean of the Faculty to which the Department, professing the concerned, or a cognate, subject or academic area, is assigned, and one Professor of such Department, nominated by the Vice-Chancellor:

Provided that the Registrar shall be the non-member Secretary and Convenor of the Panel of Inspectors.

(e) The Academic Council may, after considering the report of the Panel of Inspectors, recommend the proposal, subject to such conditions as it may determine, along with the draft Ordinances or Regulations, referred to in sub-clause (c), as finalised by it, to the Executive Council for decision.

(f) Where the approval of the Executive Council for the proposal is subject to the fulfilment of certain conditions before the commencement of the concerned academic programme, such commencement shall not take place, except if the Vice-Chancellor has, on the basis of the report made by such person or persons as may be deputed by

him for the purpose, certified that the said conditions have been fulfilled.

(g) No approved academic programme shall be discontinued by the Constituent Institute, except with the prior approval of the Academic Council.

(h) The provisions relating to the discipline and welfare of the students of the approved academic programmes in the Constituent Institute shall be in conformity with the provisions of the Statutes and the Ordinances in that regard.

## ORDINANCE XXXV: CONSTITUENT COLLEGES

*(Under clauses (1), (2) and (3) of Statute 31, read with clause (k) of section 27)*

### ORDINANCE

Constituent Colleges

1. For the purposes of this Ordinance, unless the context requires otherwise —

(i) "College" means a Constituent College;

(ii) "Governing Body" means the Governing Body of the Society and the College;

(iii) "instruments" mean the Statutes, the Ordinances, the Regulations and the decisions of the competent authorities;

(iv) "Memorandum" means the Memorandum of Association of the Society, as set forth in the Form for the same in the **SCHEDULE**;

(v) "Principal" means the Principal of the College;

(vi) "Rules" mean the Rules of the Society, as set forth in the Form for the same in the **SCHEDULE**;

(vii) "**SCHEDULE**" means the **SCHEDULE** to this Ordinance; and

(viii) "Society" means the Society, registered under the Societies Registration Act, 1860, and recognised by the University as the body exercising responsibility for exclusively maintaining and developing and exclusively managing, supervising and administering the affairs of the College, through the Governing Body.

2. (a) Every College, not being a College maintained by Government, shall be maintained and developed by a Society, which shall also, subject to the provisions of sub-clause (f) of clause 3, manage, supervise and administer the affairs of the College, and shall fulfil the other conditions laid down by, or specified in, this Ordinance (including the **SCHEDULE**) and the other instruments:

Provided that the Society shall not maintain or manage any institution other than the College and the College shall not be affiliated, or otherwise associated, with any other University, institution or authority for conducting any course of study, or for any other purpose, and shall not organise or offer instruction in courses of study other than those approved for it by the University:

Provided further that in the case of a College maintained by Government—

(i) the functions of the Society shall vest with Government;

(ii) all references to the Society in this Ordinance (including the **SCHEDULE**), shall be construed, except where otherwise required by the context, or otherwise specified or provided for, as references to Government; and

(iii) the requirement of the preceding proviso, that the Society shall not maintain or manage any institution other than the College, shall not apply.

(b) The conditions governing the admission of the College to the privileges of the University shall be such as are prescribed by or under, or entailed in, this Ordinance

(including the **SCHEDULE**) and the other instruments:

Provided that the said conditions may be amended, and further such conditions may be prescribed, by, or under, this Ordinance and the other instruments:

Provided further that if the said conditions are not acceptable to any College, the University may terminate the admission of such College to the privileges of the University.

(c) The University shall have the power to cause inspections or visitations to be made of the College and to enlarge, curtail, suspend or withdraw any of its privileges, or to determine altogether its admission to the privileges of the University, and where the circumstances in the College are, after inquiry, found to be prejudicial to the interests of the College or its students or of the University, or to the academic or public interest, to take such other action as it may deem fit or as may be provided for by this Ordinance (including the **SCHEDULE**) and the other instruments.

(d) The endowment funds provided by, or on behalf, of the College and pledged with the Registrar under the provisions of the Statutes in force immediately before the commencement of the Act (hereafter in this Ordinance referred to as "the endowment funds"), shall continue to be so provided and shall be deemed to have been pledged with the Registrar upon such commencement and shall, subject to the provisions of the proviso to sub-clause (j) of clause 15, not be alienated as long as the College continues to exist as such.

(e) The additional endowment funds, required to be provided under serial number (iv) of sub-clause (e) of clause 15 (hereafter in this Ordinance referred to as "the additional endowment funds") shall be invested, pledged with the Registrar and maintained, or alienated, in the same manner as specified for the endowment funds in sub-clause (d).

(f) The income from the endowment funds and additional endowment funds, referred to in sub-clauses (d) and (e), shall be exclusively applied for the maintenance of the College.

3. (a) The provisions of the Memorandum of Association and the Rules of the Society, as set forth in the Forms for the same in the **SCHEDULE**, shall apply to all Colleges and shall be integral to this Ordinance:

Provided that the said provisions shall not apply to a College maintained by Government, except to the extent specified in this Ordinance.

(b) The Society, which shall consist of not less than fifteen founder-members (including the Chairperson), and also the *ex officio* members referred to in sub-clause (d) of clause 5, shall be constituted in accordance with, or under, the provisions of the Memorandum and the Rules:

Provided that no founder-member of the Society, including any successor to such founder-member, shall be an employee of the College, or a member of the Executive Council, the Academic Council or the Finance Committee, or an officer or the Dean of College Development or the Controller of Examinations, of the University.

(c) Subject to the provisions of this Ordinance (including the **SCHEDULE**) and the other instruments, and the conditions of the grant of the Government or the University Grants Commission to the College, the Society shall have the power to do all things and acts necessary and incidental to the objects specified in sub-clause (a) of clause 2, and, without prejudice to the generality thereof, to exercise the powers and perform the functions and duties and do other things, in particular, as are specified in clause 4 of the Memorandum.

(d) No change shall be made in the constitution, powers, functions and duties of the Society, and in the Rules, except with the prior approval of the Executive Council, and

no such change shall be approved by the Executive Council except if it is in accordance with the provisions of the **SCHEDULE** and of the Statutes, the Ordinances and the Regulations:

Provided that this sub-clause shall not apply to changes in the membership of the Society in the normal course, under the provisions of this Ordinance, the Memorandum and the Rules, but any such change, at any time, shall be intimated in writing, as soon as possible after the same has taken place, by the Chairperson of the Governing Body, through the Principal, to the Registrar.

(e) The funds of the Society shall consist of the components specified in clause 8 of the Memorandum, and the terms and conditions governing the application of such and the incurring of expenditure therefrom, and the extent of the liability of the members of the Society in respect of any loss or damage arising from the administration or application of the funds of the Society or for any damage or deterioration in any movable or immovable property of the Society shall be as specified in clauses 9 and 10 of the Memorandum.

(f) All the rights of the Society, and the authority to exercise all the powers thereof, shall be vested in the Governing Body, which shall be constituted in accordance with the provisions of sub-clause (a) of clause 5, and shall administer, direct and control the affairs of the Society and of the College, and perform other functions and duties, in accordance with, and subject to, the provisions of this Ordinance, the Memorandum and the Rules and the other instruments.

(g) In case the Governing Body deems it expedient to amend (whether by way of addition, omission or other alteration) the purpose for which the Society is established or any other clause of the Memorandum, the same shall be done in accordance with the procedure laid down in Section 12 of Societies Registration Act, 1860:

Provided that no such amendment shall be made, except in conformity with the provisions of this Ordinance (including the **SCHEDULE**), and the Act and the other instruments, and except with the prior approval of the Executive Council.

(h) The Governing Body may at any time amend any of the Rules:

Provided that no such amendment shall be made as is not in conformity with the provisions of this Ordinance (including the **SCHEDULE**), and the Act and the other instruments:

Provided further that no such amendment shall come into force, except after the approval thereof by the Executive Council.

(i) The provisions of sub-clauses (b) to (h) shall not apply to a College maintained by Government, but the Governing Body of such College, constituted under the provisions of sub-clause (a) of clause 5, shall administer, direct and control the affairs of the College, in accordance with, and subject to, the provisions of this Ordinance and the other instruments.

4. (a) Each College that stood admitted to the privileges of the University on the date of the commencement of the Act, shall submit to the Registrar, as soon as possible after the commencement of this Ordinance, a statement giving the details of—

(i) the property, assets and endowments pertaining or belonging to, or assigned to, or held for or on behalf of, the College, and any encumbrance (including mortgage and collateral or other pledge), trespass or other encroachment thereon;

(ii) the position of the funds and accounts of the College, including details of outstanding loans (and the interest thereon), unadjusted advances and undischarged liabilities (including pledges); and

(iii) the list, as on the date of the commencement of the Act, of the approved

teaching and non-teaching posts in the College (including vacancies) and of the regular employees of the College serving on the said posts;

(b) In respect of each College referred to in sub-clause (a), not being a College maintained by Government, the Society, Trust or other organisation having (whether in its own name or in the name of the College) ownership, possession, power, control or custody of the property, assets and funds held, endowed or wholly or partly applied for the benefit of the College, or pertaining or belonging to the College, and exercising responsibility for the maintenance and development of the College and for the management, supervision and administration of the affairs thereof, immediately prior to the commencement of this Ordinance, shall within a period of three months of such commencement, take all necessary steps —

(i) to constitute the Society, in accordance with the Memorandum and Rules set forth in the **SCHEDULE**, and register the same under the Societies Registration Act, 1860;

(ii) to transfer all its rights, whether proprietary or custodial, over all of the property, assets and funds (including endowments pledged with the Registrar under the rules applicable to the College before the commencement of the Act), held, endowed or wholly or partly applied for the benefit of the College, or pertaining or belonging to the College, and of the possession and control thereof, to the Society; and

(iii) to ensure that the process of the constitution and registration of the Society, and the transfer to the Society of all the rights and of the possession and control of all the property, assets and funds, specified in serial number (ii), is completed within a period of six months of the said commencement:

Provided that if there is a genuine difficulty in the immediate transfer of any parcel of the real estate forming part of the said property, or of any construction or structure thereon or elsewhere, to the Society, the same shall, pending final transfer, be assigned to the Society on lease free of charge, subject to the condition that such lease shall not be determined, and the said parcel or construction or structure, or any portion thereof, shall not be resumed or otherwise alienated.

(c) In respect of each College referred to in sub-clause (b), the Principal shall, as soon as possible after the registration of the Society, submit to the Registrar a certified copy each of the Certificate of Registration, the Memorandum and the Rules.

5. (a) The Governing Body shall consist of the following members–

(i) the Chairperson and eight other persons, not being employees of the College or the Principal of any other College, nominated by the founder-members of the Society from amongst themselves, or, in the case of a College maintained by Government, nominated by Government;

(ii) three persons nominated by the Vice-Chancellor, one each from panels of names drawn up for the purpose, separately, by the Academic Council and the Executive Council, and one from amongst serving or former Professors of the University;

(iii) one person of eminence in academic or public life, not being a person associated with or in the service of the University or the Society, nominated by the Vice-Chancellor:

Provided that in the case of a College maintained by Government, such person shall not be associated with, or in the service of, the University or Government;

(iv) three University Recognised Teachers of the College, by rotation in the order of seniority, of whom one shall be a teacher with a regular service of less than ten years:

Provided that a teacher with regular service of less than ten years, who completes the period of ten years of such service after entering office as member, shall, nevertheless, continue as member for the remainder of his term of one year; and

(v) the Principal, who shall *ex officio* be the Secretary of the Governing Body.

(b) All nominations under serial numbers (i) to (iii) of sub-clause (a) shall be reported to the Executive Council.

(c) The term of office of the members of the Governing Body under serial numbers (i) to (iii) of sub-clause (a) shall be three years and under serial number (iv) thereof shall be one year.

(d) In the case of a College not maintained by Government, the members of the Governing Body, other than the members under serial number (i) of sub-clause (a), shall, for the duration of their membership of the Governing Body, be *ex officio* members of the Society.

(e) A person shall be disqualified for being chosen as, and for being, a member of the Governing Body if he or his relative accepts any contract for the supply of goods or services to, or for the execution of any work for, the College, or accepts any remuneration for any work in or for the College:

Provided that nothing in this sub-clause shall apply to —

(i) the payment of salary or other remuneration or allowance to a member of the Governing Body under serial numbers (iii) and (iv) of sub-clause (a), or to such relative of any member of the Governing Body as is an employee of the College;

(ii) the payment of travelling, halting or other allowance to any member of the Governing Body or to a relative of such member.

(f) The provisions in respect of the disqualification of members of the Governing Body, further to those set out in sub-clause (e), and of the vacation of office by such members, shall be as may be prescribed by, or under, the Memorandum and the Rules.

(g) If any question arises whether any person has been duly chosen as, or is entitled to be, a member or office-bearer of the Governing Body, or whether the Governing Body is duly constituted, the matter shall be referred to the Vice-Chancellor whose decision thereon shall be final.

(h) Subject to the provisions the Statutes, the Ordinances and the Regulations, the Governing Body shall exercise the powers and perform the functions and duties laid down by this Ordinance, the Memorandum and the Rules:

Provided that the provisions relating to the appointment, by the Governing Body, of a Treasurer and a Finance Sub-Committee (under sub-clause (a) of clause 6 of the rules) and a Bursar (under clause 11 of the Rules), shall not apply in the case of a College maintained by Government.

(i) Without prejudice to the generality of the provisions of sub-clause (h), the Governing Body shall—

(i) strictly observe the provisions of the Statutes, Ordinances and other instruments in respect of the admission, teaching, examinations, residence, welfare and discipline of students, or any aspect thereof; and

(ii) through the Principal, make available to the University such of the buildings, libraries and laboratories of the College, along with their equipment and appurtenances, and also the services of such of its teaching and other staff, as may be necessary for the purposes of conducting the University Examinations.

(j) The requirements specified in serial numbers (i) and (ii) of sub-clause (i) shall be deemed to be integral to the conditions governing the admission of the College to the privileges of the University, referred to in sub-clause (b) of clause 1.

(k) The Governing Body may, by a resolution, specifying reasons, recommend the creation of a new post or the abolition of an existing post of teacher, or the assignment of such to another subject, and such resolution shall be forwarded by the Principal to the Registrar, for being referred, with the concurrence of the Vice-Chancellor, to the Academic Council, which may reject the same or accept it wholly or in a modified form.

(l) The decision of the Academic Council to accept the resolution, referred to in clause (k), wholly or in a modified form, shall be placed for confirmation before the Executive Council, and upon such confirmation shall be forwarded to the University Grants Commission for approval and sanction, or in the case of a College maintained by Government, to the Principal for further action by Government.

6. (a) The provisions in respect of the manner of appointment, emoluments and other terms and conditions of service of the employees of the College, not being a College maintained by Government, shall be prescribed by the Ordinances and Regulations in that behalf, and every such employee shall be appointed under a written contract, prepared in triplicate, and one copy each thereof shall be forwarded to the Registrar, lodged with the College and furnished to the employee concerned:

Provided that in the case of a College maintained by Government, such appointments shall be made by Government, which shall also determine the said conditions of service, but the qualifications for the posts of the Principal and other teachers of such College shall be as prescribed by the Ordinances and Regulations.

(b) On and from the date of the commencement of the Act, every person employed in the College immediately before the said date shall hold his service in the College by the same tenure, at the same remuneration and upon the same terms and conditions, and with the same rights and privileges as to pension, leave, gratuity, provident fund and other matters, as he would have held the same if the Act had not been passed, and shall continue to do so unless and until his employment is terminated or until such tenure, remuneration and terms and conditions are duly altered by the provisions of the Ordinances:

Provided that if the alteration so made is not acceptable to such employee, his employment may be terminated by the College in accordance with the terms of the contract with the employee or, if no provision is made therein in this behalf, on payment to him by the College of compensation equivalent to three months' remuneration in case of permanent employees and one month's remuneration in the case of other employees:

Provided further every person employed before the said date, pending the execution of a contract under sub-clause (a), shall be deemed to have been appointed in accordance with the provisions of a contract consistent with the provisions of this Ordinance and other Ordinances and the Regulations.

(c) Any dispute arising out of a contract between the College and any employee shall, at the request of the employee, be referred to a Tribunal of Arbitration consisting of one member appointed by the Governing Body, one member nominated by the employee concerned and an umpire appointed by the Vice-Chancellor.

(d) The decision of the Tribunal referred to in sub-clause (c) shall be final and no suit shall lie in any civil court in respect of the matters decided by the Tribunal.

(e) Every request made by the employee under sub-clause (c), shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the

Arbitration and Conciliation Act, 1996.

(f) The procedure for regulating the work of the Tribunal referred to in sub-clause (e) shall be prescribed by the Ordinances.

(g) All employees of the College shall, in the absence of a contract to the contrary, be governed by the terms and conditions of service and code of conduct as specified in the Ordinances and Regulations.

(h) Where there is an allegation of misconduct against a teacher or other employee of the College, the Chairperson of the Governing Body, in the case of such teacher, and the authority competent to appoint (hereafter in this clause referred to as "the appointing authority") in the case of such other employee, may, by order in writing, place such teacher or other employee, as the case may be, under suspension and shall forthwith report to the Governing Body the circumstances in which the order was made:

Provided that the Governing Body may, if it is of the opinion, that the circumstances of the case do not warrant the suspension of such teacher, revoke such order.

(i) Notwithstanding anything contained in the terms of the contract of appointment, or of any other terms and conditions of service, of the employees of the College, the Governing Body in respect of the teachers, and the appointing authority in respect of other employees, shall have the power to remove such teacher or other employee, as the case may be, on grounds of misconduct.

(j) Save as specified in sub-clause (i), the Governing Body or the appointing authority, as the case may be, shall not be entitled to remove any teacher or other employee of the College except for a good cause and after giving three months' notice or on payment of three months' salary in lieu thereof.

(k) No teacher or other employee of the College shall be removed under sub-clause (i) or sub-clause (j) unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(l) The removal of a teacher or other employee of the College shall take effect from the date on which the order of removal is made:

Provided that where such teacher or other employee is under suspension at the time of his removal, such removal shall take effect from the date on which he was placed under suspension.

(m) Notwithstanding anything contained in the provisions of sub-clauses (h) to (l), a teacher or other employee of the College may resign—

(i) if he is a permanent employee, only after giving three months' notice in writing to the Governing Body or the appointing authority, as the case may be, or by paying three months' salary in lieu thereof;

(ii) if he is not a permanent employee, only after giving one month's notice in writing to the Governing Body or the appointing authority, as the case may be, or by paying one month's salary in lieu thereof:

Provided that such resignation shall take effect only on the date on which the resignation is accepted by the Governing Body or the appointing authority, as the case may be.

(n) The Principal shall have the power to take disciplinary action against the employees of whom he is the appointing authority and against such other employees, not being teachers, as may be specified by the order made, with the prior approval of the Vice-Chancellor, by the Governing Body, and to suspend any such employee pending enquiry and to administer warnings to, or to impose the penalty of censure or the withholding of increment on, any such employee:

Provided that no such penalty shall be imposed unless the employee concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(o) In case the enquiry referred to in sub-clause (n) discloses that a punishment beyond the power of the Principal is called for, the Principal shall, upon the conclusion of the enquiry, make a report to the Governing Body along with his recommendations.

(p) The provisions in respect of appeal against any order made by the Principal or the Governing Body, under sub-clause (n) or sub-clause (o), as the case may be, shall be in accordance with the prescriptions in that regard in the University of Allahabad Non-Teaching Employees (Terms and Conditions of Service) Rules, as laid down under Ordinance L.

7. (a) The Principal shall be the chief executive functionary of the College and shall, subject to the powers assigned to the Governing Body by provisions of this Ordinance, the Memorandum and the Rules, and to the provisions of the other instruments, exercise general supervision and control over the affairs of the University College, and be responsible for —

(i) the organisation of teaching, including supplementary instruction, and co-curricular activities of the College;

(ii) the receipt and realisation of all grants and other money due to the College from the Central Government or the University Grants Commission, the University and other authorities, bodies and persons;

(iii) keeping the Governing Body informed, through the Treasurer thereof, of the progress of realisation of the grants, revenues and other money due to the College from different sources, and the state of expenditure therefrom, under different budgetary heads;

(iv) the discipline of the students and superintendence and control over the staff of the College; and

(v) the organisation and conduct of such Departmental Examinations as may be provided for by the Executive Council for the non-teaching staff of the College for purposes of determining eligibility for movement to higher posts or pay scales.

(b) Subject to the provisions referred to in sub-clause (a), and such directions as may be issued, from time to time, by the University Grants Commission or the Executive Council, and such rules consistent therewith as may be made by the Governing Body, the Principal —

(i) shall sanction leave of all types, except Leave for purposes of further studies and Leave without pay (by whichsoever name such kinds of Leave may be called in the Ordinances and Regulations), to the teaching staff;

(ii) shall sanction leave of all types to the non-teaching staff:

Provided that where such leave is for a period of less than eight weeks, the work of the employee concerned shall be suitably reassigned to other employees:

Provided further that where such leave is for a period of eight weeks or more, the Principal may make officiating arrangements from amongst the other staff of the same category, and report the same to the Governing Body:

Provided also that where such leave is for a period of not less than four but less than eight weeks, and it is not possible to suitably reassign to other employees the work of the employee on leave, or where in consequence of the officiating arrangements referred to in the preceding proviso it is not possible to provide for the proper discharge of work of any employee who is

officiating on a higher post, the Principal may, with the concurrence of the Chairperson and the Treasurer, make leave arrangement on contractual basis on fixed remuneration amounting to the basic pay of the lowest pay scale of the concerned category, and report the same to the next meeting of the Governing Body;

(iii) shall appoint the Group D (Class IV) staff and report all such appointments to the Governing Body;

(iv) may suspend any member of the non-teaching staff, for good and sufficient cause, after recording the reasons for the same in writing and initiate disciplinary proceedings, and on the basis of the findings in such proceedings—

(1) in the case of non-teaching staff, other than Group D (Class IV) staff, recommend disciplinary action, including dismissal, termination or removal, to the Governing Body for final decision; and

(2) in the case of Group D (Class IV) staff, take disciplinary action, including dismissal, termination or removal, and report the same to the Governing Body;

(v) shall, in respect of the award of higher pay scales to the eligible non-teaching staff under any scheme approved by the Executive Council, on the basis of the Assured Career Progression Scheme of the Central Government, take decision in the case of Group D (Class IV) staff and make recommendations to the Governing Body in the case of other staff; and

(vi) shall sanction the concessions of tuition fees and the scholarships or other stipendiary assistance payable from the funds of the College, within the financial limits laid down in this behalf by the University Grants Commission or, in accordance with the rules of the University Grants Commission, by the competent authorities, on the basis of the recommendations of the Committee (or Committees) of teachers constituted for the purpose,

and shall perform such other functions as may be assigned by the said provisions and, from time to time, by the competent authorities or the Governing Body.

(c) The Principal may, in addition to his duties as such, participate to the extent feasible in the teaching work of the College.

(d) Subject to the provisions of the Ordinances and Regulations governing the admission, enrolment and examinations of students, and the decisions of the competent officers, authorities and other bodies of the University, the Principal shall determine, after due consideration of the recommendations of the Staff Council, referred to in clause 10, the procedure for admission and enrolment, the arrangements for the conduct of the University examinations and the organisation and conduct of College-level examinations and mid-term and other tests of the students.

(e) The Principal shall, by August 31 every year, submit to the Registrar a Certificate to the effect that the conditions for the admission of the College to the privileges of the University, as laid down by or under the Statutes, the Ordinances, the Regulations and the decisions of the competent authorities of the University, have continued to be fulfilled, and that and that the College has fully complied with the directions, if any, that may have been issued to the College under clause 14:

Provided that the Registrar may seek any clarification from the Principal regarding any matter relating to such Certificate and shall, after counter-signing the Certificate upon being satisfied that the Certificate (including any such clarification) is consistent with the record, forward an attested copy of the Certificate so counter-signed to the Principal.

(f) If the office of the Principal becomes vacant, due to death, resignation or otherwise,

or the Principal is absent on leave or for any other cause for a period exceeding two months, the Governing Body may appoint any teacher, who fulfils the qualifications for the post, to officiate as Principal for a period of six months or until (as the case may be) a new Principal, appointed regularly, enters office or the Principal resumes the duties of his office, whichever is earlier:

Provided that in case the new Principal does not enter office, or the Principal does not resume his duties, by the expiry of such period of six months, the senior-most teacher of the College, who fulfils the qualifications for the post, shall officiate as the Principal:

Provided further that any such officiating arrangement shall be reported by the Principal forthwith to the Registrar, and shall be subject to the concurrence of the Vice-Chancellor:

Provided also that if the Principal is absent on leave, or for any other cause, for a period not exceeding two months, the senior-most teacher of the College, who fulfils the qualifications for the post of Principal, shall look after the duties of the post in addition to his own duties.

8. There shall be a Staff Committee for each subject of study (hereafter in this Ordinance referred to as "subject") in the College and a Staff Council for the College.

9. (a) The Staff Committee of each subject shall consist of —

(i) the senior-most University Recognised Teacher of the subject, who shall be the Convenor thereof; and

(ii) half of the total number of other regularly appointed teachers of the subject, by rotation in the order of seniority for a period of two years, subject to a minimum of one:

Provided that the Principal may, on the recommendation of the Convenor, nominate, as *ex officio* additional member of the Staff Committee, the Convenor of the Staff Committee of a cognate Subject, for a period of two years.

(b) Subject to the provisions of the Ordinances and Regulations, the functions of the Staff Committee shall be as follows —

(i) to make recommendations regarding —

(1) the distribution of teaching, co-curricular and administrative work in the subject among teachers;

(2) purchases relating to the subject for the library and the laboratory;

(3) the utilisation of the space, equipment and other assets assigned to the subject; and

(4) the organisation of extra-mural programmes in the subject;

(ii) to assist the Principal in the organisation and conduct (including evaluation and preparation of results) of College-level examinations and mid-term and other tests of the students of the subject;

(iii) to appoint such Committees of teachers as may be necessary for the efficient discharge of work in the subject; and

(iv) to organise extra-curricular activities in the subject, with the concurrence of the Principal and in accordance with the Guidelines laid down in this regard by the Staff Council:

Provided that the Staff Committee may delegate one or more of it functions to the Convenor.

(c) The Convenor shall hold meetings of the Staff Committee from time to time and also maintain the proceedings thereof and submit the same to the Principal.

(d) The Principal shall place before the Staff Council or the Governing Body, as the case may be, such of the recommendations of the Staff Committee as may be within the respective purviews thereof, and shall give due consideration to the remaining recommendations, and issue appropriate directions thereon to the Convenor.

(e) The Convenor of the Staff Committee shall be responsible to the Principal for the organisation and conduct of teaching and co-curricular work in the subject, the maintenance of the record of attendance of students in classes, including practical classes and field-work activities (if any), and the proper custody, security and maintenance of the class-rooms, books, laboratories, equipment, furniture and other assets assigned exclusively to the subject.

(f) Subject to the control and direction of the Principal, the Convenor of the Staff Committee shall allocate and supervise the work of such non-teaching staff as may be assigned to the subject.

(g) The Staff Committee, and the Convenor thereof, shall perform such other functions as may be assigned by the Governing Body or the Principal.

10. (a) The Staff Council of the College shall consist of the Principal, who shall *ex officio* be the Chairperson thereof, the Convenors of the Staff Committees of the subjects, the Proctor, the Co-ordinator of Students Welfare, the teacher in charge of physical education and training, the College Librarian and the Superintendents of Hostels (if any).

(b) The Staff Council shall nominate one of its members as the Secretary thereof, who shall hold office as such for a term of one year, and may be re-appointed for a second term:

Provided that no teacher shall hold office as Secretary for more than two consecutive terms.

(c) The Secretary of the Staff Council shall, on the instructions of the Principal, convene the meetings thereof at least once in every quarter and maintain the proceedings of each meeting.

(d) Subject to the provisions of the Ordinances and Regulations, the functions of the Staff Council shall be as follows —

(i) to make recommendations regarding the organisation and co-ordination of the teaching and co-curricular work of different subjects and the preparation of the College Time Table;

(ii) to make recommendations regarding the formulation of guidelines in respect of —

(1) the admission and enrolment of students and the assignment of subjects (where so required) to them;

(2) the organisation and conduct (including evaluation and preparation of results) of mid-term tests and other College-level examinations in the Subject;

(3) the arrangements for the University Examinations in respect of the students of the College;

(4) the purchase of books and journals for the College Library and of equipment and consumables for College Laboratories;

(5) the improvement of the Library, class-rooms, laboratories, academic and extra-curricular facilities and general amenities;

(6) the apportionment of special grants from funding agencies between subjects and for general purposes;

(7) the assignment of extra-curricular work, not involving the payment of

honorarium, to teachers;

(8) the discipline, residence and welfare of the students;

(9) the organisation of extra-curricular and personality development activities and career guidance programmes for students;

(10) the organisation of conferences, seminars, workshops, etc., and extra-mural programmes in the College; and

(11) the nomination of teachers for participation in seminars, conferences, workshops, etc., and the provision of financial assistance to them in this regard:

Provided that, in the case of a College maintained by Government, the guidelines under item numbers (4), (5), (10) and (11) shall not be inconsistent with the rules made by Government;

(iii) to appoint such Committees of its members, in respect of one or more of its functions, as may be necessary; and

(iv) to perform such other functions as may be assigned by the Governing Body or the Principal.

(e) The Principal shall place before the Governing Body such of the recommendations of the Staff Council as may be within the purview of the Governing Body, and shall give due consideration to the remaining recommendations.

11. (a) There shall be a Proctor in the College, who shall be appointed by the Governing Body, on the recommendation of the Principal, from amongst the regular teachers of the College with a service of not less than ten years as teacher, and shall hold office as such for a term of two years:

Provided that the term of the Proctor may be determined at any time by the Governing Body, after considering a report or recommendation of Principal in that regard.

(b) The Proctor shall assist the Principal in the exercise of the powers vested in the Principal in respect of the discipline of the students of the College and disciplinary action against them, and the Principal may delegate all or any of such powers, as he may deem proper, to the Proctor.

(c) The Proctor shall be assisted by Assistant Proctors, who shall be appointed by the Principal, on the recommendation of the Proctor, from amongst the teachers of the College, up to the number fixed by the Governing Body, from time to time, on the basis of norms laid down by the Executive Council, and any such appointment shall be reported to the Governing Body.

(d) The Assistant Proctors shall hold office for a term of two years:

Provided that the term of an Assistant Proctor may be determined at any time by the Principal, *suo motu* or on the recommendation of the Proctor, and any such action shall be reported to the Governing Body:

Provided further that the appointment of an Assistant Proctor shall be co-terminous with that of the Proctor on whose recommendation he was appointed as such.

(e) The Proctor and the Assistant Proctors may be paid such honorarium out of the funds of the College as may be fixed by the Governing Body:

Provided that in the case of a College maintained by Government, such honorarium shall be determined by Government.

(f) Without prejudice to the generality of the powers vested in the Principal in respect of the discipline of the students of the College and disciplinary action against them —

(i) the Principal may, in the exercise of such powers, by order, direct that any

student or students be expelled, or rusticated for a specified period, or be not admitted for a stated period to a course or courses of study in the College, or be punished with fine for an amount to be specified in the order:

Provided that such order may also contain a recommendation to the Vice-Chancellor that such student or students be debarred from admission to the University and any institution maintained by it or admitted to its privileges, or from taking an examination or examinations conducted by the University, for one or more years, or that the results of the student or students concerned in the examination or examinations in which he or they have appeared be cancelled; and

(ii) the detailed rules of discipline and proper conduct of students made by the University shall *mutatis mutandis* be applicable to the College, and the Principal shall have the power to make and enforce rules, supplementary to the said detailed rules, for the students of the College.

(g) At the time of admission, every student of the College shall be required to sign a declaration to the effect that he submits himself to the rules of discipline and conduct prescribed for students and to the disciplinary jurisdiction of the Governing Body and the Principal, and of the competent authorities and the Vice-Chancellor.

12. (a) There shall be a Coordinator of Students Welfare in the College, who shall be appointed by the Governing Body, on the recommendation of the Principal, from amongst the regular teachers of the College with a service, as teacher, of not less than ten years, and shall hold office as such for a term of two years:

Provided that the term of the Coordinator of Students Welfare may be determined at any time by the Governing Body, after considering a report or recommendation of Principal in that regard.

(b) The Co-ordinator of Students Welfare shall assist the Principal in respect of measures for promoting the welfare of the students of the College, and shall perform such other functions as may be assigned to him by the Governing Body or the Principal.

(c) The Co-ordinator of Students Welfare shall be assisted by Assistant Coordinators of Students Welfare, who shall be appointed by the Principal, on the recommendation of the Co-ordinator of Students Welfare, from amongst the teachers of the College, up to the number fixed by the Governing Body, from time to time, on the basis of norms laid down by the Executive Council, and any such appointment shall be reported to the Governing Body.

(d) The Assistant Coordinators of Students Welfare shall hold office for a term of two years:

Provided that the term of an Assistant Coordinator of Students Welfare may be determined at any time by the Principal, *suo motu* or on the recommendation of the Co-ordinator of Students Welfare, and any such action shall be reported to the Governing Body:

Provided further that the appointment of an Assistant Co-ordinator of Students Welfare shall be co-terminous with that of the Co-ordinator of Students Welfare on whose recommendation he was appointed as such.

(e) The Co-ordinator and the Assistant Co-ordinators of Students Welfare may be paid such honorarium out of the funds of the College as may be fixed by the Governing Body:

Provided that in the case of a College maintained by Government, such honorarium shall be determined by Government.

13. (a) Where the College maintains a Hostel, the Coordinator of Students Welfare shall *ex officio* be the Warden of the same, and the Governing Body shall appoint a Superintendent for the same. for a term of two years, from amongst the regularly appointed teachers of the College. on the recommendations of a Committee consisting of a member of the Governing Body (not being an employee of the College) as the Chairperson, the Co-ordinator of Students Welfare as member, and the Principal as the member-Convenor:

Provided that no teacher shall hold office as Superintendent for more than two consecutive terms:

Provided further that the term of the Superintendent may be determined at any time by the Governing Body, after considering a recommendation of the Principal in that regard:

Provided also that in the case of a college maintained by Government, the Superintendent shall be appointed and hold office in accordance with rules determined by Government.

(b) The Superintendent may be paid such honorarium out of the funds of the College as may be fixed by the Governing Body:

Provided that in the case of a College maintained by Government, such honorarium shall be determined by Government.

(c) The Superintendent shall be responsible to the Warden for the administration of the Hostel and the observance of rules and discipline by the students resident in the Hostel.

(d) The Principal shall post a Group C (Class III) employee of the College to discharge the office work of the Hostel under the administrative supervision of the Superintendent, and shall, with the approval of the Governing Body, make contractual arrangements for other services required for the day-to-day functioning of the Hostel, and the personnel engaged for such services shall work under the supervision of the Superintendent.

(e) The provisions governing admissions to, and the stay of students in, the Hostel and the rules to be observed by the residents thereof, and the fees and other charges to be paid by them, shall be prescribed by the Governing Body, with due regard to the Rules and the schedule of fees and other charges laid down for the Hostels maintained by the University:

Provided that, in the case of a College maintained by Government, such provisions, rules, fees and other charges shall be determined by Government.

14. (a) The University shall, for the purpose of ascertaining whether the conditions governing the admission of the College to the privileges of the University, referred to in sub-clause (b) of clause 2, are being fulfilled, cause the College to be inspected from time to time, at intervals not exceeding three years, by a Panel of Inspectors, which shall constituted by the Vice-Chancellor as follows —

(i) two serving members of the Academic Council (not being members associated with the University or any institution maintained by it or admitted to its privileges), from a panel drawn up by the Academic Council, one of whom shall be designated by the Vice-Chancellor as the Chairperson of the Panel;

(ii) two serving or former Professors of a Central University other than this University (not being serving members of the Executive Council or the Academic Council), from a panel drawn up by the Academic Council;

(iii) two persons (not being serving members of the Executive Council or the Academic Council or persons associated with the University or any institution maintained by it or admitted to its privileges), from a panel drawn

up by the University Grants Commission, which has been reported to the Academic Council;

(iv) the Deans of the Faculties to which the courses of study in the College are assigned; and

(v) the Dean of College Development:

Provided that the Registrar shall be the Secretary to the Panel of Inspectors, and shall provide it with all necessary facilities:

Provided further that the panels referred to in serial numbers (ii) and (iii) shall ordinarily be renewed at intervals of three years:

Provided also that the format for providing requisite information, in respect of the College, for the consideration of the Panel of Inspectors prior to the inspection, and the schedule of the inspection, shall be communicated by the Registrar to the Principal.

(b) The Vice-Chancellor may, whenever he so deems necessary or expedient, authorise any person or persons to visit the College, or one or more academic or other units thereof, for any general or special purpose, and submit a report thereon.

(c) The College may be visited or inspected, for any general or special purpose, under the provisions of the Ordinances and the Regulations, by the Dean of College Development or by a team constituted by him.

(d) The Principal shall have the duty to place before the person or persons inspecting or visiting the College, under the provisions of sub-clause (a), (b) or (c), on demand, all relevant documents and records maintained by or in the custody of the College, including, where so required, the original documents pertaining to the properties, assets, investments, income and expenditure of the College and the Society.

(e) The report of the Panel of Inspectors, under sub-clause (a), shall be placed before the Executive Council, and the views of the Executive Council in respect of such report, and its advice upon the action required to be taken by the College in that regard, shall be communicated by the Registrar to the Principal for further action by the Governing Body:

Provided that where the Governing Body does not take such action to the satisfaction of the Executive Council, the Executive Council may, after considering any explanation furnished by the Governing Body, issue such directions as it may deem fit and the Governing Body shall comply with the same:

Provided further that the failure of the College to comply with any such direction shall constitute a breach of the conditions referred to in sub-clause (b) of clause 1.

(f) The report of any visitation under sub-clause (b), along with the views of the Vice-Chancellor and his advice upon the action required to be taken by the Governing Body in regard to such report, shall be communicated by the Registrar to the Principal for further action by Principal or the Governing Body.

(g) Where the Principal or the Governing Body, as the case may be, does not take, to the satisfaction of the Vice-Chancellor, action on the advice referred to in sub-clause (f), or on any direction issued by him on any other matter in exercise of the powers conferred on him by the Act, the Statutes, the Ordinances and the Regulations, including a direction to fulfil the requirement of the proviso to clause (2) of Statute 31, the matter shall be reported to the Executive Council and shall be further dealt with in accordance with the provisions of sub-clause (e).

(h) The recommendations of the Dean of College Development, or the team constituted by him, under sub-clause (c), shall be placed before the relevant authorities, bodies or officers of the University for consideration, and the directions of the same thereon shall be communicated by the Registrar to the Principal for further action by the College under the provisions of the Ordinances and Regulations.

15. (a) For the purposes of this clause and of clause 16 —

(i) "approved courses of study" and "approved subjects" mean, respectively, the courses of study and the subjects for which the College is authorised to impart instruction under the provisions of this Ordinance and the other instruments;

(ii) "course of study (or subject) instituted on regular basis" mean a course of study (or a subject) in respect of which the financial requirements, including establishment and operation or maintenance expenditures, are met from the regular budget of the College; and

(iii) "course of study (or subject) organised on self-financing basis" mean a course of study (or a subject) in respect of which the financial requirements, including establishment and operation or maintenance expenditures, are met by the College from internal sources.

(b) The courses of study for the degrees of the University, and the subjects thereunder, for which instruction was being imparted by the College, with the approval of the competent authorities of the University, immediately before the commencement of the Act, not being courses of study for which such permission ceased to have effect under the provisions of clause (3) of Statute 31, shall be deemed to the approved courses of study and subjects and the College shall be authorised, subject to the provisions of the Ordinances and Regulations, to continue imparting instruction for the same upon the commencement of this Ordinance.

(c) The courses of study and subjects for which the College has been granted permission to offer instruction, under the provisions of this clause and of clause 16, shall for the duration of such permission be included in the approved courses of study and subjects.

(d) In the case of an approved course of study or an approved subject organised on self-financing basis, on the date of the commencement of the Act or after the commencement of this Ordinance, the College shall take steps to institute such course of study or subject on regular basis before the expiry of a period of three academic years following the academic year of the commencement of this Ordinance or of the commencement of instruction in the said course of study or subject, whichever is later, failing which the College shall not be entitled to continue imparting instruction for the same:

Provided that in the case of an approved subject organised on self-financing basis under an approved course of study instituted on regular basis, the Vice-Chancellor may, upon the expiry of the said period, grant permission to the College, for good and sufficient cause and under intimation to the Academic Council, to continue imparting instruction for such subject for a further period not exceeding two years at any given time.

(e) The Governing Body may, by resolution, seek permission for imparting instruction in the College in a new subject under an approved course of study or, subject to the provisions of clause 16, in a subject under a new course of study, or in a new course of study comprising a single subject, and in such a case the Principal shall submit to the Registrar, on or before November 30 of the academic year immediately preceding the academic year from which instruction is proposed to commence for the same, an application to that effect on the Form approved by the Vice-Chancellor for the purpose (hereafter in this clause referred to as "the application"), accompanied by —

(i) a copy each of such resolution and of the Certificate (counter-signed by the Registrar) referred to in sub-clause (e) of clause 7;

(ii) a statement specifying —

(1) the existing teacher-student ratio in the College, on the aggregate and

in each of the approved courses of study and subjects;

(2) the proposed deployment of existing staff and facilities, and the proposed provisions in respect of the additional staff, accommodation, laboratory and library facilities required, for the new course of study or subject; and

(3) the number of students proposed to be admitted to such course of study or subject;

(iii) non-refundable application and processing fees, in accordance with the schedule of such fees prescribed by the Executive Council, for each new course of study and each new subject applied for; and

(iv) in the case of a College not maintained by Government, an undertaking from the Governing Body to provide, in case such application is granted, additional endowment funds as prescribed by the Executive Council, for each subject under a new course of study or a new course of study comprising a single subject:

Provided that a College maintained by Government shall not be required to provide the additional endowment fund, but shall submit, with the said application, an undertaking on behalf of the Government that all necessary provisions, in terms of staff, infrastructure and funds, shall be made for new course of study or subject:

Provided further that where a subject under a new course of study, or a new course of study comprising a single subject, is proposed to be organised on self-financing basis, the application shall not be proceeded with, except in accordance with the conditions laid down in this regard by the Academic Council by Regulations.

(f) The application shall be placed, with the concurrence of the Vice-Chancellor, before the Assessment Committee of the concerned Faculty (hereafter in this clause referred to as "the Assessment Committee") comprising —

(i) in the case of an application for commencing instruction in a new subject under an approved course of study —

(i) the Dean of the Faculty (Convenor);

(ii) the Dean of College Development;

(iii) the Chairperson of the concerned Board of Studies;

(iv) one Professor of the Faculty, not being a member under serial numbers (i), (ii) and (iii), nominated by the Board of the concerned Faculty; and

(v) one person, nominated by the Vice-Chancellor, from one of the panels referred to in serial numbers (ii) and (iii) of sub-clause (a) of clause 14; or

(ii) in the case of an application for commencing instruction in one, or more than one, subject under a new course of study or in a new course of study comprising a single subject —

(i) the Dean of the Faculty (Convenor);

(ii) the Dean of College Development;

(iii) the Chairperson of each concerned Board of Studies;

(iv) two Professors of the Faculty, not being members under serial numbers (i), (ii) and (iii), nominated by the Board of the concerned Faculty; and

(v) one person, nominated by the Vice-Chancellor, from each of the panels referred to in serial numbers (ii) and (iii) of sub-clause (a) of clause 14,

and the Assessment Committee may, before making any recommendation on the application, seek clarifications or further information thereon from the College, through the Registrar, and also visit the College.

(g) The Assessment Committee shall, as far as possible before the first day of May, submit a recommendation to the Academic Council, with reasons, to the effect that the application be wholly or partly granted, subject to the fulfilment of such specific conditions as it may lay down before the commencement of instruction in the concerned course of study or subject, or be not granted, and the decision of the Academic Council endorsing such recommendation, or approving the same with such modifications as it may deem appropriate, shall be reported to the Executive Council.

(h) The permission, granted under the provisions of sub-clause (g), for offering instruction in any new course of study or subject shall, subject to the provisions of sub-clause (c), be for a period of five years in the first instance, but such period may be extended thereafter by the Academic Council, in the manner specified in sub-clause (i), for further periods of five years each, and any such extension shall be reported to the Executive Council:

Provided that where such permission has been granted subject to fulfilment of the specific conditions, if any, referred to in sub-clause (g), the College shall not admit or register students for the new course of study or any new subject, except after the Vice-Chancellor has approved the report of a Committee, comprising the Dean of the concerned Faculty (Convenor), the Dean of College Development and the Chairperson of each concerned Board of Studies, certifying that such conditions have duly been fulfilled.

(i) The College may, not less than three months before the expiry of any period referred to in sub-clause (h), apply for the extension thereof, on the Form approved by the Vice-Chancellor for the purpose, and the concerned Assessment Committee shall submit its recommendations thereon, with special attention to the level of enrolments in the concerned course of study or subject at the College, the results of the students at the examinations and the adequacy of academic facilities provided by the College for the students, during the preceding period, to the Academic Council for decision:

Provided that the College may continue offering instruction in the concerned course of study or subject pending the decision of the Academic Council on the matter.

(j) Where the Governing Body resolves, specifying reasons, that an approved course of study or subject in the College, other than a course referred to in sub-clause (l), be discontinued from a particular academic year, such resolution along with the proposals of the Governing Body on the provisions in respect of the staff that may consequentially be rendered surplus and the instructional arrangements for students of the higher classes of the course of study or subject upon the discontinuance of the initial Part or year thereof, shall be referred, with the concurrence of the Vice-Chancellor, to a Committee comprising —

(i) the Dean of the concerned Faculty (Convenor);

(ii) the Dean of College Development;

(iii) the Chairperson of the Board of Studies in each concerned subject; and

(iv) one person nominated by the Vice-Chancellor, from the panel referred to in serial number (ii) of sub-clause (a) of clause 14,

and the recommendations of the Committee shall be placed before the Academic Council, and further action on the said resolution and proposals shall be taken in accordance with the decision of the Academic Council, which shall be reported to the Executive Council:

Provided that upon the recording by the Executive Council of the approval of the Academic Council for such discontinuance, the Governing Body shall be entitled to disinvest and re-appropriate, to one of accounts of the College, the endowment fund, or additional endowment fund, for the concerned course or study or subject.

(k) The Academic Council may, with the approval of the Executive Council, direct the

College not to admit students to an approved course of study or subject, other than a course referred to in sub-clause (l), if the conditions laid down for commencing or imparting instruction for such course or subject have, in the opinion of the Academic Council, been disregarded by the College:

Provided that such instruction shall not commence or be imparted again, except if the Academic Council, upon the fulfilment of the said conditions to its satisfaction, directs the College to that effect with the approval of the Executive Council:

Provided further that any such direction of the Academic Council shall be reported to the University Grants Commission.

(l) Where the Governing Body resolves to seek permission for organising instruction, in accordance with syllabi approved by the Academic Council, for a Diploma (not being a Post-graduate Diploma) or Certificate of Proficiency course —

(i) assigned to a Faculty, including a course sanctioned by the University Grants Commission, which may be offered on add-on basis by students of the College enrolled for degree courses of study; or

(ii) assigned to the Institute of Professional Studies, which has been approved by the Governing Body of the Institute, on the recommendation of the Academic Committee thereof, for being offered by the College,

the Principal may submit an application to that effect, along with the proposals of the College on the seats, instructional arrangements and fees and other charges for the course, for endorsement by the Dean of the concerned Faculty, or the Director of the said Institute, as the case may be, and the Vice-Chancellor may grant such permission, upon such endorsement, on the basis of the recommendations of the Dean or the Director in respect of each of the said proposals:

Provided that said permission shall, in the first instance, be for a period not exceeding five years, and may be extended by the Vice-Chancellor for similar periods, after consultation with the Dean or the Director, or may be withdrawn by him, for good and sufficient cause, before the expiry of any such period, on the recommendation of the Board of the concerned Faculty or the Governing Body of the Institute, as the case may be, or on the request of the College:

Provided further that the commencement and discontinuance of such courses in the College shall be reported to the Academic Council and the Executive Council, and also to other relevant authorities and bodies.

(m) The College shall stand divested of its privileges in respect of any approved course of study or subject, if it fails to send up, for three successive years, any candidate for the concerned examination or examinations conducted by the University.

16. (a) An application of the Governing Body, under serial number (ii) of sub-clause (d) of clause 15 (hereafter in this clause referred to as "the application"), for permission to commence instruction for an approved subject, or for an approved course of study comprising a single subject, at the Post-graduate level, except for the Master's degree in a professional subject, shall be governed by the provisions of sub-clauses (b) and (c).

(b) The application shall be processed under the following policy considerations —

(i) that the academic and curricular integrity of Post-graduate education under the University is preserved;

(ii) that there is assurance of conformity and consistency with the standards of Post-graduate instruction in the subject in the University;

(iii) that the College has well-established provisions for graduate-level instruction in the subject; and

(iv) that the College has adequate academic resources and infrastructure for

offering the subject at Post-graduate level, without prejudice to the quality of the existing instruction in the subject at the graduate-level,

and the further stipulations that instruction is being offered in the concerned subject at the Post-graduate level in the University by a Department, and that the number of approved whole-time teaching posts in the College are not less than six in the case of a subject that has provision for Laboratory work and, subject to the minimum required complement of teaching staff prescribed by the apex body in the case of a professional subject, not less than four in any other subject.

(c) The application shall be governed by the provisions of sub-clauses (e), (f), (g), (h), (i), (j), (k) and (m) of clause 15, *mutatis mutandis* and subject to the following exceptions, modifications and further provisions —

(i) a proposal for organising instruction in the concerned subject on self-financing basis, or with the help of teachers who are not University Recognised Teachers or are non-regular teachers, or entailing the reduction of seats or the discontinuance of any existing Section, or necessitating the services of additional non-regular teachers for instructional purposes, in the subject at the graduate level, shall not be considered;

(ii) the application shall state the names and the academic qualifications of the University Recognised Teachers of the College who would be deployed for the theory and practical classes in the concerned subject, and the proposed Time Table submitted therewith shall specify the distribution of the theory and practical classes of all Parts of the subject between the teachers so deployed, and shall not assign, to any one teacher, more than two theory Papers in any such Part of the subject, and more than three theory Papers in all such Parts taken together;

(iii) the application shall be considered by the Assessment Committee comprising the following members (hereafter in this clause referred to as "the Assessment Committee") —

(1) the Dean of the concerned Faculty (Convenor);

(2) the Dean of College Development;

(3) the Head and the senior-most teacher (other than the Head) of the concerned Department;

(4) one Professor of the Faculty, not being a member under serial numbers (i), (ii) and (iii), nominated by the Board of the concerned Faculty; and

(5) one person, nominated by the Vice-Chancellor, from each of the panels referred to in serial numbers (ii) and (iii) of sub-clause (a) of clause 14;

(iv) the Assessment Committee shall, in drawing up the recommendation referred to in sub-clause (g) of clause 15, address the considerations and stipulations specified in sub-clause (b) and also the resultant teacher-student ratio in the College in the concerned subject in case the application is granted, and the decision of the Academic Council on the application shall be subject to the approval of the Executive Council, and shall also be reported to the University Grants Commission, prior to implementation;

(v) the permission, granted under the provisions of serial number (iv), to offer instruction in the concerned subject at the Post-graduate level shall be for a period of five years in the first instance, but such period may be extended thereafter by the Academic Council, after consulting the Assessment Committee on each occasion, for further periods of three years each:

Provided that where such permission has been granted subject to the fulfilment of specific conditions before the commencement of instruction,

the provisions of sub-clause (h) of clause 15 shall apply with the modification that the Committee referred in the proviso thereto shall comprise the Dean of the concerned Faculty (Convenor), the Dean of College Development and the Head of the concerned Department;

(vi) the Committee referred to in sub-clause (j) of clause 15 shall comprise —

(1) the Dean of the concerned Faculty (Convenor);

(2) the Dean of College Development;

(3) the Head of the concerned Department; and

(4) one person nominated by the Vice-Chancellor, from the panel referred to in serial number (ii) of sub-clause (a) of clause 14; and

(vii) all admissions to the concerned subject at Post-graduate level shall be made by the University, and the candidates qualifying for admission shall be assigned, in the order of merit up to the limit of the approved seats, to the College of their preference for registration.

(d) A College that has been granted permission to impart instruction at Post-graduate level may, with the approval of the Vice-Chancellor, in the manner laid down in sub-clause (l) of clause 15, organise instruction for a Post-graduate Diploma course in a subject, or field, related to the approved subjects for which such permission has been granted, and the provisions of the said sub-clause (l) shall apply to all matters pertaining to such course.

(e) The University may, by Ordinance, provide for the participation of the University Recognised Teachers of any College in a subject in which the College does not impart instruction at the Post-graduate level, in accordance with their qualifications, in Post-graduate teaching either in the concerned Department or in specially organised Post-graduate classes.

17. (a) The University may enlarge the privileges of a College, by granting, for a specified period and under specified conditions, privileges additional to those assigned by, or under, this Ordinance, in respect of such of the approved courses of study and subjects as it may determine, and may augment, curtail or terminate, all or any of such additional privileges, in accordance with the provisions of the Ordinance XXXVI, which shall be subject to the provisions of this Ordinance.

(b) A College that has been granted additional privileges, under the provisions of sub-clause (a), shall, subject to the supervision and control of the Academic Council and without prejudice to the powers assigned to the Boards of the Faculties by the Statutes and the Ordinances, have autonomous status with regard to the manner of the planning and conduct of its academic affairs for such of the approved courses of study and subjects as are within the ambit of the said additional privileges.

18. Each College, not being a College maintained by Government, shall constitute for the benefit of its employees such provident fund or pension fund, and maintain and administer the same in accordance with the rules laid down or approved by the Central Government, or provide for them such insurance schemes as it may deem fit, and the provisions in force in the University in these respects shall generally be applicable to the College:

Provided that where any question arises in regard to the meaning or scope of any such provision, or the procedure to be followed thereunder, the matter shall be placed before the Finance Committee for decision:

Provided further that the Finance Committee may frame rules and guidelines in respect of the maintenance and administration of provident or pension funds and insurance schemes for the employees of each such College:

Provided also that in the case of a College maintained by Government, the

provisions in respect of the provident fund, pension fund and insurance schemes for the benefit of employees shall be determined by Government.

19. (a) Except in the case of a College maintained by Government, the rules, conditions and procedures in respect of the funds of the College, the preparation and approval of its annual budget, provisions for different heads and appropriations therefrom, the classification and maintenance of its accounts, the audit of its expenditures and related matters shall be such as may be prescribed by, or under, the provisions of the Memorandum and Rules, the directions of the University Grants Commission and the decisions of the competent authorities:

Provided that in the case of a College maintained by Government, the annual budget shall be sanctioned, and the accounts of the College shall be maintained and audited in accordance with the rules laid down, by Government, but the accounts of the College shall be open to inspection by the inspection authority of the University and by the University Grants Commission and shall, in respect of grants of the Central Government and the University Grants Commission, be open to audit by the Comptroller and Auditor-General of India at his discretion:

Provided further that the details of the budget and the Government grants to a College maintained by Government shall be communicated by the Principal to the Registrar for being reported to the Executive Council, and the observations (if any) of the Executive Council in that regard shall be forwarded to Government through the Principal for appropriate action, and the Registrar shall be informed by the Principal of the action taken thereon.

(b) The Finance Committee may constitute a Standing Committee on the Constituent Colleges with the power to consider and take decisions on all matters that are, under the provisions of this Ordinance, the Memorandum and the Rules, to be dealt with by the Finance Committee.

20. (a) The College shall maintain such registers, and shall furnish to the Registrar returns in such forms, as may be prescribed by the University Grants Commission or the Executive Council.

(b) The Registrar, on the direction of Vice-Chancellor for good and sufficient cause, and the Finance Officer or the Dean of College Development, in pursuance of his powers and duties, may call for any return or other information from the College on any matter relating to its property, assets, funds or affairs, and it shall be the duty of the Principal to furnish the same within the time specified in this behalf.

(c) The College shall furnish to the Central Government and the University Grants Commission such returns and other information as they may, from time to time, require:

Provided that such returns or information shall be submitted through the Registrar in all cases where the requirement for the same has been communicated through the University, and under intimation to the Registrar in all other cases.

(d) Information regarding all approved posts in the College that fall vacant, temporarily or permanently, and the steps taken in this behalf, shall be communicated by the Principal to the Registrar within one month of the posts so falling vacant:

Provided that a College not maintained by Government shall not make any arrangement for a vacant post, except in accordance with the provisions of the Ordinances and Regulations and the decisions and directions of the competent authorities and officers of the University in that behalf:

Provided further that in the case of a College maintained by Government the Principal shall communicate to the Registrar the details, including qualifications and experience, of a person appointed to any post in the College, within one month of such

person joining duties at the College.

(e) The College shall not conduct —

(i) any course of study, or subject thereunder, except such as is authorised or permitted under the provisions of the Ordinances and Regulations; or

(ii) any other activity, except such as is permitted by the Executive Council, on the recommendation of the Academic Council, and except —

(1) academic and co-curricular activities in the approved subjects and courses of study;

(2) conferences, seminars, workshops, etc., and career development or training programmes for the staff;

(3) extra-mural and extension or outreach programmes; and

(4) career guidance, personality development and other similar programmes and extra-curricular activities for students.

(f) The College shall not discontinue instruction in any subject or course of study which it is authorised to teach and teaches, except in accordance with the provisions of this Ordinance.

(g) The College shall extend full cooperation to, and shall comply with the directions issued by, the College Development Council and the Dean of College Development.

21. (a) The continuance of the privileges of the College shall depend on continued fulfilment of the conditions of admission to the privileges of the University, referred to in sub-clause (b) of clause 1, and such privileges may be suspended or withdrawn, wholly or in part, by the Executive Council, after consulting the Academic Council, if it is satisfied, after considering any explanation furnished by the Governing Body, that such College has ceased to fulfil the said conditions or that it persists in making default in the performance of its duties under the provisions of this Ordinance (including the SCHEDULE) and the other instruments, or in the removal of such defect or defects in its working as may have been pointed out under the said provisions.

(b) The Executive Council may, if it is satisfied, after such inquiry as it may think fit to make, that —

(i) the affairs of the College are being managed in a manner prejudicial to the interests of the College, the teachers or students thereof or the University, or to the public interest; or

(ii) teaching is being conducted in the College in a manner prejudicial to the standards of teaching in the University or,

appoint to the regularly constituted Governing Body of the College such number of additional members, not being more than one-half of the total number of members of the Governing Body, for such period as it may think fit but not exceeding two years on any one occasion:

Provided that the person appointed as an additional member shall hold office as such for the period specified in the order of his appointment, but the Executive Council may recall him at any time and appoint any other person to fill the vacancy caused by such recall.

22. A copy of any documentary material, including any receipt, application or notice, or any order of a functionary of the College, or any order, proceeding or resolution of any body of the College, or any other document in the possession of the College, or any entry in any register duly maintained by the College, if certified by the Principal, shall be received as *prima facie* evidence of such material, and no functionary, teacher or employee of the College shall, in any proceeding in the College or the University, or elsewhere, be required to produce and prove any such material the contents whereof

can be proved by the production of the copies of such material certified by the Principal:

Provided that in the case of any proceeding outside the College, whether in the University or elsewhere, the copy of such material certified by the Principal shall not be admissible, except if it bears the counter-signature of the Registrar.

23. (a) The Governing Body, with the concurrence of the Society or, in the case of a College maintained by Government, of Government, may apply for the permission of the Executive Council to be released from admission to the privileges of the University, in order to seek affiliation with any other University or for any other good and sufficient cause.

(b) An application under sub-clause (a) shall be accompanied by the reasons for seeking such permission and by a statement specifying the arrangements proposed for the continuing studies of such students of the College as may be entitled to appear for the examinations of the University of the current, or any subsequent, academic year for the courses of study in which they are enrolled.

(c) In the case of a College not maintained by Government, the statement referred to in sub-clause (b) shall also be accompanied by —

(i) an up-to-date statement of accounts of the College, including its outstanding dues of the College towards the University Grants Commission and the University; and

(ii) an assurance (duly supported by an appropriate affidavit) of the founder-members of the Society to the effect that the release of the College from the privileges of the University shall not liquidate any outstanding liability of the College towards the University Grants Commission and the University, including any liability arising from any irregularity pointed out in any audit report for the period prior to such release, and that the Society shall not be wound up, except after the full discharge of all such liabilities, and that the Society (and any successor thereof) shall be responsible for such full discharge:

Provided that in the case of a College maintained by Government, the said assurance shall be on behalf of Government, to the effect that it shall discharge any such liability in full, and shall not be required to be supported by an affidavit.

(d) The Executive Council shall not grant any application under sub-clause (a), except upon being satisfied in respect of the arrangements and provisions referred to in sub-clause (b) and the assurance referred to in sub-clause (c), and in the case of a College not maintained by Government, except after consultation with the University Grants Commission:

Provided that the grant of any such application shall be reported to the University Grants Commission.

## *THE SCHEDULE TO ORDINANCE XXXV*

## FORMS OF THE MEMORANDUM OF ASSOCIATION AND THE RULES OF THE SOCIETY FOR THE CONSTITUENT COLLEGES

*(See sub-clause (a) of clause 3)*

### (I) FORM OF THE MEMORANDUM OF ASSOCIATION OF THE SOCIETY

### MEMORANDUM OF ASSOCIATION OF THE

Form of the Memorandum of Association of the Society

**_____ COLLEGE SOCIETY, ALLAHABAD**

1. The Society shall be named the "_____ College Society".

2. The Registered Office of the Society shall be at Allahabad, in the State of Uttar Pradesh.

3. The objects for which the Society is established are:

To develop and maintain the educational institution admitted to the privileges of the University of Allahabad as a Constituent College and called the _____ College, and to manage, supervise and administer the affairs thereof.

4. Subject to the provisions of the University of Allahabad Act, 2005 (hereafter in this Memorandum referred to as "the Act"), the Statutes, Ordinances, Regulations and decisions of the competent authorities of the aforenamed University made thereunder (hereafter in this Memorandum referred to as "the instruments"), the conditions of the grant of the Government or the University Grants Commission (which is the agency primarily responsible for providing the Central Government grant) to the College (hereafter in this Memorandum referred to as "the College") and the provisions of sub-clause (b) of clause 6, below, the Society shall have the power to do all things and acts necessary and incidental to the objects specified in clause 3, above, and, without prejudice to the generality of the said objects, to do the following things in particular:

(i) to frame the rules, regulations and bye-laws for the administration of the Society:

Provided that such rules, regulations and bye-laws shall be always be in conformity with the provisions of the Act and the other instruments, and with such other conditions as may be prescribed for the release and utilisation of the grants of the Government or the University Grants Commission to the College;

(ii) to own, hold, maintain, purchase, take on lease or accept as gift, or otherwise acquire, transfer, surrender, give on lease or alienate in any manner, any real or personal property or rights therein or privileges attaching thereto, which may be necessary or convenient for its purposes;

(iii) to buy, sell, endorse, negotiate or transfer, Government or other securities, negotiable instruments, etc., approved by the University Grants Commission, or by the Government, and to collect and realise interest, bonus, dividends and profits on such securities, negotiable instruments, etc., for the purposes of the Society;

(iv) to invest funds belonging to the Society, or under the control of the Society, in such property and/or securities, as are authorised by the law on the investment of Trust funds, or such other classes of securities as may, from time to time, be approved by the Government or in any other manner as may be specifically approved by the University Grants Commission;

(v) to borrow or raise money for the fulfilment of the objects of the Society with, or without security, by creating a charge, lien or mortgage on whole or any part of its properties, assets, rights or privileges on such terms and conditions and to such extent as may be determined by the Society from time to time:

Provided that no such loan, with or without security, shall be taken by the Society except with the prior approval of the Executive Council of the aforenamed University (hereafter in this Memorandum referred to as "the Executive Council"), which shall have the right to examine the purpose for which the loan is taken and whether or not the terms and conditions

governing the loan are reasonable and in the interests of the College, and also the right to consult the Government or the University Grants Commission before granting such approval;

(vi) to appoint, promote, re-determine the pay-scale of, and remove or dismiss or reduce in rank and otherwise exercise disciplinary control over, the staff of the Society, including the Principal and the members of the teaching and other staff serving in the College, in accordance with the provisions of the Act and the other instruments;

(vii) to construct, demolish or alter any building which may be necessary or expedient for the pursuit and fulfilment of the objects of the Society, and to provide hostels for students of the College and residential accommodation for the Principal and the teaching and other staff of the Society serving in the aforenamed College:

Provided that no action shall be taken by the Society under this sub-clause except with the prior approval of the Executive Council, which shall have right to examine any proposal for such action with reference to the need and justification for the same and, in the case of any proposal for the construction or alteration of any building (including a hostel for students or residential accommodation for staff), the financial provision for the same, and also the right to consult the Government or the University Grants Commission before granting any such approval;

(viii) to appoint such committees or sub-committees as may be expedient; and

to do all such other acts and things incidental and ancillary to attainment of any of the objects of the Society as may be expedient for the functioning of the Society and of the College.

5. The membership of the Society shall comprise founder-members and *ex officio* members, in accordance with the provisions of Ordinance XXXV (hereafter in this Memorandum referred to as "the Principal Ordinance") of the aforenamed University (hereafter in this Memorandum referred to as "the University"), and one of such founder-members shall be the Chairperson of the Society.

6. (a) There shall be a Governing Body of the Society (hereafter in this Memorandum referred to as "the Governing Body"), which shall have seventeen members and shall be constituted in accordance with the provisions of the Principal Ordinance and shall function in conformity with, and subject to, the provisions of the Act, the other instruments and the directions, in pursuance of the Act or the other instruments, of the Vice-Chancellor of the University (hereafter in this Memorandum referred to as "the Vice-Chancellor") and other competent officers thereof.

(b) The Governing Body shall administer, direct and control the affairs of the Society and of the aforenamed College (hereafter in this Memorandum referred to as "the College"), in accordance with, and subject to the provisions of, the Act and the other instruments, and shall be vested with all the rights of the Society and the authority to exercise all the powers thereof.

(c) The Governing Body shall consist of nine of the founder-members of the Society, nominated in accordance with, and for the term specified by, the provisions of the Principal Ordinance, and eight other members, as specified therein, who shall be members *ex officio* of the Society for so long as they hold office as members of the Governing Body.

(d) The Governing Body shall choose one of its members, not being the Chairperson or an employee of the Society (including the College), as the Treasurer, who shall be the Treasurer for the duration of the term of office of such Governing Body, or up to the earlier date on which he vacates office as Treasurer or is replaced by the Governing

Body.

7. (a) All leases, properties, documents and title deeds relating to the properties, movable and immovable, of the Society shall be in the name of the Society.

(b) All deeds of transfer and all leases, deeds and documents shall be signed by the Chairperson of the Governing Body and the Treasurer of the Governing Body, jointly.

8. The funds of the Society shall consist of the following:

(i) grants made by the Government, directly or through the University Grants Commission;

(ii) contributions from other sources, including donations and gifts, and grants *ex gratia* or for special or specific purposes in pursuance of the objects of the Society, from various agencies;

(iii) income from property, assets, endowments and investments; and

receipts from other sources, including fees and other charges received from the students of the College and money borrowed with or without security.

9. The funds of the Society shall be applied solely towards the promotion of the objects of the Society and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the persons who are, or have at any time been, members of the Society, or to any of them:

Provided that nothing contained herein shall prevent the payment, in good faith, consistent with the provisions of the Act and the other instruments, of salary or other remuneration or allowance to any member of the Governing Body or, subject to the guidelines or directions of the University Grants Commission, of travelling, halting or other allowance to any founder-member of the Society:

Provided further that it shall not be lawful for the Society to incur any expenditure from the funds of the Society on any litigation against any order of the Visitor, or of any officer or authority, of the University, purporting to be made under the provisions of the Act and the other instruments.

10. No member of the Society shall be answerable for any loss or damage arising from the administration or application of the funds of the Society or for any damage or deterioration in any movable or immovable property of the Society, except if such loss, damage or deterioration is brought about by his wilful neglect or default.

11. The names, addresses, occupations and designations of the founder-members of the Society are as follows:

| Sl No. | NAME | *ADDRESS* | *OCCUPATION* |
|---|---|---|---|
| 1. | | | |
| 2. | | | |

[and so on]

12. The names, addresses, occupations and designations of the members of the first Governing Body of the Society are as follows:

| Sl No. | NAME | *ADDRESS* | *OCCU-PATION* | *DESIGNATION* |
|---|---|---|---|---|
| 1. | | | | Chairperson (founder-member and representative of the Society) |
| 2. | | | | Member (–ditto-) |
| 3. | | | | Member (–ditto-) |
| 4. | | | | Member (–ditto-) |
| 5. | | | | Member (–ditto-) |

| | | | | |
|---|---|---|---|---|
| 6. | | | | Member (–ditto-) |
| 7. | | | | Member (–ditto-) |
| 8. | | | | Member (–ditto-) |
| 9. | | | | Member (–ditto-) |
| 10. | To be appointed | | | Member (nominated by the Vice-Chancellor from panel drawn up by the Executive Council of the University) |
| 11. | To be appointed | | | Member (nominated by the Vice-Chancellor from panel drawn up by the Academic Council of the University) |
| 12. | To be appointed | | | Member (nominated by the Vice-Chancellor from amongst serving or former Professors of the University) |
| 13. | To be appointed | | | Member (nominated by the Vice-Chancellor from amongst persons of eminence in academic or public life) |
| 14. | To be appointed | | Teacher | Member (representative of the teachers of the College) |
| 15. | To be appointed | | Teacher | Member (–ditto-) |
| 16. | To be appointed | | Teacher | Member (–ditto-) |
| 17. | | | Teacher | Member-Secretary (Principal of the College) |

13. A copy of the Rules of the Society, certified to be a correct copy by five members of the Governing Body, is filed along with the Memorandum of Association.

***********

We the following persons whose names, addresses and occupations are herein inscribed are desirous of being formed into a Society under the Societies Registration Act, 1860 (Act XXI of 1860):

| Sl No. | NAME | *ADDRESS* | *OCCUPATION* |
|---|---|---|---|
| 1. | | | |
| 2. | | | |

[and so on]

## (II) FORM OF THE RULES OF THE SOCIETY

**RULES OF THE _____ COLLEGE SOCIETY, ALLAHABAD**

Form of the Rules of the Society

1. **Definitions:** In these Rules, unless the context otherwise requires:

(a) "'Academic Council" and "Executive Council" mean, respectively, the Academic Council and the Executive Council of the University;

(b) "Act" means the University of Allahabad Act, 2005;

(c) "College" means the _____ College, Allahabad, maintained and administered by the _____College Society;

(d) "Governing Body" means the Governing Body of the

_____ College Society;

(e) "Principal" means the Principal of the College;

(f) "Registrar" means the Registrar of the University;

(g) "Society" means the _____ College Society, Allahabad; and

(h) "Statutes", "Ordinances" and "Regulations" mean, respectively, the Statutes, the Ordinances and the Regulations of the University;

(i) "University" means the University of Allahabad; and

(j) "Vice-Chancellor" means the Vice-Chancellor of the University.

2. **Applicability of Rules:** These Rules shall apply to the Society and the College, subject to the provisions of the Act and the Statutes, the Ordinances and the Regulations and to the rules made, and decisions taken, by the competent authorities of the University, as are in force and as may be amended or revised from time to time.

3. **Constitution of the Society and the Governing Body:** The constitution and composition of the Society and of the Governing Body, and the term of the Chairperson and the members of the Governing Body, shall be in accordance with the provisions of Ordinance XXXV.

4. **Vacation of Office:** (a) A member of the Governing Body shall cease to hold office if he:

(i) dies or voluntarily resigns his office;

(ii) is adjudged to be an insolvent or of unsound mind;

(iii) is convicted of any offence involving moral turpitude; or

(iv) ceases to hold the qualifications, if any, required for nomination or selection as a member of the Governing Body, or incurs any disqualification in that regard, as specified in the Ordinances and Regulations.

(b) Any member of the Governing Body, or of any Committee of the Governing Body, not being a member *ex officio* or a person in the service of the Society or the College, may resign by letter addressed to the Chairperson of the Governing Body, and the resignation shall take effect as soon as such letter is received by the Chairperson:

Provided that such resignation by the said Chairperson shall be placed before the Governing Body, for decision, and shall take effect upon the acceptance thereof by the Governing Body:

Provided further that the Chairperson of the Governing Body, who has submitted such resignation, shall abstain from the meeting of the Governing Body that has been convened to consider the same.

(c) If any question arises as to whether a member of the Governing Body is, or has been, subjected to any of the disqualifications mentioned in sub-clause (a), the question shall be referred to the Vice-Chancellor and his decision shall be final, and no suit or other proceeding shall lie in any civil court against such decision.

(d) The provisions relating to the matters specified in sub-clauses (a), (b) and (c), and in clause 5, in respect of the Chairperson, the other members and the proceedings of the Society, shall be as laid down by the Society, in accordance with the provisions of the Societies Registration Act, 1860 and the Rules made thereunder, and shall not be inconsistent with the provisions of the Ordinances and Regulations.

5. **Proceedings not invalidated by Vacancies:** No action or proceeding of the Governing Body shall be invalid or called in question merely by reason of the existence of any vacancy or vacancies among its members, or any irregularity in the nomination or selection of any of its members.

6. **Powers and Duties of the Governing Body:** (a) Subject to the provisions of the Act, the Statutes, Ordinance XXXV and other Ordinances and the Regulations, the Governing Body shall —

(i) exercise the powers and perform the functions specified in sub-clause (b) of clause 6 of the Memorandum of Association;

(ii) be the executive authority of the Society and College, and shall exercise general supervision and control over the affairs thereof;

(ii) maintain the record of its proceedings, which shall be open to inspection by the inspection authority of the University;

(iii) hold, control and administer the property and funds of the Society and the College as well as other funds placed at the disposal thereof for any specific object;

(iv) appoint a Treasurer from among its own members who shall discharge such duties and exercise such powers as are specified in these Rules; and

(v) appoint a Finance Sub-Committee to advise it on financial matters.

(b) The Governing Body shall, in addition to powers and functions assigned to it under sub-clause (a), have the following other powers and functions —

(i) to enter into, vary, carry out, confirm and cancel contracts on behalf of the Society and the College ;

(ii) to consider the Annual Report, the Annual Accounts and the Financial Estimates;

(iii) to lay annually before the University or, if so directed by the University, the University Grants Commission, a statement of the financial requirements of the College;

(iv) to fix, consistent with the provisions of the Ordinances and Regulations, admission, tuition and other fees to be paid by students enrolled in the College, including the fees and other charges to be paid by students residing in the Hostels of the College (if any);

(v) to appoint the Principal and other members of teaching and non-teaching staff, excluding Group D (Class IV) employees, of the College, in accordance with the qualifications and procedure laid down in the Ordinances and Regulations:

Provided that every employee of the College, including Group D staff, shall be appointed under a written contract to be executed and preserved in the manner prescribed by the Ordinances and Regulations;

(vi) to grant on the recommendation of the Principal, Leave for purposes of further studies and Leave without pay (by whichsoever name such kinds of Leave may be called in the Ordinances and Regulations) to the teaching staff of the College, subject to the provisions of the Ordinances and Regulations and the directions of the University Grants Commission, as amended from time to time;

(vii) to institute, suspend or abolish such teaching and non-teaching posts as may be considered necessary:

Provided that no such post shall be instituted, suspended or abolished, except with the prior approval secured from the University Grants Commission through the University;

(viii) to open, subject to the rules laid down in this regard by the Executive Council, an account or accounts in the name of the College with such scheduled bank or banks as the Governing Body may think fit, and to keep the funds of the Society and the College deposited with such bank or banks;

(ix) to take such insurance in respect of the property or employees of the College as the Governing Body may deem fit;

(x) to make rules and to alter, amend or repeal the same:

Provided that any such alteration, amendment or repeal shall not be effective except upon receiving the approval of the University;

(xi) to delegate, at its discretion, to its Chairperson or to the Principal, any of its powers as may be necessary from time to time; and

(xii) to exercise such other powers and to do such other acts or things as may be necessary or expedient for the proper performance of its duties, or as may be laid down in these Rules.

(c) It shall be the duty of the Governing Body to ensure that —

(i) the accommodation, infrastructure, equipment and facilities provided for the College are suitable and adequate for the proper conduct of the courses of study assigned to the College;

(ii) the teachers of the College possess the prescribed qualifications and are adequate for the conduct of the courses of study assigned to the College and the conditions of their service are in accordance with the provisions of the Statutes, the Ordinances and the Regulations;

(iii) appropriate arrangements have been made for the supervision, discipline and welfare of its students;

(iv) adequate financial provision has been made for the continued maintenance of the College;

(v) the property and funds of the Society and the College are not diverted, misapplied or misappropriated or otherwise disposed to the detriment of the College;

(vi) such other matters essential for the maintenance of the standards of education, as specified by the Academic Council, have been appropriately provided for in the College;

(vii) the provisions of the Ordinances and Regulations, *inter alia* in respect of matters relating to the courses of study and other activities authorised to be undertaken, the administration, finances, accounts and all other matters relating to the functioning of the College, including the appointment or engagement of staff, the remuneration and conditions of service admissible to them, the maintenance of accounts and the prescribed registers and the returns and information to be submitted to the University and the University Grants Commission, are faithfully observed;

(viii) full cooperation is extended to the person or persons authorised to inspect or visit the College under the provisions of Ordinance XXXV and other Ordinances and the Regulations;

(ix) the directions and decisions of the Government and the University Grants Commission, and the directions and decisions, issued or taken under the provisions of the Statutes, the Ordinances and the Regulations, by the Vice-Chancellor, the Executive Council, the Academic Council and other competent officers, functionaries, authorities and bodies of the University, are complied with and implemented; and

(x) no action, in word or deed, is taken by the Society or the Governing Body or any member thereof, or by any employee of the Society or the College, that impugns anything which is in good faith done, or intended to be done, by any officer, functionary, authority or other body of the University in pursuance of any of the provisions of the Act, the Statutes, the Ordinances or the Regulations, or brings, or is likely to bring, the University into

disrepute.

7. **The Chairperson of the Governing Body:** (a) The Chairperson of the Governing Body shall preside over the meetings thereof:

Provided that in the absence of the Chairperson at any particular meeting, such founder-member of the Society on the Governing Body as is nominated by the Chairperson to act in his place at meetings, shall preside over the meeting.

(b) In any emergency, where, in the opinion of the Chairperson of the Governing Body, immediate action is required, the Chairperson shall, after considering the opinion of the Principal, take such action on behalf of the Governing Body, subject to these Rules, as he thinks necessary, and shall report the action so taken to the Governing Body at its next meeting, for approval, and also to the Vice-Chancellor.

8. **The Treasurer:** (a) The Treasurer appointed by the Governing Body shall be the custodian of the funds and securities of the Society and the College and shall advise the Governing Body in regard to its financial policy.

(b) The Treasurer shall supervise the receipts and expenditure of the Governing Body and shall be responsible for the proper maintenance of its accounts.

(c) The Treasurer shall, subject to the direction and control of the Governing Body, manage the property and investments of the Society and the College and shall be responsible for the presentation of the Annual Estimates and the Annual Statement of Accounts.

(d) Subject to clause 7 of the Memorandum of Association, the Chairperson and the Treasurer, acting jointly, shall sign all contracts on behalf of the College.

(e) Subject to the control and direction of the Governing Body, the Treasurer shall have the power to buy, sell, endorse and otherwise, negotiate or transfer all Government or other securities, stocks, shares and other instruments of a similar character on behalf of Society and the College, and to realise the interest, dividend, bonus or profit due thereon.

(f) All suits and proceedings by or against the Society and the College, affecting property, investments and other financial matters, shall be filed and defended in the name of the Treasurer.

(g) The Treasurer shall exercise such further powers and perform such other duties as may be assigned by the Governing Body.

9. **The Secretary of the Governing Body:** The Principal shall *ex officio* be the Member-Secretary of the Governing Body, and shall have the duty to summon the meetings of the Governing Body and record the proceedings thereof, on the instructions of the Chairperson and in accordance with the regulations framed by the Governing Body in that behalf consistent with the provisions of the Ordinances and Regulations.

10. **The Principal:** The Principal shall, subject to the powers assigned to the Governing Body, by or under clause 6 and by Ordinance XXXV, exercise such powers and perform such functions and duties and do such other things as prescribed by the said Ordinance and other Ordinances and by the Regulations.

11. **Bursar:** (a) The Governing Body may, on the recommendation of the Principal, appoint a member of the teaching staff as the Bursar, in accordance with the provisions of Ordinance XXXV and other Ordinances and the Regulations or the directions of the University Grants Commission.

(b) The Bursar shall, subject to the directions, given through the Principal, of the

Governing Body or the Treasurer, assist the Principal in the management of the domestic and internal finances and the day-to-day financial affairs, and the maintenance of the accounts, of the College.

(c) The Bursar shall be entitled to such allowance as may be approved by the Finance Committee of the University, in accordance with the directions or guidelines of the University Grants Commission.

12. **Staff Council:** The College shall have a Staff Council, which shall be constituted in accordance with the provisions of Ordinance XXXV and shall, subject to the general supervision of the Governing Body, perform the functions assigned by the said Ordinance, other Ordinances and the Regulations.

13. **Meetings:** (a) An annual meeting of the Society shall be held on a date to be fixed by the Governing Body, unless some other date has been fixed by the Society in respect of any year:

Provided that special meetings of the Society may be convened by the Chairperson of the Society, or by the Governing Body, to consider any matter that may require the decision of the Society or may be referred to the Society by the Executive Council or the Vice-Chancellor:

Provided further that the Chairperson shall be responsible for maintaining the proceedings of the meetings of the Society and giving effect to the decisions thereof.

(b) The Governing Body shall meet at least once in every quarter, or four times in each year:

(c) The Chairperson may, whenever he thinks fit, and shall upon requisition in writing signed by not less than ten members of the Governing Body, convene a special meeting of the Governing Body, but such meeting shall ordinarily not be convened during any period of vacations.

(d) The Secretary shall ordinarily circulate among the members a notice of a meeting of the Governing Body at least seven days before the date fixed for such meeting, together with a statement of the nature of business to be brought before the meeting:

Provided that, in the case of any emergency, the Chairperson may direct a special meeting to be called at a shorter notice.

(e) The majority of the total membership shall form the quorum for any meeting of the Governing Body, and all decisions thereof shall, except where specified otherwise in the Ordinances or Regulations, be on the basis of the majority of the members present:

Provided that in the case of a tie, the Chairperson of the meeting shall have the right to exercise a casting vote.

(f) The provisions relating to the convening of the meetings of the Society, further to the provisions of sub-clause (a), and the procedure to be followed at such meetings, shall be laid down by the Society, in accordance with the provisions of the Societies Registration Act, 1860 and the rules made thereunder, and shall not be inconsistent with the provisions of the Ordinances and Regulations.

14. **Accounts:** (a) The accounts of the Society and the College shall be maintained in the name of the College, and not in the name of the Society, and in such form as may be laid down by the Governing Body, and shall conform to the rules prescribed, or the directions issued, by the University Grants Commission from time to time:

Provided that all funds belonging to the College or under the control of the Governing Body, shall be shown separately in the said accounts according to the

source thereof.

(b) The funds referred to in sub-clause (a) shall be appropriated and spent in accordance with the budget approved by the University Grants Commission, subject to the availability of funds and the limits laid down for expenditure under different items by the University Grants Commission.

(c) The College shall maintain separate Accounts under each of the following heads—

(1) Capital Account;
(2) Maintenance Grant Account (Salaries and Allowances);
(3) Maintenance Grant Account (Other Heads);
(4) Students' Societies Account;
(5) Hostel Account (in case a Hostel is maintained); and
(6) Special Grants Account (for grants from various agencies for special or specific purposes):

Provided that the said heads shall be subject to revision under the decisions or directions of the University Grants Commission.

(d) For purposes of approved expenditure, the functionaries responsible for making appropriations from the Accounts of the College, shall, subject to such revisions as may be effected under the decisions or directions of the University Grants Commission in that regard, be as follows:

| Name of Account | Authorised Functionaries | Alternative Functionaries |
|---|---|---|
| Capital Account | The Chairperson and the Treasurer signing jointly. | In the absence of either of the two, the Principal in his place. |
| Maintenance Grant Account (Salaries & Allowances) | The Treasurer and the Principal signing jointly. | In the absence of the Treasurer, the Bursar in his place. |
| Maintenance Grant Account (Other Heads) | The Treasurer and the Principal signing jointly. | In the absence of the Treasurer, the Bursar in his place. |
| Students' Societies Account | The Principal and the Bursar signing jointly. | In the absence of either of the two, the Treasurer in his place. |
| Hostel Account | The Principal and the Warden signing jointly. | — |
| Special Grants Account | The Treasurer and the Principal signing jointly | In the absence of the Treasurer, the Bursar in his place |

(e) Subject to clause 9 of the Memorandum of Association, no expenditure shall be incurred except in accordance with the rules framed for the purpose, consistent with the provisions of the Ordinances and Regulations, by the Governing Body, and the said rules shall provide for a suitable amount of imprest cash for the Principal for meeting day-to-day contingent expenses.

(f) The accounts of the College shall be open to inspection by the inspection authority of the University and by the University Grants Commission.

15. **Audit:** (a) The Governing Body shall submit to the University a panel of three auditors, for approval by the Finance Committee in accordance with the guidelines or directions of the University Grants Commission, and shall appoint, from the panel so approved, one auditor to audit the accounts for a particular year:

Provided that no auditor shall audit the accounts of the College for more than three consecutive years.

(b) The Audit Certificate shall be appended to the application for the grant of the Government or the University Grants Commission.

(c) The accounts of the College shall be open to audit by the Comptroller and Auditor-General of India at his discretion.

16. **Investment of Funds:** Investment of funds belonging to the College or under the control of the Governing Body shall be made in property and Securities authorised by law for the investment of trust funds or such other classes of Securities as may be approved, from time to time, by the Government, or in any other manner as may be specifically approved by the University Grants Commission.

17. **Provident/Pension Fund and insurance:** On behalf of the College, and for the benefit of its employees, the Governing Body shall constitute a provident fund or pension fund, and may also provide for the said employees such insurance schemes as it may deem fit, and the same shall be maintained and administered in accordance with the provisions of Ordinance XXXV and other Ordinances and the Regulations.

18. **Amendments:** Amendments to the Memorandum of Association and these Rules, where called for, shall be made in the manner, and in accordance with the requirements, laid down in Ordinance XXXV.

19. **Miscellaneous:** Miscellaneous matters relating to the Society, the Governing Body and the College shall be governed by the provisions of Ordinance XXXV; in particular of clauses 20, 21 and 22 thereof, and other Ordinances and of the Regulations.

* * * * * * * * * * *

We the undersigned members of the Governing Body certify that this is a true copy of the Rules of the _____ College Society, Allahabad.

| Sl No. | NAME | *ADDRESS* | *OCCUPATION* | *DESIGNATION* |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

## ORDINANCE XXXVI: GRANT OF AUTONOMOUS STATUS TO CONSTITUENT COLLEGES

*(Under clauses (1), (2) and (3) of Statute 31, read with clauses (k) and (m) of Section 27)*

### ORDINANCE

Grant of autonomous status to Constituent Colleges

1. For the purposes of this Ordinance, except if the context requires otherwise —

(i) "approved courses of study" and "approved subjects" mean, respectively, the courses of study and the subjects for which the College is authorised to impart instruction under the provisions of Ordinance XXXV;

(ii) "College" means a Constituent College;

(iii) "Governing Body" means the Governing Body of the College, as constituted under sub-clause (a) of clause 4 of Ordinance XXXV; and

(iv) "Principal" means the Principal of the College.

2. (a) The University may, in pursuance of the provisions of clause 17 of Ordinance XXXV, grant permission to a College to exercise additional privileges under autonomous status for a specified period, and —

(i) extend such period;

(ii) vary or withdraw the additional privileges prior to the expiry of such period or of any extension thereof; and

(iii) review the working and performance of the College under autonomous status, at specified intervals or whenever the Academic Council so deems necessary:

Provided that the College shall not be eligible for the grant of such additional privileges, except if the approved courses of study and subjects in the College for degrees, and the approved subjects thereunder, are assigned to not less than two Faculties of the University, and the said additional privileges shall not extend to such approved courses of study and subjects as are governed by clause 16 of Ordinance XXXV:

Provided further that such grant shall not prejudice the conduct of instruction by the College, in accordance with the provisions of Ordinance XXXV, for any approved course of study or subject that is not within the ambit of the said additional privileges.

(b) A College that has been granted, under the provisions of sub-clause (a), additional privileges under autonomous status (hereafter in this Ordinance referred to as "a College with autonomous status") shall continue to be governed by the provisions of Ordinance XXXV, including the **SCHEDULE** thereto, and by other Ordinances and Regulations, except in respect of matters that have specifically been provided for differently by this Ordinance.

(c) A College with autonomous status that is in receipt of grants, or other support, under the scheme or guidelines of the University Grants Commission for Autonomous Colleges, shall, without prejudice to the provisions of this Ordinance, fulfil the conditions laid down by the University Grants Commission in respect of the drawal and utilisation of such grants or in respect of such other support.

3. (a) Subject to the provisions of this Ordinance, a College with autonomous status shall exercise, in a manner conducive to the maintenance of the standards of education, the following additional privileges in respect of the approved courses of study and subjects that are within the ambit of such status (hereafter in this Ordinance referred to as the "recognised courses of study" and "the recognised subjects", respectively) —

(i) the modification of the syllabi laid down by the University;

(ii) the variation of the rules or norms in force in the University in respect of modes of admission, instruction, examination and evaluation; and

(iii) the organisation, conduct and preparation of the results of examinations.

(b) All proposals of the College for the exercise of the additional privileges, referred to in sub-clause (a), shall come into effect in the form in which they are, in accordance with the procedure specified in this Ordinance, finalised by the Academic Council and approved by the Executive Council, after appropriate amendments (by way of alterations or additions) have been made in the relevant Ordinances and Regulations and the rules laid down thereunder.

4. (a) Where the Governing Body resolves to seek autonomous status for the College, the Principal shall submit to the Registrar, on or before November 30 of the academic year immediately preceding the academic year from which the additional privileges are proposed to be exercised, on the Form approved by the Vice-Chancellor for the purpose, an application to that effect (hereafter in this Ordinance referred to as "the

application") intimating *inter alia* —

(i) the approved courses of study in the College and the approved subjects thereunder;

(ii) the strength of the teaching staff and the qualifications of the Principal and other teachers and their significant academic attainments;

(iii) the details of the finances, assets and academic infrastructure of the College;

(iv) the facilities available for advanced instructional work, and the advanced instructional work (if any) already being undertaken, in the approved courses of study and subjects;

(v) the academic innovations made by the College, and the extra-mural programmes and extension and outreach activities undertaken by it, over the preceding five years;

(vi) an analysis of the examination results of the College over the preceding five years, including the positions attained by the students in the order of merit in the examinations conducted by the University, and the medals and other academic distinctions, if any, awarded to them by the University; and

(vii) the provisions in the College for literary, cultural, athletic and other extra-curricular and socially-oriented activities of students, and the notable achievements of the students in the same over the preceding three years.

(b) The application shall also enclose the proposals of the College pertaining to the modifications and variations referred to in serial numbers (i) and (ii), respectively, of sub-clause (a) of clause 3, and to the matters related to the organisation, conduct and preparation of the results of the examinations referred to in serial number (iii) thereof, along with an explanatory statement on the conduciveness of such proposals to the maintenance of the standards of education.

(c) The application shall enclose relevant documents (or copies thereof) in support of the information and statements therein and remit non-refundable application and processing fees in accordance with the schedule of such fees prescribed by the Executive Council:

Provided that in the case of a College that had exercised the privileges of an Autonomous College earlier, as specified in clause (3) of Statute 31, the said documents shall include a report on such modifications or variations made by the College, under the said privileges, in the syllabi and modes of admission, instruction, examination and evaluation, in respect of the courses of study and subjects within the ambit of the said privileges, as had not been reported to the competent authorities and bodies of the University in accordance with the provisions governing such privileges.

(d) The application shall, with the concurrence of the Vice-Chancellor, be placed before the Committee on Autonomous Status (hereafter in this Ordinance referred to as "the Autonomous Status Committee"), comprising —

(i) the Pro-Vice-Chancellor or, where there is no Pro-Vice-Chancellor, a Professor of the University, not being a member under serial numbers (ii) and (iii), nominated by the Vice-Chancellor (Convenor);

(ii) the Deans of the Faculties concerned;

(iii) the Dean of College Development; and

(iii) one person, nominated by the Vice-Chancellor, from each of the panels referred to in serial numbers (ii) and (iii) of sub-clause (a) of clause 14 of Ordinance XXXV,

and the Autonomous Status Committee shall consider the information referred to in sub-clause (a), and review the academic appropriateness and administrative feasibility of the proposals referred to in sub-clause (b), and may seek clarifications or further

information on any aspect of the application from the College, through the Registrar, and also visit the College:

Provided that in reviewing the said proposals, the Autonomous Status Committee shall consult the Chairpersons of the concerned Boards of Studies, in matters relating to syllabi and modes of instruction, examination and evaluation, and the Registrar and the Controller of Examinations, respectively, in matters relating to admission rules and the organisation and conduct of the examinations, and may also invite the Principal to any such consultation.

(e) Upon the completion of the exercise referred to in sub-clause (d), the Autonomous Status Committee shall submit, as far as possible before the first day of May, a report to the Academic Council, containing —

(i) observations on the extent to which the College has —

(1) adequate and well-qualified teaching staff for offering advanced instructional work in, the approved courses of study and subjects for which additional privileges are desired;

(2) suitable buildings and premises for instructional purposes and for housing the library, reading rooms, laboratories, playgrounds and future expansion;

(3) requisite academic facilities for the approved courses of study, including a good library and well-equipped laboratories for subjects requiring practical work;

(4) appropriate administrative resources for fulfilling the academic and organisational responsibilities of autonomous status; and

(5) adequate provisions for deploying the additional teaching staff and academic facilities required upon the grant of autonomous status; and

(ii) recommendations, with reasons, on whether the application be granted or not granted, and if granted —

(1) the modifications, if any, that are to be made in respect of any aspect of the proposals submitted under sub-clause (b); and

(2) the general conditions that shall govern the additional privileges to be exercised by the College; and

(3) the specific conditions, if any, that are to be fulfilled by the College before the commencement of autonomous status.

(f) The observations and recommendations referred to in sub-clause (e) shall be considered by the Academic Council, which may resolve —

(i) that the Autonomous Status Committee amend the recommendations in specified respects, and in such a case the revised report of the Autonomous Status Committee, with the amended recommendations, shall be re-considered by the Academic Council;

(ii) that autonomous status be granted to the College, for a period not exceeding six years and subject to the provisions of sub-clause (a) of clause 3, on the basis of recommendations or amended recommendations, as the case may be, of the Autonomous Status Committee, as finalised by the Academic Council, in respect of the modifications, general conditions and specific conditions, if any, referred to in items (1), (2) and (3), respectively, of serial number (ii) of clause (e) as may be laid down, and in such a case such finalised recommendation shall be placed before the Executive Council for approval and for effecting requisite amendments in the Ordinances and Regulations, and the rules made thereunder; or

(iii) that autonomous status be not granted to the College, and in such a case it shall be open to the College to move a fresh application in a subsequent

academic year.

(g) Upon the grant of approval by the Executive Council, under serial number (ii) of sub-clause (f), and the fulfilment of the other requirements of sub-clause (b) of clause 3, the Registrar shall, issue a notification granting additional privileges under autonomous status to the College, and shall specify therein the recognised courses of study and subjects, the general conditions under, and the period for, which such autonomous status shall be exercised, and shall forward a copy of such notification to the University Grants Commission:

Provided that where specific conditions, referred to in item (3) of serial number (ii) of clause (e), have been laid down, such notification shall not be issued, except after the Vice-Chancellor has approved the report of a Committee, comprising the Deans of the concerned Faculties and the Dean of College Development (Convenor), certifying that such conditions have duly been fulfilled.

(h) The College with autonomous status may propose, in accordance with the provisions of clause 6, changes in any aspect of the additional privileges approved earlier by the Academic Council in respect of the recognised courses of study and subjects, and further action on any such proposal shall be in accordance with the provisions of clauses 5 and 6.

(i) The College with autonomous status may seek permission, in accordance with the provisions of sub-clause (e) of clause 15 of Ordinance XXXV, for imparting instruction in a new subject under a recognised course of study, or in a subject under a new course of study or a new course of study comprising a single subject, and where the Academic Council grants such permission, under sub-clause (g) of the said clause 15, such new course of study or subject shall, for the duration of such permission, stand included in the recognised courses of study and subjects.

(j) The College with autonomous status may exercise the additional privileges, referred to in serial numbers (i), (ii) and (iii) of sub-clause (a) of clause 3, in respect of the Diploma and Certificate of Proficiency courses, other than those assigned to the Institute of Professional Studies, for which permission to organise instruction has been granted to the College, under the provisions of sub-clause (l) of clause 15 of Ordinance XXXV, and such courses shall, for the duration of such permission, stand included in the recognised courses of study.

5. (a) The College with autonomous status shall have, for the appropriate planning and conduct of academic work under the additional privileges assigned to it, a Committee of Courses for each recognised subject, or the recognised Diploma and Certificate of Proficiency courses assigned to each Faculty, an Examinations Board and an Academic Board.

(b) The meetings of the each body referred to in sub-clause (a) shall be convened by the Chairperson thereof, who shall be responsible for the maintenance of its proceedings:

Provided that the meetings of the Committee of Courses shall be convened with the concurrence of the Principal and the Chairperson thereof shall also be responsible for the submission of the said proceedings to the Principal.

(c) The Committee of Courses for each subject shall comprise —

(i) the Convenor of the Staff Committee of the subject, referred to in sub-clause (a) of clause 9 of Ordinance XXXV (Chairperson);

(ii) all University Recognised Teachers of the College in the subject, other than the Chairperson, with a standing as such of not less than four years:

Provided that as long as the number of members under this provision is less than two, one or two (as may be required, for bringing up such number

to two) of such University Recognised Teachers with a lesser standing shall, in the order of seniority, be members of the Board, and in case thereupon the said number still remains short of two, the deficit shall be made up by the Academic Board by nomination, for the requisite period, from amongst the teachers of the College who are members of the Committees of Courses of such other subjects as have, in the opinion of the Academic Board, a significant bearing on the subject;

(iii) one of the Chairpersons of the Committees of Courses of such other subjects, as have, in the opinion of the Academic Board, a significant bearing on the subject, nominated by the Academic Board, for a period of two years;

(iv) the Chairperson of the Board of Studies of the subject, and one teacher of the University nominated by such Board of Studies, for a period of two years, from amongst its members other than the Chairperson and cognate members; and

(v) one expert of the subject concerned, from outside the College, nominated by the Academic Board, for a period of three years:

Provided that there shall be a common Committee of Courses for the recognised Diploma and Certificate of Proficiency courses assigned to each Faculty, which shall be nominated by the Academic Board with the approval of the Governing Body, and the members thereof shall *inter alia* include the Chairperson of each concerned Board of Studies or one teacher of the University nominated by such Board of Studies, for a period of two years, from amongst its members other than the Chairperson and cognate members.

(d) Each Committee of Courses shall ordinarily meet twice in an academic year, and shall perform the following functions, namely —

(i) to prepare and revise the syllabi and make suggestions on the framing and revision of the rules and modes of admission, instruction, examination and evaluation in respect of the subject, or the Diploma or Certificate of Proficiency course concerned, for the consideration of the Academic Board;

(ii) to recommend the names of examiners in accordance with the rules referred to in serial number (i) of sub-clause (f), for consideration by the Examinations Board;

(iii) to suggest measures for the coordination of teaching, extension and other academic activities in the subject, for the consideration of the Staff Committee, and in the course of study to which the subject belongs, or in the concerned Diploma or Certificate of Proficiency course, for the consideration of the Academic Board; and

(iv) to offer advice on any matter referred by the Governing Body, the Academic Board or the Examinations Board.

(e) The Examinations Board shall comprise —

(i) the Principal (Chairperson);

(ii) one Chairperson from amongst the Chairpersons of the Committees of Courses of each group of subjects assigned to a Faculty, by rotation in the order of the length of service as such Chairperson, for a period of two years;

(iii) two members of the Committees of Courses, taken together, each with a standing of not less than ten years as teacher of the College, nominated by the Governing Body, for a period of two years:

Provided that there shall not be more than one teacher from the same subject;

(iv) two members of the Examinations Committee, nominated by the Vice-

Chancellor, for such period, not exceeding two years, as he may specify:

Provided that the Principal shall nominate one of the members under serial numbers (ii) and (iii) as the Secretary of the Examinations Board for the duration of his membership thereof, subject to a maximum period of two years.

(f) The Examinations Board shall ordinarily meet twice in an academic year, and shall perform the following functions, namely —

(i) to frame, for consideration by the Academic Board, the rules on the appointment of examiners, the organisation and conduct of the examinations, the processes of moderation, tabulation and preparation of results and the recourse to unfair means and disruptive activities by examinees, in respect of the recognised courses of study and subjects within the ambit of autonomous status;

(ii) to scrutinise, with reference to the rules referred to in serial number (i), the names of examiners recommended by the Committees of Courses, and finalise the same:

Provided that the said list, as finalised, shall be reported to the Examinations Committee;

(iii) to constitute Moderation Committees and Committees for considering cases of recourse to unfair means and disruptive activities by examinees, and make arrangements for the conduct of examinations, tabulation and preparation of results, under the rules referred to in serial number (i);

(iv) to submit to the Academic Board an annual report on the examinations conducted by the College; and

(v) to offer advice on any matter referred by the Governing Body or the Academic Board.

(g) The Academic Board shall comprise —

(i) the Principal (Chairperson);

(ii) the Chairpersons of the Committees of Courses;

(iii) four teachers of the College, from amongst the members (other than Chairpersons) of the Committees of Courses, taken together, selected by rotation in the order of seniority, for a period of two years:

Provided that there shall not be more than one such teacher from the same subject, and any teacher passed over under this provision shall have his turn in rotation the next time;

(iv) the Dean to which the subjects or courses of study covered by autonomous status are assigned, and one Professor of each such Faculty nominated, for a period of two years, by the Vice-Chancellor;

(v) one person nominated by the University Grants Commission, for such period as it may specify; and

(vi) three experts from outside the College, of whom at least one shall be from the academic field and at least one shall be from areas such as Commerce, Industry or Law, nominated by the Vice-Chancellor from a panel of six names drawn up for the purpose by the Governing Body and approved by him, for a period of three years:

Provided that the Principal shall nominate one of the members under serial numbers (ii) and (iii) as the Secretary of the Academic Board for the duration of his membership thereof, subject to a maximum period of two years.

(h) The Academic Board shall ordinarily meet twice in an academic year to review the academic functioning of the College under autonomous status, and shall perform the

following other functions —

(i) to consider and finalise the proposals of the Committees of Courses in respect of the framing and revision of the syllabi of the recognised courses of study or subjects, and make recommendations in that regard;

(ii) to recommend the rules and modes of admission, instruction, examination and evaluation for the recognised subjects or courses of study, with due regard to the proposals of the Committees of Courses in these respects;

(iii) to make recommendations for the commencement of instruction in —

(1) a new subject under a recognised course of study, or in a subject under a new course of study, or a new course of study comprising a single subject; or

(2) a new Diploma or Certificate of Proficiency course assigned to a Faculty;

(iv) to recommend rules on the appointment of examiners for the recognised courses of study and subjects, the organisation and conduct of the examinations, the processes of moderation, tabulation and preparation of results and the procedure and admissible penalties in respect of the recourse to unfair means and disruptive activities by examinees;

(v) to recommend rules in respect of literary, cultural, athletic and other extra-curricular and socially-oriented activities of students, and the proper maintenance and functioning of hostels, playgrounds and extra-curricular facilities for students enrolled in the approved subjects or courses of study;

(vi) to make recommendations on the institution of scholarships, studentships, fellowships, prizes and medals, for students enrolled in the recognised courses of study and subjects, and the rules for the award of the same;

(vii) to consider the annual report of the Examinations Board on the examinations conducted by the College and, on the basis thereof, issue such directions to the Examinations Board, and make such recommendations, as it may consider appropriate; and

(viii) to offer advice on matters referred by the Governing Body in respect of the academic affairs of the recognised courses of study and subjects, and perform such other functions, consistent with the provisions of the Ordinances and Regulations, as may be assigned by the Governing Body.

6. (a) The recommendations of the Academic Board under sub-clause (g) of clause 5 shall be reported to the Governing Body, for consideration in accordance with the provisions of the Ordinances and Regulations, and the decisions of the Governing Body thereon shall be forwarded by the Principal to the Registrar for being placed before the relevant authorities and bodies of the University.

(b) All decisions of the Governing Body, under sub-clause (a), in respect of —

(i) the framing and revision of syllabi, the modes of admission and the rules and modes of instruction, examination and evaluation for recognised courses of study and subjects, shall be placed before the Boards of the Faculties concerned;

(ii) the rules of admission, shall be placed before the Admissions Committee, through the Board of Admissions for the Constituent Colleges or the Board of Admissions for Diploma Courses, as the case may be; and

(iii) the rules on the appointment of examiners, the organisation and conduct of the examinations, the processes of moderation, tabulation and preparation of results and the procedure and admissible penalties in respect of the recourse to unfair means and disruptive activities by examinees, shall be placed before the Examinations Committee.

and the Academic Council shall consider the observations of the Boards of the Faculties concerned, the Admissions Committee or the Examinations Committee, as the case may be, and effect such changes in the syllabi, rules and modes referred to in serial numbers (i), (ii) an (iii) as are, in its opinion, necessary for the maintenance of the standards of education, before approving the said decisions for incorporation, by way of amendments or additions, in the relevant Ordinances and Regulations and the rules made thereunder.

(c) Where the Governing Body endorses any recommendation of the Academic Board under —

(i) item (1) of serial number (iii) of sub-clause (h) of clause 6, it shall proceed in the matter in accordance with the provisions of sub-clause (e) of clause 15 of Ordinance XXXV, and the provisions of sub-clause (i) of clause 4 shall apply in that regard; or

(ii) item (2) of the said serial number (iii), it shall proceed in the matter in accordance with the provisions of sub-clause (l) of the said clause 15, and the provisions of sub-clause (j) of clause 4 shall apply in that regard.

(d) The University shall declare and publish, in accordance with the provisions of Regulations made by the Examinations Committee, the results of the examinations conducted by the College with autonomous status for the recognised courses of study and subjects, and shall award Degrees, Diplomas or Certificates of Proficiency to the qualifying students, and such results, Degrees, Diplomas and Certificates of Proficiency shall indicate the name of the College.

7. (a) The College with autonomous status shall furnish such reports, returns and other information to the University, as the Executive Council, the Academic Council or Vice-Chancellor may direct or require, from time to time, for assessing all aspects, or any aspect, of the functioning of the College under autonomous status:

Provided that where the College is in receipt of grants, or other support, under the scheme or guidelines of the University Grants Commission for Autonomous Colleges, it shall submit itself to such inspection, and furnish such reports, returns and other information, as the University Grants Commission may direct or require.

(b) The Vice-Chancellor may, whenever he so deems necessary or expedient, authorise the Autonomous Status Committee to carry out a review of the standards of admission, instruction, examination or evaluation, or of more than one of them, in the College with autonomous status, and the findings of such review shall be placed before the Academic Council for consideration and appropriate directions to the Governing Body, which shall, through the Principal, intimate to the Registrar, for the consideration of the Academic Council, the steps taken in compliance with such directions.

(c) The Principal shall, not less than three months before the expiry of half of the initial, or half of any extended, period for which autonomous status has been granted to the College, furnish information, on the Mid-Term Review Form approved by the Vice-Chancellor, pertaining to the functioning of the College under autonomous status, and the Autonomous Status Committee shall, with reference to such information, inspect the College and submit a report on such functioning, along with its recommendation, with reasons, on whether the additional privileges of the College under autonomous status, for the remainder of the said period, be continued, as such or with the curtailment or modification of one or more of them, or be withdrawn.

(d) The Principal shall, not less than six months before the expiry of the initial, or of any extended, period for which autonomous status has been granted to the College, shall furnish information, on the Full-Term Review Form approved by the Vice-Chancellor, pertaining to the functioning of the College under autonomous status, and

may submit therewith the request, if any, of the Governing Body for the extension of the said period for a further term of six years, and the Autonomous Status Committee, shall, with reference to such information, inspect the College and submit a report such functioning, along with its recommendation, with reasons —

(i) on whether such request be granted or denied; and

(ii) where it recommends that the said request be granted, on whether the additional privileges of the College under autonomous status be extended further, as such or with the curtailment or modification of one or more of them.

(e) The Academic Council shall consider the report and recommendation of the Autonomous Status Committee, referred to sub-clause (c) or (d), as the case may be, and resolve —

(i) that the autonomous status granted to the College be continued for the remainder of the subsisting period, or be extended for a further period of not more than six years, as the case may be, with the same additional privileges as earlier or with the curtailment or modification of one or more of them; or

(ii) in case it is satisfied that the College has, under autonomous status, failed to fulfil all or any of the conditions laid down by or under this Ordinance, or to maintain the standards of education, or to provide or deploy the requisite resources, that the additional privileges granted to the College be discontinued for the remainder of the subsisting period or be not extended further, as the case may be.

(f) Upon the approval by the Executive Council of the resolution of the Academic Council under serial number (i) of sub-clause (e), the Registrar shall, as the case may be, inform the Principal of the continuance of the additional privileges of the College under autonomous status for the remainder of the subsisting period, or issue a notification, a copy whereof shall be forwarded to the University Grants Commission, extending such additional privileges for such further period, not exceeding six years, as has been approved by the Executive Council.

(g) In case the Executive Council approves the resolution of the Academic Council under serial number (ii) of sub-clause (e), it may, after considering any statement on behalf of the Governing Body in that regard, direct that the additional privileges of the College under autonomous status be withdrawn for the remainder of the subsisting period, or be not extended further, as the case may be, and the Registrar shall issue a Notification to that effect, and shall forward a copy of such notification to the University Grants Commission.

(h) Upon the discontinuance of the additional privileges under this Ordinance, the College shall not admit students to the recognised courses of study and subjects, or instruct and examine them, in accordance with the syllabi and rules implemented under autonomous status, and the admission and instruction of the students, and the examinations, of the approved courses of study and subjects in the College shall be in accordance with the provisions of the Ordinances and Regulations and the rules made thereunder, as applicable to the Colleges:

Provided that students in continuing enrolment, at the time of such discontinuance, in the higher classes of the previously recognised courses of study and subjects shall continue to receive instruction, and to appear for examinations, in accordance with the provisions in force at the time of their admission to the said courses of study and subjects:

Provided further that the Examinations Committee shall, by Transitory Regulations, provide for the re-admission of the students, referred to in the preceding proviso, to the concerned examinations as ex-students, and such Transitory Regulations shall specify

the further attempts permissible to such ex-students for appearing at the said examinations.

## *CHAPTER VII: TEACHING AND ACADEMIC STAFF*

## ORDINANCE XXXVII: CLASSIFICATION AND APPOINTMENT OF TEACHERS OF THE UNIVERSITY

*(Under clauses (u) and (w) of Section 3, clause (v) of Section 7, clause (n) of Section 29(1), clause (2) of Statute 10 and clause (1) of Statute 20)*

### ORDINANCE

Teaching and Academic Staff:

1. (a) For the purposes of this Ordinance, the term "teacher of the University" means a University appointed teacher as specified in clause (w) of Section 3.

Classification and appointment of Teachers of the University

(b) There shall be the following classes (or cadres) of teachers of the University, namely —

(i) Professors;
(ii) Readers; and
(iii) Lecturers.

(c) The posts of Principals of University Colleges maintained by the University, Directors of University Institutes and Heads of independent Centres shall be classified as posts of the cadre of Professors, except for purposes of representation on the authorities and other bodies of the University.

2. (a) Teachers of the University shall be appointed to approved posts on whole-time basis, in permanent or temporary capacity, on scales of pay determined by the University Grants Commission.

(b) Appointments to posts of teachers of the University in the cadre of Professors or Readers may be made by direct recruitment or by promotion, and to the cadre of Lecturers by direct recruitment, in accordance with the provisions of the Statutes, the Ordinances or the Regulations, in respect of the qualifications, conditions and procedure for direct recruitment or promotion, as the case may be.

3. (a) Posts of teachers of the University may be created by the Executive Council *suo motu* or on the recommendation of the Academic Council.

(b) The Executive Council, shall upon the creation of a post of teacher of the University, specify the Department under a Faculty, not being a Faculty constituted by a University College admitted to the privileges of the University, or the University Institute or a Centre thereof, or the independent Centre, to which such post shall be assigned, and may also specify, after considering the recommendation of the Academic Council to that effect, the specialised, preferential or desirable qualifications for the same, as provided in sub-clause (d) of clause (1) of Ordinance XII:

Provided that specifications in the foregoing respects for posts as subsisting on the date immediately preceding the commencement of this Ordinance shall be the same as on such date.

(c) The Executive Council may, *suo motu* or on the recommendation of the Academic Council, direct that a post, referred to in clause (b), including the proviso thereto, shall not be, or not remain, assigned to a specific Department, University Institute or Centre thereof, or independent Centre, or shall be assigned to a specific Faculty, but not to

any Department thereunder, or shall be shared between more than one Faculty, Department, University Institute or Centre thereof, or independent Centre:

Provided that the administrative and academic arrangements for any such post shall be as laid down by the Executive Council from time to time.

(d) The Executive Council may, on the recommendation of the Academic Council, assign specialised or preferential or desirable qualifications to any post, referred to in clause (b), including the proviso thereto, not bearing the same, or may modify or remove such qualifications.

4. (a) A teacher of the University serving on the post of Lecturer or Reader, who has put in such length of service and possesses such qualifications as may be laid down by, or under, Ordinance XLV (on the Career Advancement of Teachers of the University), and has submitted the application in that regard in the manner prescribed by, or under, the said Ordinance, may be promoted to the post of Reader or Professor, respectively, subject to the following conditions, namely —

(i) such promotion shall be granted by the Executive Council on the recommendation of the Selection Committee constituted, in accordance with the provisions of the Statutes and the Ordinances, for direct recruitment to the post of Reader or Professor, as the case may be;

(ii) such promotion shall be personal to the teacher concerned, and the post held by him in his original cadre, i. e. the cadre to which he was appointed by direct recruitment, shall, for the duration of his incumbency as Reader or Professor by such promotion, be included in the cadre of Readers or Professors, respectively, and shall, upon the end of such incumbency, revert to the such original cadre; and

(iii) such promotion shall be granted with effect from the date on which the teacher takes charge of the post of Reader or Professor to which he has been promoted.

(b) The matters relating to the process of selection and appointment by promotion, other than those specified in sub-clause (a), shall be as laid down by, or under, the said Ordinance XLV.

5. Notwithstanding any other provision of the Ordinances, on and from the date of the commencement of this Ordinance, every such person employed as a teacher in the University, including an institution maintained by it, immediately before the said date, as was not so employed on the date of the commencement of the Act, shall hold his service in the University, including such institution, by the same tenure, at the same remuneration and upon the same terms and conditions, and with the same rights and privileges as to pension, leave, gratuity, provident fund and other matters, as he would have held the same if this Ordinance had not commenced, and shall continue to do so unless and until his employment is terminated or until such tenure, remuneration and terms and conditions are duly altered by the provisions of the Ordinances:

Provided that if the alteration so made is not acceptable to such teacher, his employment may be terminated by the University in accordance with the terms of the contract with the teacher or, if no provision is made therein in this behalf, on payment to him by the University of compensation equivalent to three months' remuneration in case of permanent employees and one month's remuneration in the case of other employees:

Provided further every such teacher shall, pending the execution of a contract under section 34 of the Act, shall be deemed to have been appointed in accordance with the provisions of a contract consistent with the provisions of the Act, the Statutes and the Ordinances.

## ORDINANCE XXXVIII: SELECTION AND APPOINTMENT OF TEACHERS (INCLUDING PRINCIPALS) IN THE CONSTITUENT COLLEGES

*(Under clause (2) of Statute 31)*

### ORDINANCE

Selection and appointment of Teachers (including Principals) in the Constituent Colleges

1. For the purposes of this Ordinance, unless the context requires otherwise —

(i) "College" means a Constituent College;

(ii) "Governing Body" means the Governing Body of the College: and

(iii) "Principal" means the Principal of the College.

2. (a) The Principal and other teachers of the College shall be appointed, by direct recruitment, to approved posts on whole-time basis, in permanent or temporary capacity, on scales of pay determined by the University Grants Commission.

(b) Regularly appointed teachers of the College, other than the Principal, may be granted promotion in accordance with the provisions of clause 6.

(c) The appointment of the Principal and other teachers of the College shall be made, from amongst candidates who fulfil the prescribed qualifications, by the Governing Body on the recommendation of the Selection Committee for the post, as constituted in accordance with the provisions of sub-clause (b) or (c), as the case may be, of clause 3:

Provided that in the case of the Principal, the Selection Committee shall proceed on the basis of the recommendations of the Preliminary Selection Committee, as constituted under sub-clause (a) of clause 3.

(d) Any vacancy in the posts of Principal and other teachers, which is to be filled up, shall be advertised in two newspapers, chosen in accordance with the norms laid down in this regard by the Vice-Chancellor, in order to ensure adequate dissemination, and may also be notified through Journals related to higher education.

(e) The advertisement referred to in clause (d) shall ordinarily allow prospective candidates time of three weeks, reckoned from the first date of the publication thereof, to apply for the advertised post.

(f) Applications in response to the advertisement shall be submitted on the Form, and in the manner, approved for the Colleges by the Vice-Chancellor.

(g) The selection process for any post shall be deemed to have commenced from the last date for submission of applications specified in the advertisement.

(h) The applications received under sub-clause (f) shall be scrutinised by a Screening Committee, constituted in accordance with the provisions of sub-clause (i), in order to identify the applicants *prima facie* fulfilling the qualifications prescribed for the post concerned, and to draw up a short list of the applicants so found eligible, taking into account their qualifications, attainments and experience, as on the last date for the submission of applications, on the basis of such number of candidates for each vacancy as may be specified by the Chairperson of the Governing Body in accordance with the norms laid down by the Vice-Chancellor in this regard:

Provided that the general norms to be followed by the Screening Committee in respect of the relative assessment of the said qualifications, attainments and experience for purposes of short-listing the applicants shall be the same as laid down for teaching posts in the University, and where the Screening Committee is of the opinion that the

applicants found eligible are too few in number for a worthwhile selection, it may recommend that the post or posts concerned be re-advertised, and where the Governing Body is in agreement with such recommendation, the posts concerned shall be re-advertised:

Provided further that the said short list shall be submitted to the Chairperson of the Governing Body, for approval on behalf of the Governing Body, before the issue of the notices referred to in sub-clause (j):

Provided also that an applicant whose name has not been included in the said short-list shall not be entitled to be called to appear before the Selection Committee.

(i) The Screening Committee shall comprise —

(i) for the post of Principal, the Deans of the Faculties to which the approved subjects and courses of study in the College are assigned, of whom the senior-most shall be the Chairperson, the senior-most regularly appointed Principal of the Colleges other than that to which the post belongs, not being a candidate for the post, and the Registrar (Secretary); or

(ii) for posts other than Principal, the Principal (Convenor), the Convenor of the Staff Committee of the subject concerned, not being a teacher with a service as such of less than 10 years, and the Head of the concerned Department of the University:

Provided that where the Convenor of the Staff Committee is a teacher with a service as such of less than 10 years, his place in the Screening Committee shall be assigned to the senior-most among the Convenors of the Staff Committees of the subjects (taken together) assigned to the Faculty to which the subject belongs, with a length of service of not less than 10 years:

Provided further that where the senior-most of the Convenors referred to in the preceding proviso is a teacher with a service as such of less than 10 years, the senior-most amongst the Convenors of the Staff Committees shall be the member of the Selection Committee.

(j) A notice of not less than fourteen days, reckoned from the date of despatch thereof, shall be given to each member of the Preliminary Selection Committee for the post of Principal and of the Selection Committees for posts of teachers other than Principal, and to each candidate:

Provided that in the case of the Principal and the Convenors of the Staff Committees such notice may be of lesser duration:

Provided further that the Selection Committee for the post of Principal shall not be convened, except on a notice of not less than seven days.

(k) The notice, referred to in sub-clause (j), shall be served personally or by Registered Post or by other means of despatch which record or indicate the receipt of a despatched communication by the addressee.

(l) The Preliminary Selection Committee for the post of Principal, or the Selection Committee for the post of teacher other than Principal, shall not consider the name of any candidate except if such candidate has, after duly submitting an application in response to the advertisement referred to in sub-clause (d), appeared before it for interview and participated in such other modes of assessment as such Preliminary Selection Committee or Selection Committee, or the Governing Body, may determine.

(m) The process of selection shall involve assessment of aptitude for teaching and research, ability to communicate clearly and effectively and to analyse and discuss, and also, in the case of the post of Principal, administrative aptitude, and the other modes of assessment, referred to in clause (l), may include methods such as a preliminary interview or a presentation or, in the case of the post of teacher other than Principal, also a written test or, wherever possible, participation of the candidate in a

group discussion or by exposure to a class room situation.

3. (a) The Preliminary Selection Committee for the post of Principal, referred to in the proviso to sub-clause (c) of clause 1, shall consist of the following members, namely —

(i) the Chairperson of the Governing Body (Chairperson);

(ii) one member of the Governing Body, not being a nominee of the Vice-Chancellor or a person in the service of the College, nominated by the Governing Body;

(iii) one of the nominees of the Vice-Chancellor on the Governing Body, nominated by the Vice-Chancellor;

(iv) one person of academic eminence, not being a member of any authority of the University, or a person in the service of the University or any institution maintained by it or admitted to its privileges, or otherwise connected with any College, nominated by the Vice-Chancellor; and

(v) three experts, comprising one member from each of the following categories —

(1) accomplished educationists or educational administrators, who hold, or have held, a post of a rank not less than that of Professor;

(2) Professors or former Professors of Central Universities professing subjects approved for the College; and

(3) persons who hold, or have held, the post of Principal of a College of a Central University,

nominated by the Chairperson of the Governing Body from such separate panels of four persons from each category as have been approved by the Vice-Chancellor:

Provided that the panels referred to in serial number (v) shall be drawn up in the manner laid down by the Vice-Chancellor:

Provided further that the date, time and venue of the meeting of the Preliminary Selection Committee shall be fixed by the Chairperson after prior consultation with, and subject to the convenience of, the nominee of the Vice-Chancellor under serial number (iv) and the experts under serial number (v):

Provided also that four members of the Preliminary Selection Committee, including at least two experts under serial number (v), must be present to form the quorum for a meeting thereof.

(b) The Selection Committee for the post of Principal, referred to in sub-clause (3) of clause 1, shall consist of the following members, namely—

(i) the Vice-Chancellor (Chairperson);

(ii) the Pro-Vice-Chancellor, or where there is no Pro-Vice-Chancellor, the senior-most Dean amongst the Deans of Faculties other than a Faculty constituted by a University College;

(iii) one of the nominees of the Visitor for the Selection Committees of the University for posts of Professor, nominated by the Vice-Chancellor;

(iv) the Chairperson of the Governing Body; and

(v) two members of the Executive Council, including at least one member who is or has been a Professor of the University or of any other Central University, nominated by the Executive Council:

Provided that the date, time and venue of the meeting of the Selection Committee shall be fixed by the Vice-Chancellor after prior consultation with, and subject to the convenience of, the nominee of the Visitor:

Provided further that four members of the Selection Committee, including the Chairperson of the Governing Body and at least one member under serial number (v), must be present to form the quorum for a meeting thereof.

(c) The Selection Committee for posts of teachers other than Principal, referred to in sub-clause (3) of clause 1, shall consist of the following members, namely —

(i) the Chairperson of the Governing Body, or one of the members of the Governing Body nominated by him, not being a nominee of the Vice-Chancellor on the Governing Body or a person in the service of the College (Chairperson);

(ii) one of the nominees of the Vice-Chancellor on the Governing Body, nominated by the Vice-Chancellor;

(iii) one expert of the subject concerned from amongst the Professors or Readers of the University, nominated by the Vice-Chancellor;

(iv) two experts of the subject concerned, not being members of any authority of the University, or persons in the service of the University or any institution maintained by it or admitted to its privileges, or otherwise connected with any College, nominated by the Governing Body from such panel of six names as has been approved by the Vice-Chancellor:

Provided that the said panel shall be drawn up in the manner laid down by the Vice-Chancellor;

(v) the Convenor of the Staff Committee of the subject concerned, not being a teacher with a service as such of less than ten years:

Provided that where the said Convenor is a teacher with a service as such of less than ten years, his place in the Selection Committee shall be assigned to the senior-most among the Convenors of the Staff Committees of the subjects (taken together) assigned to the Faculty to which the subject belongs, with a length of service of not less than ten years:

Provided that where the senior-most of the Convenors referred to in the preceding proviso is a teacher with a service as such of less than ten years, the senior-most amongst the Convenors of the Staff Committees shall be the member of the Selection Committee; and

(vi) the Principal (Secretary):

Provided that the date, time and venue of the meeting of the Selection Committee shall be fixed by the Chairperson thereof, after prior consultation with, and subject to the convenience of, the experts under serial numbers (iii) and (iv):

Provided further that four members of the Selection Committee, including at least two experts under serial numbers (iii) and (iv), must be present to form the quorum for a meeting thereof.

(d) The manner of selection and appointment on the post of Principal shall be as follows —

(i) The Preliminary Selection Committee, referred to in sub-clause (a), shall draw up a list of not less than four and not more than six persons from amongst the eligible candidates.

(ii) The said list and the following documentary material, namely —

(1) the details of the candidates who were considered by the Preliminary Selection Committee;

(2) the proceedings of the Preliminary Selection Committee; and

(3) other relevant documents,

shall be submitted by the Chairperson of the Governing Body to the Registrar under sealed cover.

(iii) The said list and documentary material shall be considered by the Selection Committee.

(iv) The Selection Committee shall draw up a panel of not less than two and not more than three of the names in the said list, and shall arrange the names on the panel in the order of preference, which shall signify that that no candidate at any lower position in such panel shall be given an offer of appointment to the post, except if the person, or persons, in a higher position therein has, or have, declined such offer in writing, or failed to respond to such offer within the permitted period, as specified in serial number (ix).

(v) The Selection Committee may recommend that no person in the said list is suitable for appointment, and in such a case the post shall be re-advertised.

(vi) The said panel of names, or the recommendation that no person in the said list is suitable for appointment, shall be forwarded by the Registrar to the Governing Body, which shall, subject to the provisions of sub-clause (g), take steps for the appointment of the Principal from such panel or for the re-advertisement of the post, as the case may be.

(vii) The candidate who has accepted the offer of appointment as Principal shall join the post within a period of three months, reckoned from the date of despatch of such offer, but in special circumstances the Chairperson of the Governing Body may, on an application of the candidate in that regard and under intimation to the Governing Body, extend such period by a further period of ordinarily up to three months.

(viii) Where a candidate appointed as Principal joins the post, the said panel of names shall stand exhausted.

(ix) In case the candidate who has been given the offer of appointment as Principal —

(1) fails to respond to such offer within a period of three months reckoned from the date of the despatch thereof, he shall be granted, in writing, a further period of one month for the purpose, and where no response is received from him up to the end of such further period; or

(2) after having accepted the said offer, fails to join the post within the period (including extended period) allowed to him for the purpose under the provisions of serial number (vii),

he shall be deemed to have declined the offer, and the offer shall, in consequence, stand withdrawn.

(x) The said panel of names shall be valid for a period of one year from the date of the approval thereof by the Governing Body, but the Governing Body may, in special circumstances and for reasons to be recorded, extend, with the prior approval of the Vice-Chancellor, the validity thereof for a further period not exceeding three months, and where the post remains unfilled by the end of such period (including the extension, if any, thereof) it shall be re-advertised.

(xi) In case a temporary vacancy arises in the office of Principal for a period that is likely to exceed one year, on account of the absence of the incumbent on leave or for any other cause, the Governing Body may, with the approval of the Vice-Chancellor, appoint a person to the office on temporary basis, in the same manner as laid down in this Ordinance for a permanent appointment thereto, and where the said incumbent does not resume duties after, or the office is otherwise rendered vacant during, such absence, the Governing Body may, with the prior approval of the Vice-Chancellor, appoint the said person as Principal on permanent basis, without further

reference to a Selection Committee.

(xii) Where the person appointed to the post of Principal on permanent basis, in accordance with the provisions of serial number (xi), has, before such permanent appointment, served continuously for a period of not less than two years as Principal on temporary basis, after appointment under the said provisions, the Governing Body may, with the approval of the Vice-Chancellor, direct that the said person shall not be required to serve on probation prior to his confirmation.

(e) No recommendation of a Preliminary Selection Committee, or of a Selection Committee for the post of teacher other than Principal, shall be considered to be valid except if the majority of the members present, including not less than half the number of participants from amongst the experts, is in agreement with the same.

(f) A member of the Preliminary Selection Committee for the post of Principal, or of the Selection Committee for the post of Principal or other teachers, or the Governing Body, shall withdraw from the meeting of the concerned body, if the candidature or question of the appointment of such member or of any of his relatives, or any other matter having a direct bearing on such candidature or question, is being or is likely to be considered at such meeting.

(g) The recommendations of the Selection Committee for the post of Principal or other teacher, and the views of individual members of the Governing Body thereon, shall be treated as confidential and shall, except for the names of the persons approved for appointment, not be recorded in the Minutes of the Governing Body:

Provided that such recommendations may be read *in extenso* in any meeting of the Governing Body and may be communicated, where so expedient or necessary, to the Visitor, the Vice-Chancellor, the Registrar or a Court of Law:

Provided further that a member of the Governing Body may record by name his observations, including note of dissent, in respect of the decision of the Governing Body on any such recommendation, but such observations shall be recorded in a way that the confidentiality of the said recommendations is preserved to the greatest possible extent.

(h) Where the Governing Body, upon considering the recommendations of the Selection Committee for the post of Principal or other teacher—

(i) agrees with the recommendation of the Selection Committee, the person recommended by the Selection Committee shall be appointed as Principal or other teacher, as the case may be; or

(ii) does not agree with the recommendation of the Selection Committee, the Governing Body shall refer the matter to the Vice-Chancellor, along with the reasons for such disagreement, and the Vice-Chancellor may—

(1) remit the matter to the Governing Body for reconsideration in accordance with his observations on such reasons;

(2) direct that another Selection Committee be constituted to consider the cases of the same candidates as were considered by the original Selection Committee; or

(3) direct that the post be re-advertised.

(i) The Chairperson of the Governing Body, in the case of the post of Principal, and the Principal in the case of the posts of teachers other than the Principal, shall communicate to the Registrar the names and academic qualifications of the persons who have, pursuant to appointment by the Governing Body, taken charge of such posts, as soon as possible after they have joined the College.

4. (a) The Selection Committee for a post of teacher other than Principal (hereafter in

this clause referred to as "the Selection Committee") may recommend one name, or more than one but not more than three names, for each post, and where it recommends two or three such names it shall arrange them in a panel drawn up in the order of preference (hereafter in this clause referred to as "the order of preference").

(b) Where there are two or more posts —

(i) assigned to different categories (that is to say, the unreserved category and one, or more than one, reserved category), the Selection Committee shall draw up a separate order of preference for the posts of each such category; or

(ii) assigned to the same category, the Selection Committee may draw up, for the posts of such category, a single comprehensive order of preference, with not more than two names in excess of the number of posts, and in such a case the comprehensive order of preference shall be deemed to be disaggregated into a separate order of preference for each post, in a manner that the sequence of names in the comprehensive order of preference is preserved.

(c) The order of preference —

(i) specified under the provisions of sub-clause (a) or serial number (i) of sub-clause (b); or

(ii) deemed to have been specified (where a single comprehensive order of preference has been drawn up) under the provisions of serial number (ii) of sub-clause (b),

shall signify that that no candidate at any lower position in such order shall be given an offer of appointment to the concerned post, except if the person, or persons, in a higher position therein has, or have, declined such offer in writing or failed to respond to such offer within the period specified in serial number (ii) of sub-clause (e).

(d) Where the Selection Committee recommends that no candidate has been found suitable, or is available, for a post, such post shall be re-advertised.

(e) The candidate approved for appointment to a post, in pursuance of the recommendation of the Selection Committee, as approved by the Governing Body, shall be permitted a period of three months, reckoned from the date of despatch of the offer of appointment, to join the post, but in special circumstances the Principal may, with the approval given on behalf of the Governing Body by the Chairperson thereof, may, on an application of such candidate, extend such period by a further period of ordinarily up to three months.

(f) Where a candidate who has been given the offer of appointment, referred to in sub-clause (e), joins the concerned post, the order or preference in respect of such post shall stand exhausted.

(g) In case the candidate who has been given the offer of appointment referred to in sub-clause (e) —

(i) fails to respond to the said offer within a period of three months reckoned from the date of the despatch thereof, he shall be granted, in writing, a further period of one month for the purpose, and where no response is received from him up to the end of such further period; or

(ii) after having accepted the said offer, fails to join the post within the period (including extended period) allowed to him for the purpose under the provisions of sub-clause (e),

he shall be deemed to have declined the offer, and the offer shall, in consequence, stand withdrawn.

(h) The recommendations of the Selection Committee for a post shall be valid for a

period of one year from the date of the approval thereof by the Governing Body, but the Governing Body may, in special circumstances and for reasons to be recorded, extend, with the prior approval of the Vice-Chancellor, the validity thereof for a further period not exceeding three months, and where such post remains unfilled by the end of such period (including the extension, if any, thereof) it shall be re-advertised.

(i) Where there are two or more posts of different categories for which separate orders of preference have been drawn up, under the provisions of serial number (i) of sub-clause (b), a candidate appointed from the order of preference for an unreserved post shall be deemed to have been given a higher place by the Selection Committee than a candidate appointed from the order of preference for a reserved post.

(j) Where there are two or more posts and the Selection Committee has—

(i) in case such posts belong to the same category, recommended not more than one candidate each for one or more of such posts, or not specified any preference covering all the recommended candidates; or

(ii) in case such posts belong to different categories, not specified any preference covering the candidates of different reserved categories,

the Governing Body shall, after considering the recommendations of the Selection Committee, specify, without prejudice to, and consistent with, the provisions of sub-clause (i), the order of merit of the candidates approved for appointment to such posts.

(k) Where two or more teachers are appointed, at the same time, by direct recruitment to posts of the same subject, the order of preference or, in a case referred to in sub-clause (j), the order of merit, governing them, shall be communicated to the teachers concerned upon their appointment.

(l) Where a teacher other than Principal has been appointed to a subject, on the recommendation of the Selection Committee, on a temporary post, and such post subsequently becomes permanently vacant, or another permanent post of the same rank and grade becomes available in the same subject, the Governing Body may, with the prior approval of the Vice-Chancellor, appoint such teacher on permanent basis in such subject without further reference to a Selection Committee.

(m) Where teacher referred to in sub-clause (l), has, before permanent appointment, served on temporary basis continuously for a period of not less than two years, the Governing Body may, under intimation to the Vice-Chancellor, direct that such teacher shall not be required to serve on probation prior to his confirmation.

5. (a) A candidate not already serving in the College shall, upon appointment to a post of teacher, be entitled to be granted protection of salary in accordance with the relevant provisions of the Fundamental Rules of the Central Government, as amended from time to time, which shall *mutatis mutandis* apply to the matter:

Provided that a candidate already serving in the College shall, upon appointment to a post of teacher, be entitled to have his pay fixed in the new post in accordance with the said provisions.

(b) Where the Governing Body is satisfied that a candidate, not already serving as teacher in any College of the University, possesses qualifications and attainments of an exceptionally high order, it may, subject to the relevant provisions of the Fundamental Rules of the Government of India, as amended from time to time, which shall *mutatis mutandis* apply to the matter, and also to the directions issued by the University Grants Commission in that regard, from time to time, allow such candidate, upon his appointment to —

(i) the post of Principal, after considering a request of the candidate to that effect; or

(ii) a post of teacher other than Principal, after considering the proposal of the Selection Committee to that effect,

up to (but not more than) five advance increments on the initial pay in the admissible pay scale, but such recommendation shall not be effected except if, and only up to the extent, approved by the Vice-Chancellor:

Provided that such advance increments shall not be granted over and above the additional increments that may be admissible under sub-clause (b) in virtue of the protection of the salary of the candidate in the earlier post held by him.

6. (a) A teacher of the College serving on the post of Lecturer, who has put in such length of service, possesses such qualifications, and has submitted such application in that regard, as may be laid down by, or under, Ordinance XLVI (on the Career Advancement of Teachers of the Constituent Colleges), may be granted the designation of Reader by the Governing Body, with the prior approval of the Vice-Chancellor, on the recommendation of the Selection Committee, for the subject professed by such teacher, constituted in accordance with the provisions of sub-clause (b) of clause 4 of the said Ordinance XLVI.

(b) The matters relating to the grant of the designation of Reader to College teachers and the process of selection for the same, other than those specified in sub-clause (a), shall be as laid down by, or under, the said Ordinance XLVI.

(c) The designation of Reader, granted under sub-clause (a), shall be with effect from the date on which the teacher submits to the Principal his acceptance of the same, pursuant to approval, by the Vice-Chancellor, of the decision of the Governing Body to grant him such designation.

## ORDINANCE XXXIX: QUALIFICATIONS FOR APPOINTMENT TO POSTS OF TEACHERS (INCLUDING PRINCIPALS) IN THE UNIVERSITY AND THE CONSTITUENT COLLEGES

*(Under sub-clause (i) of clause (2) of Statute 10, read with sub-clause (ii) of clause (2) of Statute 12)*

### ORDINANCE

Qualifications for appointment to posts of Teachers (including Principals) in the University and the Constituent Colleges

### *PART I: GENERAL PROVISIONS*

1. For the purposes of this Ordinance, unless the context requires otherwise —

(i) "College" means a Constituent College;

(ii) "Electronics and Communication" means the professional subject, variously described as such or as Electronic/Communication/Tele-communication Engineering, which is assigned in the University to the Department of Electronics and Communication;

(iii) "Fine Arts" means the group of subjects related to the Performing, Plastic and Visual Arts, including Music and Painting, the constituents whereof are assigned in the University to the Department of Music and Performing Arts and the Department of Visual Arts;

(iv) "Good Academic Record" means the fulfilment of the criteria specified in sub-clause (b) of clause 3;

(v) "Grade", in relation to the score of a candidate at any Examination, where followed by an alphabetic letter or by the word "Point" and a numerical quantity, means such score under the Letter Grade Scale;

(vi) "Letter Grade Scale" means the seven point Letter Grade Scale, laid down by the University Grants Commission, as specified in sub-clause (a) of clause 3 and set out in the Schedule;

(vii) "post of teacher" means —

(1) in respect of the University or an institution maintained by the University, the post of Principal of a University College, Director of a University Institute, Head of an independent Centre, Head of a Centre of a University Institute, Professor, Reader or Lecturer; or

(2) in respect of a College, the post of Principal or Lecturer; and

(viii) "**SCHEDULE**" mean the **SCHEDULE** to this Ordinance;

(ix) "Teachers' Education" means the group of subjects related to courses of study leading to the professional Bachelor's or Master's degrees in Education, Physical Education or Special Education, or other professional Bachelor's or Master's degrees regulated by the National Council of Teachers' Education, assigned in the University to the Department of Education and the Department of Physical Education;

(x) "University" means the University and the institutions maintained by the University, taken together.

2. (a) Appointments by direct recruitment to posts of teachers in the University including institutions maintained by the University, and in the Constituent Colleges, shall be made on the basis of the qualifications for such posts as laid down by, or under, this Ordinance.

(b) Where a new subject is instituted by the University, the Academic Council shall determine the qualifications for appointment to posts of teacher in such subject, with reference to the minimum qualifications prescribed for the same by the University Grants Commission, and where the qualifications for posts in such subject are not provided for in this Ordinance, the same shall be incorporated therein by the Executive Council in accordance with the recommendations of the Academic Council in that regard.

(c) In the case of a University College maintained by the University, a University Institute or an independent Centre, in keeping with such norms as may be laid down by the University Grants Commission in that regard —

(i) candidates for the post of Principal of such University College, or Director of a University Institute, or Head of an independent Centre, or Head of a Centre of a University Institute, shall fulfil the qualifications for the post of Professor in any of the subjects or areas assigned thereto, and may be required to fulfil additional qualifications regarding administrative or research experience, or both, specified by the Academic Council upon consideration of the administrative and academic responsibilities expected to be discharged by the incumbent;

(ii) the posts of Professor, Reader and Lecturer may, with the approval of the Academic Council, be differently designated, and any such differently designated post shall be equivalent for all purposes, in accordance with the qualifications and the scale of pay for the same, to the post of Professor, Reader or Lecturer, as the case may be; and

(iii) candidates for any post referred to in serial number (ii) may be required to fulfil academic qualifications in such inter-disciplinary area, instead of a subject, as may be specified by the Academic Council:

Provided that pending the specification or approval, as the case may be, by the Academic Council in respect of any matter, referred to in serial numbers (i), (ii) and (iii), where such specification or approval is required, the Vice-Chancellor may take

such action as he may deem appropriate in that regard, and any such action shall be reported to the Academic Council.

(d) The assignment of specialised, preferential or desirable qualifications to any post of teacher in the University, or the modification or removal of such qualifications, shall be made in accordance with the provisions of sub-clauses (b) and (d) of clause 3 of Ordnance XXXVII.

3. (a) The Letter Grade Scale shall be as set out in the **SCHEDULE**, with the proviso that within the Letter Grade C, the score of 50 per cent marks shall be equivalent to Grade Point 3.00 and the score of 54 per cent marks shall be equivalent to Grade Point 3.40.

(b) A candidate for the post of Lecturer or Reader in the University, or of Lecturer or Principal in a College, shall not be regarded as having a Good Academic Record, except if he has secured at least the Second Division (or the Grade C) at the Intermediate (or equivalent +2 level) and the Bachelor's degree Examinations, both, and, where the candidate holds a professional Bachelor's degree that can only be pursued by a graduate, also at the professional Bachelor's degree Examination, and —

(i) has scored at least 50 per cent marks (or the Grade Point 3.00) separately at each of the said Examinations; or

(ii) in case he has scored less than 50 per cent marks (or the Grade Point 3.00) at the Intermediate (or equivalent +2 level) Examination, his average score at the said Examinations, taken together, is at least 55 per cent (or the Grade B):

Provided that in the case of a candidate belonging to the Scheduled Castes or the Scheduled Tribes, the said average score referred to in serial number (ii) shall be at least 50 per cent marks (or the Grade Point 3.00).

(c) Every candidate for the post of Lecturer shall be required to have cleared the National Eligibility Test (NET) of the University Grants Commission or of the Council of Scientific and Industrial Research, or a similar Test accredited by the University Grants Commission, in the relevant subject:

Provided that the requirement of having cleared the National Eligibility Test (or the said similar Test) shall not apply to such candidates as are exempted from such requirement under the notifications issued in that regard, from time to time, by the University Grants Commission.

(d) Relaxations from the minimum requirement, as prescribed by this Ordinance, of having scored at least 55 per cent marks (or the Grade B) at the Master's degree Examination, shall be admissible, for specified categories of candidates, as follows—

(i) in the case of a post of Lecturer in the University or a College —

(1) candidates belonging to the Scheduled Castes or the Scheduled Tribes shall be required to have scored at least 50 per cent marks (or the Grade Point 3.00) at the Master's degree Examination;

(2) such candidates holding a doctoral degree as have passed the Master's degree Examination prior to September 19, 1991 (the date on which the revised Regulations of the University Grants Commission came into force), shall be required to have scored at least 50 per cent marks (or the Grade Point 3.00) at the Master's degree Examination; and

(3) such candidates as have cleared the Junior Research Fellowship Examination conducted by the University Grants Commission or the Council of Scientific and Industrial Research prior to 1989 (when the minimum marks required for appearing for the said Junior Research

Examination were 50 per cent at the Master's degree Examination) shall be required to have scored at least 50 per cent marks (or the Grade Point 3.00) at the Master's degree Examination;

(ii) in the case of the post of Reader in the University in a subject for which the said minimum requirement is prescribed, or the post of Principal of a College, such minimum requirement shall not be insisted upon for candidates —

(1) from within the University System (i. e. candidates serving as teacher or Principal in a University, or any institution maintained by or admitted to the privileges of a University); or

(2) belonging to the Scheduled Castes or the Scheduled Tribes,

and such candidates shall be required to have scored at least 50 per cent marks (or the Grade Point 3.00) at the Master's degree Examination.

***PART II: PROVISIONS ON QUALIFICATIONS FOR POSTS OF LECTURER IN THE UNIVERSITY AND THE COLLEGES***

4. (a) In the case of subjects other than —

(1) Electronics and Communication;

(2) any subject of the Fine Arts;

(3) Journalism and Mass Communication;

(4) Law; and

(5) any subject of Teachers' Education,

the minimum qualifications for the post of Lecturer in the University or a College shall, subject to the provisions of clause 3, be as follows —

(i) a good academic record; and

(ii) the Master's degree in the relevant subject from an Indian University (or an equivalent degree from a foreign University) with at least 55 per cent marks (or the Grade B).

(b) The minimum qualifications for the post of Lecturer in Electronics and Communication in the University shall, subject to the provisions of clause 3, be as follows —

(i) a good academic record; and

(ii) the Master's degree in Technology (M. Tech.) or in Engineering (M. E.) in the relevant subject from an Indian University (or an equivalent degree from a foreign University) with at least 55 per cent marks (or the Grade B).

(c) The minimum qualifications for the post of Lecturer in any subject of the Fine Arts in the University or a College shall be as follows —

*EITHER*: Subject to the provisions of clause 3 —

(i) a good academic record; and

(ii) the Master's degree in the relevant subject of the Fine Arts from an Indian University (or an equivalent degree from a foreign University) with at least 55 per cent marks (or the Grade B);

*OR*: A traditional or professional artist with a highly commendable professional achievement in the relevant field of the Fine Arts.

(d) The minimum qualifications for the post of Lecturer in Journalism and Mass Communication in the University shall, subject to the provisions of clause 3, be as follows —

(A) *ESSENTIAL QUALIFICATIONS:*

(i) a good academic record; and

(ii) the Master's degree or an equivalent qualification in Communication/Mass Communication/ Journalism from an Indian or foreign University or a recognised institution with at least 55 per cent marks (or the Grade B); and

(B) *DESIRABLE QUALIFICATIONS:*

(i) a doctoral degree in Communication/Mass Communication/Journalism from an Indian University (or an equivalent degree from a foreign University); or

(ii) whole-time teaching and/or research experience of two years in Communication/Mass Communication/Journalism, or whole-time professional experience of two years in any area of Communication/Mass Communication/Journalism (with Newspapers accredited with the Audit Bureau of Circulations, or National News Agencies, or Radio or Television or Film media, or reputed advertising agencies, or as Public Relations Officer with a Government Department or a Public Sector Undertaking or an established Industrial or Commercial House or any institution of higher learning or any research or other establishment).

(e) The minimum qualifications for the post of Lecturer in Law in the University or a College shall, subject to the provisions of clause 3, be as follows —

(i) a good academic record; and

(ii) the degree of Master of Laws (LL. M.) from an Indian University (or an equivalent degree from a foreign University) with at least 55 per cent marks (or the Grade B).

(f) The minimum qualifications for the post of Lecturer in any subject of Teachers' Education in the University or a College shall, subject to the provisions of clause 3, be as follows —

(i) a good academic record; and

(ii) the professional Master's degree in the relevant subject of Teachers' Education from an Indian University (or an equivalent degree from a foreign University) with at least 55 per cent marks (or the Grade B).

***PART III: PROVISIONS ON QUALIFICATIONS FOR POSTS OF READER, PROFESSOR, HEAD OF INDEPENDENT CENTRE AND DIRECTOR IN THE UNIVERSITY (INCLUDING INSTITUTIONS MAINTAINED BY THE UNIVERSITY)***

5. (a) In the case of subjects other than Journalism and Mass Communication, the minimum qualifications for the post of Reader in the University shall, subject to the provisions of clause 3, be as follows —

(i) a good academic record;

(ii) a doctoral degree or equivalent published work in the relevant subject;

(iii) experience of at least eight years in teaching and/or research, including up to three years for obtaining the research degree; and

(iv) notable attainment in the area of scholarship, as evidenced by quality of publications, contribution to educational innovation or design of new courses and curricula:

Provided that candidates from outside the University system shall, besides fulfilling the qualifications specified at serial numbers (i), (ii), (iii) and (iv), also be required to have scored at least 55 per cent marks (or the Grade B) or, in the case of such candidates belonging to the Scheduled Castes or the Scheduled Tribes, at least 50 per

cent marks (or the Grade Point 3.00), at the Master's degree level.

(b) The minimum qualifications for the post of Reader in Journalism and Mass Communication in the University shall, subject to the provisions of clause 3, be as follows —

(i) a good academic record;

(ii) a score of at least 55 per cent marks (or the Grade B) at the Master's degree Examination in Communication/Mass Communication/ Journalism;

(iii) a doctoral degree in Communication/Mass Communication/Journalism from an Indian University (or an equivalent degree from a foreign University), or published work of doctoral standard or media production work of excellence; and

(iii) *EITHER*: experience of at least eight years in teaching and/or research in Communication/ Mass Communication/Journalism, including up to three years for obtaining the research degree, and notable attainment in the area of scholarship, as evidenced by quality of publications, contribution to educational innovation or design of new courses and curricula;

*OR*: whole time professional experience of at least ten years in any area of Communication/ Mass Communication/Journalism (with Newspapers accredited with the Audit Bureau of Circulations, or National News Agencies, or Radio or Television or Film Media, or reputed advertising agencies, or as Public Relations Officer with a Government Department or a Public Sector Undertaking or an established Industrial or Commercial House, or any institution of higher learning or any research or other establishment).

(c) In the case of the of subjects other than Journalism and Mass Communication, the minimum qualifications for the post of Professor in the University, shall be as follows —

*EITHER*: eminent scholarship, with published work of high quality, active engagement in research and experience of at least ten years in teaching at the Post-graduate level and/or research (including experience of guiding research at doctoral level) at the University or any National-level institution;

*OR*: Outstanding scholarship, with established reputation for significant contribution to knowledge.

(d) In the case of Journalism and Mass Communication, the minimum qualifications for the post of Professor in the University shall be eminent scholarship with published work of high quality, active engagement in research and experience of at least ten years in teaching at the Post-graduate level and/or research (including experience of guiding research at doctoral level) in Communication/Mass Communication/Journalism at any University or National-level institution.

## *PART IV: PROVISIONS ON QUALIFICATIONS FOR POSTS OF PRINCIPAL IN THE COLLEGES*

6. (a) The minimum qualifications for the post of Principal of a College in the grade of Professor shall, subject to the provisions of clause 3, be as follows —

(i) a good academic record;

(ii) a Master's degree from an Indian University (or an equivalent degree from a foreign University) with at least 55 per cent marks (or the Grade B) in one of the subjects approved for the College;

(iii) a doctoral degree or an equivalent qualification; and

(iv) overall experience of at least fifteen years of teaching and/or research in Universities or other institutions of higher education or of teaching in

Colleges maintained by or admitted to the privileges of Universities.

(b) The minimum qualifications for the post of Principal of a College in the grade of Reader shall, subject to the provisions of clause 3, be as follows —

(i) a good academic record;

(ii) a Master's degree from an Indian University (or an equivalent degree from a foreign University) with at least 55 per cent marks (or the Grade B) in one of the subjects approved for the College;

(iii) a doctoral degree or an equivalent qualification; and

(iv) overall experience of at least ten years of teaching and/or research in Universities or other institutions of higher education or of teaching in Colleges maintained by or admitted to the privileges of Universities.

## *THE SCHEDULE TO ORDINANCE XXXIX*

*(See sub-clause (a) of clause 3)*

### THE SEVEN POINT LETTER GRADE SCALE

The Seven Point Letter Grade Scale

| GRADE | GRADE POINT | PERCENTAGE EQUIVALENT |
|---|---|---|
| 'O' = Outstanding | 5.50-6.00 | 75.00-100 |
| 'A' = Very Good | 4.50-5.49 | 65.00-74.99 |
| 'B' = Good | 3.50-4.49 | 55.00-64.99 |
| 'C' = Average | 2.50-3.49 | 45.00-54.99 |
| 'D' = Below Average | 1.50-2.49 | 35.00-44.99 |
| 'E' = Poor | 0.50-1.49 | 25.00-34.99 |

## ORDINANCE XL: THE RECOGNITION OF TEACHERS OF INSTITUTIONS ADMITTED TO THE PRIVILEGES OF THE UNIVERSITY

*(Under clause (z) of Section 3 and clauses (2) and (3) of Statute 18)*

### ORDINANCE

The recognition of Teachers of institutions admitted to the privileges of the University

1. (a) For the purposes of this Ordinance, the term "recognised teacher" means a regularly appointed teacher, not being the Principal or Director, of an institution admitted to the privileges of the University (hereafter in this Ordinance, and the Schedule thereto, referred to as "the institution"), who has been recognised by the Executive Council, in accordance with the provisions of this Ordinance and procedure specified in the said Schedule, for imparting instruction:

Provided that the provisions of the said Schedule shall come into effect, as Regulations, upon the approval thereof by the Executive Council.

(b) A recognised teacher shall no longer continue as such in the circumstances specified in sub-clauses (b) and (c) of clause 3, or upon the withdrawal of his recognition as such by the Executive Council under clause (3) of Statute 18.

2. (a) All regularly appointed teachers of an institution, who were serving in such institution on the date of the commencement of the Act, shall, for the duration of their

service thereat, be recognised teachers.

(b) The regularly appointed Principal of a University College admitted to the privileges of the University or a Constituent College, and the regularly appointed Director of a Constituent Institute, shall *ex officio* be a recognised teacher.

(c) A teacher of an institution, other than a Principal or Director, who is regularly appointed as such after the commencement of the Act, shall be eligible for being considered for recognition as a recognised teacher, in the manner laid down in the Schedule to this Ordinance.

3. (a) A recognised teacher, who is appointed to the next higher academic rank in the same institution, shall continue to be a recognised teacher.

(b) A recognised teacher who leaves the service of an institution and —

(i) joins service as a regularly appointed teacher in any other institution, shall continue to be a recognised teacher; or

(ii) does not join any other institution as a regularly appointed teacher, shall not continue to be a recognised teacher.

(c) A recognised teacher who has retired from the service of an institution on account of superannuation, shall no longer be a recognised teacher, but may continue to impart instruction in the institution concerned during the period of his re-employment, if any, after superannuation, and may be invited or engaged as Guest Faculty for imparting instruction in any such institution, in accordance with, and subject to the conditions laid down by, the provisions of the relevant Ordinance.

4. (a) A teacher, who has been denied recognition as a recognised teacher, may submit, within a period of thirty days from the date of the concerned order, an application to the Executive Council, in such form as may be approved by the Vice-Chancellor for the purpose, for the review of such order.

(b) A teacher who has been denied recognition as a recognised teacher, or whose recognition as such has been withdrawn, may continue to impart instruction in the institution concerned, but shall not be entitled to any of the entitlements or privileges extended to a University Recognised Teacher by the provisions of the Statutes, the Ordinances and the Regulations.

## *THE SCHEDULE TO ORDINANCE XL*

*(See sub-clause (a) of clause 1)*

## PROCEDURE FOR THE RECOGNITION OF TEACHERS

Procedure for the recognition of Teachers

1. A regularly appointed teacher of an institution may submit to the Registrar, through the Principal or Director of such institution, an application, on the form approved for the purpose by the Vice-Chancellor, for recognition as a recognised teacher and shall append a statement of his academic qualifications and attainments (hereafter in this Schedule referred to as "the academic credentials") with such application.

2. (a) The Registrar shall, with the concurrence of the Vice-Chancellor, place the application, referred to in clause 1, above, along with the academic credentials of the applicant, for consideration before the relevant Recognition Committee, constituted under sub-clause (b) or (c) of this clause.

(b) In the case of teachers of the Constituent Colleges, the Recognition Committee for each subject professed by such teachers (hereafter in this sub-clause referred to as "the

concerned subject") shall be constituted as follows —

(i) the Pro-Vice-Chancellor or, where there is no Pro-Vice-Chancellor, one of the Deans of Faculties, other than that to which the concerned subject is assigned, nominated by the Vice-Chancellor (Chairperson);

(ii) the Dean of the Faculty to which the concerned subject is assigned;

(iii) the Head of the Department to which the concerned subject is assigned;

(iv) one Professor or former Professor of a Central University, not being a person serving in this University, or any institution maintained by it or admitted to its privileges, from one of the subjects under the Faculty to which the concerned subject is assigned, nominated by the Academic Council on the recommendation of the Vice-Chancellor;

(v) two experts nominated by the Vice-Chancellor from amongst the panel of experts for the Selection Committee, constituted under the provisions of the Statutes and the Ordinances, for the concerned subject in the University:

Provided that the person referred to in serial number (iv) shall be a member of the Recognition Committees constituted under this sub-clause, for the academic year, for all concerned subjects assigned to the relevant Faculty:

Provided that four members of the Recognition Committee, including at least two persons from amongst the members referred to in serial numbers (iv) and (v), shall form the quorum for any meeting thereof.

(c) In the case of teachers of a University College admitted to the privileges of the University or of a Constituent Institute:

(i) where such teacher has been directly recruited to the post of Lecturer, the Recognition Committee shall have the same constitution as the Selection Committee for the post of Lecturer in the University; or

(ii) where such teacher has been directly recruited to the post of Reader or Professor, the Recognition Committee shall have the same constitution as the Selection Committee for the post of Reader or Professor, respectively, in the University,

and shall be governed by the provisions relating to the quorum for any meeting of such Selection Committee.

(d) The Recognition Committee shall ordinarily meet once in an academic year, on a date or dates approved by the Vice-Chancellor, and the Registrar shall be the Secretary thereof.

3. (a) The recommendations of the Recognition Committee shall be placed before the Executive Council for approval.

(b) Where the Recognition Committee has recommended that recognition be granted to the teacher concerned, and the Executive Council agrees with the same, the teacher concerned shall stand recognised as a recognised teacher.

(c) Where the Executive Council —

(i) disagrees with the recommendation of the Recognition Committee that recognition be granted to the teacher concerned; or

(ii) agrees with the recommendation thereof to the contrary,

the teacher concerned may apply again for such recognition after a period of one year, and such application shall be subject to the provisions of clause 2, above.

(d) The decision of the Executive Council, under sub-clause (b) or (c) of this clause, on the recommendations of the Recognition Committee, shall be communicated by the Registrar to the teacher concerned, through the Principal or the Director of the

institution.

## ORDINANCE XLI: CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY

*(Under clauses (1) and (3) of Statute 20 and clauses (1) to (4) of Statute 22)*

### ORDINANCE

Conditions of service of Teachers of the University

1. (a) For the purposes of this Ordinance, except where the context otherwise requires, the word "teacher" means a teacher of the University, as specified in sub-clause (a) of clause 1 of Ordinance XXXVII.

(b) The provisions of this Ordinance shall not apply to a teacher —

(i) appointed under the provisions of Statute 16, except to the extent consistent with the terms and conditions of his appointment as determined by the Executive Council; or

(ii) appointed in temporary capacity under the provisions of the proviso to sub-clause (i), or the provisions of sub-clause (ii), of clause (7) of Statute 15, and the emoluments and terms and conditions of service of such teacher shall be as laid down by the Executive Council.

2. (a) Every appointment, by direct recruitment, of a teacher on a permanent post, shall in the first instance be on probation for a period of one year, which may be extended for a period not exceeding one year.

**EXPLANATION:** For the purposes of this sub-clause, the term "one year" shall mean 365 days of service, except where the month of February has an additional day on account of a Leap year, in which case it shall mean 366 days of service, and in the computation thereof any period during which the teacher on probation has availed of leave of any description without pay, or has been absent without leave, shall not be included.

(b) Where the work and conduct of a teacher appointed on probation is considered satisfactory, the Executive Council may, at the end of the period, including extended period, of probation, confirm the teacher.

(c) No order of confirmation of a teacher shall be made by the Executive Council—

(i) in the case of a Principal of a University College maintained by the University, or a Director of a University Institute, or the Head of an independent Centre or a Department under a Faculty not constituted by a University College, or a teacher who has not been placed under any officer or functionary in accordance with the arrangements referred to in the proviso to sub-clause (d) of clause 2 of Ordinance XL, except after considering the report of the Vice-Chancellor; and

(ii) in the case of any other teacher —

(1) not being a teacher of a University College maintained by the University, except after considering the report of the concerned Head of the Department, Director of the University Institute or Head of the independent Centre or, where the post is not assigned to a specific Department, University Institute of independent Centre, of the officer or functionary under whom the teacher has been placed in accordance with the said arrangements; or

(2) being a teacher of a University College maintained by the University,

except after considering the report of the Principal, who shall, in making such report in the case of a teacher other than the Head of a Department, take due account of the report of the Head of the Department or of the functionary under which the teacher has been placed in accordance with the said arrangements.

(d) Where the post, to which a teacher has been appointed on probation, is abolished or deployed elsewhere, or the services of the teacher are no longer required for such post, the Executive Council may dispense with his services during the period, including extended period, of probation.

(e) Where the work or conduct, or both, of a teacher appointed on probation is, or are, not considered satisfactory, the Executive Council may, during or on the expiry of the period, including extended period, of probation, after considering a report of the same officer or functionary responsible for making the report under sub-clause (c) in respect of the confirmation of such teacher, or any other report of a competent officer or functionary endorsed by the Vice-Chancellor, in respect of the work or conduct of such teacher, terminate his services.

(f) An order of termination of services, under sub-clause (e), shall not be made by the Executive Council, except after notice to the concerned teacher giving him an opportunity of explanation in respect of the grounds on which his services are proposed to be terminated:

Provided that if such notice is given before, or on, the date of the expiry of the period, including extended period, of probation, the period shall stand extended up to the date on which the order of termination is communicated to the teacher concerned.

3. (a) The provisions of sub-clauses (ii) and (iv) of clause (7) of Statute 15 shall apply to University Institutes and independent Centres with the following modifications—

(i) the local Selection Committee referred to in the said sub-clause (ii) shall consist of the Director of the University Institute or the Head of the independent Centre concerned, and two nominees of the vice-Chancellor; and

(ii) in the said sub-clause (ii), for the word "Department", the words "University Institute, or Centre of the University Institute, or independent Centre" shall be substituted.

(b) Where a teacher, appointed to a temporary post on the recommendation of a regular Selection Committee is appointed to a permanent post, in the prescribed manner, without further reference to a regular Selection Committee, after having served on the concerned temporary post, on the basis of such recommendation, continuously for a period of not less than two years, the Executive Council may direct that such teacher shall not be required to serve on probation prior to his confirmation.

4. (a) The written contract specified in sub-section (1) of Section 34 (hereafter in this Ordinance referred to as "the contract of service") shall, for teachers, be in the form set out in **SCHEDULE I**, to this Ordinance, and every teacher shall sign the contract of service before he enters upon his duties, or as soon as possible thereafter:

Provided further that the contract of service shall be signed on behalf of the University by the Registrar or such other officer as may be authorised in that regard by the Executive Council.

(b) A teacher in the service of the University in a particular cadre, as specified in sub-clause (a) of clause 2 of Ordinance XL, who is appointed, in continuation with his service in such cadre, to another cadre of teachers, whether by direct recruitment or by promotion, shall not be required to enter into a new contract of service and instead the

change in the nature of his appointment shall be appropriately recorded in the initial contract of service; under the signatures of the teacher and the Registrar, or other officer referred to in the proviso to sub-clause (a).

(c) In the case of a teacher in service as such on the date immediately preceding the commencement of the Act and continuing in service upon such commencement, the contract of service with the University subsisting on the said date shall continue to be in force, subject to the provisions of the Act, the Statutes, the Ordinances and the Regulations, and shall be deemed to have been modified in accordance with such provisions, pending the execution of the contract of service set out in **SCHEDULE I** to this Ordinance.

(d) The terms and conditions of the service of the teacher, including emoluments, entitlements or privileges as to leave, leave salary, allowances and terminal benefits, obligations as to the duties to be performed by him, and the disciplinary rules and procedures applicable to him, shall be such as may be prescribed by the Statutes, the Ordinances and the Regulations, as amended from time to time, by the authorities of the University, in matters in respect of which they are empowered, by the Act, Statutes, Ordinances and Regulations, to make such rules or issue such directions.

(e) The terms and conditions, referred to in sub-clause (d), shall be integral to the contract of service and shall include such other conditions as may be embodied in such contract of service.

5. (a) Except in the case of a teacher referred to in sub-clause (e) of clause 2, the contract of service, and the engagement thereunder, of a teacher appointed on probation, or in temporary capacity, may be terminated by one month's notice on either side, or by payment, by the party choosing to terminate the said engagement, of a sum equivalent to one month's salary in lieu of such notice:

Provided that where, in the case of a teacher appointed in temporary capacity—

(i) such engagement is for a period of less than one month; or

(ii) the duration of such engagement has already been specified or notified to the teacher concerned in advance and the said engagement is terminated in accordance with the term so specified or notified; or

(iii) such engagement has been determined by the Executive Council under the provisions of sub-clause (a), (d), (e) or (i) of clause 7,

neither notice, nor payment of salary in lieu of notice, shall be necessary.

(b) A confirmed teacher may, at any time, terminate the contract of service, and the engagement thereunder, by giving the Executive Council three month's notice in writing, or by payment to the University of an amount equal to three months' salary in lieu of notice, but where the teacher terminates such engagement for breach of any of the terms of the contract of service by the University no such notice shall be necessary.

(c) Notice or payment of salary in lieu of notice, for the termination, by the University, of the contract of service of a teacher, shall not be necessary where a teacher has been dismissed or removed from service, or his services have been terminated, for misconduct or on any other ground under the provisions of sub-clauses (a), (d), (e) or (i) of clause 7.

6. (a) A teacher shall at all times maintain absolute integrity and devotion to duty, and shall obey, and to the best of his ability carry out, the lawful directions of any officer, functionary, authority or body of the University, to whose authority he is, while the contract of service is in force, subject, under the provisions of the Act, the Statutes, the Ordinances and the Regulations and the decisions of the Executive Council or the Vice-Chancellor in respect of matters in which they are empowered by, or under, the said provisions to take such decisions, in respect of the organisation and conduct of

instruction or teaching and the examinations of the students, the conduct and guidance of research, and the discipline, welfare, socially-oriented activities and residential supervision of the students, and shall take part in such other work in the University, as may be required of, or entrusted to, him in connection with academic, co-curricular, extra-curricular, extra-mural and extension activities and the institutional management and corporate life of the University.

(b) Every teacher shall draw up a report on his academic progress for each academic year (hereafter in this clause referred to as "the Annual Academic Progress Report") in the form set out in **SCHEDULE II** to this Ordinance, and shall submit such Annual Academic Progress Report, along with two copies thereof, ordinarily within two weeks of the date of commencement of the immediately ensuing academic year.

(c) The Annual Academic Progress Report shall be submitted to the unit, i. e. the Department, University Institute or independent Centre, with which, or the officer or functionary with whom, the teacher is attached, and after the original Report and the two copies thereof have been counter-signed by the Head or Director of such unit, or by such officer or functionary, the original Report shall be forwarded by the counter-signatory to the Vice-Chancellor and the first and second copies thereof shall, respectively, be retained by such unit and returned to the teacher concerned:

Provided that such counter-signatory shall forward his own Annual Academic Progress Report directly to the Vice-Chancellor.

7. (a) Where—

(i) a teacher is detained in custody for a period exceeding forty-eight hours, it shall be his duty to inform the University of the same at the earliest available opportunity;

(ii) a case against a teacher in respect of any criminal offence is under trial, it shall be his duty to inform the University of the same as soon as he comes to know about it; or

(iii) a teacher has been convicted for an offence, and sentenced upon such conviction to a term of imprisonment exceeding forty-eight hours, it shall be his duty to inform the University of the same forthwith,

and any failure on the part of the teacher to so inform the University shall be regarded as misconduct, and shall render him liable for disciplinary action on that ground alone.

(b) The provisions of clause (1) of Statute 23, in respect of suspension, shall also apply where a disciplinary proceeding is contemplated or is pending against a teacher, or a case against him in respect of any criminal offence is under investigation, enquiry or trial.

(c) A teacher shall be deemed to have been placed under suspension by an order of the Executive Council—

(i) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;

(ii) with effect from the date of his conviction for an offence, if, in the event of such conviction, he is sentenced to a term of imprisonment exceeding forty-eight hours, in case he is not already under suspension in connection with his prosecution for such offence, and such suspension shall continue till the conclusion of disciplinary proceedings in the matter:

Provided that the period of forty-eight hours shall be computed, in respect of a case referred to in serial number (i) from the commencement of the detention, and in respect of a case referred to in serial number (ii) from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of

imprisonment, if any, shall be taken into account.

(d) Where a teacher has been convicted for an offence involving moral turpitude, the Executive Council shall be entitled to institute disciplinary proceedings against him, upon considering a report of the Registrar to that effect, and he shall be liable to be dismissed from service in consequence thereof.

(e) Subject to the provisions of sub-clause (d), where a teacher is, upon conviction for an offence, sentenced to any term of imprisonment, the Executive Council shall be entitled to institute disciplinary proceedings against him and award such penalty, including dismissal or removal from service, or termination of services, as it may deem appropriate after considering the recommendations of the enquiry in the matter.

(f) An order of suspension made under the provisions of clause (1) of Statute 23, or of sub-clause (b), or deemed to have been made under the provisions of sub-clause (c), shall continue to remain in force until it is modified or revoked by the Vice-Chancellor, under intimation to the Executive Council, or by the Executive Council:

Provided that the Vice-Chancellor, under intimation to the Executive Council, or the Executive Council, on the recommendation of the Review Committee constituted for the purpose, shall review such order of suspension before the expiry of ninety days from the date thereof, and pass orders either extending or revoking the suspension:

Provided further that subsequent reviews shall be made before the expiry of the extended period of suspension, and the extension of suspension shall not be for a period exceeding one hundred and eighty days at a time, except in extraordinary circumstances to be recorded in writing by the Vice-Chancellor, under intimation to the Executive Council, or by the Executive Council.

(g) A teacher shall, during the period of his suspension, under the provisions referred to in sub-clause (f), be entitled to get subsistence allowance in accordance with the relevant provisions of the Financial Rules of the Government of India, as amended from time to time, which shall *mutatis mutandis* apply to the matter.

(h) Subject to the provisions of this clause, the grounds of misconduct of a teacher, leading to disciplinary proceedings, shall *inter alia* include wilful neglect of duty, breach of any of the terms of the contract of service, academic dishonesty, dishonesty connected with the examinations of the University, submission of false documents or information, failure to disclose or communicate to the University such information as is obligatory on the part of the teacher, under the provisions of the Statutes, the Ordinances or the Regulations, to so disclose or communicate, sexual harassment, as defined in clause (xxv) of Rule 4, of the Rules under Ordinance L, and scandalous conduct or conduct bringing the University into disrepute.

(i) The provisions of Rules 70, 71, 74, 76 and 77, of the Rules under Ordinance L, shall *mutatis mutandis* apply to the conduct and procedure of disciplinary proceedings under the provisions of this clause.

(j) The Executive Council may, where it is of opinion that the circumstances do not warrant the dismissal or removal from service, or the termination of the services, of a teacher, in pursuance of disciplinary proceedings under the provisions of this clause, pass a resolution, specifying reasons, inflicting a lesser punishment, including retiring him compulsorily from service, recording a censure, reprimand or warning in his service record, recovery from his pay of the whole or part of any pecuniary loss caused by him to the University by misrepresentation, negligence or breach of orders, reducing his pay or withholding increments of his salary, or both, whether for a specified period or otherwise, with or without cumulative effect or adverse effects on his pension, depriving him of his pay during the period of his suspension, if any, etc.

(k) A teacher may be removed from service, in accordance with the provisions of clauses (3) and (4) of Statute 23, on grounds of incompetence or physical or mental

unfitness, not being a case of such disability as does not disentitle the teacher from appointment, or continuation, as such under the provisions of The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, as amended from time to time.

(l) The provisions of clause (4) of Statute 23 shall also apply to cases of the dismissal, or the termination of the services, of a teacher under the provisions of this clause:

Provided that the provisions of the said clause (4) and of this clause, shall not apply to an order of compulsory retirement of a teacher after he attains the age of fifty years or of the termination of service of a temporary teacher, notwithstanding that such order is based on any charge, if such order does not disclose on its face that it was passed on such basis.

(m) Where, immediately before the order of dismissal or removal from service or the termination of the services of a teacher under the provisions of this clause, such teacher was under suspension, and such order is set aside or declared or rendered void in consequence of any proceedings under the Act, the Statutes or the Ordinances, or otherwise, and the appropriate officer, authority or body of the University decides to hold a further enquiry against him, the suspension order shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or termination of services.

(n) A teacher dismissed from service on grounds of misconduct shall not be employed again, in any capacity, in the University, including any institution maintained by it, and in the institutions admitted to the privileges of the University.

8. (a) The teacher shall devote his entire time to the service of the University, and shall not engage, directly or indirectly, in any trade or business whatsoever, except with the permission granted by the Executive Council, in accordance with the provisions of the Ordinances or, pending the promulgation of the same, the provisions of the rules laid down by it in that regard, or in any tuition or coaching, whether privately or in a tuition or coaching establishment, or private practice, or such other consultative or advisory work to which any emolument or honorarium is attached, or any other such work or activity as may detract from or interfere with the proper discharge of his duties:

Provided that this prohibition shall not apply to work of an academic or advisory nature for, or work undertaken in connection with the examinations organised or conducted by, Universities, including institutions deemed to be Universities and other institutions of higher education, statutory educational authorities, the Union and State Public Service Commissions, national funding agencies or Government, subject to such limits as may be prescribed by the Ordinances and such rules as may be laid down by the Executive Council in that regard:

Provided further that the said prohibition shall also not apply to acceptance of any position as Visiting Professor, Visiting Fellow, Visiting Lecturer, Adjunct Faculty or other similar assignments, including Guest Faculty, within or outside the University, subject to such limits on the number or workload of such assignments as may be laid down by rules made in that regard by the Executive Council.

(b) The limits of additional remunerative work permissible to teachers, including remunerative work performed in connection with the examinations of the entities referred to in the first proviso to sub-clause (a), other than the Union or a State Public Service Commission or a national funding agency or Government, and of holding remunerative offices in or under the University, shall be such as may be laid down by the Ordinances or, pending the promulgation of the same, by the Executive Council.

(c) The age of superannuation of a teacher shall be as determined, from time to time, by the Central Government or, in pursuance of a decision of the Central Government, by the University Grants Commission, and the teacher shall retire by superannuation

on the date immediately preceding the day on which he attains such age of superannuation:

Provided that where the said date does not fall on June 30 in a Calendar Year, the teacher shall continue on re-employment up to June 30 in the immediately ensuing Calendar Year:

Provided further that a teacher on re-employment under the provisions of the preceding proviso may, under the directions or rules issued by the University Grants Commission, and in accordance with the procedure and process of assessment prescribed in such directions or rules, be granted further re-employment for such period as may be provided therein.

(d) Subject to provisions to the contrary in the rules made, in respect of teachers on re-employment under the provisions of sub-clause (c), by the Executive Council, on the basis of the rules of the Central Government or the directions of the University Grants Commission in that regard, a teacher on such re-employment shall, for the duration of such re-employment, be entitled to the last pay drawn, excluding pension and commutation value of pension, and shall, during the period of such re-employment —

(i) not earn any increment in his scale of pay and any further benefit of pension or provident fund;

(ii) not hold any such office, as officer or functionary or member of an authority or other body, as is held by virtue of seniority alone in the cadre to which he belonged immediately before his superannuation; and

(iii) be entitled to such leave as may be prescribed in that regard by the Ordinances.

(e) The teacher shall report for duty to the academic unit to which he is assigned on all working days, except periods of leave, vacation, recess, or presence elsewhere in connection with duty or on officially assigned work, and shall abide by the provisions in respect of presence in such academic unit and quantum of workload, as specified in the guidelines of the University Grants Commission in that regard or the directions, in furtherance of such guidelines, issued by the Academic Council, or on the recommendation of the Academic Council, by the Executive Council, or by the Vice-Chancellor, under intimation to the Executive Council and the Academic Council.

(f) The provisions of Rules 50, 51, 54, 55, 56, 59, 60 and 61, of the Rules under Ordinance L, shall *mutatis mutandis* apply to teachers.

(g) Subject to the provisions of the Act, the Statutes, the Ordinances and the Regulations, the teacher may publish his academic, literary, artistic or scientific work and present his academic work and views in any academic, literary, artistic or scientific forum, conference or other conclave, and through any medium of communication, and may publish or edit, or publish and edit, journals of an academic, literary, artistic or scientific nature, but shall inform the University of his involvement or editorial participation in any publication that is not of such nature.

(h) A teacher shall inform the University of any consultancy or project work being undertaken by him, not being consultancy or project work assigned by, or through the medium or with the concurrence of, the University, and shall abide by the rules laid down in that regard by the Ordinances or, pending the promulgation of the same, by the Executive Council.

(i) Where the Executive Council, in the exercise of its powers under sub-clause (c) of clause 3 of Ordinance XXXVII, re-assigns elsewhere any post of teacher in the Department, University Institute or independent Centre to which it was assigned earlier, the services of the teacher serving on such post shall stand re-assigned accordingly.

(j) Where a teacher is continuing on his current post on the strength, or in consequence, of a Stay Order issued by a competent Court, or other authority, on the petition, or representation, filed by him, he shall not be eligible to receive any further service benefit or privilege, except such service benefits or privileges for which specific provision has been made in the Stay Order, and where any such service benefit or privilege has been granted pending the final decision on the said petition or representation, such service benefit or privilege shall be subject to the said final decision:

Provided that in case, in the mean time, the teacher has, under the said specific provision, been granted promotion, or has been appointed by direct recruitment, to any other post for which he fulfilled the prescribed qualifications *inter alia* on the strength of his experience on the said current post, the teacher shall be deemed to be temporarily promoted or, as the case may be, temporarily appointed, to the post concerned, and such temporary promotion or temporary appointment shall stand withdrawn upon the discharge of the said Stay Order, except where the said petition or representation of the teacher has been allowed finally.

(k) The provisions in respect of the compulsory or voluntary retirement of a teacher shall be such as may be laid down by the Ordinances or, pending or the promulgation of the same, by the Executive Council.

9. Where under the provisions of the Act, the Statutes, the Ordinances or the Regulations, a teacher is required to be served with any notice and such teacher is not in station, the notice may be sent to him by Registered Post at his last known address.

10. (a) The principles and rules for the determination of the seniority of teachers of the University (including institutions maintained by the University), and the procedure for the resolution of disputes arising in respect of their *inter-se* seniority, shall be as prescribed by clause 11.

(b) The up-to-date Seniority List of teachers (hereafter in this Ordinance referred to as "the Seniority List") to be prepared and maintained by the Registrar, as prescribed by clause (2) of Statute 22, shall indicate the general order of seniority of teachers as well as the *inter se* seniority of teachers within each cadre, and shall also apply for purposes, further to those specified in clause (1) thereof, where the seniority criterion is to be applied, including membership of bodies other than authorities.

11. (a) A Professor shall be deemed senior to every Reader, and a Reader shall be deemed senior to every Lecturer.

(b) The following rules shall govern the *inter se* seniority of teachers holding offices, as officers or other functionaries, for various purposes, including membership of authorities and other bodies—

(i) subject to the provisions of serial numbers (ii), (iii) and (iv), the seniority amongst Deans of Faculties, Directors of University Institutes, Coordinators of the Centres within a University Institute, Heads of independent Centres, Coordinators of Schools, or Heads of Departments, shall be determined by the length of their respective periods of service in the office concerned;

(ii) where two or more Deans of Faculties, or Heads of Departments, or Heads of Centres within a University Institute, or Coordinators of Schools, have held such office for an equal length of time, the Dean of Faculty, or Head of Department, or Head of such Centre, who is senior as teacher shall be considered to be the senior-most within the concerned category;

(iii) where two or more Directors of University Institutes, Heads of independent Centres, or Coordinators of Centres not belonging the same University Institute, have held such office for an equal length of time, the Director or

Head who is senior in age shall be considered to be the senior-most within the concerned category; and

(iv) the seniority amongst Deans of Faculties, Directors of University Institutes and Heads of independent Centres, taken together, shall be determined in accordance with seniority in age.

(c) Subject to the provisions of sub-clauses (d) to (h), the following rules shall apply in the determination of the inter-se seniority of teachers within each cadre —

(i) *inter-se* seniority within each cadre of teachers shall be determined, in relevant cases with reference to the provisions of serial numbers (ii), (iii) and (iv), by the length of continuous service from the date of taking charge of the concerned post pursuant to appointment to the cadre, by direct recruitment on permanent basis or by promotion, on the recommendation of a regular Selection Committee:

Provided that the *inter se* seniority amongst two or more teachers appointed, at the same time, to a cadre in the same Department, or the same Faculty (but not to any Department therein), or the same University Institute (but not to any Centre therein), or the same Centre within a University Institute, or the same independent Centre, instead of being governed by the criterion of length of continuous service, in case they have so been appointed —

(1) by direct recruitment, shall be determined in accordance with their place in the order of preference or order of merit governing them, under the provisions of clauses 15 and 17 of Ordinance XII; or

(2) by promotion, shall be the same as it was in the cadre to which they belonged immediately before such promotion;

(ii) a teacher shall not be included in the Seniority List during the period, including extended period, of probation, but upon confirmation shall be eligible for inclusion in the said List, subject to the provisions of, serial number (i), with effect from the date of his appointment on probation;

(iii) a teacher appointed to a temporary post on the recommendation of a regular Selection Committee shall not be included in the Seniority List during the period of his temporary service, but after confirmation, following appointment to a permanent post, in the prescribed manner, shall be eligible, subject to the provisions of serial number (ii), for the inclusion of the period of his regular continuous service on such temporary post for the purpose of determining seniority:

Provided that the determination of the seniority of such teacher after the inclusion of the said period of temporary service shall not affect the existing seniority of another teacher who was appointed to the same cadre on permanent basis on a date prior to the date of the permanent appointment of the former;

(iv) a teacher of a particular cadre in a unit of the University (that is to say, the University or an institution maintained by it) shall, after confirmation and subject to the provisions of serial numbers (i), (ii) and (iii), be eligible, for the purpose of determining the length of his continuous service in the concerned cadre, to be granted credit of the immediately preceding period of his confirmed service by direct recruitment or service by promotion, on a post of the same rank or grade (hereafter in this clause referred to as "the earlier service") in another such unit, or in an institution admitted to the privileges of the University:

Provided that the grant of such credit of earlier service in an institution of higher education (not being this University or an institution maintained by it

or admitted to its privileges) shall be governed by the provisions of sub-clause (d):

Provided further that such credit of earlier service, shall not be granted on retrospective basis to a teacher appointed prior to the date of the commencement of this Ordinance; and

(v) the application of a teacher for the grant of the benefit of the provisions of serial number (ii) or (iii), or of credit of his earlier service under the provisions of serial number (iv), shall be submitted to the Registrar, who shall place the same, along with his recommendations thereon, in accordance with the provisions of this sub-clause and sub-clauses (d), (g) and (h), to the Vice-Chancellor for orders, and shall issue such orders to the teacher concerned and also duly amend the Seniority List on that basis.

(d) For the purpose of the determination of seniority, the credit of earlier service, under the proviso to serial number (iv) of sub-clause (c), shall not be granted —

(i) except if the earlier service was in —

(1) a Central University (including a deemed-to-be University established and maintained by the Central Government or an agency thereof) that provides for similar credit of service to teachers of this University, or an institution maintained by or admitted to the privileges of such Central University or such deemed-to-be University, and the Executive Council has, by standing order, approved the grant of such credit;

(2) a State University that has entered into an agreement with this University for reciprocally extending credit of service for purposes of seniority, and such agreement has been approved, on the recommendation of the Academic Council, by the Executive Council:

Provided that the said credit shall not be granted to teachers of institutions admitted to the privileges of such University, except if, and to the extent to which, the grant of such credit is provided for in the said agreement; or

(3) an institution of higher learning (including a deemed-to-be-University), other than the Universities referred to in items (1) and (2), that is recognised for the purpose by the Academic Council, and has entered into an agreement with this University for reciprocally extending credit of service for purposes of seniority, and such agreement has been approved, on the recommendation of the Academic Council, by the Executive Council:

Provided further that in the case of such institution, the credit of earlier service shall not be granted to teachers of any institution maintained by or admitted to the privileges thereof;

(ii) where the earlier service was by promotion, except if, subject to the provisions of serial number (i), such promotion was in pursuance of a formal statutory instrument, and not on the basis of executive instructions; and

(iii) except if the qualifications and selection procedure for appointment on the post on which the earlier service was performed, were the same as, or substantially similar to, those prescribed for the same post in this University.

(e) The *inter se* seniority of teachers of a particular cadre, whether appointed on probation or to a temporary post on the recommendation of a regular Selection Committee, shall, only for the duration of their appointment on probation or on temporary basis, be in accordance with length of continuous service as such in such

cadre, and in case such appointment is confirmed, the relevant provisions of sub-clauses (c) and (d) shall apply to the determination of *inter se* seniority.

(f) Where two or more teachers of the same cadre are eligible for counting the same length of continuous service in the cadre to which they belong, their *inter se* seniority shall be determined in the following manner —

(i) in the case of Professors, the length of service as Reader in this University, or an institution maintained by it or admitted to its privileges, shall be taken into consideration, but where the length of service as Reader is identical the length of service as Lecturer shall be taken into consideration;

(ii) in the case of Readers, the length of service as Lecturer in this University or an institution maintained by it or admitted to its privileges shall be taken into consideration; or

(iii) in the case of Lecturers, seniority in age shall be taken into consideration:

Provided that where service as Reader or Lecturer was in an institution of higher education (other than this University or an institution maintained by it or admitted to its privileges), the length of such service shall be not taken into consideration, except if it would be admissible for credit of earlier service to Readers or Lecturers, as the case may be, under the provisions of sub-clause (d), read with the proviso to serial number (iv) of sub-clause (c).

(g) Where the *inter se* seniority of two or more teachers, other than Lecturers, cannot be determined in accordance with the provisions of sub-clauses (c) and (f), the same shall be determined on the basis of seniority in age.

(h) Where the *inter se* seniority of two or more teachers is determinable without ambiguity under the provisions of this clause, but has not been declared as such earlier, any declaration thereof by the Registrar, on the request of a teacher or otherwise, shall not be a cause of action for the raising of any dispute for the purposes of this clause, but any teacher who is aggrieved with the contents of any such declaration, on the ground of the misapprehension or disregard therein of admissible rules or relevant facts, may submit an application to the Vice-Chancellor, within thirty days of the date of such declaration, for a review of the said contents, and where such review discloses any such misapprehension or disregard, the said declaration may be appropriately revised.

(i) Subject to the provisions of sub-clauses (j), (k) and (l), all disputes regarding the seniority of teachers shall be decided by a Seniority Committee (hereafter in this clause referred to as "the Seniority Committee"), comprising the Vice-Chancellor, as Chairperson, and two persons, nominated by the Executive Council from amongst the Deans of Faculties, the Directors of University Institutes and the Heads of independent Centres, as members:

Provided that the Dean of the Faculty, or the Director of the University Institute, or the Head of the independent Centre, to which the teachers, whose seniority is in dispute, belong, shall not be a member of the Seniority Committee.

(j) No dispute shall be raised, under the provisions of sub-clause (i) —

(i) in respect of the *inter se* seniority of teachers serving in the University, or an institution maintained by it, on the date immediately preceding the commencement of the Act, and continuing as such upon such commencement, as it subsisted on the said date; or

(ii) except within a period of three months from the date on which such dispute could have been raised for the first time.

(k) The Seniority Committee shall give a decision in writing, with reasons, after considering the facts presented by the Registrar and the submissions of the concerned

teachers, and such decision shall be communicated by the Registrar to the concerned teachers.

(l) Any teacher aggrieved with the decision of the Seniority Committee may, within thirty days of the date of the communication thereof, prefer an appeal to the Executive Council, which shall, if it disagrees with the said decision, give reasons for such disagreement.

(m) The decision of the Seniority Committee, under sub-clause (k), shall not come into effect during the period allowed for preferring the appeal against the same, and—

(i) where no such appeal has been filed, such decision shall come into effect upon the expiry of the said period; or

(ii) where such appeal has been filed, such decision shall not have effect except in accordance with the findings of the Executive Council on such appeal.

(n) The grant or denial of credit of earlier service to a teacher, under the provisions of sub-clause (d), read with the proviso to serial number (iv) of sub-clause (c), shall not affect the eligibility of the teacher for the inclusion of such earlier service for purposes of such terminal benefits as may be admissible in accordance with the rules governing the same.

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## *THE SCHEDULES TO ORDINANCE XLI*

### SCHEDULE I

*(See sub-clauses (a) and (b) of clause 4)*

### FORM OF AGREEMENT (CONTRACT OF SERVICE) WITH TEACHERS OF THE UNIVERSITY

Form of Agreement with Teachers of the University

AGREEMENT MADE this ..... day of the Month of ..... in the Year

between

Dr/Sri/Smt./Km....., of the first part

(hereinafter called 'the Teacher')

and

the UNIVERSITY OF ALLAHABAD, of the other part

(hereinafter called 'the University'):

WHEREAS, in accordance with the provisions of the University of Allahabad Act, 2005 (hereinafter called "the Act"), and the Statutes, the Ordinances and the Regulations made thereunder (hereinafter called "the "the Statutes", "the Ordinances" and "the Regulations", respectively),

Dr/Sri/Srimati/Km. .....;

has been appointed by the University to be a teacher of the University, on the post of ....., assigned for the time being to —

the Department of ..... under the Faculty of ....., or

the Department of ..... in the University College (maintained by the University) named ....., constituting the

Faculty of ....., or

the Centre of ..... in the University Institute named ....., or

the University Institute named ....., or

the independent Centre named .....,

with effect from the date he/she takes charge of the duties of the said post, and the Teacher has accepted the said appointment,

IT IS HEREBY AGREED as follows —

1. That the Teacher hereby undertakes to perform and fulfil such functions and duties in, and for, the University, as may be required of, or entrusted to, him/her, under the provisions of the Act, the Statutes, the Ordinances and the Regulations, as amended from time to time, and also under the rules made, or directions issued, from time to time, by the authorities of the University in matters in respect of which they are empowered, by the said provisions, to make such rules or issue such directions:

PROVIDED that the Teacher shall be on probation for a period of one year in the first instance and the Executive Council may in its discretion extend such period of probation by one year:

PROVIDED FURTHER that the Teacher may at any subsequent time be assigned by the Executive Council to a Department under a Faculty/University College (maintained by the University), or to a Centre under a University Institute, or to a University Institute or an independent Centre, other than that specified hereinabove:

PROVIDED ALSO that the Teacher shall be bound by such terms and conditions of service, and shall be entitled to such benefits in respect of pay, allowances, leave and other facilities and incidents of service, and to such terminal benefits, as laid down by or under the said provisions, and shall retire in accordance with the said provisions:

PROVIDED ALSO that in respect of any matter which has not been provided for in this Agreement, the Teacher shall be governed by the said provisions and, where any such matter has also not been provided for in the said provisions, by the rules of the Central Government for the time being in force.

2. That the scale of pay attached to the post to which the Teacher is appointed shall be Rs ....., as revised by the competent authority from time to time, along with such allowances as may be admissible from time to time in accordance with the rules of the University, and the Teacher shall, from the date he/she takes charge of his/her duties, as aforesaid, be granted pay at the rate of Rs ..... *per mensem* in the said scale of pay shall receive pay in the succeeding stages in such scale, unless the annual increment is withheld in pursuance of the provisions of the Act, the Statutes, the Ordinances and the Regulations, as amended from time to time:

PROVIDED that where an efficiency bar is, or may subsequently be, prescribed in the scale of pay admissible to the teacher, the increment next above such bar shall not be given to the teacher, except without the specific sanction of the Executive Council or the officer empowered by the Executive Council in that regard.

3. That the Teacher hereby undertakes to submit himself/herself to the officers and functionaries under whom he/she may, for the time being, be placed by the authorities of the University, in accordance with the provisions of the Act, the Statutes, the Ordinances and the Regulations, and shall obey, and to the best of his/her ability carry out, the lawful directions of any officer, functionary, authority or body of the University, to the authority whereof he/she is, while this agreement is in force, subject, under the said provisions.

4. That the Teacher hereby undertakes to abide by and conform to the rules of conduct, including the admissible Code of Professional Ethics, as amended from time to time, laid down for teachers by the Statutes, the Ordinances and the Regulations.

5. That on the termination of this agreement for whatever cause, the Teacher shall deliver up to the University all books, apparatus, records, property and other articles belonging to the University that may be in his possession.

6. That the mutual rights and obligations of the parties hereto shall, in all matters, be governed by the provisions of said Act, and of the Statutes, Ordinances and Regulations for the time being in force, which shall be deemed to be incorporated herein and shall be as such a part of this agreement as if they were reproduced herein.

IN AFFIRMATION WHEREOF the parties hereto affix their hands, and the party of the other part also affixes his seal, to this Agreement, on the day and year first above written, and deliver the same, in the presence of the witnesses who have affixed their signatures hereinbelow.

| | |
|---|---|
| _____ | _____ |
| *Signature of the Registrar or other authorised Officer representing the University* | *Signature of the Teacher* |
| Witness No. 1: | Witness No. 2: |
| _____ | _____ |
| *Signature* | *Signature* |
| Name: ..... | Name: ..... |
| Address: ..... | Address: ..... |
| ..... | ..... |

*[FURTHER ENTRIES, AS SPECIFIED IN SUB-CLAUSE (b) OF CLAUSE 4, TO BE MADE HEREUNDER]*

## SCHEDULE II

*(See sub-clause (c) of clause 6)*

***PROFORMA OF THE ANNUAL ACADEMIC PROGRESS REPORT OF TEACHERS***

Proforma of the Annual Academic Progress

**ACADEMIC YEAR .....**

Report of Teachers

1. Name of the Teacher:
2. Designation:
3. Department/University College/University Institute/independent Centre to which attached:
4. Academic qualifications obtained, distinctions attained, awards received and other notable achievements, if any, during the Academic Year:
5. Details of the research and other publications during the Academic Year:
6. Details of the National, International and other Seminars/Conferences/Workshops attended during the Academic Year and of the Addresses given, Papers read or other presentations made thereat:
7. Special Lectures/orations, etc., delivered (other than those noted in Column 6) during the Academic Year:
8. Details of the research work done during the Academic Year, including Projects commenced, in progress or completed:
9. Details of Consultancy work undertaken, if any, during the Academic Year:
10. Number of Research Scholars working under the guidance of the Teacher during the Academic Year:
11. Number of Research Scholars who were working under the guidance of the Teacher and have been conferred a research degree during the Academic Year:
12. Titles of the Papers/Courses taught in the institution during the Academic Year and the total number of Lectures (excluding tutorial and practical classes) delivered to the same:
13. Administrative positions held in the institution during the Academic Year:
14. Remarks:

I HEREBY DECLARE that the contents of this Academic Progress Report are true to my personal knowledge.

Dated:_____

_____

*Signature of the Teacher*

Counter-signed.

_____

*Signature of the Counter-signatory*

Designation: _____

Dated: _____

**ORDINANCE XLII: CONDITIONS OF SERVICE OF TEACHERS OF THE CONSTITUENT COLLEGES**

*(Under clause (2) of Statute 31)*

**ORDINANCE**

Conditions of service of Teachers of the Constituent Colleges

1. For the purposes of this Ordinance, except where the context otherwise requires—

(i) "College" means a Constituent College;

(ii) "Governing Body" means the Governing Body of the College;

(iii) "Principal" means the Principal of the College;

(iv) "teacher" means a teacher of the College, appointed on the recommendation of a regular Selection Committee and serving, in whole-time capacity, on an approved post, and includes the Principal.

2. (a) Every appointment, by direct recruitment, of a teacher on a permanent post, shall in the first instance be on probation for a period of one year, which may be extended, under prior intimation to the Vice-Chancellor, for a period not exceeding one year.

**EXPLANATION:** For the purposes of this sub-clause, the term "one year" shall mean 365 days of service, except where the month of February has an additional day on account of a Leap year, in which case it shall mean 366 days of service, and in the computation thereof any period during which the teacher on probation has availed of leave of any description without pay, or has been absent without leave, shall not be included.

(b) Where the work and conduct of a teacher appointed on probation is considered satisfactory, the Governing Body may, at the end of the period, including extended period, of probation, under prior intimation to the Vice-Chancellor, confirm the teacher.

(c) No order of confirmation under sub-clause (b) shall be made by the Governing Body in the case of any teacher, other than Principal, except after considering the report of the Principal and, unless such teacher is the Convenor of the Staff Committee of the subject concerned, also of the Convenor of such Staff Committee.

(d) Where the post, to which a teacher, other than Principal, has been appointed on probation, is abolished or deployed elsewhere, or the services of the Principal or other teacher appointed on probation are no longer required, the Governing Body may, with the approval of the Vice-Chancellor, dispense with his services during the period, including extended period, of probation.

(e) Where the work or conduct, or both, of a teacher, appointed on probation is, or are, not considered satisfactory, the Governing Body may, during or on the expiry of the period, including extended period, of probation, after considering, in the case of a teacher other than Principal, of the Principal and, unless such teacher is the Convenor of the Staff Committee of the subject concerned, also of the Convenor of such Staff Committee, or any other report of a competent functionary, endorsed by the Principal, in respect of the work or conduct of such teacher, terminate his services:

Provided that the order of the termination of the services of a teacher shall not be issued, except with the approval of the Vice-Chancellor.

(f) An order of termination of services, under sub-clause (e), shall not be made by the Governing Body, except after notice to the concerned teacher giving him an opportunity of explanation in respect of the grounds on which his services are proposed to be terminated:

Provided that if such notice is given before, or on, the date of the expiry of the period, including extended period, of probation, the period shall stand extended up to the date on which the order of termination is communicated to the teacher concerned.

3. (a) Where a teacher has been appointed in a College, on the recommendation of a regular Selection Committee, to a temporary post of Principal or Lecturer, and such

post subsequently becomes permanently vacant, or in the case of a teacher appointed to, and serving on, a temporary post of Lecturer, another permanent post of Lecturer becomes available in the same subject, the Governing Body may, with the prior approval of the Vice-Chancellor, appoint such teacher on permanent basis to the concerned post, without further reference to a regular Selection Committee.

(b) Where teacher referred to in sub-clause (a), has, before permanent appointment, served on the temporary post concerned continuously for a period of not less than two years, the Governing Body may, with the prior approval of the Vice-Chancellor, direct that such teacher shall not be required to serve on probation prior to his confirmation.

4. (a) The written contract specified sub-clause (a) of clause 6 of Ordinance XXXV (hereafter in this Ordinance referred to as "the contract of service") shall be in the form set out in **SCHEDULE I** to this Ordinance, and every teacher shall sign the contract of service before he enters upon his duties, or as soon as possible thereafter:

Provided that the contract of service shall be signed on behalf of the College by the Chairperson of the Governing Body or, if so authorised by the Governing Body, by the Treasurer of the Governing Body.

(b) A teacher in the service of the College on a temporary post, who is appointed to a permanent post under the provisions of sub-clause (a) of clause 3, or in a teacher serving as Lecturer, who is granted the designation of Reader, under the provisions of clause 6 of Ordinance XXIX, in continuation with his service as Lecturer, shall not be required to enter into a new contract of service and instead the change in the nature of his appointment shall be appropriately recorded in the initial contract of service, under the signatures of the teacher and the Chairperson of the Governing Body, or in the circumstance referred to in the proviso to sub-clause (a), the Treasurer of the Governing Body, in the presence of the Registrar or a functionary deputed by him for the purpose.

(c) In the case of a teacher in service as such on the date immediately preceding the commencement of the Act and continuing in service upon such commencement, the contract of service with the College, or the authoritative document or instrument specifying the terms and conditions of his appointment and service, as the case may be, subsisting on the said date, shall continue to be in force, subject to the provisions of the Act, the Statutes, the Ordinances and the Regulations, and shall be deemed to have been modified in accordance with such provisions, pending the execution of the contract of service set out in **SCHEDULE I** to this Ordinance.

(d) The terms and conditions of the service of the teacher, including emoluments, entitlements or privileges as to leave, leave salary, allowances and terminal benefits, obligations as to the duties to be performed by him, and the disciplinary rules and procedures applicable to him, shall be such as may be prescribed by the Statutes, the Ordinances and the Regulations, as amended from time to time, and the rules made, or directions issued, from time to time, by the authorities of the University and by the Governing body of the College, in matters in respect of which they are empowered, by the Act, Statutes, Ordinances and Regulations, to make such rules or issue such directions.

(e) The terms and conditions, referred to in sub-clause (d), shall be integral to the contract of service and shall include such other conditions as may be embodied in such contract of service.

5. (a) Except in the case of a teacher referred to in sub-clause (e) of clause (2), the contract of service, and the engagement thereunder, of a teacher appointed on probation, or in temporary capacity, may be terminated by one month's notice on either side, or by payment, by the party choosing to terminate the said engagement, of

a sum equivalent to one month's salary in lieu of such notice:

Provided that where, in the case of a teacher appointed in temporary capacity —

(i) such engagement is for a period of less than one month; or

(ii) the duration of such engagement has already been specified or notified to the teacher concerned in advance and the said engagement is terminated in accordance with the term so specified or notified; or

(iii) such engagement has been determined by the Governing Body under the provisions of sub-clause (a), (d), (e) or (i) of clause 7,

neither notice, nor payment of salary in lieu of notice, shall be necessary.

(b) A confirmed teacher may, at any time, terminate the contract of service, and the engagement thereunder, by giving the Governing Body three month's notice in writing, or by payment to the College of an amount equal to three months' salary in lieu of notice, but where the teacher terminates such engagement for breach of any of the terms of the contract of service by the College no such notice shall be necessary.

(c) Notice or payment of salary in lieu of notice, for the termination, by the College, of the contract of service of a teacher, shall not be necessary where a teacher has been dismissed or removed from service, or his services have been terminated, for misconduct or on any other ground under the provisions of sub-clause (a), (d), (e) or (i) of clause 7.

6. (a) A teacher shall at all times maintain absolute integrity and devotion to duty, and shall obey, and to the best of his ability carry out, the lawful directions of any functionary or body of the College, to whose authority he is, while the contract of service is in force, subject, under the provisions of the Act, the Statutes, the Ordinances and the Regulations and the decisions of the Executive Council or the Vice-Chancellor in respect of matters in which they are empowered by, or under, the said provisions to take such decisions, in respect of the organisation and conduct of instruction or teaching and the examinations of the students, and the discipline, welfare and residential supervision of the students, and shall take part in such other work in the College, as may be required of, or entrusted to, him in connection with academic, co-curricular, extra-curricular and extension activities and the corporate life of the College.

(b) Every teacher shall draw up a report on his academic progress for each academic year (hereafter in this clause referred to as "the Annual Academic Progress Report") in the form set out in **SCHEDULE II** to this Ordinance, and shall submit such Annual Academic Progress Report, along with two copies thereof, ordinarily within two weeks of the date of commencement of the immediately ensuing academic year.

(c) The Annual Academic Progress Report shall be submitted to the Convenor of the Staff Committee of the subject professed by the teacher, and after the original Report and the two copies thereof have been counter-signed by such Convenor, the original Report shall be forwarded by the counter-signatory to the Principal and the first and second copies thereof shall, respectively, be retained at the office of the said Convenor and returned to the teacher concerned:

Provided that such counter-signatory shall forward his own Annual Academic Progress Report directly to the Principal:

Provided further that the Annual Academic Progress Report shall be counter-signed by the Chairperson of the Governing Body and retained in the office of the Principal.

7. (a) Where —

(i) a teacher is detained in custody for a period exceeding forty-eight hours, it shall be his duty to inform the College of the same at the earliest available

opportunity;

(ii) a case against a teacher in respect of any criminal offence is under trial, it shall be his duty to inform the College of the same as soon as he comes to know about it; or

(iii) a teacher has been convicted for an offence, and sentenced upon such conviction to a term of imprisonment exceeding forty-eight hours, it it shall be his duty to inform the College of the same forthwith,

and any failure on the part of the teacher to so inform the College shall be regarded as misconduct, and shall render him liable for disciplinary action on that ground alone.

(b) The provisions of sub-clause (h) of clause 6 of Ordinance XXXV, in respect of suspension, shall also apply where a disciplinary proceeding is contemplated or is pending against a teacher, or a case against him in respect of any criminal offence is under investigation, enquiry or trial.

(c) A teacher shall be deemed to have been placed under suspension by an order of the Governing Body —

(i) with effect from the date of his detention, if he is detained in custody for a period exceeding forty-eight hours;

(ii) with effect from the date of his conviction for an offence, if, in the event of such conviction, he is sentenced to a term of imprisonment exceeding forty-eight hours, in case he is not already under suspension in connection with his prosecution for such offence, and such suspension shall continue till the conclusion of disciplinary proceedings in the matter:

Provided that the period of forty-eight hours shall be computed, in respect of a case referred to in serial number (i) from the commencement of the detention, and in respect of a case referred to in serial number (ii) from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

(d) Where a teacher has been convicted for an offence involving moral turpitude, the Governing Body shall be entitled to institute disciplinary proceedings against him, upon considering a report of the Chairperson of the Governing Body in the case of the Principal, or the Principal in the case of any other teacher, to that effect, and he shall be liable to be dismissed form service in consequence thereof.

(e) Where a teacher is, upon conviction for an offence, sentenced to any term of imprisonment, the Governing Body shall be entitled to institute disciplinary proceedings against him and award such penalty, including dismissal or removal from service, or termination of services, as it may deem appropriate after considering the recommendations of the enquiry in the matter.

(f) An order of suspension made under the provisions of sub-clause clause (h) of clause 6 of Ordinance XXXV or of sub-clause (b), or deemed to have been made under the provisions of sub-clause (c), shall continue to remain in force until it is modified or revoked by the Governing Body:

Provided that the Governing Body, on the recommendation of the Review Committee constituted for the purpose, shall review such order of suspension before the expiry of ninety days from the date thereof, and pass orders either extending or revoking the suspension:

Provided further that subsequent reviews shall be made before the expiry of the extended period of suspension, and the extension of suspension shall not be for a period exceeding one hundred and eighty days at a time, except in extraordinary circumstances to be recorded in writing by the Governing Body.

(g) A teacher shall, during the period of his suspension, under the provisions referred

to in sub-clause (f), be entitled to get subsistence allowance in accordance with the relevant provisions of the Financial Rules of the Government of India, as amended from time to time, which shall *mutatis mutandis* apply to the matter.

(h) Subject to the provisions of this clause, the grounds of misconduct of a teacher, leading to disciplinary proceedings, shall *inter alia* include wilful neglect of duty, breach of any of the terms of the contract of service, academic dishonesty, dishonesty connected with the examinations of the University, submission of false documents or information, failure to disclose or communicate to the College and the University such information as is obligatory on the part of the teacher, under the provisions of the Statutes, the Ordinances or the Regulations, to so disclose or communicate, sexual harassment, as defined in clause (xxv) of Rule 4, of the Rules under Ordinance L, and scandalous conduct or conduct bringing the College or the University into disrepute.

(i) The provisions of Rules 70, 71, 74, 76 and 77 of the Rules, prescribed by the Rules under Ordinance L, shall *mutatis mutandis* apply to the conduct and procedure of disciplinary proceedings under the provisions of this clause.

(j) The Governing Body may, where it is of opinion that the circumstances do not warrant the dismissal or removal from service, or the termination of the services, of a teacher, in pursuance of disciplinary proceedings under the provisions of this clause, pass a resolution, specifying reasons, inflicting a lesser punishment, including retiring him compulsorily from service, recording a censure, reprimand or warning in his service record, recovery from his pay of the whole or part of any pecuniary loss caused by him to the College or the University by misrepresentation, negligence or breach of orders, reducing his pay or withholding increments of his salary, or both, whether for a specified period or otherwise, with or without cumulative effect or adverse effects on his pension, depriving him of his pay during the period of his suspension, if any, etc.

(k) A teacher may be removed from service, in accordance with the provisions of sub-clauses (j) and (k) of clause 6 of Ordinance XXXV, on grounds of incompetence or physical or mental unfitness, not being a case of such disability as does not disentitle the teacher from appointment, or continuation, as such under the provisions of The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, as amended from time to time.

(l) The provisions of sub-clause (k) of clause 6 of Ordinance XXXV shall also apply to cases of the termination of the services of a teacher under the provisions of this clause:

Provided that the provisions of the said sub-clause (k), and of this clause, shall not apply to an order of compulsory retirement of a teacher after he attains the age of fifty years or of the termination of service of a temporary teacher, notwithstanding that such order is based on any charge, if such order does not disclose on its face that it was passed on such basis.

(m) Where, immediately before the order of dismissal or removal from service or the termination of the services of a teacher under the provisions of this clause, such teacher was under suspension, and such order is set aside or declared or rendered void in consequence of any proceedings under the Act, the Statutes or the Ordinances, or otherwise, and the appropriate functionary or body of the College decides to hold a further enquiry against him, the suspension order shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or termination of services.

(n) All decisions of the Governing Body, under this clause, to dismiss or remove teachers from service, or terminate their services, shall require the prior approval of the Vice-Chancellor, and all other penalties awarded to teachers under this clause shall be intimated to the Vice-Chancellor.

(o) A teacher dismissed from service on grounds of misconduct shall not be employed

again, in any capacity, in the College and the University, including any institution maintained by it, and in the other institutions admitted to the privileges of the University.

8. (a) The teacher shall devote his entire time to the service of the College, and shall not engage, directly or indirectly, in any trade or business whatsoever, except with the permission granted by the Governing Body, in accordance with the provisions of the Ordinances or, pending the promulgation of the same, the provisions of the rules laid down by the Executive Council in that regard, or in any tuition or coaching, whether privately or in a tuition or coaching establishment, or private practice, or such other consultative or advisory work to which any emolument or honorarium is attached, or any other such work or activity as may detract from or interfere with the proper discharge of his duties:

Provided that this prohibition shall not apply to work of an academic or advisory nature for, or work undertaken in connection with the examinations organised or conducted by, Universities, including institutions deemed to be Universities and other institutions of higher education, statutory educational authorities, the Union and State Public Service Commissions, national funding agencies or Government, subject to such limits as may be prescribed by the Ordinances and such rules as may be laid down by the Executive Council in that regard:

Provided further that the said prohibition shall also not apply to acceptance of any position as Visiting Professor, Visiting Fellow, Visiting Lecturer, Adjunct Faculty or other similar assignments, including Guest Faculty, within or outside the College, subject to such limits on the number or workload of such assignments as may be laid down by Governing Body on the basis of the rules made in that regard by the Executive Council.

(b) The limits of additional remunerative work permissible to teachers, including remunerative work performed in connection with the examinations of the entities referred to in the first proviso to sub-clause (a), other than the Union or a State Public Service Commission or a national funding agency or Government, and of holding remunerative offices in or under the University, shall be such as may be laid down by the Ordinances or, pending the promulgation of the same, by the Executive Council.

(c) The age of superannuation of a teacher shall be as determined, from time to time, by the Central Government or, in pursuance of a decision of the Central Government, by the University Grants Commission, and the teacher shall retire by superannuation on the date immediately preceding the day on which he attains such age of superannuation:

Provided that where the said date does not fall on June 30 in a Calendar Year, the teacher shall continue on re-employment up to June 30 in the immediately ensuing Calendar Year:

Provided further that a teacher on re-employment under the provisions of the preceding proviso may, under the directions or rules issued by the University Grants Commission, and in accordance with the procedure and process of assessment prescribed in such directions or rules, be granted further re-employment for such period as may be provided therein.

(d) Subject to provisions to the contrary in the rules made, in respect of teachers on re-employment under the provisions of sub-clause (c), by the Executive Council, on the basis of the rules of the Central Government or the directions of the University Grants Commission in that regard, a teacher on such re-employment shall, for the duration of such re-employment, be entitled to the last pay drawn, excluding pension and the commutation value of pension —

(ii) not earn any increment in his scale of pay and any further benefit of pension

or provident fund;

(iii) not hold any such office, as functionary or member of an authority or other body, as was held by him, immediately before his superannuation, by virtue of seniority alone in the subject professed by him and in the College or he Colleges taken together; and

(iv) be entitled to such leave as may be prescribed in that regard by the Ordinances.

(e) The teacher shall report for duty to the College on all working days, except periods of leave, vacation, recess or presence elsewhere in connection with duty or on officially assigned work, and shall abide by the provisions in respect of presence in such academic unit and quantum of workload, as specified in the guidelines of the University Grants Commission in that regard or the directions, in furtherance of such guidelines, issued by the Academic Council, or on the recommendation of the Academic Council, by the Executive Council, or by the vice-Chancellor under intimation to the Executive Council and the Academic Council.

(f) The provisions of Rules 50, 51, 54, 55, 56, 59, 60 and 61 of the Rules, prescribed by the Regulations under Ordinance LIII, shall *mutatis mutandis* apply to teachers.

(g) Subject to the provisions of the Act, the Statutes, the Ordinances and the Regulations, the teacher may publish his academic, literary, artistic or scientific work and present his academic work and views in any academic, literary, artistic or scientific forum, conference or other conclave, and through any medium of communication, and may publish or edit, or publish and edit, journals of an academic, literary, artistic or scientific nature, but shall inform the College of his involvement or editorial participation in any publication that is not of such nature.

(h) A teacher shall inform the College of any consultancy or project work being undertaken by him, not being consultancy or project work assigned by, or through the medium or with the concurrence of, the College, and shall abide by the rules laid down in that regard by the Ordinances or, pending the promulgation of the same, by the Executive Council.

(i) Where a teacher is continuing on his current post on the strength, or in consequence, of a Stay Order issued by a competent Court, or other authority, on the petition, or representation, filed by him, he shall not be eligible to receive any further service benefit or privilege, except such service benefits or privileges for which specific provision has been made in the Stay Order, and where any such service benefit or privilege has been granted pending the final decision on the said petition or representation, such service benefit or privilege shall be subject to the said final decision:

Provided that in case, in the mean time, the teacher has, under the said specific provision, been granted promotion, or has been appointed by direct recruitment, to any other post for which he fulfilled the prescribed qualifications *inter alia* on the strength of his experience on the said current post, the teacher shall be deemed to be temporarily promoted or, as the case may be, temporarily appointed, to the post concerned, and such temporary promotion or temporary appointment shall stand withdrawn upon the discharge of the said Stay Order, except where the said petition or representation of the teacher has been allowed finally.

(j) The provisions in respect of the compulsory or voluntary retirement of a teacher shall be such as may be laid down by the Ordinances or, pending the promulgation of the same, by the Executive Council.

9. Where under the provisions of the Act, the Statutes, the Ordinances or the Regulations, a teacher is required to be served with any notice and such teacher is not

in station, the notice may be sent to him by Registered Post at his last known address.

10. (a) The principles and rules for the determination of the seniority of teachers of the Colleges, and the procedure for the resolution of disputes arising in respect of their *inter-se* seniority, shall be as prescribed by clause 11.

(b) The provisions of clause 11 shall not affect the *inter se* seniority of Principals and other teachers working in the Colleges before the date immediately preceding the commencement of the Act.

(c) The Principal shall be responsible for maintaining a complete and up-to-date list of the other teachers of the College arranged in the order of seniority, in accordance with the provisions of this clause and clause 11, which shall indicate the details of the appointment, the confirmation and the subject, in respect of each such teacher and also in respect of the Principal (hereafter in this Ordinance referred to as "the Seniority List").

(d) The Principal shall, as soon as possible after the commencement of this Ordinance, submit the Seniority List, as on the date of such commencement, to the Registrar.

(e) The Principal shall submit, once in each academic year, and also whenever called for by the Registrar, by such date as may be specified by the Registrar for the purpose, the Seniority List, as on such date.

(f) The Registrar shall, after considering the Seniority Lists of the Colleges, submitted under the provisions of sub-clause (d), cause to be drawn up, for the Colleges taken together, the general and subject-wise Seniority Lists, separately for the Principals and the other teachers, and shall ensure that the same are maintained up-to-date on the basis of the Seniority Lists submitted under the provisions of sub-clause (e).

11. (a) The Principal shall be deemed senior to the other teachers of the College.

(b) The following rules shall apply in the determination of the *inter-se* seniority of Principals —.

(i) the *inter se* seniority of Principal shall be determined, in relevant cases with reference to the provisions of serial numbers (ii), (iii) (iv) and (v), by the length of continuous service from the date of taking charge of the post in the concerned College after appointment on permanent basis;

(ii) the Principal shall not be included in the Seniority List during the period, including extended period, of his probation, but upon confirmation shall be eligible for inclusion in the said List, with effect from the date of his appointment on probation;

(iii) a Principal on temporary appointment, after reference to the regular Selection Committee, shall be placed in the seniority order below Principals serving on permanent basis, but upon appointment on permanent basis, in the prescribed manner, shall be eligible for the inclusion of the period of his continuous service following such temporary appointment, for the purpose of determining his seniority:

Provided that that the determination of the seniority of such Principal after the inclusion of the said period shall not affect the existing seniority of another Principal who was appointed as such on permanent basis on a date prior to the date of the permanent appointment of the former;

(iv) a Principal shall, after confirmation, be eligible, subject to the provisions of serial numbers (i), (ii) and (iii), for the grant of credit of the immediately preceding period of his service, in confirmed capacity, on the post of Principal in another College of this University or in a College of similar status of another Central University (hereafter in this sub-clause referred to

as "the earlier service") for the purpose of determining the length of his continuous service as such:

Provided that such credit of earlier service, shall not be granted on retrospective basis to a Principal appointed as such prior to the date of the commencement of this Ordinance;

(v) where two or more Principals are eligible for counting the same length of continuous service as such, their *inter-se* seniority shall be determined in the following manner —

(1) the length of service as Professor, or if the same is identical, or there is no such service, the length of service as Reader shall be taken into consideration;

(2) where the length of service as Reader is also identical, or there is no such service, the length of service as Lecturer shall be taken into consideration; and

(3) where the length of service as Lecturer is also identical, or cannot be determined under the provisions of this sub-clause, seniority in age shall be taken into consideration:

Provided that the service as Professor or Reader, referred to in items (1) and (2), should have been in confirmed capacity, or by promotion on the basis of statutory instruments, and in this University, or an institution maintained by it or admitted to its privileges, or in another Central University; and

(vi) the application of a Principal for the grant of the benefit of the provisions of serial number (ii) or (iii), or of credit of his earlier service under the provisions of serial number (iv), shall be submitted to the Registrar, who shall place the same, along with his recommendations thereon, in accordance with the provisions of this sub-clause, to the Vice-Chancellor for orders, and shall circulate such orders to the Principals and also duly amend the Seniority List on that basis.

(c) The following rules shall apply in the determination of the *inter-se* seniority of teachers other than Principals (hereafter in this sub-clause referred to as "the teachers")—

(i) the *inter se* seniority of teachers shall be determined, in relevant cases with reference to the provisions of serial numbers (ii), (iii) and (iv), by the length of continuous service from the date of taking charge of the post in the concerned College after appointment on permanent basis:

Provided that the *inter se* seniority amongst two or more teachers appointed, at the same time, to the same subject, instead of being governed by the criterion of length of continuous service, shall be determined in accordance with their place in the order of preference or order of merit governing them under the provisions of clause (4) of Ordinance XXXVIII;

(ii) a teacher appointed on probation shall not be included in the Seniority List during the period, including extended period, of probation, but shall upon confirmation be entitled to be included in the said List with effect from the date of his appointment on probation;

(iii) a teacher appointed to a temporary post on the recommendation of a regular Selection Committee shall not be included in the Seniority List during the period of his temporary service, but shall, after confirmation, following appointment, in the prescribed manner, to a permanent post, be eligible, subject to the provisions of serial number (ii), for the inclusion of the period of his continuous temporary service for the purpose of determining seniority:

Provided that the determination of the seniority of such teacher after the inclusion of the said period of temporary service shall not affect the existing seniority of another teacher who was appointed as such on permanent basis on a date prior to the date of the permanent appointment of the former;

(iv) a teacher shall, after confirmation, be eligible, subject to the provisions of serial numbers (i), (ii) and (iii), for the grant of credit of the immediately preceding period of his service, in confirmed capacity, on a post of the same rank or grade (hereafter in this sub-clause referred to as "the earlier service") in this University or an institution maintained by it or admitted to its privileges, for the purpose of determining the length of his continuous service as such:

Provided that such credit of earlier service in an institution of higher education (not being this University or an institution maintained by it or admitted to its privileges) shall be governed by the provisions of sub-clause (d), read with the proviso to serial number (iv) of sub-clause (c), of clause 11 of Ordinance XLI, which shall apply *mutatis mutandis* to the matter:

Provided further that such credit of earlier service, shall not be granted on retrospective basis to a teacher appointed prior to the date of the commencement of this Ordinance;

(v) where two or more teachers are eligible for counting the same length of continuous service as such, their *inter-se* seniority shall be determined on the basis of seniority in age; and

(vi) the application of a teacher for the grant of the benefit of the provisions of serial number (ii) or (iii), or of credit of his earlier service under the provisions of serial number (iv), shall be submitted to the Registrar, through the Principal, who shall place the same, along with his recommendations thereon, in accordance with the provisions of this sub-clause, to the Vice-Chancellor for orders, and shall issue such orders to the concerned, teacher, through the Principal, and also duly amend the Seniority List on that basis.

(d) Where the *inter se* seniority of two or more teachers is determinable without ambiguity under the provisions of this clause, but has not been declared as such earlier, any declaration thereof by the Registrar, on the request of a teacher or otherwise, shall not be a cause of action for the raising of any dispute for the purposes of this clause, but any teacher who is aggrieved with the contents of any such declaration, on the ground of the misapprehension or disregard therein of admissible rules or relevant facts, may submit, within thirty days of the date of such declaration, an application for a review of the said contents —

(i) in the case of a Principal, to the Registrar; or

(ii) in the case of a teacher other than Principal, to the Principal, who shall forward the same to the Registrar,

and where such review discloses any such misapprehension or disregard, the said declaration may, with the approval of the Vice-Chancellor, be appropriately revised.

(e) Subject to the provisions of sub-clauses (f), (g) and (h), all disputes regarding the seniority—

(i) of Principals, shall be presented by the Registrar to the Vice-Chancellor; or

(ii) of teachers other than Principals, shall be presented to the Registrar, through the Principal, and shall be decided by a Seniority Committee (hereafter in this clause referred to as "the Seniority Committee"), comprising the senior-most Dean amongst the Deans of the Faculties (Chairperson), the Principal of the concerned College and the senior-most Principal amongst the other Principals.

(f) No dispute shall be raised, under the provisions of sub-clause (e) —

(i) in respect of the *inter se* seniority, of Principals and other teachers, serving in the College on the date immediately preceding the commencement of the Act, and continuing as such upon such commencement, as it subsisted on the said date; or

(ii) except within a period of three months from the date on which such dispute could have been raised for the first time.

(g) The Vice-Chancellor shall give a decision on the dispute, referred to in serial number (i) of sub-clause (e), in writing, with reasons, after considering the facts presented by the Registrar and the submissions of the concerned Principals, and any Principal aggrieved with such decision, which shall be communicated by the Registrar to the Principals concerned, may, within thirty days of the date of such communication, prefer an appeal to the Executive Council, which shall, if it disagrees with the said decision, give reasons for such disagreement.

(h) The Seniority Committee shall give a decision on the dispute, referred to in serial number (ii) of sub-clause (e), in writing, with reasons, after considering the facts presented by the Registrar and the submissions of the concerned teachers, and any teacher aggrieved with such decision, which shall be communicated by the Registrar to the teachers concerned through the Principal or the respective Principals, may, within thirty days of the date of such communication, prefer an appeal, through the Principal, to the Vice-Chancellor, who shall, if he disagrees with the said decision, give reasons for such disagreement.

(i) The decision of the Vice-Chancellor, referred to in sub-clause (g), and the decision of the Seniority Committee, referred to in sub-clause (h), shall not come into effect during the period allowed for preferring the appeal against the same, and—

(i) where no such appeal has been filed, such decision shall come into effect upon the expiry of the said period; or

(ii) where such appeal has been filed, such decision shall not have effect except in accordance with the decision of the Executive Council or the Vice-Chancellor, as the case may be, on such appeal.

(j) The grant or denial of credit of the earlier service, referred to in sub-clauses (c) and (d), to a teacher, under the provisions of this clause, shall not affect the eligibility of the teacher for the inclusion of such earlier service for purposes of such terminal benefits as may be admissible in accordance with the rules governing the same.

## *SCHEDULES TO ORDINANCE XLII*

### SCHEDULE I

*(See sub-clauses (a) and (b) of clause 4)*

### FORM OF AGREEMENT (CONTRACT OF SERVICE) WITH PRINCIPALS AND OTHER TEACHERS OF THE CONSTITUENT COLLEGES

Form of Agreement with Principals and other Teachers of the Constituent Colleges

AGREEMENT MADE this ..... day of the Month of ..... in the Year .....

between

Dr/Sri/Smt./Km....., of the first part

(hereinafter called 'the Teacher')

and

the ..... College, Allahabad, of the other part (hereinafter called 'the College'):

WHEREAS, in accordance with the provisions of the University of Allahabad Act, 2005 (hereinafter called "the Act"), and the Statutes, the Ordinances and the Regulations made thereunder (hereinafter called "the "the Statutes", "the Ordinances" and "the Regulations", respectively),

Dr/Sri/Srimati/Km. .....

has been appointed by the College

on the post of the Principal of the College,

or

to be a teacher of the College, on the post of ..... assigned to the Subject of .....,

with effect from the date he/she takes charge of the duties of the said post. and the Teacher has accepted the said appointment,

IT IS HEREBY AGREED as follows —

1. That the Teacher hereby undertakes to perform and fulfil such functions and duties in, and for, the College and for the University, as may be required of, or entrusted to, him/her, under the provisions of the Act, the Statutes, the Ordinances and the Regulations, as amended from time to time, and also under the rules made, or directions issued, from time to time, by the authorities of the University and by the Governing Body of the College, in matters in respect of which they are empowered, by the said provisions, to make such rules or issue such directions:

PROVIDED that the Teacher shall be on probation for a period of one year in the first instance and the Governing Body of the College may in its discretion extend such period of probation by one year:

PROVIDED FURTHER that the Teacher shall be bound by such terms and conditions of service, and shall be entitled to such benefits in respect of pay, allowances, leave and other facilities and incidents of service, and to such terminal benefits, as laid down by or under the said provisions, and shall retire in accordance with the said provisions:

PROVIDED ALSO that in respect of any matter which has not been provided for in this Agreement, the Teacher shall be governed by the said provisions and, where any such matter has also not been provided for in the said provisions, by the rules of the Central Government for the time being in force.

2. That the scale of pay attached to the post to which the Teacher is appointed shall be Rs ....., as revised by the competent authority from time to time, along with such allowances as may be admissible from time to time in accordance with the rules of the College, and the Teacher shall, from the date he/she takes charge of his/her duties, as aforesaid, be granted pay at the rate of Rs ..... *per mensem* in the said scale of pay shall receive pay in the succeeding stages in such scale, unless the annual increment is withheld in pursuance of the provisions of the Act, the Statutes, the Ordinances and the Regulations, as amended from time to time:

PROVIDED that where an efficiency bar is, or may subsequently be, prescribed in the scale of pay admissible to the teacher, the increment next above such bar shall not be given to the teacher, except without the specific sanction of the Governing Body or the functionary empowered by the Governing Body in that regard.

3. That the Teacher hereby undertakes to submit himself/herself to the functionaries under whom he/she may, for the time being, be placed by the Governing Body of the College, in accordance with the provisions of the Act, the Statutes, the Ordinances and the Regulations, and shall obey, and to the best of his/her ability carry out, the lawful directions of any functionary or body of the College, and of any officer, functionary, authority or body of the University, to the authority whereof he/she is, while this agreement is in force, subject, under the said provisions.

4. That the Teacher hereby undertakes to abide by and conform to the rules of conduct, including the admissible Code of Professional Ethics, as amended from time to time, laid down for teachers by the Statutes, the Ordinances and the Regulations.

5. That on the termination of this agreement from whatever cause, the Teacher shall deliver up to the College all books, apparatus, records, property and other articles belonging to the College, and up to the University all like things belonging to the University, that may be in his possession.

6. That the mutual rights and obligations of the parties hereto shall, in all matters, be governed by the provisions of said Act, and of the Statutes, Ordinances and Regulations for the time being in force, which shall be deemed to be incorporated herein and shall be as such a part of this agreement as if they were reproduced herein.

IN AFFIRMATION WHEREOF the parties hereto affix their hands, and the party of the other part also affixes his seal, to this Agreement, on the day and year first above written, and deliver the same, in the presence of the witnesses who have affixed their signatures hereinbelow.

| | |
|---|---|
| *Signature of the Chairperson or Treasurer of the Governing Body representing the College* | *Signature of the Teacher* |
| Witness No. 1: | Witness No. 2: |
| *Signature* | *Signature* |
| Name:..... | Name: ..... |
| Address: ..... | Address: ..... |
| ..... | ..... |

*[FURTHER ENTRIES, AS SPECIFIED IN SUB-CLAUSE (b) OF CLAUSE 4, TO BE MADE HEREUNDER]*

**SCHEDULE II**

*(See sub-clause (c) of clause 6)*

***PROFORMA OF THE ANNUAL ACADEMIC PROGRESS REPORT OF TEACHERS OF THE CONSTITUENT COLLEGES***

**ACADEMIC YEAR .....**

Proforma of the Annual Academic Progress Report of Teachers of the Constituent Colleges

1. Name of the Teacher:
2. Designation:
3. Constituent College to which attached and Subject:
4. Academic qualifications obtained, distinctions attained, awards received and other notable achievements, if any, during the Academic Year:
5. Details of the research and other publications during the Academic Year:
6. Details of the National, International and other Seminars/Conferences/Workshops attended during the Academic Year and of the Addresses given, Papers read or other presentations made thereat:
7. Special Lectures/orations, etc., delivered (other than those noted in Column 6) during the Academic Year:
8. Details of the research work done during the Academic Year, including Projects commenced, in progress or completed:
9. Details of Consultancy work undertaken, if any, during the Academic Year:
10. Titles of the Papers/Courses taught in the College during the Academic Year and the total number of Lectures (excluding tutorial and practical classes) delivered to the same:
11. Administrative positions held in the College during the Academic Year:
12. Remarks:

I HEREBY DECLARE that the contents of this Academic Progress Report are true to my personal knowledge.

Dated:_____ _____

*Signature of the Teacher*

Counter-signed.

_____

*Signature of the Counter-signatory*

Designation: _____

Dated: _____

**ORDINANCE XLIII: LEAVE RULES FOR TEACHERS OF THE UNIVERSITY AND THE CONSTITUENT COLLEGES**

*(Under clause (1) of Statute 20 and clause (2) of Statute 31)*

## ORDINANCE

Leave Rules for Teachers of the University and the Constituent Colleges

1. (a) The categories of leave admissible to teachers of the University, including institutions maintained by the University, and to the Principal and other teachers of the Constituent Colleges, and other matters in respect of such leave, shall be determined by the provisions of this Ordinance.

(b) In this Ordinance, unless the context otherwise requires —

(i) "Chairperson" means the Chairperson of the Governing Body of the College;

(ii) "College" means a Constituent College of the University;

(iii) "Competent Authority" means the authority, body, officer or functionary, as specified in this Ordinance, empowered to sanction leave;

(iv) "completed years of service" means continuous service of the specified duration under the institution, which includes, except if otherwise provided, periods spent on duty as well as on deputation or foreign service and on leave including Extraordinary Leave;

(v) "confinement", in relation to Maternity and Paternity Leave, means the period commencing from a date not earlier than 15 days before the date of delivery of the child and ending on a date not later than two months from the said date of delivery;

(vi) "deputation" means the temporary assignment or transfer of a teacher by the institution, with his consent —

(1) to a post or service outside his cadre but within the institution; or

(2) to a post or service outside the institution on the requisition of the Government or of any other entity, such as an authority, establishment, institution or organisation, controlling the post or service concerned, or in pursuance of an agreement or arrangement of the institution with such entity, subject to the rules laid down in respect of the entities that may make any such requisition or with which such agreements or arrangements may be made by the institution:

Provided that the said rules shall be laid down, in the case of the University, by the Executive Council, on the recommendation of the Academic Council, or, in the case in the case of the College, by the Governing Body on the basis of the corresponding rules so laid down by the Executive Council for the University;

(vii) "entire career" means the total period comprising the entire tenure of service of the teacher in the institution and such earlier, or intervening, tenures of his service in any other institution or establishment as qualify to be taken into account in the determination of his pay or terminal benefits, or both;

(viii) "entire tenure of service" means the total period of service of the teacher in the institution, including any earlier period of service therein that qualifies to be taken into account in the determination of his pay or terminal benefits, or both;

(ix) "foreign service" means service rendered under the Government, or any other entity referred to in item (2) under serial number (vi), with the sanction of the institution, in which a teacher receives his substantive pay from a source other than the funds of the institution;

(x) "Governing Body" means the Governing Body of the College;

(xi) "institution" means the University, including a University College maintained by the University, a University Institute and an independent

Centre, or the College being served by the teacher;

(xii) "leave" means a permission granted to a teacher to be absent from actual duty;

(xiii) "Leave Account" means the Leave Account referred to in sub-clause (a) of clause 5;

(xiv) "leave salary" means pay admissible to teachers for periods of leave other than Casual Leave, Special Casual Leave and Duty Leave, as laid down by this Ordinance, along with Dearness Allowance calculated on the basis of such pay and such other allowances (if any), except House Rent Allowance and City Compensatory Allowance, as payable under the Central Civil Services (Leave) Rules, 1972, as amended from time to time;

(xv) "Leave Year" means the period from January 01 to December 31 every year;

(xvi) "lien" means the title of a teacher to hold substantively, either immediately or on the termination of a period or periods of absence, whether on leave or on deputation or foreign service, a permanent post, including a tenure post, to which he has been appointed substantively;

(xvii) "non-working day" means a holiday or a day of weekly closure of the institution;

(xviii) "permanent teacher" means a teacher appointed substantively to a permanent post in the institution;

(xix) "Principal" means the Principal of the College;

(xx) "recess" means a scheduled duration of temporary cessation of specified kinds of teaching work in the institution;

(xxi) "teacher" means a person serving the institution as teacher or Principal on whole-time basis, after appointment as such on the recommendation of the statutory Selection Committee, and excludes a person serving as such without reference to such Selection Committee or engaged on contractual basis for performing teaching duties;

(xxii) "temporary teacher" means a teacher appointed (on the recommendation of the statutory Selection Committee) to a temporary post or in temporary capacity against a permanent post;

(xxiii) "vacation" means the period of recess, ordinarily amounting to sixty days, from the date following the last working day of an academic year to the date preceding the first working day of the ensuing academic year:

Provided that in case the teacher is serving in a Department, a University College maintained by the University, a University Institute, an independent Centre or a College which follows for one or more of its academic programmes an Academic Calendar on the Semester or the Trimester pattern, the vacation period for a teacher associated with such programme or programmes, may be distributed into appropriate segments following each Semester or Trimester.

(c) In this Ordinance, all references to the Executive Council, the Vice-Chancellor and the Registrar shall, except where otherwise specified, be construed always in relation to teachers of the University and all references to the Governing Body, the Chairperson and the Principal shall be construed always in relation to teachers of the College.

(d) This Ordinance shall not apply to teachers serving as such on probation and to temporary teachers, except in accordance with the provisions of clauses 22 and 23, respectively:

Provided that in the case of a person performing the duties of a teacher on contractual engagement, the provisions in respect of leave shall be determined by the contract of engagement.

(e) Where a teacher joins the institution for the first time after regular service in any University or other institution of higher education or research, or any other establishment, and his earlier tenure, or tenures, of service thereat is, or are, admissible for the purposes of the determination of his pay or terminal benefits, or both, at the institution, certified extracts of his earlier leave records, indicating the Extraordinary Leave, Maternity Leave, Study Leave and Sabbatical Leave, by whatever name described, availed of at such University, institution or establishment, shall be annexed to his Leave Account Register:

Provided that this provision shall also apply, in respect of any previous tenure of service at the institution, to a teacher who re-joins the institution after having left it earlier.

2. (a) The following kinds of leave shall be admissible to teachers —

(i) Leave treated as duty, comprising Casual Leave, Special Casual Leave and Duty Leave;

(ii) Leave earned by duty, comprising Earned Leave, Half-pay Leave and Commuted Leave;

(iii) Leave granted on special considerations, comprising Extraordinary Leave and Advance Leave (i. e. Leave not due taken in advance); and

(iv) Leave not debited to the Leave Account, comprising leave for academic purposes (consisting of Study Leave and Sabbatical Leave) and leave on health grounds (consisting of Maternity Leave and Paternity Leave).

(b) The continuous regular service of a teacher that is followed, without any interruption of duty, by permanent service shall be included in permanent service for the purpose of computation of leave:

Provided that any period of leave shall not be regarded as interruption of duty for the purposes of this Ordinance.

3. (a) Leave cannot be claimed as a matter of right, and where the exigencies of service or the interests of the institution so demand, leave of any description may be refused or revoked by the Competent Authority without necessarily assigning any reasons:

Provided that where a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases, and the teacher shall be treated as on duty from the date he starts for the station to which he is required to report and shall be entitled to draw, for the journey, travelling allowance permissible under the rules:

Provided further that such teacher shall, upon re-joining duties at the place of his posting and submitting details of the said journey to the Competent Authority, draw leave salary, at the same rate at which he would have drawn it but for recall to duty, up to the date of commencement of such journey and shall thereafter draw the regular salary admissible to him.

(b) Except as otherwise provided in this Ordinance, leave shall only be earned by the period spent on duty in the institution:

Provided that a period of vacation or recess shall count as duty, except where such period falls within the leave being availed of by the teacher:

Provided further that the period spent by the teacher on deputation or in foreign service shall not count as duty, except if contribution towards leave salary and pension

or contributory provident fund is paid on his behalf for such period.

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

(d) Subject to the provisions of clause 9, no leave shall be granted to a teacher beyond the date of the final cessation of his duties, whether on account of retirement upon superannuation, voluntary or compulsory retirement, resignation, or other cause, and the Leave Account of the teacher shall stand exhausted on such date:

Provided that a teacher on re-employment after retirement shall not be entitled to any leave during re-employment, except —

(i) Casual Leave, Special Casual Leave and Duty Leave in accordance with the provisions of this Ordinance, subject to the condition that where re-employment ends on a date earlier than December 31, Casual Leave shall be admissible on *pro rata* (i. e. proportionate) basis for the period of regular service and re-employment, taken together, within the Leave Year concerned;

(ii) Earned Leave, Half-pay Leave and Commuted Leave, calculated, in accordance with the provisions of this Ordinance, for the period of such re-employment taken as a whole.

(e) Any period of vacation or recess may be either prefixed or suffixed to leave other than Casual Leave.

(f) Non-working days may be prefixed and suffixed to leave:

Provided that where the leave applied for falls between non-working days and is of a duration lesser that the total of the preceding and ensuing non-working days, the Competent Authority shall permit such non-working days to be only either prefixed or suffixed to leave.

(g) No teacher shall be absent from duty on the day preceding and on the day following each period of vacation or recess, except when he is, on any such day, on leave other than Casual Leave.

(h) Except as otherwise provided in this Ordinance, any kind of leave under the provisions thereof may be granted in combination with or in continuation of any other kind of leave except Casual Leave and Special Casual Leave:

Provided that Casual Leave may be granted in combination with, or in continuation of, Special Casual Leave.

(i) The Vice-Chancellor shall prescribe the norms, based on the approved strength of teachers of an academic unit, i. e. a Department, a University Institute or an independent Centre, in the case of the University, or a subject, in the case of a College, for determining the maximum number of teachers thereof who may, at any one time or concurrently, be allowed to avail of Extraordinary Leave, Study Leave and Sabbatical Leave.

(j) Subject to the provisions of this Ordinance —

(i) the form and manner of applying for leave, including the extension of leave, the format and procedure for the maintenance of the Leave Account Register, and the procedure for the sanction or extension of leave, the grant of permission to return to duty before the expiry of leave and the submission of medical certificates while proceeding or returning from leave, shall be laid down, for the University and the Colleges, by the Vice-Chancellor; and

(ii) the rules governing the payment of leave salary, the grant of increment or increments for the period of leave, and the counting of such periods as

service for purposes of pension and Contributory Provident Fund, shall be prescribed, for the University and the Colleges, by the Finance Committee or, pending the same, by the Vice-Chancellor.

4. (a) Leave shall be sanctioned by the Competent Authority as specified in the following Table, to the extent of its power indicated therein, and the Competent Authority shall, before sanctioning the leave, ensure that the leave asked for is admissible and, in the case of leave debitable to the Leave Account, is at the credit of the teacher concerned, and all cases for sanction of leave in excess of the limits laid down in the said Table, shall be submitted to the Executive Council or the Governing Body for orders —

| KIND OF LEAVE | COMPETENT AUTHORITY | | EXTENT |
|---|---|---|---|
| | *For the University* | *For College* | |
| *(i) CASUAL LEAVE/SPECIAL CASUAL LEAVE:* | | | |
| (1) To the Pro-Vice-Chancellor not appointed as such on whole-time basis/ Deans of Faculties (excluding Principals of University Colleges not maintained by the University)/Directors of University Institutes/Heads of independent Centres | Vice-Chancellor | — | Full |
| (2) To Heads of Departments | Dean of the Faculty | — | Full |
| (3) To Principal of College | — | Chairperson | Full |
| (4) To other teachers | Dean of the Faculty | Principal | Full |
| *(ii) DUTY LEAVE* | Vice-Chancellor | Principal | 30 days |
| *(iii) EARNED LEAVE/HALF-PAY LEAVE/ COMMUTED LEAVE/MATERNITY OR PATERNITY LEAVE* | Vice-Chancellor | Principal, with the approval of the Chairperson | Full |
| *(iv) EXTRAORDINARY LEAVE* | | | |
| (1) Up to the extent of entitlement | Executive Council | Governing Body | Full |
| (2) Up to 90 days, as available, on behalf of the Executive Council | Vice-Chancellor | — | 90 days |
| *(v) ADVANCE LEAVE* | Vice-Chancellor | Governing Body | |
| *(vi) STUDY LEAVE/SABBATICAL LEAVE* | Executive Council | Governing Body | Full |

(b) In the case of the University, where the Vice-Chancellor is empowered to sanction any leave, other than Extraordinary Leave and Advance Leave, he may, by general or special order, delegate his power to sanction such leave —

(i) to the Pro-Vice-Chancellor; or

(ii) where there is no Pro-Vice-Chancellor, to —

(1) the Dean of the Faculty (including the Principal of a University College maintained by the University), in the case of the Heads and teachers of the Departments assigned to the Faculty (including a

University College maintained by the University); or

(2) the Director of a University Institute or the Head of an independent Centre, in the case of the teachers of such University Institute or independent Centre.

(c) In the case of the College, the Principal may, with the approval of the Governing Body, delegate his power to sanction Casual Leave to the senior-most teacher amongst the Convenors of Staff Committees.

5. (a) The Registrar or the Principal shall maintain, or cause to be maintained, the Leave Account of each teacher of the institution, on a Register in the format prescribed, for the University and the Colleges, by the Vice-Chancellor, and —

(i) all Earned Leave and Half-pay Leave earned by the teacher shall be credited to the Leave Account;

(ii) all Earned Leave, Half-pay Leave and Commuted Leave availed of by the teacher shall be debited to the Leave Account;

(iii) all Advance Leave availed of by the teacher shall be recorded in the Leave Account Register, for the purpose of adjusting the debit balance of Half-pay Leave;

(iv) all Extraordinary Leave sanctioned to, and availed of by, the teacher shall be appropriately entered in the Leave Account Register, to enable the same to be offset against the entitlements of the teacher to the same;

(v) all Maternity Leave, Paternity Leave, Study Leave and Sabbatical Leave, sanctioned to, and availed of by, the teacher shall be appropriately entered in the Leave Account Register for purposes of record and determining further entitlements of the teacher to the same.

(b) The Competent Authority in respect of Casual Leave, Special Casual Leave and Duty Leave shall record, or cause to be recorded, the details of any such leave availed of by the teacher during each Leave Year, on the Lapsable Leave Register, which shall be in the format prescribed, for the University and the Colleges, by the Vice-Chancellor.

(c) In the case of a teacher continuing as such in the institution from before the commencement of this Ordinance, the service prior the date of such commencement shall be treated as integral with the service after the said date for determining the credits and debits of, and entitlements to, various kinds of leave under this Ordinance, subject to the following conditions, namely —

(i) the balance of the Privilege Leave or (earned) Leave on average pay, as subsisting on the date of such commencement, shall be credited at par to his Leave Account, as Earned Leave;

(ii) the balance of Long-term Leave or (earned) Leave on half average pay, as subsisting on the date of such commencement, shall be credited at par to his Leave Account, as Half-pay Leave;

(iii) the unredeemed period, if any, of leave granted to the teacher against future credits of leave or Leave not due taken in advance, as subsisting on the date of such commencement, shall be appropriately debited to the accruals of earned Leave and Half-pay Leave in the Leave Account;

(iv) the period of Long-term Leave on full pay, availed of by the teacher before the date of such commencement on account of being selected —

(1) for Teachers Fellowship by the University Grants Commission; or

(2) for training or study in a foreign country, under the Commonwealth Scholarship, Fellowship or Academic Exchange Scheme, or the Fulbright Programme, or any other scheme sponsored, recognised or

approved by the University Grants Commission,

shall be appropriately recorded in the Leave Account Register, to enable the same to be taken into account for computing the residual entitlement (if any) of the teacher to Study Leave under the provisions of this Ordinance;

(v) half the period of Long-term leave on half pay for approved studies or Study Leave on half average pay, and one-fourth of the period of Study Leave on quarter average pay, if any, availed of by the teacher before the date of such commencement shall be appropriately recorded in his Leave Account Register, to enable the same to be taken into account for computing the residual entitlement (if any) of the teacher to Study Leave under the provisions of this Ordinance:

Provided that the date on which the teacher resumed duties (or shall resume duties) after having proceeded, before the date of such commencement, on any leave specified in this serial number, shall be the date for purposes of determining the next date from which Study Leave or Sabbatical Leave shall be admissible to the teacher under the provisions of this Ordinance;

(vi) the total period of Extraordinary Leave (or, as the case may be, of Leave without pay), or of Maternity Leave, or of absence on deputation, including the portion of such absence on deputation continuing after the date of such commencement, availed of by the teacher before the date of such commencement shall be appropriately recorded in his Leave Account Register, to enable the same to be taken into account for computing the residual entitlement (if any) of the teacher to Extraordinary Leave, or Maternity Leave, or absence on deputation, respectively, under the provisions of this Ordinance.

**NOTE:** Under the provisions in force up to the date immediately preceding the commencement of this Ordinance, teachers who had entered the service of the institution on or after August 01, 1976 (or who, having entered such service prior to August 01, 1976, had opted to be governed by the provisions that came into effect on the said date) were entitled *inter alia* to Privilege Leave, Long-term Leave and Extraordinary Leave, whereas all other teachers were entitled *inter alia*, under the rules enforced on January 01, 1970, to (earned) Leave on average pay or half average pay, Study Leave on half average pay or quarter average pay, and Leave without pay.

(d) At the beginning of the Leave Year, the Earned Leave and Half-pay Leave expected to be earned, in the course of the Leave Year, under the provisions of this Ordinance, by a confirmed teacher, including a teacher on probation who has a lien on a permanent post in the institution, shall be credited to his Leave Account, subject to appropriate deductions therefrom for adjustment of any unredeemed quantum of Advance Leave, but any such credit shall be subject to variation in case the circumstances of the service of the teacher change during the Leave Year in a manner that affects the quantum of leave to be so earned, and in case of any such change the leave credited to the Leave Account in advance shall be varied accordingly:

Provided that where a teacher joins the service of the institution on a date after the commencement of the Leave Year, such credit in advance shall be made with effect from the date of joining service, and shall be to the extent of Earned Leave and Half-pay Leave expected to be earned in the course of the residual part of the Leave Year.

6. (a) Leave shall have to be applied for in the prescribed form and manner, and shall have to be sanctioned before it is availed of, except in cases of emergency and for reasons to the satisfaction of the Competent Authority.

(b) Leave shall ordinarily begin from the date on which the teacher who has been

granted leave relinquishes his duties and shall ordinarily end on the day preceding the date on which he resumes them.

(c) Any application for the extension of leave shall be submitted to the Competent Authority in the same manner as in the case of the leave that is sought to be extended.

(d) Any teacher on leave, including leave preparatory to retirement, shall not return to duty during the period of leave except with the permission of the Competent Authority:

Provided that where a teacher has submitted a request for permission to retire, which awaits decision by the Executive Council or the Governing Body, and has proceeded on leave preparatory to retirement on the basis of such request, he shall not be permitted to return to duty, except with the consent of the Executive Council or the Governing Body:

Provided further that the teacher on leave preparatory to retirement shall, unless permitted otherwise by the Competent Authority in the special circumstances of the case, report for duty on the date of his retirement.

(e) The application of a teacher for leave on medical grounds, or for leave in continuation with Maternity Leave, shall be supported with a medical certificate from the Medical Officer of the institution or, where no such Medical Officer has been appointed, from a Registered Medical Practitioner approved and authorised by the institution in that regard:

Provided that the Competent Authority may, in its discretion, waive the production of a medical certificate in case of an application for leave on medical grounds for a period not exceeding three days:

Provided further that where the leave applied for on medical grounds is in excess of a period of thirty days, the Competent Authority may require the applicant to appear before a Medical Board appointed by it for the purpose:

Provided also that leave, or extension of leave, on medical grounds shall not be granted beyond the date on which the teacher is pronounced by a Medical Officer or Medical Board, appointed or assigned for the purpose by the Executive Council or the Governing Body, to be permanently incapacitated for further service.

(f) Subject to the provisions of the first proviso to sub-clause (e), no teacher who has been granted leave, other than Casual Leave, on medical grounds shall be allowed to return to duty without producing a medical certificate of fitness, granted by the Medical Officer or Registered Medical Practitioner who had issued the certificate referred to in sub-clause (e), or, where the Competent Authority is satisfied that it is not feasible for such medical certificate of fitness to be secured from him, by any other Registered Medical Practitioner approved or authorised by the institution in that regard.

(g) Except in the case of Extraordinary Leave granted for the purpose of taking up service elsewhere, a teacher on leave shall not, except with the written permission of the Competent Authority, engage directly or indirectly in any trade or business, whatsoever, or in any work, including private tuition or coaching, to which any emolument or honorarium is attached, but this prohibition shall not apply to work undertaken in connection with the examinations of any University, Public Service Commission, Board of Education or similar body or institution, or to any extension lectures, or creative work or publications (including radio or television broadcasts) of an academic, literary or artistic nature or, with the permission of the Vice Chancellor or of the Principal with the approval of the Chairperson, to any other academic work:

Provided that the leave salary of a teacher who has been given the said written permission shall be subject to such restrictions as the Finance Committee may prescribe by rules or, pending such prescription, as the Vice-Chancellor may

determine.

(h) The Competent Authority may, at the request of the teacher concerned, retrospectively convert any kind of leave into such leave of a different kind as was admissible to him at the time the leave was originally granted, but any such conversion cannot be claimed as a matter of right.

(i) Where one kind of leave is converted into another, under the provisions of sub-clause (h), the amount of leave salary, and the allowances admissible therewith, shall be re-calculated and, accordingly, the arrears of leave salary and allowances shall be paid, or the amount overdrawn in that regard shall be recovered, as the case may be.

7. (a) A teacher granted Casual Leave, Special Casual Leave, Duty Leave or Sabbatical Leave shall not be treated as absent from duty and his pay shall not be intermitted:

Provided that where a teacher on Duty Leave is in receipt of a Fellowship or Honorarium, or any other financial assistance beyond the amount needed for normal expenses, the Duty Leave may be sanctioned on reduced pay and allowances:

Provided further that in the case Sabbatical Leave, the pay of the teacher shall be subject to the provisions of the proviso to sub-clause (d) of clause 21.

(b) Except as provided elsewhere in this Ordinance, the leave salary during the period of—

(i) Earned Leave, Commuted Leave, Maternity Leave and Paternity Leave shall be equal to the pay drawn immediately before proceeding on such leave; and

(ii) Half-pay Leave or Advance Leave shall be equal to half the amount of the pay drawn immediately before proceeding on such leave;

(iii) Study Leave shall be calculated in accordance with the provisions of sub-clause (i) of clause 20.

(c) Leave salary shall not be admissible for any period of Extraordinary Leave.

(d) If any increment of pay falls due during —

(i) any period of Casual Leave, Special Casual Leave, Duty Leave or Sabbatical Leave, it shall be admissible from the date it is due;

(ii) any period of leave, other than Casual Leave, Special Casual Leave, Duty Leave or Sabbatical Leave, or any period of deputation or foreign service, the effect of increase of pay will be given, except in those cases where the leave concerned does not count for increment, from the date the teacher resumes duty, without prejudice to the normal date of his increment:

Provided that a teacher may, after return from Study Leave, be given, from the date he resumes duty, the benefit of the increment or increments he would have earned in the course of time if he had not proceeded on Study Leave, upon submitting, to the satisfaction of the Competent Authority, the report referred to in sub-clause (p) of clause 20, but, without prejudice to the normal date of his increment, shall not be eligible to the arrears of such increment or increments:

Provided further that any period of Extraordinary Leave shall not count for increment, except in the cases specified in sub-clause (e) of clause 20.

(e) The period of any leave, other than Extraordinary Leave, Study Leave and Sabbatical Leave, and of absence on deputation or foreign service, shall count as service for purposes of pension and Contributory Provident Fund:

Provided that a period of Extraordinary Leave that has been permitted to be counted for increment, under sub-clause (d), shall count as service for the said purposes:

Provided that a period of Study Leave or Sabbatical Leave shall count as service for the said purposes only if the teacher rejoins the institution on the expiry of such leave.

(f) A teacher who is selected for appointment to a higher post while on leave shall be placed in such post, and the scale of pay assigned thereto, only after submitting the prescribed joining report upon resuming duties in the institution upon the completion of the period of leave:

Provided that in case such teacher was on Casual Leave, Special Casual Leave, Duty Leave or Sabbatical Leave, the said joining report shall be deemed to be with effect from the date he would have submitted the same had he not been on such leave, and in such a case any period of probation on the concerned post shall be deemed to have commenced from the said date:

Provided further that a teacher on any leave, other than Casual Leave, Special Casual Leave, Duty Leave or Sabbatical Leave, shall be entitled to be granted permission by the Competent Authority to return to duty before the expiry of the period of leave, in order to join a higher post to which he has been selected for appointment while on leave, but where such leave is on medical grounds such permission shall not be granted, except on the submission of a certificate of fitness:

Provided also that in any case governed by the immediately preceding proviso, the teacher shall join such higher post with effect from a date not earlier than the date of resuming duties in the institution.

8. (a) Subject to the provisions of sub-clause (a) of clause 6, and of sub-clause (b), no teacher shall be absent from duty without prior permission, except where the Competent Authority, upon being satisfied that such absence was for a valid reason, including unforeseen contingencies, grants leave for such period.

(b) Where a teacher —

(i) absents himself from duty without prior permission; or

(ii) remains absent from duty after the expiry of his leave, or of the period of his deputation or foreign service, without any intimation to the Competent Authority,

for a continuous period of 90 days, he shall be deemed to be wilfully absent from duty, and such wilful absence shall be treated as misconduct and his services shall be liable to be terminated.

(c) The total period of continuous absence of a teacher from duty on leave, including periods of vacation or recess when such periods are permitted to be taken in conjunction with leave under the provisions of this Ordinance, or on deputation or foreign service, shall not exceed three years, except in cases where, under the provisions of this Ordinance —

(i) leave is taken on medical grounds; or

(ii) permission has been granted by the Competent Authority, in special circumstances and for reasons to be recorded, for a longer period of absence, subject to the condition that the said total period of continuous absence does not exceed five years in any case.

(d) Without prejudice to the provisions of clause (b), the lien of a teacher shall be deemed to have terminated, and he shall cease to be in the service of the institution, in case after remaining on leave, whether of a particular kind or of all kinds taken together, for a continuous period of three years —

(i) he does not resume duty, otherwise than —

(1) on account of continuing for the time being, with the permission of the Competent Authority, on leave admissible to him or on deputation or

foreign service; or

(2) on account of suspension; or

(ii) he remains absent from duty without any intimation,

except if the Executive Council or the Governing Body, in view of the exceptional circumstances of the case, determines otherwise:

Provided that this provision shall also apply where such leave is for a continuous period of less than three years and the teacher has no further leave at credit in his Leave Account, or is not entitled to any other leave that is not debited to the Leave Account or to continue on deputation or foreign service.

(e) Subject to the provisions of sub-clause (b), a teacher who remains absent after the end of leave, or the expiry of deputation or foreign service, shall not be entitled to leave salary for the period of such absence, unless leave is extended for such period by the Competent Authority on the application of the teacher, and where the Competent Authority does not extend leave for the said period, but permits the teacher to rejoin duty, such period shall be debited to his Leave Account as though it ~~on~~ were on Half-pay Leave, to the extent such leave is due, and the period in excess of such leave shall be treated and recorded as Extraordinary Leave and shall be offset against the residual entitlement of the teacher to Extraordinary Leave:

Provided that where there is no such residual entitlement to Extraordinary Leave, such period shall be treated as a period of break in service.

9. (a) For the purposes of this clause, the term "Earned Leave" means the number of days of Earned Leave taken together with the number of days of Half-pay Leave converted to Earned Leave at the rate of two days of Half-pay Leave for one day of Earned Leave, and the term "retirement" means retirement on superannuation.

(b) Subject to the provisions of sub-clauses (c) to (h), no leave shall be granted to a teacher beyond the date of his retirement.

(c) A teacher may apply for, as leave preparatory to retirement, the grant of the whole or a part of the Earned Leave that would be at credit in his Leave Account on the said date, but such application must be submitted to the Competent Authority sufficiently in advance of the date on which the leave applied for is to commence.

(d) A teacher who was prevented from applying for leave preparatory to retirement, under the provisions of sub-clause (c), by reason of being under suspension at the relevant time, but subsequently the authority competent *to* order re-instatement recorded the opinion or finding that the teacher stood fully exonerated of the charges that led to such suspension and that such suspension was wholly unjustified, may, where he was so re-instated before the date of his retirement, be allowed to apply for leave preparatory to retirement immediately after his re-instatement:

Provided that where such teacher was continuing under suspension on the date of his retirement, he shall be deemed to have applied for leave preparatory to retirement under the provisions of sub-clause (c).

(e) In the interests of the institution, the Competent Authority may deny, wholly or in part, the application of the teacher for leave preparatory to retirement, under sub-clause (c) or (d), or may recall a teacher, who has proceeded on such leave, to duty at any time before the date of his retirement.

(f) In any of the cases referred to in sub-clause (e), the teacher may be granted, after his retirement, the cash equivalent of the leave remaining at credit in his Leave Account on the date of retirement, as computed under the provisions of sub-clause (h), subject to a maximum of 120 days:

Provided that this provision shall also apply to a teacher referred to in the proviso to

sub-clause (d).

(g) A teacher, who was prevented from applying for leave preparatory to retirement, under the provisions of sub-clause (c), by reason of being under suspension at the relevant time, but was re-instated within 120 days preceding the date of his retirement, without the authority competent to order re-instatement recording any opinion or finding that such suspension was unjustified, may be allowed to apply for leave preparatory to retirement immediately after his re-instatement, without prejudice to the right of the institution to refuse such application, wholly or in part, or to recall him to duty from such leave, and in such a case the teacher may be granted, after his retirement, the cash equivalent of the leave remaining at credit in his Leave Account on the date of retirement, subject to a maximum of 120 days reduced by the number of days between the date of such re-instatement and the date of his retirement.

(h) The basis for computing the cash equivalent referred to in sub-clauses (f) and (g) shall be the leave salary as on the date preceding the date of retirement by the number of days of leave for which the cash equivalent is being computed:

Provided that where the teacher has been granted re-employment after retirement, such cash equivalent shall not be paid, except after the completion of the period of such re-employment:

Provided also that the payment of such cash equivalent shall be subject to the adjustment of the amount, if any, due to the institution on the part of the teacher or recoverable from him, and for this purpose an appropriate part of the cash equivalent may be withheld pending such adjustment.

(i) In case a teacher dies while in service, the cash equivalent of the leave salary that would have been admissible to the deceased teacher had he proceeded, on the date immediately following the date of death, on Earned Leave due to him, subject to a maximum of 120 days, shall be disbursed to his family as an *ex gratia* payment.

(j) Where the services of a teacher are terminated by the institution, on account of the abolition of post or retrenchment, before the date of his retirement, the Earned Leave at credit in his Leave Account may be granted, subject to a maximum of 120 days, at the discretion of the Vice Chancellor or the Governing Body, as terminal benefit to him, even if it has not been applied for, or has not been refused in the interests of the institution, and in such a case the prescribed period of notice or, where the teacher is relieved before the expiry of such period, the unexpired portion thereof, shall run concurrently with the leave so granted:

Provided that such terminal benefit shall not be admissible in the case of dismissal or removal from service.

(k) Where a teacher resigns his post, he shall ordinarily not be granted any leave, either prior or subsequent to the date of his resignation, but in case such resignation is for reasons of health, or for circumstances beyond the control of the teacher, the Earned Leave at credit in his Leave account may be granted, subject to a maximum of 60 days, at the discretion of the Vice Chancellor or the Governing Body, and in such a case the prescribed period of notice or, where the teacher is relieved before the expiry of such period, the unexpired portion thereof, shall run concurrently with the leave so granted:

Provided that this provision shall, subject to the rules governing voluntary retirement, also apply to a case of voluntary retirement of a teacher.

10. A teacher shall be eligible for not more than eight days of Casual Leave in a Leave Year, and non-working days falling within any period of Casual Leave shall not be counted as part thereof:

Provided that the Vice-Chancellor may prescribe, for the University and the

Colleges, the maximum number of days of Casual Leave that may be taken at any one time, and also prescribe that maximum number of non-working days falling within any period of Casual Leave that may not be so counted:

Provided that where a teacher joins the service of the institution after the commencement of the Leave Year, the quantum of Casual Leave shall be determined on *pro rata*, i. e. proportionate, basis, in accordance with the period of service within the Leave Year.

11. (a) Special Casual Leave not exceeding ten days in a Leave Year may be granted to a teacher —

(i) for performing duties in connection with any examination of a University or other institution of higher education, a Public Service Commission or a Board of Examination or other similar body; or

(ii) for conducting any inspection of a University or an institution maintained by it or admitted to its privileges, or any other academic institution affiliated to a Statutory Body:

Provided that the days of actual journey to and from the place or places where such duties are to be performed, or such inspection has to be conducted, shall be excluded in computing the limit of ten days:

Provided further that where a teacher joins the service of the institution after the commencement of the Leave Year, the maximum limit for Special Casual Leave under this provision shall be determined on *pro rata*, i. e. proportionate, basis, in accordance with the period of service within the Leave Year.

(b) Special Casual Leave may also be granted —

(i) to a teacher for undergoing a sterilisation, or re-canalisation, operation under the Family Planning programme, for a period not exceeding six days in a Leave Year; or

(ii) to a female teacher for undergoing non-puerperal sterilisation, for a period not exceeding ten days in a Leave Year:

Provided that Special Casual Leave shall not be admissible for a re-canalisation operation, except if the teacher has been left with no, or only one, surviving child, on account of the death of offspring:

Provided further that where the authorised Medical Officer of the approved Hospital, where the procedure referred to in serial number (ii) is to be conducted, certifies that a longer period of leave is essential on medical grounds, the limit of ten days may be raised to not more than fourteen days in a leave Year.

12. (a) Duty leave may be granted to a teacher for —

(i) attending conferences, congresses, symposia and seminars on behalf of the institution or with the permission of the institution;

(ii) delivering lectures in Universities and other institutions of higher education or research, at the invitation thereof received and accepted by the institution or, where such invitation has been received by the teacher, endorsed by the Vice-Chancellor or by the Principal with the approval of the Chairperson;

(iii) participating as the Visitor's nominee or as expert in selection committees in any University, or an institution maintained by it or admitted to its privileges, or other institution of higher education or research, or as expert in any selection process of a Public Service Commission or an authority established by Government or under any law;

(iv) participating in a delegation or working on a Committee appointed by the Government of India, a State Government, the Parliament or a State

Legislature, the University Grants Commission, any Government agency or Department, another University or any other academic or research body of national repute; or

(v) attending meetings in the University Grants Commission or any Government agency or Department, or sharing expertise with any of them or with any academic institution or body or Non-Governmental Organisation of national repute.

(b) The total period of absence under sub-clause (a) shall ordinarily not exceed seven working days on any one occasion, and shall not exceed twenty working days in a Leave Year, but where the teacher has been deputed by the institution to attend, on its behalf, a conference, congress, symposium or seminar held outside India, such total period of absence in a Leave Year may extend up to thirty working days in a Leave Year:

Provided that where a teacher joins the service of the institution after the commencement of the Leave Year, the Competent Authority may, in its discretion, determine the maximum limits for Duty Leave under this provision on *pro rata*, i. e. proportionate, basis, in accordance with the period of service within the Leave Year.

(c) A teacher deputed by the institution for performing any special duty, work or study, shall be considered to be on duty and his absence on this account shall not be subject to the limits specified in sub-clause (b).

13. (a) Earned Leave admissible to a teacher shall be the sum of the following —

(i) one-thirtieth of actual service including vacation;
(ii) one-third of the period, if any, during which he is required to perform duty during vacation; and
(iii) one-third of the period, if any, by which the vacation is curtailed in any Leave Year, subject to a maximum of fourteen days of Earned Leave:

Provided that for the purpose of the computation of the period of actual service, the period of vacation shall be included except where it falls within any period of leave, except Sabbatical Leave, and all periods of leave except Casual Leave, Special Casual Leave, Duty Leave and Sabbatical Leave shall be excluded:

Provided further that where vacation is combined with Earned Leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on leave salary that may be included in the particular period of leave.

(b) Earned Leave at the credit of a teacher shall not accumulate beyond 300 days.

(c) The maximum period of Earned Leave that may be sanctioned at a time shall not exceed 60 days:

Provided that Earned Leave exceeding 60 days may be sanctioned in the case of higher study or training, or on medical certificate, or where the entire period in excess of 60 days is to be spent, or is spent, outside India.

14. The Half-pay Leave admissible to a teacher shall be twenty days for each completed year of service, and may be granted on medical certificate or for academic purposes or private affairs:

Provided that Half-pay leave shall not be admissible for availing of a Fellowship or Scholarship, or any Visiting assignment with honorarium, stipend or salary, whether in India or abroad.

15. (a) Commuted Leave not exceeding half the amount of Half-pay Leave at credit in the Leave Account may be granted to a teacher on medical certificate, subject to the

following conditions —

(i) Commuted leave may be granted at the request of the teacher even when Earned Leave is due to him;

(ii) Commuted Leave shall be limited to a maximum of 240 days during the entire service;

(iii) when Commuted Leave is granted, twice the amount of such leave shall be debited against the Half-pay Leave at credit in the Leave Account; and

(iv) the total duration of Earned Leave and Commuted Leave, taken in conjunction, shall not exceed 240 days at a time:

Provided that Commuted Leave shall not be granted, except if the Competent Authority has reason to believe that the teacher shall return to duty on the expiry thereof.

(b) Where a teacher who has been granted Commuted Leave resigns from service or is, at his request, 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:

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the teacher for further service or in the event of his death.

16. (a) A teacher may, subject to the provisions of sub-clauses (b) to (h), be granted Extraordinary Leave when —

(i) no other leave is admissible; or

(ii) other leave is admissible, but the teacher applies in writing for the grant of Extraordinary Leave.

(b) Subject to the provisions of sub-clause (e), a teacher, including a teacher on probation who has a lien on a permanent post in the institution, may be sanctioned Extraordinary Leave at the discretion of the Competent Authority, but in no case, except where Extraordinary Leave is applied for on medical certificate, shall the amount of Extraordinary Leave granted to the teacher exceed the quantum of the completed years of service put in by him:

Provided that this condition may be relaxed where a teacher, who holds a confirmed appointment in the institution, is awarded, on the basis of an application duly submitted through the institution, any Fellowship or Scholarship for training or study abroad.

(c) Extraordinary Leave shall not be granted for a period of more than two years at a time, but such period may be extended for a further period of one year in case the Competent Authority is satisfied that the interests of the institution are not prejudiced by such extension:

Provided that the total period of Extraordinary Leave, including periods of absence on deputation or foreign service, shall not exceed five years during the entire tenure of service of the teacher in the institution.

(d) Where a teacher on probation is granted Extraordinary Leave, the period of such leave shall be excluded in computing the period of service on probation, and any such exclusion shall not be regarded as implying the extension of the period of probation.

(e) Extraordinary Leave shall count for increment in the following cases—

(i) where such leave was taken on medical certificate;

(ii) where the Vice-Chancellor or the Principal with the approval of the Chairperson is satisfied that such leave was taken, in the absence of any other kind of leave in the Leave Account of the teacher, due to causes

beyond his control, such as inability to join or rejoin duty due to civil commotion or a natural calamity;

(iii) where such leave was taken for prosecuting higher studies, and the teacher submits details affirming the fulfilment of the purposes for which he was granted such leave to the satisfaction of the Competent Authority; or

(iv) where such leave was granted to enable the teacher to —

(1) undertake training or study in a foreign country, under the Commonwealth Scholarship, Fellowship or Academic Exchange Scheme, or the Fulbright Programme, or any other scheme sponsored, recognised or approved by the University Grants Commission;

(2) avail of a Career Award, Research Scientist Award or a Fellowship of the University Grants Commission;

(3) a Fellowship, or an invitation or assignment (not being an appointment on a salaried post), from an institution of higher learning or research or an academic, scientific, literary or cultural organisation, to deliver lectures, conduct research, technical or academic work provide expert advice, or perform more than one such function, upon the Executive Council or the Governing Body being satisfied before granting the leave that such Fellowship, invitation or assignment was of extraordinary importance..

(f) Where a teacher applies for Extraordinary Leave for taking employment elsewhere, he shall be required to intimate the terms and conditions of such employment along with his application, and in case Extraordinary Leave is granted on such application, such leave, and the lien of the teacher, shall not continue beyond the period of probation (included any extension of probation) on the said employment:

Provided that such teacher shall be required to forthwith give intimation to the Competent Authority of any extension or termination of his probation, and of his confirmation, as the case may be, in such employment:

Provided further that where the teacher has been denied confirmation in such employment, or has voluntarily relinquished such employment prior to his confirmation thereon, he shall forthwith give intimation thereof to the Competent Authority and shall, with the permission of the Competent Authority, report to the institution for resuming duties and his Extraordinary Leave and lien shall continue till the date he resumes service in the institution.

(g) A teacher who has been granted lien on his substantive post in the institution while on employment elsewhere shall be required to pay lien fees to the institution, for the duration of such lien, at the rate determined by the Executive Council after consulting the Finance Committee.

(h) Notwithstanding any other provision of this Ordinance or any other Ordinance, where a teacher is confirmed in a substantive appointment elsewhere, his lien shall terminate on, and he shall cease to be in the service of the institution from, the effective date of such confirmation.

19. A male teacher with less than two surviving children may be granted Paternity Leave, of not more than 15 days, during the confinement of his wife for childbirth, i. e. the period commencing from a date not earlier than 15 days before, and not later than two months from, the date of delivery of the child:

Provided that Paternity Leave shall be treated as lapsed in case it is not availed of during the said period.

20. (a) Study Leave may be granted to a teacher with not less than three years of continuous service in the institution, for pursuing a special line of study or research

directly related to his work in the institution or for making a special study of the various aspects of the organisation of higher education or methods of education, as proposed in the detailed plan of work to be submitted with the application for such leave:

Provided that the period during which the teacher was on probation, prior to confirmation on his current post, may be included in computing the length of such continuous service:

Provided further that in exceptional circumstances, for reasons to be recorded, the Competent Authority may waive the condition of the required service of three years being continuous.

(b) The detailed plan of work, referred to in sub-clause (a), shall *inter alia* specify the course of study or programme of research (hereafter in this Ordinance, referred to as "the project"), to be pursued by the teacher under Study Leave, and the institution or establishment, or institutions or establishments, where such project is to be undertaken.

(c) Study Leave shall not be admissible to a teacher who is due to retire on superannuation within five years of the date on which he is expected to return to duty after the expiry of Study Leave.

(d) Study Leave shall be granted, in the first instance, for a period of not more than two years, but the Competent Authority may, after considering the progress report submitted by the teacher, along with the recommendation in that regard of the supervisor of the project, and being satisfied that such extension is unavoidable on academic grounds and necessary in the interests of the institution, extend the same for a further period, such that the total period of the initial and extended leave does not exceed three years.

(e) Study Leave may be granted not more than twice during the entire career of the teacher, subject to the maximum limit of five years for the periods of Study Leave taken together:

Provided that the Competent Authority may, in its discretion, deny the grant of Study Leave to a teacher who has availed of it earlier, except if such teacher has served the institution for a period of not less than five years after return to duty from the earlier period of Study Leave:

Provided further that where the number of teachers of an academic unit, as defined in sub-clause (i) of clause 3, who have applied for Study Leave, exceeds the number of teachers eligible to be granted such leave under the norms specified therein, the Competent Authority may give preference to teachers who have not availed of Study Leave earlier or have completed the period of not less than five years referred to in the preceding proviso.

(f) The Study Leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction, but such cancellation shall not deprive the teacher of the opportunity to apply afresh for such leave.

(g) A teacher who has been granted Study Leave shall not be permitted to alter substantially the project for which it has been granted, except with the approval of the Competent Authority.

(h) Where a teacher combines Study Leave with any other kind of leave permissible for the purpose under this Ordinance, the total period of absence from duty, on account of Study Leave and any other leave taken in conjunction with it, shall not exceed three years.

(i) Where the remuneration, i. e. the Scholarship, Fellowship or other stipend, to be drawn by the teacher for the project —

(i) is not more than the pay drawn immediately before proceeding on Study Leave, the leave salary during the period of such leave shall be equal to the said pay; or

(ii) exceeds the pay drawn by the teacher immediately before proceeding on Study Leave, and —

(1) the Study Leave is being availed of in India, no leave salary shall be admissible; or

(2) the Study Leave is being availed of abroad, such remuneration shall be taken into account in determining the leave salary, but the amount of the said remuneration shall not be offset against the otherwise admissible leave salary, except in case the said remuneration is above a specified amount, to be determined, for the University and the Colleges, by the Vice-Chancellor from time to time, on the basis of the cost of living for a family in the country concerned.

(j) A teacher on Study Leave shall submit, to the Registrar or the Principal at intervals of six months, reports of his progress in the project endorsed by the supervisor thereof, and where such report does not reach the Registrar or the Principal within one month of the date on which it is due, the payment of the leave salary of the teacher may be deferred till the receipt of such report:

Provided that where the project is not formally under a supervisor, the Head of the institution or establishment where the project is being undertaken, or a person in the service of the institution or establishment specified by the Head in that regard, shall be deemed to be the supervisor of the project for the purposes of this clause.

(k) A teacher availing of Study Leave shall serve the institution, after his return to duty upon the expiry thereof, for a continuous period of not less than three years from the date of such return:

Provided that the teacher shall submit, with the application for Study Leave, an undertaking to fulfil the requirement of this provision.

(l) A teacher granted Study Leave shall, before proceeding on such leave, execute a bond in favour of the institution binding himself for the due fulfilment of the conditions prescribed in sub-clauses (i) and (m), and other sub-clauses, and furnish, in affirmation thereof, security of immovable property to the satisfaction of the Finance Officer or the Treasurer of the Governing Body, or a fidelity bond of an insurance company, or a guarantee by a scheduled bank, or the surety of two confirmed teachers of the institution, including a teacher on probation holding lien on a permanent post in the institution, not being teachers due to retire within five years of the execution of such surety, for the payment of the amount that might become refundable to the institution in accordance with the provisions of sub-clause (o).

(m) Where the project is completed before the end of the period of Study Leave, the teacher shall, on the conclusion thereof, resume duty at the institution, except if the previous approval of the Competent Authority has been obtained to defer the resumption of duty for the remaining portion of Study Leave, or any part thereof, and in such a case the interval between the date of the completion of the project and the date of resumption of duty shall be treated as a period of Extraordinary Leave.

(n) A teacher on Study Leave, who is prematurely discharged from the project by the institution or establishment concerned, or by the agency funding the remuneration referred to in sub-clause (i), or withdraws from the project of his own accord —

(i) shall forthwith return to duty; and

(ii) shall be deemed as having exhausted one of the admissible periods of Study Leave:

Provided that the condition at serial number (ii) shall not apply where the discharge

or withdrawal of the teacher from the project is on medical certificate.

(o) A teacher who, after proceeding on Study Leave —

(i) prematurely withdraws, or is discharged, from the project, except on medical certificate;

(ii) fails to return to duty after the expiry of Study Leave;

(iii) after returning to duty on the expiry of Study Leave, leaves the service of the institution without completing the period of further service prescribed by sub-clause (f); or

(iv) is, on grounds of misconduct, dismissed or removed from the service of the institution within the prescribed period referred to in serial number (iii),

shall be liable to refund to the institution the amount of leave salary and allowances drawn by him and other expenses incurred on him, or paid to him or on his behalf, in connection with the project.

(p) A teacher who has availed of Study Leave shall submit, upon return to duty, a report affirming the fulfilment of the purposes for which he was granted such leave, including the details of his academic contributions or publications during the period of the project or on the basis of the work done in the course thereof, and of any dissertation submitted by him and any academic distinction conferred on him for the project, and a testimonial from the supervisor of the project.

21. (a) Sabbatical Leave may be granted to a teacher, with not less than seven years of continuous service in the institution, serving on the post of Professor or Reader, or on the scale of pay of Reader, for undertaking study or research related to his work in the institution, or for any other academic pursuit likely to increase his proficiency or his capacity to contribute to the institution, or of significant relevance to the academic, social or corporate objectives of the institution or the higher education system, as proposed in the detailed plan of work to be submitted with the application for such leave.

(b) The duration of Sabbatical Leave shall not exceed one year at a time and two years in the entire career of a teacher.

(c) A teacher who has availed of Study Leave shall not be entitled to Sabbatical Leave, except after the expiry of five years from the date of his return from the immediately previous period of Study Leave.

(d) A teacher on Sabbatical Leave shall not take up during the period of that leave, any regular appointment under another organisation in India or abroad:

Provided that the teacher may be permitted by the Competent Authority to accept a Fellowship, or a research scholarship, or an *ad hoc* teaching and research assignment with honorarium, or any other form of assistance, other than regular employment, in an institution of advanced studies, but in any such case the Competent Authority may, if it so deems appropriate, sanction Sabbatical Leave on reduced pay and allowances.

(e) A teacher who has availed of Sabbatical Leave shall submit, upon return therefrom, a report to the Competent Authority on the nature of studies, research or other work undertaken during the period of such leave.

22. (a) A teacher appointed on probation, who holds lien on a permanent post in the institution, shall, in respect of leave, be entitled to the benefit of the provisions of this Ordinance as applicable to him on the permanent post on which lien is held.

(b) A teacher appointed on probation, not being a teacher referred to in sub-clause (a), shall during the period of probation be granted leave that would be admissible to him if he held his post substantively otherwise than on probation:

Provided that such teacher shall not be entitled to Extraordinary Leave, other than on medical certificate, and any Extraordinary Leave granted to such teacher shall be subject to the provisions of sub-clause (d) of clause 16:

Provided further that if, for any reason, it is proposed to terminate the services of such teacher upon or before the expiry of the period of probation, any leave granted to him shall not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by an order of the authority competent in that regard.

23. (a) A temporary teacher shall be eligible for the grant of leave admissible to permanent teachers, except Commuted Leave, Advance Leave, Study Leave and Sabbatical Leave, subject to the following conditions —

(i) in the case of Earned Leave during the first year of service as temporary teacher, the provision at serial number (i) under sub-clause (a) of clause 13 shall be read as "one-sixtieth of actual service including vacation":

Provided that where a temporary teacher is appointed, without interruption of duty, substantively to a permanent post, the Earned Leave that would have been admissible if his previous duty had been as permanent teacher, reduced by any Earned Leave already availed of, shall be credited to his Leave Account; and

(ii) Half-pay Leave may not be granted to a temporary teacher, except if the Competent Authority has reason to believe that the teacher shall return to duty on the expiry of such leave:

Provided that the Competent Authority may, at its discretion and with the approval of the Executive Council, grant Advance Leave to a temporary teacher, who is suffering from a serious medical ailment, for a period not exceeding 180 days in all, subject to the provisions of sub-clauses (b), (c) and (d) of clause 17, and to the following further conditions —

(1) that the teacher has put in a service of at least one year;

(2) that the post from which the teacher proceeds on leave is likely to last till his return to duty;

(3) that the request for the grant of such leave is supported by a medical certificate; and

(4) that where the teacher is subsequently appointed on permanent basis, the leave so granted shall be offset against his entitlement to Advance Leave:

Provided further that the conditions governing the grant of Extraordinary Leave to a temporary teacher shall be as specified in sub-clause (b).

(b) In the case of a temporary teacher, the duration of Extraordinary Leave on any occasion shall not exceed the following limits —

(i) three months at a time;

(ii) six months, in case the teacher has completed three years of continuous service and the leave application is supported by a medical certificate;

(iii) eighteen months, where the teacher is undergoing treatment in a recognised hospital for a chronic or infectious disease of a serious nature or a potentially life-threatening condition;

(iv) twenty-four months, where the leave is required for prosecuting studies certified to be in the interest of the institution, in case the teacher has completed, or shall complete on the date of the commencement of such leave, three years of continuous service:

Provided that where such teacher has not completed three years of continuous service, Extraordinary Leave may be sanctioned for the period of

shortfall from the limit of twenty-four months in continuation of any other kind of leave due and applied for under this clause, including the Extraordinary Leave admissible under serial number (i), in case the requirement of three years of continuous service shall be completed on a date not later than the date of the expiry of such leave.

(c) Where a temporary teacher fails to resume duty on the expiry of the Extraordinary Leave granted to him for the maximum period permissible under sub-clause (b), or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which, together with the Extraordinary Leave granted, exceeds the limit up to which he could have been granted such leave in accordance with the provisions of serial number (iv) under sub-clause (b), he shall, unless the Executive Council or the Governing Body, 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 service of the institution.

(d) The provisions of sub-clause (d) of clause 5 shall *mutatis mutandis* apply to the credit of Earned Leave and Half-pay Leave to the Leave Account of a temporary teacher.

24. (a) The Competent Authority for Extraordinary Leave may, on a request to that effect from a foreign Government, or the Central or a State Government, or on such request from, or in pursuance of any agreement or arrangement with, any authority, establishment, institution or organisation entitled for the purpose under the rules referred to in serial number (vi) under sub-clause (b) of clause 1, grant permission to a confirmed teacher, including a teacher on probation holding a lien on a permanent post in the institution, to serve such Government or such authority, establishment, institution or organisation on deputation from the institution.

(b) The grant of permission for service on deputation, under the provisions of sub-clause (a), shall be subject to the following terms and conditions —

(i) such permission shall not be available as a rule, or as of right, to a teacher, and shall not be granted, except if the Competent Authority is satisfied that it would serve to promote international relations or the larger interest of the country or the cause of education, learning or research:

Provided that such permission shall not be given if the emoluments admissible to the teacher on foreign service are much more than his emoluments in the institution to the extent that foreign service is rendered appreciably more attractive than the service of the institution;

(ii) the total period of service on deputation or foreign service admissible to a teacher shall not exceed three years in the entire tenure of service of the teacher in the institution;

(iii) the teacher proceeding on deputation shall give an undertaking by executing a bond, in the manner specified in sub-clause (l) of clause 20, to the effect that he would serve the institution, after return from deputation, on the post held by him at the time of proceeding on deputation, or in any other post not lower than the same, as may be required by the institution, for twice the period of deputation, subject to a maximum of five years from the date of resuming duties, and in default pay to the institution an amount equal to ten times the monthly pay that he was drawing at the time of proceeding on deputation; and

(iv) the contributions, referred to in the proviso to sub-clause (b) of clause 3, for the period of deputation or foreign service, shall —

(1) for contributory provident fund, be paid by the teacher, in respect of his subscription, at the rates at which he would have subscribed while

in the service of the institution, and by the employer being served by the teacher on deputation or foreign service, in respect of the contribution of the institution, at the rates at which the contribution of the institution to the said fund is payable; and

(2) for leave salary and pension, be paid by the employer being served by the teacher on deputation or foreign service, at the rates laid down by the Executive Council in consultation with the Finance Committee, for teachers of the University and the Colleges.

(c) The principles underlying the provisions of clauses (a) and (b) shall *mutatis mutandis* apply to cases of deputation of teachers within the institution.

## ORDINANCE XLIV: PART-TIME LECTURERS AND GUEST FACULTY

*(Under clauses (i) and (viii) of Section 7, clause (n) of Section 29(1) and clause (2) of Statute 17)*

### ORDINANCE

Part-Time Lecturers and Guest Faculty

1. Such posts of Part-time Lecturer in Law in the University, as were duly created as such by the Executive Council, or in any Constituent College, as were duly approved by the authority empowered in that regard, prior to the date of the commencement of the Act, and were subsisting on such date, shall continue to exist as such up to the date of the discontinuance of one or more, or all, of them —

(i) in the case of the University, by the Executive Council on the recommendation of the Academic Council to that effect; or

(ii) in the case of the Constituent Colleges, by the Governing Body of the concerned Constituent College (hereafter in this Ordinance referred to as "the Governing Body"), on the direction of the Vice-Chancellor, in pursuance of a recommendation of the Academic Council to that effect.

2. (a) Appointment to any post of Part-time Lecturer in Law shall be for a term of three years in the first instance, which may be extended for a further term of three years —

(i) in the case of the University, by the Executive Council, on the recommendation made by the Vice-Chancellor after considering the proposal in this regard submitted by the Head of the Department through the Dean of the Faculty concerned; or

(ii) in the case of a Constituent College, with the prior approval of the Vice-Chancellor, by the Governing Body, on the recommendation made by the Principal:

Provided that every person serving as Part-time Lecturer in Law, immediately before the commencement of this Ordinance, shall be deemed to have been appointed under this Ordinance from the date of his initial appointment as such, and shall continue as such in case he has not already completed a term of three years.

(b) A Part-time Lecturer in Law in the University and the Constituent Colleges may receive salary not exceeding one-half of the initial salary in the scale of pay of Lecturer, as determined by the Executive Council, and such salary may be increased b the Executive Council upon any revision of such scale of pay:

Provided that the emoluments of such Part-time Lecturer in Law may not include any allowance, except such as may be approved by the University Grants Commission:

Provided further that the Executive Council may, on the recommendation of the Finance Committee and with the approval of the University Grants Commission,

approve fixed monthly emoluments for posts of Part-time Lecturer in Law in the University and the Constituent Colleges, and may, in the same manner, revise such emoluments from time to time.

3. (a) The qualifications for appointment as Part-time Lecturer in Law shall be as follows —

(i) at least a Bachelor's degree in Law with not less than 50 per cent marks (or the Grade Point 3.00 in the Letter Grade Scale, as prescribed by the Ordinance governing qualifications for posts of teacher); and

(ii) actual practice of not less than five years as an advocate at the level of the High Court or the Supreme Court, or experience of not less than ten years as an officer of the Judicial Service.

(b) Posts of Part-time Lecturer in Law shall be advertised in the same manner as posts of Lecturer in the University or the Constituent College, as the case may be.

(c) In the case of the University, appointments of Part-time Lecturer in Law shall be made by the Executive Council, on the recommendations of a Selection Board comprising —

(i) the Pro-Vice-Chancellor or, where there is no Pro-Vice-Chancellor, a Professor of the University nominated by the Vice-Chancellor (Chairperson);

(ii) the Dean of the Faculty of Law;

(iii) the Head of the Department of Law;

(iv) one expert nominated by the Vice-Chancellor from the panel of experts for the post of Lecturer in Law; and

(v) one person of eminence with knowledge or professional experience in the subject or field of Law, nominated by the Vice-Chancellor:

Provided that the Registrar, or a member of the administrative staff, not below the rank of Deputy Registrar, nominated by the Vice-Chancellor, shall be the Secretary of the Selection Board.

(d) In the case of a Constituent College, appointments of Part-time Lecturer in Law shall be made by the Governing Body, on the recommendations of a Selection Board comprising —

(i) the Chairperson of the Governing Body, or one of the members of the Governing Body, not being a nominee of the Vice-Chancellor on the Governing Body or a person in the service of the College, nominated by him (Chairperson);

(ii) one of the nominees of the Vice-Chancellor on the Governing Body, nominated by the Vice-Chancellor;

(iii) the Convenor of the Staff Committee of Law;

(iv) one expert nominated by the Chairperson of the Governing Body from the panel of names of experts approved by the Vice-Chancellor for the post of Lecturer in Law; and

(v) the Principal of the College (Secretary).

(e) The date, time and venue of the Selection Board, referred to in sub-clause (c) or (d), shall be fixed by the Chairperson, and a notice of not less than fourteen days, reckoned from the date of despatch thereof, shall the given by the Secretary to each member and to each candidate:

Provided that such notice shall be served personally or by Registered Post or by other means of despatch which record or indicate the receipt of a despatched communication by the addressee:

Provided further that in the case of the members under serial numbers (ii) and (iii),

of sub-clause (c) or (d), such notice may be of lesser duration.

(f) The majority of members, including at least one of the members under serial numbers (iv) and (v) of sub-clause (c) or (d), shall form the quorum for any meeting of the Selection Board.

(g) The procedure to be followed by the Selection Board in framing its recommendations shall be the same as in the case of the Selection Committee for whole-time posts of teachers.

(h) Where the Executive Council or the Governing Body, as the case may be, approves the extension of the tenure of a serving Part-time Lecturer in Law, under the provisions of sub-clause (a) of clause 2, it shall not be necessary to advertise the concerned post or convene the Selection Board for the same.

(i) Where the Executive Council or the Governing Body disagrees with the recommendation of the Selection Board, it shall record the reasons for the same, and the matter shall be remitted to the Selection Board for re-submitting its recommendation after addressing such reasons:

Provided that where the Executive Council or the Governing Body again disagrees, with reasons, with the re-submitted recommendation of the Selection Board, the Selection Board shall be re-constituted and shall submit its recommendation from amongst the same candidates, which shall be dealt with as if it were the original recommendation of the Selection Board.

(j) The candidate appointed as Part-time Lecturer in Law shall join the post within a period of two months, reckoned from the date of despatch of the offer of appointment, but in special circumstances the Chairperson of the Governing Body may, on an application of the candidate in that regard and under intimation to the Governing Body, extend such period by not more than one month.

4. Notwithstanding anything contained in clauses 1, 2 and 3, a teacher serving, on the date of the commencement of the Act, as Part-time Lecturer in any Department, other than the Department of Law, or in a University Institute, including a Centre thereof, or in an independent Centre, on a duly created post of Part-time Lecturer or against a vacant regular post, shall continue to serve as such on the same terms and conditions, including emoluments, as on such date, without prejudice to the eligibility of such Part-time Lecturer for proportionate increase of such emoluments upon the revision of the scale of pay for the post of Lecturer.

5. (a) A Part-time Lecturer shall be a member of the academic staff.

(b) The work-load of a Part-time Lecturer shall be not less than half the work-load of a whole-time teacher.

(c) A Part-time Lecturer shall, in addition to the instruction of students, discharge such other academic duties as he may be required to perform in the Department, University Institute, including a Centre thereof, an independent Centre or the Constituent College, as the case may be, and for the University, but shall not be eligible, as such, to be a member of any authority of the University, or the bodies of the concerned Department, University Institute, including a Centre thereof, or independent Centre and, in the case of a Part-time Lecturer in Law in a Constituent College, the Governing Body, the Staff Council and the Staff Committee:

Provided that a Part-time Lecturer shall not serve as an examiner for any course of study, except if he fulfils the qualifications for appointment as examiner.

(d) No person shall continue as a Part-time Lecturer upon attaining the age of sixty-five years.

(e) A Part-time Lecturer shall be eligible for the grant of Casual Leave, Special Casual Leave, Duty Leave, Earned Leave, Half-pay Leave, Extraordinary Leave, Maternity Leave and Paternity Leave, and for vacation, admissible to whole-time teachers, as prescribed by Ordinance XLIII, subject to the following conditions —

(i) the provisions in respect of the Competent Authority for the grant of leave to, and the maintenance of the Leave Account of, Part-Time Lecturers shall be the same as specified in the said Ordinance;

(ii) the Earned Leave admissible to a Part-time Lecturer shall not accumulate beyond sixty days and shall be the sum of the following —

(1) one-sixtieth of actual service including vacation;

(2) one-third of the period, if any, during which he is required to perform duty during vacation; and

(3) one-third of the period, if any, by which the vacation is curtailed in any Leave Year (as defined in the said Ordinance), subject to a maximum of fourteen days of Earned Leave:

Provided that for the purpose of the computation of the period of actual service, the period of vacation shall be included except where it falls within any period of leave, and all periods of leave except Casual Leave, Special Casual Leave and Duty Leave shall be excluded:

Provided that where a Part-time Lecturer is appointed, without interruption of duty, to a post of Lecturer in the same institution (i. e. the University or the Constituent College), the balance of the Earned Leave in his Leave Account as Part-time Lecturer shall be credited to his Leave Account as Lecturer;

(ii) Half-pay Leave and Extraordinary Leave may not be granted to a Part-time Lecturer, except if the Competent Authority for sanctioning Leave has reason to believe that he shall return to duty on the expiry of such leave:

(iii) the Half-pay Leave admissible to a Part-time Lecturer shall be ten days for each completed year of service, and may be granted on medical certificate or for academic or professional purposes or private affairs;

(iv) the duration of Extraordinary Leave granted to a Part-time Lecturer on any occasion shall not exceed the following limits —

(1) six weeks at a time;

(2) three months, in case he has completed three years of continuous service and the leave application is supported by a medical certificate;

(3) twelve months, where he is undergoing treatment in a recognised hospital for a chronic or infectious disease of a serious nature or a potentially life-threatening condition;

(v) where a Part-time Lecturer fails to resume duty on the expiry of the Extraordinary Leave granted to him for the maximum period permissible under serial number (iv), he shall, unless the Executive Council, 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 service as Part-time Lecturer.

6. (a) For the purposes of this Ordinance, the term "Guest Faculty" means persons engaged for instructional purposes on contractual basis, for a period not exceeding one academic year, by an academic unit, i. e. a Department under a Faculty, other than a Faculty constituted by a University College admitted to the privileges of the University, a University Institute, an independent Centre or a School, or by an institution admitted to the privileges of the University.

**EXPLANATION:** 1. Persons engaged as Guest Faculty under the provisions of

this Ordinance shall not be entitled to the status or privileges of Visiting Professors, Visiting Fellows, or Visiting Lecturers, invited for participation in academic work, under any scheme of, or approved by, the University Grants Commission or of any other national funding agency..

2. The persons engaged or invited for imparting instruction in any Department, University Institute, independent Centre or Constituent College, as Guest or Visiting Lecturers or Faculty, by whatsoever designation they may be called, shall not be entitled to be designated or regarded as Part-time Lecturers.

(b) Engagement of Guest Faculty may be made in the following circumstances —

(i) where there is a vacancy in an approved post of teacher;

(ii) where persons having professional expertise in specialised subjects or fields are required to be associated for strengthening or supplementing regular instruction;

(iii) where special instructional programmes have to be organised for students; or

(iv) where the workload for an approved course of study does not justify the appointment of a whole-time regular teacher throughout the academic year.

(c) The following persons may be considered for purposes of engagement as Guest Faculty —

(i) a retired teacher of an institution of higher education;

(ii) a serving teacher of an institution of higher education, who is eligible under the rules of such institution to undertake the engagement; or

(ii) a person with professional expertise and experience in the specialised subject or field.

(d) The engagement of Guest Faculty shall be on such honorarium, determined on per Lecture basis and subject to such maximum monthly limit, as may be laid down by the University Grants Commission for Guest Teachers.

(e) Where the persons specified in serial numbers (i) and (ii) of sub-clause (c) are not available, a person fulfilling the qualifications for appointment as Lecturer may be engaged as Guest Faculty on such honorarium as may be approved by the University Grants Commission for such cases.

(f) A person engaged as Guest Faculty shall not be assigned administrative duties, such as those connected with admissions or examinations, in the academic unit concerned, and shall not be entitled to claim any benefit or credit for such duties performed voluntarily, or on separate remuneration:

Provided that such person shall be called upon to perform duties related to continuous assessment and project work of the students of the course of study concerned:

Provided further that such person shall not serve as an examiner for any course of study, except if he fulfils the qualifications for appointment as examiner.

(g) The procedure for the engagement of Guest Faculty, and the format of the contract admissible to persons engaged as such, shall be prescribed by the Vice-Chancellor and reported to the Executive Council.

(h) The engagement of Guest Faculty shall not continue beyond the terminal date for instruction for the course of study concerned, or for the special instructional

programme concerned, in any academic year:

Provided that where a person, referred to in sub-clause (c), engaged, in the prescribed manner, by an academic unit as Guest Faculty in an academic year, continues to be eligible for such engagement, he may be re-engaged as such by such academic unit for the immediately subsequent academic year, without recourse to the procedure specified under the provisions of sub-clause (g), but such re-engagement, without recourse to the said procedure, shall not be permissible beyond three consecutive academic years.

## ORDINANCE XLV: CAREER ADVANCEMENT OF TEACHERS OF THE UNIVERSITY

*(Under clause (1) of Statute 20)*

### ORDINANCE

Career Advancement of Teachers of the University

1. For the purposes of this Ordinance, unless the context requires otherwise —

(i) "Career Advancement" means placement in the Senior Scale or the Selection Grade, or promotion to the post of Reader or Professor, as the case may be, of a teacher eligible for the same under the provisions of this Ordinance;

(ii) "date of eligibility", in relation to Career Advancement, means the date on which a teacher completed the qualifying period of service for placement in the Senior Scale or the Selection Grade or for promotion to the post of Reader or Professor, as the case may be, under the provisions of this Ordinance;

(iii) "promotion" means appointment, under the provisions of this Ordinance, to a higher cadre by promotion;

(iv) "regular appointment" means appointment on the recommendation of the Selection Committee constituted in accordance with statutory provisions;

(v) "Screening Committee" means the Screening Committee constituted, under the provisions of this Ordinance, for assessing teachers for placement in the Senior Scale;

(vi) "Selection Committee" means the Selection Committee for assessing teachers for promotion to the post of Reader or Professor, as the case may be, which shall have the same constitution as prescribed by clause (2) of Statute 31 for the Selection Committee for direct recruitment to the corresponding post;

(vii) "Selection Grade" or "Senior Scale" means the higher scale of pay, as approved by the University Grants Commission, admissible to Lecturers in accordance with the provisions of this Ordinance:

Provided that the Selection Grade shall, unless specified otherwise by the University Grants Commission, be the same as the scale of pay for Readers;

(viii) "service" means the period of service in this University after regular appointment to the concerned post —

(1) to which may be added the period of such earlier service on the post of the same rank and grade as is admissible for inclusion in determining the length of service of the teacher in the concerned cadre, under the provisions of serial numbers (iii) and (iv) of sub-clause (c) of clause 12 of Ordinance XLI, and, in the case of Lecturers, such period of experience in other categories of tenures as

is admissible under the provisions of clause 8; and

(2) from which shall be deducted the length of all instances of break of service and of Extraordinary Leave availed of for non-academic purposes other than serious illness, during the period of service on the concerned post in this University, after regular appointment thereto, and the period of the earlier service referred to in item 1; and

(ix) "teacher" means a teacher of the University, as defined in sub-clause (a) of clause 1 of Ordinance XXXVII.

2. (a) Subject to the provisions of the Statutes and the Ordinances, teachers shall have the opportunity for Career Advancement, as follows —

(i) for Lecturers, placement in the Senior Scale;

(ii) for Lecturers in the Senior Scale, placement in the Selection Grade and promotion to the post of Reader;

(iii) for Lecturers in the Selection Grade, promotion to the post of Reader; and

(iv) for Readers, promotion to the post of Professor:

Provided that in the circumstances specified in the first proviso to serial number (ii) of sub-clause (a) of clause 5, a Lecturer, not serving in the Senior Scale, may be considered for placement in the Selection Grade and promotion to the post of Reader.

(b) The provisions relating to the conditions of eligibility and the procedure for Career Advancement, as specified in this Ordinance, shall be subject to the directions in that regard issued by the University Grants Commission, from time to time, and such directions shall, upon being reported to the Executive Council, come into effect from the respective dates of the issuance thereof.

(c) Placement in the Senior Scale or the Selection Grade shall not be granted with effect from any date prior to July 27, 1998.

(d) The University Grants Commission may nominate Observers for the Screening Committees and Selection Committees constituted under the provisions of this Ordinance.

(e) The Orientation Programmes and Refresher Courses attended by a Lecturer shall not be admissible for purposes of placement in the Senior Scale or the Selection Grade, or of promotion to the post of Reader, except if sponsored or approved by the University Grants Commission and of a duration of not less than twenty-one days:

Provided that such Continuing Education Programme of the said duration, as is recognised in this regard by the University Grants Commission, shall be deemed equivalent to a Refresher Course:

Provided further that the requirement of attending Refresher Courses for purposes of promotion to the post of Reader shall be subject to such relaxations as may be specified, from time to time, by the University Grants Commission.

3. (a) The teacher eligible, under the provisions of this Ordinance, for Career Advancement, as specified in sub-clause (a) of clause 2, shall submit, to the Registrar, on the Form prescribed for the purpose by the Vice-Chancellor, a Self-Assessment Report, containing information, *inter* alia relating to the performance of his work and his academic attainments, in respect of the matters that are to be, or may be, considered or assessed by the concerned Screening Committee or Selection Committee.

**EXPLANATION:** For the purposes of this sub-clause, the term "work" shall mean the work done with reference to the work expected from a teacher under the provisions of the Act, the Statutes, the Ordinances and

the Regulations.

(b) The Self-Assessment Report, referred to in sub-clause (a), shall be submitted, with the required endorsements and annexures, in the case of —

(i) a teacher of a Department, through the Head thereof and the Dean of the concerned Faculty;

(ii) a teacher of a University Institute, through the Director thereof; or

(iii) a teacher of an independent Centre, through the Head thereof.

(c) The Registrar shall, with the approval of the Vice-Chancellor, issue notice for appearing before the Screening Committee or the Selection Committee, as the case may be, to the teachers whose cases for consideration for Career Advancement are, after the examination of the Self-Assessment Reports submitted by them and the records of the University, *prima facie* found to be in order, but any such notice shall not be proof or acknowledgement of any entitlement of the concerned teachers to be considered for Career Advancement.

4. (a) A confirmed Lecturer shall be eligible for placement in the Senior Scale, after assessment by the Screening Committee, if he has —

(i) subject to the provisions of sub-clauses (a) and (b) of clause 8, completed —

(1) in case he holds a doctoral degree, four years of service;

(2) in case he holds the M. Phil. degree, but does not hold a doctoral degree, five years of service; or

(3) in case he does not hold a doctoral or the M. Phil. degree, six years of service:

Provided that the Executive Council may, by Regulations, specify the minimum period of service required to have been completed on the post of Lecturer in this University for purposes of eligibility for placement in the Senior Scale;

(ii) after regular appointment as Lecturer, attended, subject to the provisions of sub-clause (e) of clause 2, one Orientation Programme and, in case he does not hold a doctoral degree, one Refresher Course as well; and

(iii) consistently satisfactory performance appraisal reports.

(b) The Screening Committee shall consist of the following members —

(i) the Vice-Chancellor (Chairperson);

(ii) in the case of a teacher —

(1) of a Department, the Dean of the concerned Faculty and the Head of the concerned Department;

(2) of a Centre under a University Institute, the Director of the University Institute and the Head of the concerned Centre;

(3) of a University Institute, who is not assigned to any Centre, the Director of the concerned University Institute and one senior teacher thereof nominated by the Vice-Chancellor, in consultation with the Director;

(4) of an independent Centre, the Head of the concerned independent Centre and one senior teacher thereof nominated by the Vice-Chancellor, in consultation with the Head; and

(iii) two experts of the subject concerned, nominated by the Vice-Chancellor from the panel of experts approved for the Selection Committee for direct recruitment to the post of Lecturer.

(c) The Screening Committee shall consider the Self-Assessment Report, the annual Academic Progress Reports, and the teaching and research work, and the service

record, of the teacher, and such other relevant records as may be placed before, or considered necessary by, it, and shall also interview him, and shall recommend whether the teacher is suitable or not suitable for placement in the Senior Scale.

5. (a) A confirmed Lecturer shall be eligible for promotion to the post of Reader, after assessment by the Selection Committee, if he —

(i) holds a doctoral degree, or has to his credit published work that is considered by the Selection Committee as equivalent to a doctoral degree;

(ii) has, subject to the provisions of sub-clause (c) of clause 8, completed five years of service in the Senior Scale:

Provided that a Lecturer serving in the Senior Scale for less than five years who was not, on any earlier occasion, denied placement in the Senior Scale, or a Lecturer who is not serving in the Senior Scale on account of the fact that the Screening Committee was not convened after he had become eligible for placement therein, shall be required to have completed, as Lecturer, —

(1) in case he holds a doctoral degree, nine years of service;

(2) in case he holds, the M. Phil. degree, but does not hold a doctoral degree, ten years of service; or

(3) in case he does not hold a doctoral degree or the M. Phil. degree, eleven years of service:

Provided further that the Executive Council may, by Regulations, specify the minimum period of service required to have been completed on the post of Lecturer in this University for purposes of eligibility for promotion to the post of Reader;

(iii) has made some mark in the areas of scholarship, research and teaching, as evidenced *inter alia* by his Self-Assessment Report and the reports of referees, with special reference to the quality of his publications, including teaching materials, and his contribution to educational innovation, design of new courses and curricula, and extension activities;

(iv) has attended —

(1) after placement in the Senior Scale, two Refresher Courses; or

(2) in the case of a Lecturer who is not serving in the Senior Scale on account of the fact that the Screening Committee was not convened after he had become eligible for placement therein, one Orientation Programme and three Refresher Courses, or in case such Lecturer holds a doctoral degree, one Orientation Programme and two Refresher Courses; and

(v) has consistently satisfactory performance appraisal reports.

(b) The Selection Committee shall consider the Self-Assessment Report, the annual Academic Progress Reports, the details of the teaching and research work and publications, and the service record, of the teacher, and such other relevant records as may be placed before, or considered necessary by, it, and shall also interview him, and shall recommend whether the teacher is suitable or not suitable for placement in the Selection Grade and promotion to the post of Reader.

(c) Where a teacher is not found suitable for promotion to the post of Reader on the ground that he does not meet the standards of scholarship and research expected of a Reader or that his published work, in case he does not hold a doctoral degree, is not equivalent to such degree, the Selection Committee may, in case it is of the view that he fulfils the other criteria specified in sub-clause (a) and has a good record in teaching and has, preferably, contributed in various ways to the extension activities, examinations and corporate life of the University, recommend his placement in the

Selection Grade.

6. (a) A Reader, not serving on probation or on a temporary post, shall be eligible for promotion to the post of Professor, after assessment by the Selection Committee, if he—

(i) has completed eight years of service on the post of Reader:

Provided that the Executive Council may, by Regulations, specify the minimum period of service required to have been completed on the post of Reader in this University for purposes of eligibility for promotion to the post of Professor;

(ii) holds a doctoral degree, and has attained the academic and professional standards expected of a Professor, as evidenced by the quality of his published research contributions, books and articles and other noteworthy academic contributions, including the conduct and guidance of research;

(iii) is actively engaged in scholastic activities, such as attending and presenting his academic work at Seminars, Conferences, etc.;

(iv) has a good record in teaching and has contributed to the academic environment, corporate life and extension or field outreach activities, of the University;

(iv) has a good record in teaching and made significant contributions to the academic environment and areas such as the corporate life, extension programmes or field outreach activities of the University; and

(v) has consistently satisfactory performance appraisal reports.

(b) The Reader referred to in clause (a) shall be required to submit, in three sets, with his Self-Assessment Report, not less than three and not more than five of his academic contributions (which may include up to two books) that he regards as his best, of which at least three research publications shall pertain to the period between his appointment as Reader and his date of eligibility for promotion to the post of Professor:

Provided that where on the said date of eligibility, the Reader does not have three research publications pertaining to the said period, his date of eligibility shall stand extended up to the date on which the requirement of this provision is fulfilled.

(c) The Registrar shall forward the academic contributions referred to in sub-clause (b) to the expert members of the Selection Committee sufficiently in advance, in order that they may review the same before reporting for the meeting of the Selection Committee.

(d) The Selection Committee shall consider the Self-Assessment Report, the annual Academic Progress Reports, the details of the teaching and research work, publications and other contributions, with special reference to such work, publications and contributions after appointment as Reader, and the service record of the teacher, and such other relevant records as may be placed before, or considered necessary by, it, and shall also interview the teacher, and shall recommend whether the teacher is suitable or not suitable for promotion to the post of Professor.

7. (a) The Screening Committee and the Selection Committee shall, as far as possible, meet once every year to consider the cases of eligible teachers.

(b) The provisions in respect of the convening of the meeting, and the issue of notice to the members, of the Screening Committee or the Selection Committee, the quorum for such meeting, and the withdrawal of members, on grounds of personal interest, from such meeting and from the meeting of the Executive Council convened to consider the recommendations thereof shall —

(i) in the case of the Screening Committee, be the same as for the Selection Committee for direct recruitment to the post of Lecturer; or

(ii) in the case of the Selection Committee, be the same as for the Selection Committee for direct recruitment to posts of Professor and Reader:

Provided that the period of notice to teachers for appearing before the Screening Committee or the Selection Committee may be of a duration lesser than that in the case of direct recruitment to the said posts.

(c) Where—

(i) the Screening Committee does not recommend the placement of the teacher in the Senior Scale;

(ii) the Selection Committee for the post of Reader does not recommend the promotion of the teacher, including a teacher already in the Selection Grade, to the post, or recommends that the teacher not found suitable for such promotion be placed in the Selection Grade, in case he is not so placed already; or

(iii) the Selection Committee for the post of Professor does not recommend the promotion of the teacher to the post,

it shall record the reasons for the same.

(d) The recommendation of the Screening Committee or the Selection Committee shall be considered by the Executive Council, which may approve or disagree with the same, and where it disagrees therewith, it shall record the reasons for such disagreement.

(e) Promotion to the post of Reader or Professor shall take effect from the date of taking charge of the post after the grant of promotion by the Executive Council or, where the matter was referred to the Visitor, by the order of the Visitor.

(f) Where the Executive Council disagrees with the recommendation of —

(i) the Screening Committee, the same Screening Committee shall re-consider such recommendation, with reference to the reasons recorded for the said disagreement by the Executive Council, and where the Screening Committee reaffirms the original recommendation, the Executive Council shall approve the same; or

(ii) the Selection Committee, the provisions in that regard in the case of direct recruitment to posts of Professors and Readers shall apply.

(g) A teacher, who is not granted —

(i) placement in the Senior Scale;

(ii) promotion to the post of Reader, but granted placement in the Selection Grade;

(iii) promotion to the post of Reader and placement in the Selection Grade, if not so placed already; or

(iv) promotion to the post of Professor,

may offer himself again, after one year, for being considered for such placement or promotion, and in such a case he shall be assessed for the same by the Screening Committee or the Selection Committee, as the case may be, constituted for considering the cases of teachers who may have become eligible for such placement or promotion in the mean time.

(h) Where, upon appearing for the first time before the Screening Committee or the Selection Committee, the teacher is approved for placement in the Senior Scale, or for placement in the Selection Grade, with or without the grant of promotion to the post of Reader, as the case may be, he shall be granted such placement with effect from his

date of eligibility for the same:

Provided that the benefit of this provision shall not be admissible where the teacher had voluntarily not availed of the opportunity of appearing before the concerned Screening Committee or Selection Committee on the earlier occasion on which it had been convened, on or after his date of eligibility for the same, and in such a case the provisions of sub-clause (i) shall apply to the teacher.

(i) A teacher who was earlier not granted placement in the Senior Scale or the Selection Grade, or who voluntarily did not avail of the opportunity of appearing before the Screening Committee or the Selection Committee on the earlier occasion that it was convened, on or after his date of eligibility in that regard, shall, upon approval for such placement after appearing before a subsequent meeting of the concerned Screening Committee or Selection Committee, be granted the same from the date of the said subsequent meeting.

8. (a) A Lecturer, who fulfils the conditions of eligibility for placement in the Senior Scale specified in serial numbers (ii) and (iii) of sub-clause (a) of clause 4, may submit an application to the Vice-Chancellor, through the prescribed channel, for the inclusion, in the service admissible for such placement under the provisions of serial number (i) of the said sub-clause (a), of the period of his experience, immediately before his appointment as Lecturer, on a tenure (hereafter in this clause referred to as "the earlier tenure") in—

(i) a post in or under a National Laboratory or other national Scientific Organisation; or

(ii) an assignment, awarded by the University Grants Commission or other national funding agency, on a position such as Research Scientist, Research Associate or Pool Officer,

for which the prescribed qualifications and the scale of pay were not lower than, or were equivalent to, the qualifications prescribed for the post of Lecturer in this University, but such application shall not be granted, except in accordance with the conditions specified in sub-clause (b):

Provided that the Executive Council may, by Regulations, specify that categories of the assignment, referred to in serial number (ii), which shall be admissible for the purposes of such inclusion and the extent to which the period of experience in any such category may so be included.

(b) The following conditions shall govern any application for the inclusion of the earlier tenure referred to in sub-clause (a) —

(i) the appointment to the post referred to in serial number (i), or the assignment on the position referred to in serial number (ii), of sub-clause (a), was not of an *ad hoc* or temporary nature and was made or granted in accordance with the procedure prescribed for the same:

Provided that where such appointment or assignment of a temporary or an *ad hoc* nature was of a duration of not less than one year and was followed, without any break, by regular appointment to the same post, or the regularisation of the same assignment, such duration may be added to the period of experience on the earlier tenure;

(ii) the earlier tenure was held continuously for a duration of not less than one year;

(iii) the concerned Lecturer fulfilled, during the earlier tenure, the qualifications prescribed for the post of Lecturer in this University;

(iv) where the earlier tenure was on a post referred to in serial number (i) of sub-clause (a), the appointment of the concerned Lecturer in his present post was in pursuance of an application submitted through the proper channel

prescribed for the purpose by the National Laboratory or other national Scientific Organisation in or under which the earlier post was held;

(v) no relaxation shall be admissible in respect of any of the conditions specified in serial numbers (i), (ii), (iii) and (iv), and in sub-clause (a);

(vi) in case such application is granted, the Lecturer concerned shall not be eligible for placement in the Senior Scale on any date earlier than the date of his confirmation as Lecturer; and

(vii) such inclusion shall not affect —

(1) the *inter se* seniority of the concerned Lecturer in the cadre of Lecturers; and

(2) the entitlements of the concerned Lecturer to terminal benefits, except in accordance with the rules governing the same.

(c) A Lecturer, eligible for promotion to the post of Reader, who is not serving in the Senior Scale in the circumstances referred to in the first proviso to serial number (ii) of sub-clause (a) of clause 5, may submit an application in the manner specified in sub-clause (a), for inclusion of his earlier tenure on a post referred to in serial number (i), or an assignment referred to in serial number (ii), of sub-clause (a), in case the benefit of such earlier tenure has not been availed of already, but such application shall not be granted, except in accordance with the conditions specified in sub-clause (b).

9. The first Regulations under the proviso to serial number (i) of sub-clause (a) of clause 4, the second proviso to serial number (ii) of sub-clause (a) of clause 5, the first proviso to serial number (i) of sub-clause (a) of clause 6, and the proviso to sub-clause (a) of clause 8, shall, where necessary or expedient, be drawn up by the Vice-Chancellor, and any Regulations so drawn up shall be reported to the Executive Council.

## ORDINANCE XLVI: CAREER ADVANCEMENT OF TEACHERS OF THE CONSTITUENT COLLEGES

*(Under clause (2) of Statute 31)*

### ORDINANCE

Career Advancement of Teachers of the Constituent Colleges

1. For the purposes of this Ordinance, unless the context requires otherwise —

(i) "Career Advancement" means placement in the Senior Scale or the Selection Grade of, or the grant of the designation of Reader to, a teacher eligible for the same under the provisions of this Ordinance;

(ii) "College" means a Constituent College;

(iii) "date of eligibility", in relation to Career Advancement, means the date on which a teacher completed the qualifying period of service for placement in the Senior Scale or the Selection Grade or for the grant of the designation of Reader, under the provisions of this Ordinance;

(iv) "Governing Body" means the Governing Body of the College;

(v) "Principal" means the Principal of the College;

(vi) "regular appointment" means appointment on the recommendation of the Selection Committee constituted in accordance with statutory provisions;

(vii) "Screening Committee" means the Screening Committee constituted, under the provisions of this Ordinance, for assessing teachers for placement in the Senior Scale;

(viii) "Selection Committee" means the Selection Committee constituted, under

the provisions of this Ordinance, for assessing teachers the grant of the designation of Reader;

(ix) "Selection Grade" or "Senior Scale" means the higher scale of pay, as approved by the University Grants Commission, admissible to Lecturers in accordance with the provisions of this Ordinance:

Provided that the Selection Grade shall, unless specified otherwise by the University Grants Commission, be the same as the scale of pay for Readers;

(x) "service" means the period of service in the concerned College after regular appointment on the post of Lecturer —

(1) to which may be added the period of such earlier service on the post as is admissible for inclusion in determining the length of service of the teacher as Lecturer, under the provisions of serial numbers (iii) and (iv) of sub-clause (c) of clause 12 of Ordinance XLII, and such period of experience in other categories of tenures as is admissible under the provisions of clause 7; and

(2) from which shall be deducted the length of all instances of break of service and of Extraordinary Leave availed of for non-academic purposes other than serious illness, during the during the period of service on the concerned post in the College, after regular appointment thereto, and the period of the earlier service referred to in item 1; and

(xi) "teacher" means a teacher of the College serving on whole-time capacity on an approved post after regular appointment thereto.

2. (a) Subject to the provisions of the Statutes and the Ordinances, teachers shall have the opportunity for Career Advancement, as follows —

(i) for Lecturers, placement in the Senior Scale;

(ii) for Lecturers in the Senior Scale, placement in the Selection Grade and the grant of the designation of Reader; and

(iii) for Lecturers in the Selection Grade, the grant of the designation of Reader:

Provided that in the circumstances specified in the first proviso to serial number (ii) of sub-clause (a) of clause 5, a Lecturer, not serving in the Senior Scale, may be considered for placement in the Selection Grade and the grant of the designation of Reader.

(b) The provisions relating to the conditions of eligibility and the procedure for Career Advancement, as specified in this Ordinance, shall be subject to the directions in that regard issued by the University Grants Commission, from time to time, and such directions shall, upon being reported to the Executive Council, come into effect from the respective dates of the issuance thereof.

(c) Placement in the Senior Scale or the Selection Grade shall not be granted with effect from any date prior to July 27, 1998.

(d) The Vice-Chancellor may, in pursuance of any direction of the University Grants Commission to that effect, and in accordance with the norms laid down by the University Grants Commission in that regard, nominate Observers for the Screening Committees and Selection Committees constituted under the provisions of this Ordinance.

(e) The Orientation Programmes and Refresher Courses attended by a teacher shall not be admissible for purposes of placement in the Senior Scale or the Selection Grade, or of the grant of the designation of Reader, except if sponsored or approved by the University Grants Commission and of a duration of not less than twenty-one days:

Provided that such Continuing Education Programme of the said duration, as is

recognised in this regard by the University Grants Commission, shall be deemed equivalent to a Refresher Course.

Provided also that the requirement of attending Refresher Courses for purposes of the grant of the designation of Reader shall be subject to such relaxations as may be specified, from time to time, by the University Grants Commission.

3. (a) The teacher eligible, under the provisions of this Ordinance, for Career Advancement, as specified in sub-clause (a) of clause 2, shall submit, to the Chairperson of the Governing Body, on the Form prescribed for the purpose by the Vice-Chancellor, a Self-Assessment Report, containing information, *inter* alia relating to the performance of his work and his academic attainments, in respect of the matters that are to be, or may be, considered or assessed by the concerned Screening Committee or Selection Committee.

EXPLANATION: For the purposes of this sub-clause, the term "work" shall mean the work done with reference to the work expected from a teacher under the provisions of the Act, the Statutes, the Ordinances and the Regulations.

(b) The Self-Assessment Report, referred to in sub-clause (a), shall be submitted, with the required endorsements and annexures, through the Principal.

(c) The Principal shall, with the approval of the Chairperson of the Governing Body, issue notice for appearing before the Screening Committee or the Selection Committee, as the case may be, to the teachers whose cases for consideration for Career Advancement are, after the examination of the Self-Assessment Reports submitted by them and the records of the College, *prima facie* found to be in order, but any such notice shall not be proof or acknowledgement of any entitlement of the concerned teachers to be considered for Career Advancement.

(d) The Principal shall, before issuing the notice, referred to in sub-clause (c), submit to the Registrar the details of the teachers proposed to be called for appearing before the Screening Committee, or the Selection Committee, as the case may be, specifying the grounds on which their cases have *prima facie* been found suitable in that regard.

4. (a) A confirmed Lecturer shall be eligible for placement in the Senior Scale, after assessment by the Screening Committee, if he has —

(i) subject to the provisions of sub-clauses (a) and (b) of clause 7, completed —

(1) in case he holds a doctoral degree, four years of service;

(2) in case he holds the M. Phil. degree, but does not hold a doctoral degree, five years of service; or

(3) in case he does not hold a doctoral or the M. Phil. degree, six years of service:

Provided that the Executive Council may, by Regulations, specify the minimum period of service required to have been completed on the post of Lecturer in the concerned College for purposes of eligibility for placement in the Senior Scale;

(ii) after regular appointment as Lecturer, attended, subject to the provisions of sub-clause (e) of clause 2, one Orientation Programme and, in case he does not hold a doctoral degree, one Refresher Course as well; and

(iii) consistently satisfactory performance appraisal reports.

(b) The Screening Committee, referred to in sub-clause (a), shall consist of the following members —

(i) the Pro-Vice-Chancellor or, where there is no Pro-Vice-Chancellor, one of

the Deans of Faculties, nominated by the Vice-Chancellor (Chairperson);

(ii) the Chairperson of the Governing Body, or a member of the Governing Body, not being a person in the service of the College, nominated by him;

(iii) two experts nominated by the Vice-Chancellor from amongst the panel of experts for the Selection Committee of the University for the direct recruitment of Lecturers in the subject professed by the teacher;

(iv) the Head of the Department to which the subject professed by the teacher is assigned;

(v) the Convenor of the Staff Committee of the College for the subject concerned, not being a teacher with a service as such of less than ten years:

Provided that where the said Convenor is a teacher with a service as such of less than ten years, his place in the Selection Committee shall be assigned to the senior-most among the Convenors of the Staff Committees of the subjects (taken together) assigned to the Faculty to which the subject belongs, with a length of service of not less than ten years:

Provided that where the senior-most of the Convenors referred to in the preceding proviso is a teacher with a service as such of less than ten years, the senior-most amongst the Convenors of the Staff Committees shall be the member of the Selection Committee; and

(vi) the Principal (Convenor):

Provided that four members of the Screening Committee, including at least two persons from amongst the members referred to in serial numbers (iii) and (iv), shall form the quorum for any meeting thereof, but no recommendation of the Screening Committee shall be valid, except if the same has the approval of at least one of the experts referred to in serial number (iii).

(c) The Screening Committee shall consider the Self-Assessment Report, the annual Academic Progress Reports, and the teaching and *other academic* work, and the service record, of the teacher, and such other relevant records as may be placed before, or considered necessary by, it, and shall also interview him, and shall recommend whether the teacher is suitable or not suitable for placement in the Senior Scale.

5. (a) A confirmed Lecturer shall be eligible for the grant of the designation of Reader, after assessment by the Selection Committee, if he —

(i) holds a doctoral degree, or has to his credit published work that is considered by the Selection Committee as equivalent to a doctoral degree;

(ii) has, subject to the provisions of sub-clause (c) of clause 7, completed five years of service in the Senior Scale:

Provided that a Lecturer serving in the Senior Scale for less than five years who was not, on any earlier occasion, denied placement in the Senior Scale, or a Lecturer who is not serving in the Senior Scale on account of the fact that the Screening Committee was not convened after he had become eligible for placement therein, shall be required to have completed, as Lecturer —

(1) in case he holds a doctoral degree, nine years of service;

(2) in case he holds, the M. Phil. degree, but does not hold a doctoral degree, ten years of service; or

(3) in case he does not hold a doctoral degree or the M. Phil. degree, eleven years of service:

Provided further that the Executive Council may, by Regulations, specify the minimum period of service required to have been completed on the post of Lecturer in the concerned College for purposes of eligibility for the grant

of the designation of Reader;

(iii) has made some mark in the areas of scholarship, teaching and other academic work, as evidenced *inter alia* by his Self-Assessment Report and the reports of referees, with special reference to the quality of his publications, including teaching materials, and his contribution to educational innovation, design of new courses and curricula, and extension activities;

(iv) has attended —

(1) after placement in the Senior Scale, two Refresher Courses; or

(2) in the case of a Lecturer who is not serving in the Senior Scale on account of the fact that the Screening Committee was not convened after he had become eligible for placement therein, one Orientation Programme and three Refresher Courses, or in case such Lecturer holds a doctoral degree, one Orientation Programme and two Refresher Courses; and

(v) has consistently satisfactory performance appraisal reports.

(b) The Selection Committee, referred to in sub-clause (a), shall consist of the following members—

(i) the Pro-Vice-Chancellor or, where there is no Pro-Vice-Chancellor, one of the Professors of the University nominated by the Vice-Chancellor (Chairperson);

(ii) the Chairperson of the Governing Body, or a member of the Governing Body, not being a person in the service of the College, nominated by him;

(iii) one Professor or former Professor of a Central University, other than this University, from one of the subjects under the Faculty to which the subject professed by the teacher is assigned, nominated by the Vice-Chancellor, from a panel drawn up by the Academic Council on the recommendation of the Vice-Chancellor;

(iv) two experts nominated by the Vice-Chancellor from amongst the panel of experts for the Selection Committee of the University for the direct recruitment of Lecturers in the subject professed by the teacher;

(v) the Head of the Department to which the subject professed by the candidate is assigned; and

(vii) the Principal (Convenor);

Provided that the person referred to in serial number (iii) shall be a member of the Selection Committees constituted under this sub-clause, for the academic year, for all subjects assigned to the concerned Faculty;

Provided further that four members of the Selection Committee, including at least two persons from amongst the members referred to in serial numbers (iv) and (v), shall form the quorum for any meeting thereof, but no recommendation of the Selection Committee shall be valid, except if the same has the approval of at least one of the experts referred to in serial number (iv).

(c) The Selection Committee shall consider the Self-Assessment Report, the annual Academic Progress Reports, the details of the teaching and other academic work and publications, and the service record, of the teacher, and such other relevant records as may be placed before, or considered necessary by, it, and shall also interview him, and shall recommend whether the teacher is suitable or not suitable for placement in the Selection Grade and the grant of the designation of Reader.

(d) Where a teacher is not found suitable for the grant of the designation of Reader on the ground that he does not meet the standards scholarship and academic work

expected of a Reader or that his published work, in case he does not hold a doctoral degree, is not equivalent to such degree, the Selection Committee may, in case it is of the view that he fulfils the other criteria specified in sub-clause (a) and has a good record in teaching and has, preferably, contributed in various ways to the extension activities, examinations and corporate life of the College, recommend his placement in the Selection Grade.

6. (a) The Screening Committee and the Selection Committee shall, as far as possible, meet once every year to consider the cases of eligible teachers, and their meetings shall be held at the Headquarters of the University.

(b) The provisions in respect of the convening of the meeting, and the issue of notice to the members, of the Screening Committee or the Selection Committee, the quorum for such meeting, and the withdrawal of members, on grounds of personal interest, from such meeting and from the meeting of the Governing Body convened to consider the recommendations thereof shall be the same as for the Selection Committee for direct recruitment to the post of Lecturer:

Provided that the period of notice to teachers for appearing before the Screening Committee or the Selection Committee may be of a duration lesser than that in the case of direct recruitment to the said post.

(c) Where —

(i) the Screening Committee does not recommend the placement of the teacher in the Senior Scale; or

(ii) the Selection Committee does not recommend the award of the designation of Reader to the teacher, including a teacher already in the Selection Grade, or recommends that the teacher not found suitable for the award of such designation be placed in the Selection Grade, in case he is not so placed already,

it shall record the reasons for the same.

(d) The recommendation of the Screening Committee or the Selection Committee shall be considered by the Governing Body, which may approve or disagree with the same, and where it disagrees therewith, it shall record the reasons for such disagreement.

(e) Where the Governing Body resolves to grant the designation of Reader to the teacher, such resolution shall not be implemented, except with the prior approval of the Vice-Chancellor.

(f) The grant of the designation of Reader shall take effect from the date specified in sub-clause (c) of clause 6 of Ordinance XXXVIII.

(g) Where the Governing Body disagrees with the recommendation of —

(i) the Screening Committee, the same Screening Committee shall re-consider such recommendation, with reference to the reasons recorded for the said disagreement by the Governing Body, and where the Screening Committee reaffirms the original recommendation, the Governing Body shall approve the same; or

(ii) the Selection Committee, the provisions in that regard in the case of direct recruitment to the post of Lecturer shall apply.

(h) A teacher, who is not granted —

(i) placement in the Senior Scale;

(ii) the designation of Reader, but granted placement in the Selection Grade; or

(iii) the designation of Reader and placement in the Selection Grade, if not so placed already,

may offer himself again, after one year, for being considered for such placement or promotion, and in such a case he shall be assessed for the same by the Screening Committee or the Selection Committee, as the case may be, constituted for considering the cases of teachers who may have become eligible for the grant of such placement or designation in the mean time.

(i) Where, upon appearing for the first time before the Screening Committee or the Selection Committee, the teacher is approved for placement in the Senior Scale, or for placement in the Selection Grade with or without the grant of the designation of Reader, as the case may be, he shall be granted such placement with effect from his date of eligibility for the same:

Provided that the benefit of this provision shall not be admissible where the teacher had voluntarily not availed of the opportunity of appearing before the concerned Screening Committee or Selection Committee on the earlier occasion on which it had been convened, on or after his date of eligibility for the same, and in such a case the provisions of sub-clause (i) shall apply to the teacher.

(j) A teacher who was earlier not granted placement in the Senior Scale or the Selection Grade, or who voluntarily did not avail of the opportunity of appearing before the Screening Committee or the Selection Committee on the earlier occasion that it was convened, on or after his date of eligibility in that regard, shall, upon approval for such placement after appearing before a subsequent meeting of the concerned Screening Committee or Selection Committee, be granted the same from the date of the said subsequent meeting.

7. (a) A Lecturer, who fulfils the conditions of eligibility for placement in the Senior Scale specified in serial numbers (ii) and (iii) of sub-clause (a) of clause 4, may submit an application to the Vice-Chancellor, through the Principal, for the inclusion, in the service admissible for such placement under the provisions of serial number (i) of the said sub-clause (a), of the period of his experience, immediately before his appointment as Lecturer, on a tenure (hereafter in this clause referred to as "the earlier tenure") in —

(i) a post in or under a National Laboratory or other national Scientific Organisation; or

(ii) an assignment, awarded by the University Grants Commission or other national funding agency, on a position such as Research Scientist, Research Associate or Pool Officer,

for which the prescribed qualifications and the scale of pay were not lower than, or were equivalent to, the qualifications prescribed for the post of Lecturer in the College, but such application shall not be granted, except in accordance with the conditions specified in sub-clause (b):

Provided that the Executive Council may, by Regulations, specify that categories of the assignment, referred to in serial number (ii), which shall be admissible for the purposes of such inclusion and the extent to which the period of experience in any such category may so be included.

(b) The following conditions shall govern any application for the inclusion of the earlier tenure referred to in sub-clause (a) —

(i) the appointment to the post referred to in serial number (i), or the assignment on the position referred to in serial number (ii), of sub-clause (a), was not of an *ad hoc* or temporary nature and was made or granted in accordance with the procedure prescribed for the same:

Provided that where such appointment or assignment of a temporary or an *ad hoc* nature was of a duration of not less than one year and was followed, without any break, by regular appointment to the same post, or the

regularisation of the same assignment, such duration may be added to the period of experience on the earlier tenure:

(ii) the earlier tenure was held continuously for a duration of not less than one year;

(iii) the concerned Lecturer fulfilled, during the earlier tenure, the qualifications prescribed for the post of Lecturer in the College;

(iv) where the earlier tenure was on a post referred to in serial number (i) of sub-clause (a), the appointment of the concerned Lecturer in his present post was in pursuance of an application submitted through the proper channel prescribed for the purpose by the National Laboratory or other national Scientific Organisation in or under which the earlier post was held;

(v) no relaxation shall be admissible in respect of any of the conditions specified in serial numbers (i), (ii), (iii) and (iv), and in sub-clause (a);

(vi) in case such application is granted, the Lecturer concerned shall not be eligible for placement in the Senior Scale on any date earlier than the date of his confirmation as Lecturer; and

(vii) such inclusion shall not affect —

(1) the *inter se* seniority of the concerned Lecturer in the College; and

(2) the entitlements of the concerned Lecturer to terminal benefits, except in accordance with the rules governing the same.

(c) A Lecturer, eligible for the grant of the designation of Reader, who is not serving in the Senior Scale in the circumstances referred to in the first proviso to serial number (ii) of sub-clause (a) of clause 5, may submit an application in the manner specified in sub-clause (a), for inclusion of his earlier tenure on a post referred to in serial number (i), or an assignment referred to in serial number (ii), of sub-clause (a), in case the benefit of such earlier tenure has not been availed of already, but such application shall not be granted, except in accordance with the conditions specified in sub-clause (b).

8. The first Regulations under the proviso to serial number (i) of sub-clause (a) of clause 4, the second proviso to serial number (ii) of sub-clause (a) of clause 5, and the proviso to sub-clause (a) of clause 7, shall, where necessary or expedient, be drawn up by the Vice-Chancellor, and any Regulations so drawn up shall be reported to the Executive Council.

## ORDINANCE XLVII: ACADEMIC STAFF OTHER THAN TEACHERS

*(Under clauses (1) and (2) of Statute 17, clauses (1), (2) and (3) of Statute 20, and clauses (1), (2), (3), (4) and (5) of Statute 23)*

### ORDINANCE

Academic Staff other than Teachers

1. (a) The provisions in respect of the classification and the designations of the academic staff, other than teachers, shall be as laid down by the Executive Council by Regulations.

(b) The first Regulations under sub-clause (a) shall be laid down by the Vice-Chancellor, and shall be reported to the Executive Council.

(c) The academic staff, other than teachers, shall be appointed to approved posts on whole-time basis, in permanent or temporary capacity, on scales of pay determined by the University Grants Commission.

(d) The procedure for the selection and appointment of the academic staff, other than teachers, and the qualifications for such appointment, shall be as laid down by

Ordinance XLVIII.

2. (a) The written contract specified in sub-section (1) of Section 34 (hereafter in this Ordinance referred to as "the contract of service") shall, for the academic staff, other than teachers, be in the form prescribed by the Executive Council, and every member of the academic staff, other than teachers, shall sign the contract of service before he enters upon his duties, or as soon as possible thereafter:

Provided further that the contract of service shall be signed on behalf of the University by the Registrar or such other officer as may be authorised in that regard by the Executive Council.

(b) In the case of a member of the academic staff, other than teachers, in service as such on the date immediately preceding the commencement of the Act and continuing in service upon such commencement, the contract of service with the University subsisting on the said date shall continue to be in force, subject to the provisions of the Act, the Statutes, the Ordinances and the Regulations, and shall be deemed to have been modified in accordance with such provisions, pending the execution of the contract of service referred to in sub-clause (a).

(c) The terms and conditions of the service of the academic staff, other than teachers, including emoluments, entitlements or privileges as to leave, leave salary, allowances and terminal benefits, obligations as to the duties to be performed by him, and the disciplinary rules and procedures applicable to him, shall be governed by the Rules under Ordinance L:

Provided that the provisions in the said Rules, in respect of suspension and proceedings for misconduct, shall, in the case of the academic staff other than teachers, be subject to the provisions of clauses (1) to (5) of Statute 23.

(d) The terms and conditions, referred to in sub-clause (d), shall be integral to the contract of service and shall include such other conditions as may be embodied in such contract of service.

## *CHAPTER VIII: NON-TEACHING STAFF*

## ORDINANCE XLVIII: CLASSIFICATION AND APPOINTMENT OF THE NON-TEACHING STAFF OF THE UNIVERSITY

*(Under clauses (1), (2) and (3) of Statute 20, and clauses (1) and (2) of Statute 21)*

### ORDINANCE

Non-Teaching Staff.

Classification and appointment of the Non-Teaching Staff of the University

1. (a) The general classification of the Non-Teaching employees of the University, including academic staff other than teachers, shall be in accordance with the provisions in this regard in the Rules laid down under Ordinance L.

(b) Subject to the provisions of sub-clause (a) of clause 2, the Non-Teaching employees of the University, not being academic staff other than teachers or the employees classified under Group D, shall further be sub-classified as Administrative Staff, Ministerial Staff and Technical Staff:

Provided that the Non-Teaching employees of the University classified under Group D shall further be sub-classified as Non-Technical and Technical Staff.

2. (a) The detailed provisions in respect of the classification and sub-classification of the Non-Teaching employees, and of the academic staff other than teachers, of the

University shall be as laid down by the Executive Council by Regulations.

(b) The conditions and qualifications for direct recruitment and the procedure of selection, including the constitution of Selection Committees, in respect of the Non-Teaching employees, including academic staff other than teachers, of the University, shall be specified by the Regulations referred to in sub-clause (a).

(c) The Regulations referred to in sub-clause (a) shall also prescribe the conditions, qualifications and procedure of promotion of the Non-Teaching employees, other than employees classified under Group D, including academic staff other than teachers, of the University, the conditions, qualifications and procedure for the promotion of employees classified under Group D to posts sub-classified as Ministerial Staff under Group C, and other matters relevant in this regard.

(d) The provisions in respect of Departmental Examinations for the Non-Teaching Employees, not being academic staff other than teachers, of the University shall be as laid down by the Regulations referred to in sub-clause (a).

(e) The Regulations referred to in clause (a) shall also lay down the ratio of direct recruitment to promotion in respect of appointment to specified higher posts in each sub-class of the Non-Teaching employees, not being academic staff other than teachers or the employees classified under Group D, of the University and such ratio may be different for different levels of such higher posts.

3. The first Regulations under clause 2 shall be drawn up by the Vice-Chancellor and shall be reported to the Executive Council, which shall have the power to amend the same from time to time.

## ORDINANCE XLIX: CLASSIFICATION AND APPOINTMENT OF THE NON-TEACHING STAFF OF THE CONSTITUENT COLLEGES

*(Under clause (2) of Statute 31)*

### ORDINANCE

Classification and appointment of the Non-Teaching Staff of the Constituent Colleges

1. (a) The general classification of the Non-Teaching employees of the Constituent Colleges shall be in accordance with the provisions in this regard in the Rules laid down under Ordinance L.

(b) Subject to the provisions of sub-clause (a) of clause 2, the Non-Teaching employees of the Constituent Colleges, not being employees classified under Group D, shall further be sub-classified as Ministerial Staff and Technical Staff:

Provided that the Non-Teaching employees of the Constituent Colleges classified under Group D shall further be sub-classified as Non-Technical and Technical Staff.

2. (a) The detailed provisions in respect of the classification and sub-classification of the Non-Teaching employees of the Constituent Colleges shall be as laid down shall be as laid down by the Executive Council by Regulations.

(b) The conditions and qualifications for direct recruitment and the procedure of selection, including the constitution of Selection Committees, in respect of the Non-Teaching employees of the Constituent Colleges, shall be specified by the Regulations referred to in sub-clause (a).

(c) The Regulations referred to in sub-clause (a) shall also prescribe the conditions, qualifications and procedure of promotion of the Non-Teaching employees, other than employees classified under Group D, of the Constituent Colleges, the conditions, qualifications and procedure for the promotion of employees classified under Group D

to posts sub-classified as Ministerial Staff under Group C. and other matters relevant in this regard.

(d) The provisions in respect of Departmental Examinations for the Non-Teaching Employees of the Constituent Colleges shall be as laid down by the Regulations referred to in sub-clause (a).

(e) The Regulations referred to in clause (a) shall also lay down the ratio of direct recruitment to promotion in respect of appointment to specified higher posts in each sub-class of the Non-Teaching Employees, other than the employees classified under Group D, and such ratio may be different for different levels of such higher posts.

3. The first Regulations under clause 2 shall be promulgated by the Vice-Chancellor and shall be reported to the Executive Council, which shall have the power to amend the same from time to time.

## ORDINANCE L: TERMS AND CONDITIONS OF SERVICE OF NON-TEACHING EMPLOYEES OF THE UNIVERSITY AND THE CONSTITUENT COLLEGES

*(Under clause (1) of Statute 20, clause (1) of Statute 21, clause (3) of Statute 30 and clause (2) of Statute 30)*

### ORDINANCE

Terms and conditions of Service of Non-Teaching Employees of the University and the Constituent Colleges

1. The "University of Allahabad Non-Teaching Employees (Terms and Conditions of Service) Rules" (hereafter in this Ordinance referred to as "the Rules"), as set forth in the Schedule to this Ordinance and amended from time to time, shall govern the terms and conditions of service of the employees, of the University and the Constituent Colleges, other than teachers and such employees as may specifically be exempted from the application thereof by the Executive Council.

2. The Rules shall be integral to this Ordinance.

3. The Rules shall apply to the employees referred to in clause 1, without prejudice to

(i) other provisions of the Statutes, Ordinances and Regulations in respect of matters relating to, or otherwise having a bearing on, the terms and conditions of service of the said employees, read with clause (d) of section 5 of the Act and sub-clause (b) of clause 6 of Ordinance XXXV; and

(ii) the provisions of other rules, not inconsistent with the provisions referred to in serial number (i), laid down from time to time by the Executive Council for the said employees of the University and the Constituent Colleges and, subject to the said other rules, by the Governing Body of each Constituent College for the employees thereof.

4. Notwithstanding any other provision of the Ordinances, on and from the date of the commencement of this Ordinance, every such person employed in the University, including an institution maintained by it, immediately before the said date, as was not so employed on the date of the commencement of the Act, shall hold his service in the University, including the said institution, by the same tenure, at the same remuneration and upon the same terms and conditions, and with the same rights and privileges as to pension, leave, gratuity, provident fund and other matters, as he would have held the same if this Ordinance had not commenced, and shall continue to do so unless and until his employment is terminated or until such tenure, remuneration and terms and

conditions are duly altered by the provisions of the Ordinances:

Provided that if the alteration so made is not acceptable to such employee, his employment may be terminated by the University in accordance with the terms of the contract with the employee or, if no provision is made therein in this behalf, on payment to him by the University of compensation equivalent to three months' remuneration in case of permanent employees and one month's remuneration in the case of other employees:

Provided further that every such person shall, pending the execution of a contract under section 34 of the Act, be deemed to have been appointed in accordance with the provisions of a contract consistent with the provisions of the Act, the Statutes and the Ordinances.

5. Matters relating to the service conditions and benefits of the employees referred to in clause 1 and clause 4, including *inter alia* the fixation of pay and other issues regarding pay, and pension, gratuity, General Provident Fund and Contributory Provident Fund, Medical Attendance and Leave Travel Concessions, for which provision has not been made in the Rules, or the provision made in the Rules requires further elaboration, shall be determined by the Executive Council, in consultation with the Finance Committee, where such consultation is called for under the Act, the Statutes and the Ordinances, and pending such determination by the Executive Council, the said matters shall be dealt with in accordance with the Fundamental Rules and the Supplementary Rules of the Government of India, and such specific Rules, made thereunder or independently, as are applicable to the employees of the Central Civil Services.

## *THE SCHEDULE TO ORDINANCE L*

*(See sub-clause (a) of clause 1)*

The University of Allahabad Non-Teaching Employees (Terms and Conditions of Service) Rules

## THE UNIVERSITY OF ALLAHABAD NON-TEACHING EMPLOYEES (TERMS AND CONDITIONS OF SERVICE) RULES

### CHAPTER I

### *APPLICATION AND DEFINITIONS*

**Part I:** ***Short Title, Application and Commencement***

1. These Rules may be called the University of Allahabad Non-Teaching Employees (Terms and Conditions of Service) Rules.

2. These Rules shall apply to the employees of the University and the Constituent Colleges, except teachers and such other employees as may specifically be exempted from the application thereof by the Executive Council, and shall be read in conjunction with relevant provisions of the Statutes and the Ordinances.

3. These Rules shall come into force with effect from the date of the commencement of Ordinance L.

**Part II:** ***Definitions and Interpretations***

4. In these Rules, unless the context requires otherwise —

(i) "Authority" means, except in the case of any reference to an authority of

the University as defined in the Act, an officer, functionary, employee or other person who, or a body which, exercises any administrative, adjudicatory or advisory jurisdiction, power or control, or performs any function or duty, or fulfils any responsibility, or determines any issue or matter, whether substantively or by assignment or delegation for specified purposes;

(ii) "average pay" means the average monthly pay earned during the ten complete months immediately preceding the month in which the event occurs that necessitates the calculation of average pay;

(iii) "cadre" means the strength of a service or a part of a service sanctioned as a separate unit;

(iv) "College" means a Constituent College of the University, and any reference to the College shall be construed always in relation only to the employees of the College;

(v) "compensatory allowance" means an allowance granted to meet personal expenditure necessitated by the circumstances in which duty is performed, and includes a travelling allowance;

(vi) "deputation" means the temporary assignment or transfer of an employee by the University or the College, with his consent —

(1) to a post or service outside his cadre but within the University or the College; or

(2) to a post or service outside the University or the College, on the requisition of the Government or of any other entity, such as an authority, establishment, institution or organisation, controlling the post or service concerned, or in pursuance of an agreement or arrangement of the University or the College with such entity, subject to the rules laid down in respect of the entities that may make any such requisition or with which such agreements or arrangements may be made by University or the College:

Provided that the said rules shall be laid down, in the case of the University, by the Executive Council or, in the case in the case of the College, by the Governing Body on the basis of the corresponding rules laid down by the Executive Council for the University;

**EXPLANATION:** In these Rules, deputation under item (1) is generally referred to as "local deputation" and deputation under item (2) is generally referred to as "foreign service".

(vii) "duty" includes service on probation provided that such service is followed by confirmation;

(viii) "employee" means, subject to the provisions of clause (iii) of Rule 63, a person, appointed by the University or the College to any post in the University or the College, respectively, to whom these Rules apply under the provisions of Rule 2;

(ix) "Executive Council" means the Executive Council of the University, and any reference to the Executive Council shall be construed always in relation only to the employees of the University, except where the Executive Council is empowered by any of these Rules to lay down provisions applicable to employees of the University and the Colleges, both;

(x) "fee" means any recurring or non-recurring payment to an employee from a source other than the funds of the University or the College, whether made directly to the employee or indirectly through the agency of the University or the College.

(xi) "Foreign Service" means service rendered under the Government, or any other entity referred to in item (2) under serial number (vi), in which an employee receives his substantive pay from a source other than the funds of the University or the College;

(xii) "Governing Body" means the Governing Body of a College, and any reference to the Governing Body, or to the Chairperson thereof, shall always be construed in relation only to the employees of the College concerned;

(xiii) "honorarium" means a recurring or non-recurring payment granted to an employee from the funds of the University or the College, as remuneration for special work of an occasional or intermittent nature.

(xiv) "joining time" means the time allowed to join a new post or to travel to or from a station to another to join a post;

(xv) "leave" means a permission granted to an employee to be absent from actual duty;

(xvi) "leave salary" means the monthly amount paid by the University or the College to an employee who is on leave;

(xvii) "lien" means the title of an employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively;

(xviii) "month" means a Calendar month, and in calculating a period expressed in terms of months and days, complete Calendar months, irrespective of the number of days in each month, shall first be calculated and the odd number of days calculated subsequently;

(xix) "officiating capacity" or "officiation" means the situation where an employee performs the duty of a post on which another person holds a lien, or the duty of a vacant post on which no other employee holds a lien;

(xx) "pay" means the amount of monthly remuneration, excluding allowances and reliefs of all descriptions, approved, on a fixed rate or a time-scale, for a post, and in relation to an employee means the amount drawn monthly by him as —

(1) the pay (other than special pay or pay granted in view of his personal qualifications), which has sanctioned for the post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre; and

(2) special pay and personal pay;

(xxi) "permanent post" means a post, carrying a definite time-scale (or rate) of pay, sanctioned without limit of time;

(xxii) "personal pay" means additional pay granted —

(1) to save an employee from loss of substantive pay in respect of a permanent post, other than a tenure post, due to revision of pay or to any reduction of such substantive pay, otherwise than as a disciplinary measure; or

(2) in exceptional circumstances, on other personal considerations;

(xxiii) "Principal" means the Principal of the College, and any reference to the Principal shall always be construed in relation only to the employees of the College concerned;

(xxiv) "probation" means the period, following the joining of a post (after appointment) by a person, during which the fitness of the person for eventual substantive appointment to the post is determined.

(xxv) "sexual harassment" means any kind of objectionable behaviour towards a woman that is incompatible with her dignity, honour or personal freedom, and includes such unwelcome sexually determined behaviour, whether directly or otherwise, by any person, either individually or in association with other persons, as physical contact and advances, remarks or gestures with sexual connotations, a demand or request for sexual favours, showing pornographic materials or otherwise subjecting to sexually offensive materials, or any other unwelcome physical, verbal or non-verbal conduct of a sexual nature;

(xxvi) "special pay" means an addition, of the nature of pay, to the emoluments of a post, or of an employee, granted in consideration of —

(1) the specially arduous nature of the duties; or

(2) a specific addition to the work or responsibility;

(xxvii) "subsistence allowance" means monthly allowance given to an employee who is not in receipt of pay or leave salary.

(xxviii) "substantive pay" means the pay, other than special pay or personal pay or any other emoluments classified as pay, to which an employee is entitled on account of a post to which he has been appointed substantively;

(xxix) "Temporary post" means a post, carrying a definite time-scale (or rate) of pay, sanctioned for a limited time;

(xxx) "time-scale of pay" means pay that rises, by periodical increments, from a minimum to a maximum;

(xxxi) "travelling allowance" means an allowance granted to an employee to cover the expenses which he incurs in travelling in the interests of University or the College;

(xxxii) "University" means the University of Allahabad, and includes any institution maintained by the University and, except where provided otherwise in any Rule, any reference to the University shall always be construed in relation only to the employees of the University;

(xxxiii) "Vice-Chancellor" means the Vice-Chancellor of the University and, except where provided otherwise in any Rule, any reference to the Vice-Chancellor shall always be construed in relation only to the employees of the University.

## CHAPTER II

### *GENERAL*

**Part I:** ***General Conditions of Service***

5. Posts, Recruitment and Appointments:

(a) Categorisation of posts:

Cadres and the posts under the University and the Colleges shall be specified in the **ANNEXURE** to these Rules.

(b) Qualifications for appointment:

The qualifications for appointment to the posts in various cadres in the University and the Colleges shall be such as may be determined, from time to time, by Ordinances or Regulations, or in case provision for the same has not been made therein, by the Executive Council:

Provided that where the Governing Body is empowered in that regard by the Statutes or the Ordinances, such qualifications may be determined by the Governing

Body.

(c) Fitness:

(i) Appointment of persons by direct recruitment for a period of more than 12 months shall be subject to their being found medically fit by the Medical Officer of the University, or the Medical Officer specified for the College, as the case may be, or any other Medical Officer authorised for the purpose.

(ii) The persons appointed on part-time basis, if any, shall also be required to produce Medical Certificate of fitness in the same manner and under the same conditions as applicable to whole-time employees.

(iii) No person shall be appointed to any post unless the appointing authority is satisfied that he possesses good character and antecedents.

(d) Methods of Recruitment:

Recruitment to the posts may be made —

(i) by direct recruitment;

(ii) by promotion; and

(iii) by appointment of employees borrowed from Government Departments and other Institutions.

(e) Recruitment by Promotion:

(i) Where provision has been made for recruitment to a post by promotion, the appointment to a post in any grade by promotion may be made, whether in a permanent or officiating capacity, from amongst employees serving in posts in the next lower grade.

(ii) Every appointment by promotion shall be on the basis of merit and suitability as adjudged on record of service, due regard being paid to seniority.

6. Appointments:

(a) Appointments to the posts shall be made —

(i) by the Executive Council, or by the authority to whom the power to make such appointments is assigned by the Statutes or the Ordinances or delegated by the Executive Council, in the case of the University; or

(ii) by the Governing Body, or by the authority to whom the power to make such appointments is assigned by the Statutes or the Ordinances, in the case of the College:

Provided that such appointments shall be made on the recommendations of Selection Committees appointed for the purpose, from time to time, in accordance with the prescriptions of the Statutes and the Ordinances, or where provision for the same has not been made therein, the directions of the Executive Council.

(b) The age, educational and other qualifications for appointment to the post in the University or the College and the methods of recruitment shall be as prescribed, from time to time, by Ordinances or Regulations, or in case provision for the same has not been made therein, by the Executive Council:

Provided that the Rules laid down by the Government of India for reservation of certain percentages of posts in respect of candidates belonging to Scheduled Castes, the Scheduled Tribes or the Other Backward Classes, or persons with disabilities, shall apply *mutatis mutandis* to such posts as are to be filled by direct recruitment.

7. Appointments in the place of employees dismissed, removed or reduced:

Where an employee has been dismissed, removed or reduced from any cadre in the service, no vacancy caused thereby shall be substantively filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided, and except in conformity with such decision or, as the case may be, until the time allowed for preferring an appeal has expired.

8. Appointment or Promotion of employees continuing on their posts on the strength of Stay Orders issued by a competent Court or other authority:

Where an employee is continuing on his current post on the strength of a Stay Order issued by a competent Court or other authority, on the petition or representation filed by him, he shall not be eligible to receive any further service benefit or privilege, except such service benefits or privileges for which specific provision has been made in the Stay Order, and where any such service benefit or privilege has been granted pending the final decision on the said petition or representation, such service benefit or privilege shall be subject to the said final decision:

Provided that in case, in the mean time, the employee has, under the said specific provision, been granted promotion, or has been appointed by direct recruitment to any other post for which he fulfilled the prescribed qualifications *inter alia* on the strength of his experience on the said current post, the employee shall be deemed to be temporarily promoted or, as the case may be, temporarily appointed, to the post concerned, and such temporary promotion or temporary appointment shall stand withdrawn upon the discharge of the said Stay Order, except where the said petition or representation of the employee has been allowed finally.

9. Employees absent from duty:

The absence of an employee from duty, whether on leave, local deputation or foreign service, or for any other reason and whether his lien in a post borne on the cadre of the service is suspended or not, shall not, if he is otherwise fit, disentitle him to the privileges in respect of appointment, promotion and seniority that he would have enjoyed but for his absence and shall not render him ineligible for such privileges on his return:

Provided that an employee on probation, holding a lien on a permanent post, who has been permitted, in the special circumstances referred to in clause (b) of Rule 46, and also implied in clause (c) thereof, to proceed on foreign service or local deputation, shall be allowed, on his return to complete the period of probation, and his entitlement to the privileges of appointment, promotion and seniority shall be subject to his completing, on his return, the said period of probation satisfactorily.

10. Maximum period of continuous leave and related provisions:

(a) No permanent employee shall be granted leave, whether of a particular kind or of all kinds taken together, for a continuous period exceeding three years.

(b) Without prejudice to the provisions of clause (f) of Rule 49, the lien of an employee shall be deemed to have terminated, and he shall cease to be in the service of the University or the College, in case after remaining on leave, whether of a particular kind or of all kinds taken together, for a continuous period of three years —

(i) he does not resume duty, otherwise than —
  (1) on account of continuing for the time being, with the permission of the leave sanctioning authority, on leave admissible to him or local deputation or foreign service; or
  (2) on account of suspension; or
(ii) he remains absent from duty without any intimation,

except if the Executive Council or the Governing Body, in view of the exceptional circumstances of the case, determines otherwise:

Provided that this provision shall also apply where such leave is for a continuous period of less than three years and the employee has no further leave at credit in his leave account under Chapter IV.

**Part II: *Tenure***

11. Probation and confirmation:

(a) Every person appointed permanently to a post under the University or the College after the commencement of these Rules, whether by promotion or by direct recruitment, shall be on probation in such post for a period of one year provided that the appointing authority may, in any individual case, extend the period of probation for a further period not exceeding one year, for reasons to be recorded in writing:

Provided that this provision shall also apply to persons, if any, who had, on the date of such commencement, not completed one year of service after having been appointed permanently, whether by promotion or by direct recruitment, to a post.

(b) Where a person appointed to a post under the University or the College on probation is, during his period of probation, found unsuitable for holding that post or has not completed his period of probation satisfactorily, the appointing authority may —

(i) in case of a person appointed by promotion revert him to the post held by him immediately before such appointment;

(ii) in case of a person appointed by direct recruitment terminate his services under the University without notice; or

(iii) extend his period of probation to the extent necessary, as specified in clause (a).

(c) Every person appointed to a permanent post under the University or the College by promotion or by direct recruitment shall, on satisfactorily completing his period of probation, be eligible for being confirmed in that post, but shall be deemed to have been so confirmed with effect from such date as may be fixed by the appointing authority in the order of confirmation.

(d) No employee shall be confirmed in any post unless —

(i) such post is permanent and no one else holds a lien on the post; and

(ii) the service of the employee under the University or the College is approved by the appointing authority.

12. Seniority:

The seniority of employees in a particular cadre or grade shall be determined in accordance with the rules to be prescribed, from time to time, by the Executive Council or, where the Governing Body is empowered in that regard by the Statutes or the Ordinances, the Governing Body, and such rules shall be subject to the provisions of the Statutes and the Ordinances.

13. Temporary and permanent service:

(a) An employee shall be a temporary employee of the University or the College, until he is confirmed in a permanent post under the University or the College.

(b) An employee confirmed in permanent post under the University or the College shall, subject to clause (b) of Rule 14, be a permanent employee of the University or the College.

14. Termination of Service:

(a) The services of a temporary employee may be terminated by the appointing authority without assigning any reason —

(i) during the period of probation, at any time, without notice; or

(ii) if the appointment is temporary, at any time —

(1) by a notice of one month in writing given to the employee by the appointing authority; or

(2) forthwith, by payment to the employee of a sum equivalent to the amount of his pay plus allowances at the same rates at which he was drawing them immediately before the termination of his service, for the period of the notice; or

(3) by a notice of less than one month, by payment to the employee of a sum equivalent to the amount of his pay plus allowances at the same rates at which he would be drawing them immediately before the termination of his service, for the period by which such notice falls short of one month.

(b) The service of a permanent employee may be terminated by a notice of three months or on payment of pay plus allowances drawn by him immediately before the termination of his service for such period as the notice falls short of three months, or without notice on payment of three months pay plus allowances drawn by him immediately before the termination of his service, if the post in which he was confirmed is abolished.

(c) An employee who is given notice of termination of service under clause (b) may be granted, during the period of notice, such earned leave, as may be admissible to him, and where the leave so admissible and granted is more than three months, his services shall terminate on the expiry of the period of notice and he shall be paid leave salary in lieu of the surplus earned leave (i. e. earned leave at credit after deducting the period of three months).

15. Retirement:

(a) The age of retirement of the employee in the permanent whole-time service of the University or the College shall be sixty years, and such employee shall retire from service on the day immediately preceding his sixtieth birthday:

Provided that where, in the case of specified administrative officers and administrative functionaries of the University, the Statutes or the Ordinances prescribe sixty-two years as the age of retirement, any such administrative officer or administrative functionary shall retire from service on the day immediately preceding his sixty-second birthday:

Provided further that the Executive Council may lay down that, except where the sixtieth birthday, or, as the case may be, the sixty-second birthday, of an employee falls on the first day of a Calendar month, the employee of the University or the College shall retire from service on the last day of the Calendar month within which his date of retirement falls.

(b) Notwithstanding the provisions of clause (a), an employee shall be retired:

(i) on his being declared medically unfit for service by a Medical Board to be appointed, as the case may be, by the Executive Council or, in accordance with the rules laid down by the Executive Council in that regard, by the Governing Body; or

(ii) on the imposition of the penalty of compulsory retirement.

16. Resignation:

Subject to the acceptance of resignation by the Competent Authority, a permanent employee may by notice of three months, or a temporary employee may by notice of one month, in writing addressed to the appointing authority, resign the service of the University or the College, or by payment of a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the acceptance of his resignation:

Provided the appointing authority may, if it deems proper in any case, permit such resignation by a permanent employee on notice of less than three months or by a temporary employee on notice of less than one month.

**Part III:** ***Miscellaneous***

17. Provision in respect certain persons serving or engaged on temporary or other non-regular basis or granted regular or temporary employment before the commencement

of Ordinance L:

(a) Subject to the provisions of clause (b), a person —

(i) serving in any office or other unit of the University or a College on temporary basis; or

(ii) otherwise engaged by any such office or other unit on non-regular, contractual or casual basis,

on the date immediately preceding the commencement of the Act, on remuneration or wages not charged to the Non-Plan grant under the duly approved Budget of the University or the College —

(1) who was included, in substantive or temporary capacity or on probation, in the list of employees remunerated from such Non-Plan Budgetary grant; or

(2) the status of whose service, in the case of a person referred to in serial number (i), or engagement, in the case of a person referred to in serial number (ii), was otherwise altered during the said period in a manner that granted him such eligibility for inclusion in the said list of employees as he did not possess on the date immediately preceding the commencement of the Act,

at any time, during the period from the date of the commencement of the Act to the date immediately preceding the commencement of Ordinance L, shall, on the date of the commencement of the said Ordinance, stand reverted to the status of his service or engagement as it subsisted on the date immediately preceding the commencement of the Act.

(b) The provisions of clause (a) shall not apply, in respect of any person, who —

(i) was engaged by the University, from a date prior to February 23, 1998, in a temporary capacity on non-regular basis; and

(ii) was continuing as such on the date of the commencement of the said Ordinance, without any break from the date of his engagement referred to in serial number (i); and

(iii) was classified by the Finance Committee, at its meeting held on July 28, 2003, as a person eligible for adjustment on a regular vacancy of the concerned category in the University,

to the detriment of the claim of such person for the benefit of the said adjustment, but this privilege shall not be admissible to any other person who was not classified as eligible for such adjustment by the said meeting, or was engaged after February 23, 1998, or on contractual basis, or on any muster roll, or on other casual basis, or was continuing under interim orders of a Court or other authority.

(c) The services of a person who was, during the period from the date of the commencement of the Act to the date of commencement of Ordinance L, granted substantive or temporary employment, in the University or a College, on a post borne on the Non-Plan Budgetary grant thereof, without following the procedure prescribed in the provisions in force during the said period under sub-section (2) of section 45 of the Act, shall stand terminated with effect from the date of commencement of Ordinance L.

18. Service Books and Character Rolls:

(a) The University or the College shall maintain a Service Book and a Character Roll for each employee in such Form as may be prescribed by the Executive Council.

(b) The entries in the Service Book of an employee shall be authenticated, in the case of the University by an officer authorised in this behalf by the Vice-Chancellor, and in the case of a College, by the Principal.

19. Confidential Reports:

(a) Subject to the provisions of clause (e), the Executive Council shall prescribe for the

University, and the Governing Body shall prescribe, in accordance with the directions of the Executive Council in that regard, for the College, the officers or functionaries or other personnel in a supervisory or similar position, who shall —

(i) draw up, confidentially, each year, on the Form prescribed by the Vice-Chancellor, a report (hereafter in this Rule referred to as "the Confidential Report") on the work and conduct of any employee who had served under him for a period of not less than four months in the immediately preceding Calendar Year, and shall be known as "the Reporting Officer";

(ii) review and finalise, on the Form referred to in serial number (i), the Confidential Report submitted, in respect of the employee concerned, by the Reporting Officer, and shall be known as "the Reviewing Officer"; and

(iii) decide on the representation submitted by the employee concerned, against the unfavourable observations on his work and conduct in the Confidential Report of the Reporting Officer, as finalised by Reviewing Officer (hereafter in this Rule referred to as the "adverse entry"), and shall be known as "the Revising Officer".

(b) The Reporting Officer shall forward his Confidential Report on the employee concerned to the Registrar (in the case of the University) or the Principal (in the case of the College), who shall, where he is himself not the Reviewing Officer, forward such Confidential Report to the Reviewing Officer.

(c) The Reviewing Officer shall, while reviewing the Confidential Report or Reports, have the discretion to determine the unfavourable observations of the Reporting Officer that are weighty enough to be entered in the Character Roll of the employee concerned (hereafter in this Rule referred to as "the adverse entry"), and all such adverse entries shall be recorded in the said Character Roll.

(d) Any adverse entry, referred to in clause (c), shall be communicated by the Registrar or the Principal, to the employee concerned, who may represent against the adverse entry, through the Registrar or the Principal, to the Revising Officer, and the decision of the Revising Officer in respect of such adverse entry shall be final.

(e) The provision for the writing of Confidential Reports shall apply only in respect of such Group D employees of the University or the College as are engaged in sensitive work:

Provided that if there is any shortcoming in the allotted work, or any act of indiscipline or violation of the rules of conduct, on the part of any Group D employee, the University or the College may take recourse to disciplinary action against him:

Provided further that, in the absence of Confidential Reports, punishments, including recordable warnings, as well as commendations, etc., conveyed to the Group D employees, shall be entered in the Service Book and the relevant information furnished to the Establishment Committee, or any other authority empowered in that regard, when their cases are considered for promotion, confirmation and the crossing of the Efficiency Bar (if any) and other relevant matters:

Provided also that such Confidential Reports as are maintained shall be made use of by the said Establishment Committee or other authority.

20. Tests or Examinations:

(a) Every employee shall be required to pass such Departmental and other tests or examinations as may be prescribed by the Executive Council for employees of the University and the Colleges.

(b) The Executive Council may also lay down rules regarding the periods within which the tests or examinations referred to in clause (a) shall be passed by the employees, the consequences of not passing the same and other cognate matters.

21. Residuary Conditions of Service and Power to Relax:

(a) Any matter relating to the conditions of service of an employee of the University or

the College in respect whereof no provision is made in these Rules, or in the Statutes and Ordinances, or the provision made therein requires elaboration, shall be determined by the Executive Council.

(b) Notwithstanding anything contained in these Rules, for the purpose of relieving any employee of the University or the College of any undue hardship arising from the operation of any of the provisions of these Rules —

(i) in the case of an employee of the University, the Executive Council; or

(ii) in the case of an employee of the College, the Governing Body, with the approval of the Executive Council,

may relax any of such provisions of these Rules, but no such relaxation shall be made as may be inconsistent with the provisions of the Statutes or the Ordinances.

22. Notification of Essential Services:

Notwithstanding anything contained in these Rules, the Registrar, with the concurrence of the Vice-Chancellor, in the case of the University, or the Principal, with the concurrence of the Chairperson of the Governing Body, in the case of the College, may, upon being satisfied that there exists an extraordinary situation, notify such categories and such number of employees, as he may deem necessary, as essential for the performance of certain duties for maintaining services considered indispensable, for a period not exceeding ninety days; and the refusal to attend to such duties shall render the employee concerned liable for major penalty under these Rules, including dismissal from service:

Provided that every such employee shall be entitled to compensatory leave for the quantum of additional hours of duty performed, subject to a maximum of 15 days, or cash payment in lieu thereof, after the notified period is over.

23. Removal of doubts:

Where a doubt arises as to the interpretation or application of any of provisions of these Rules, the matter shall be referred to the Executive Council for decision, which shall be final.

## CHAPTER III

### *PAY AND ALLOWANCES*

**Part I:** ***Pay***

24. Scales of Pay:

(a) The scales of pay for the posts in the University and the Colleges shall be as specified from time to time by the Executive Council, in accordance with the directions or advice of the University Grants Commission.

(b) Where any employee of the University or a College was awarded, before the commencement of the Act, a time-scale of pay to which he was not entitled under the rules then in force, the Executive Council (in the case of an employee of the University) or the Governing Body (in the case of an employee of the University) shall have the power to redetermine such time-scale of pay and consequential benefits with effect from the date of such commencement and the amount paid in excess of the entitlement of such employee, under the time-scale of pay as so redetermined, shall be recovered from him with effect from the said date by the University or, as the case may be, the College:

Provided that the Governing Body shall have the duty of apprising the Registrar of all cases of employees to which this provision may be applicable and of the action taken by it in that regard.

25. Initial Pay:

An employee shall, on his appointment to a post on a time-scale of pay, draw pay at the minimum of the time-scale unless the appointing authority decides that he shall draw pay at any higher stage:

Provided that, when such appointment is made by promotion or by direct recruitment to a higher post involving higher responsibilities, the employee shall be given an option for the fixation of his pay in the higher post by one of the modalities specified at serial number (i) or (ii), as follows —

(i) to his pay in the lower scale (i. e. the time-scale of the post he is leaving) one increment shall be added (for purposes of calculation only), and his salary shall be fixed in the higher scale (i. e. the time-scale of the post he is joining) at the stage next above without any further review on accrual of increment in the lower scale; or

(ii) his pay in the higher scale shall be fixed initially at the stage next above the pay he was drawing in the lower scale, and the same shall be re-fixed on the date of accrual of next increment in the lower scale, in the manner laid down in serial number (i), but in such a case the next date of increment in the higher scale shall (if otherwise admissible) fall due on the completion of 12 months' service in the higher scale from the date of fixation of his pay:

Provided further that such option must be exercised in writing within three months of the date of promotion to the said higher post, or appointment thereto by direct recruitment, and once exercised shall be final:

Provided also that if such employee of the University had previously served under the University or, such employee of the College had previously served under the College, in the same post or in any other post on the same or an identical time-scale of pay and was drawing a higher pay than the pay admissible to him under the first proviso, he shall draw such higher pay and the period of his duty in such post on such pay shall also count for purpose of increment in the higher scale.

26. Increments:

(a) An increment shall ordinarily be drawn as a matter of course, unless it is withheld by the Executive Council or the Governing Body, on the ground that the conduct of the employee has not been good or his work has not been satisfactory.

(b) Where an Efficiency Bar is prescribed in the time-scale, the increment next above the bar shall not be given to an employee, except with the specific sanction of the Vice-Chancellor or the Chairperson of the Governing Body, after considering the report on the efficiency of the employee in accordance with the procedure laid down in that regard by the Executive Council.

27. Counting of Service for Increment:

The following service shall count for increment on the time-scale of pay —

(i) duty in that post or any other post of the same or higher grade, whether continuous or not;

(ii) duty in an equivalent or higher post in local deputation or foreign service;

(iii) duty on a temporary post and on probation; and

(iv) such leave, other than Extraordinary Leave, as is not to be discounted for the purpose under the Rules governing leave:

Provided that the sanctioning authority may direct that Extraordinary Leave shall also count for increments, if it is satisfied that such leave was taken on account of illness or for any other cause beyond the control of the employee.

28. Pay during suspension:

(a) An employee under suspension shall, during the period of suspension, draw subsistence allowance, equivalent to half the rate of pay which was admissible to him

immediately before the commencement of the suspension and dearness allowance on the basis of half the said rate of pay and such compensatory allowances admissible from time to time on the same basis, subject to fulfilment of other conditions laid down for the drawal of such allowances:

Provided that where the period of suspension exceeds six months, the authority which made, or is deemed to have made, the order of suspension, shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows —

(i) the amount of subsistence allowance may be increased by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first six months, if the said authority, for reasons to be recorded in writing, is of opinion that the period of suspension has been prolonged and such prolongation is not directly attributable to the employee:

(ii) the amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period the first six months, if in the opinion of the authority, to be recorded in writing, the period of suspension has been prolonged due to the reasons directly attributable to the University employee;

(iii) the rate of dearness allowance shall be based on increased or, as the case may be, the decreased amount of subsistence allowance admissible under serial numbers (i) and (ii).

(b) No payment under clause (a) shall be made unless the employee furnishes a certificate that he is not engaged in any employment, business, profession or vocation:

Provided that an employee dismissed, terminated or compulsorily retired from service under Rule 67, who is placed or deemed to have been placed under suspension, and continues to be under suspension, without interruption or otherwise, from the first date of such suspension or deemed suspension up to the date of such dismissal, termination of service or compulsory retirement, and who fails to produce such a certificate for any period during which he is placed, or deemed to have been placed, under suspension, shall be entitled to the subsistence allowance and other allowances equal to the amount by which his earnings during such period or periods, as the case may be, fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him, but where the subsistence allowance and other allowances admissible to him are equal to, or less than, the amount earned, nothing in this proviso shall apply to him.

(c) The permissible deductions from the subsistence allowance shall be of following two categories—

(i) Compulsory deductions, comprising the following—

(1) Income Tax and Super Tax or surcharge (provided the yearly income of the employee calculated with reference to subsistence allowance is taxable).

(2) House Rent and allied charges, i. e. charges for electricity, water, furniture, etc.

(3) Repayment of loans and advances, other than from Provident Fund, taken from the University or the College, at such rates of repayment as the Vice-Chancellor or the Principal may decide.

(4) Subscription to the Group Insurance Scheme.

(ii) Optional deductions, that shall not be made, except with the written consent of the employee, comprising the following—

(1) Premia due on Life Insurance Policies.

(2) Amounts due to Co-operative Stores and Co-operative Credit Societies.

(3) Refund of advance taken from Provident Fund.

(d) The deductions of the following nature shall not be made from the subsistence allowance—

(i) Subscription to Provident Fund.

(ii) Recovery of loss to University or the College for which the employee may be responsible.

29. Special pay, personal pay, honorarium and fee:

The University or the College may sanction to an employee in any special circumstances, such special pay, personal pay, honorarium or fee and on such conditions as it may deem fit, in accordance with the norms laid down by the Finance Committee.

30. Drawal of Pay:

(a) An employee shall be entitled to draw the pay of the post to which he is appointed from the date on which he assumes charge of the post.

(b) Pay in respect of any month shall become payable on or after the first working day of the following month.

(c) An employee resigning from the service of the University or the College without the notice prescribed shall not, unless the Vice-Chancellor or the Principal directs otherwise, be allowed to draw pay due but not drawn.

**Part II:** ***Additional Charge of Post***

31. Pay and allowances for holding additional charge of post:

The pay and allowances admissible to an employee placed in charge, by the Competent Authority, of the current duties of another post shall be determined as follows—

(i) an employee placed in charge of the current duties of a higher post shall receive pay in the basic post plus 1/10th of the minimum of the scale of pay applicable to the higher post;

(ii) no allowance shall be admissible when an employee holding one post is placed in charge of the current duties of a post of a status equivalent to that of his own basic post, and the employee concerned will receive pay in his basic post only;

(iii) an employee placed in charge of the full duties of a post of a status equivalent to that of his own basic post will receive allowance at 20 per cent of the minimum of the scale of the post; and

(iv) an employee holding one post when placed in charge of the current duties of a lower post will not receive any allowance for the additional work:

Provided that the additional pay or allowance shall not be admissible if the period of additional charge is 30 days or less.

**Part III:** ***Compensatory Allowances***

32. The employees shall be eligible for House Rent Allowance, City Compensatory Allowance, Travelling Allowance and other allowances as sanctioned by the University or the College, in accordance with the rules in force from time to time.

## CHAPTER IV

## *LEAVE*

**Part I:** ***Application and Interpretation***

33. Extent of Application and Interpretation:

(a) The Leave Rules contained in this Chapter shall be applicable to the employees from the date of commencement of these Rules.

(b) For the purposes of the Rules of this Chapter, unless the context otherwise requires—

(i) "Advance Leave", "Casual Leave", "Commuted Leave", "Compensatory Leave", "Earned Leave", "Extraordinary Leave", "Half-pay Leave", "Maternity Leave", "Paternity Leave", and "Special Casual Leave", mean leave of these descriptions as provided in the said Rules;

(ii) "Chairperson", in relation to a College, means the Chairperson of the Governing Body;

(iii) "Competent Authority" means the authority competent to sanction leave, as specified in clause (a) or clause (b) of Rule 34;

(iv) "completed years of service" means continuous service of the specified duration under the University or the College, and includes, except if otherwise provided, periods spent on duty as well as on local deputation or foreign service or Extraordinary Leave;

(v) "date of retirement", in relation to an employee, means the afternoon of the last day of the month in which the employee attains the age prescribed for retirement under the terms and conditions governing his service.

(vi) "*dies non*" means a day of absence without proper permission, or a day on which an employee on duty left duty without proper permission, or refused to perform duties while in office, and a period of *dies non* counts neither as service nor as a break in service;

(vii) "Leave Account" means the Leave Account referred to in clause (a) of Rule 35;

(viii) "Leave Salary" means pay admissible to employees for periods of leave other than Casual Leave, Special Casual Leave and Duty Leave, as laid down by this Rule, along with Dearness Allowance calculated on the basis of such pay and such other allowances (if any), except House Rent Allowance and City Compensatory Allowance, as payable under the Central Civil Services (Leave) Rules, 1972, as amended from time to time:

(ix) "Leave Year" means the period from January 01 to December 31 every year; and

(x) "non-working day" means a holiday or a day of weekly closure of the University or the College.

**Part II:** ***Kinds of leave, Competent Authority and Leave Account***

34. Kinds of Leave and Competent Authority:

(a) The following kinds of leave shall be admissible to the employees —

(i) Leave treated as duty, comprising Casual Leave and Special Casual Leave;

(ii) Leave earned by duty, comprising Earned Leave, Half-pay Leave and Commuted Leave;

(iii) Leave granted on special considerations, comprising Extraordinary Leave, Advance Leave (i. e. Leave not due taken in advance) and Compensatory Leave; and

(iv) Leave not debited to the Leave Account, comprising leave for educational purposes (consisting of Study Leave) and leave on health grounds (consisting of Maternity Leave and Paternity Leave).

(b) The continuous regular service of an employee on temporary basis, that is

followed, without any interruption of duty, by permanent service, shall be included in permanent service for the purpose of computation of leave.

(c) Leave shall be sanctioned to the employees of the University by the Competent Authority as specified in the following Table, to the extent of its power indicated therein, and all cases for sanction of leave in excess of the limits laid down in the said Table, shall be submitted to the Executive Council for orders, in accordance with the provisions of the Rules of this Chapter —

| KIND OF LEAVE | COMPETENT AUTHORITY | EXTENT |
|---|---|---|
| *(i) CASUAL LEAVE* | | |
| (1) to employees under the administrative supervision of the Registrar, the Finance Officer or the Librarian | Registrar, Finance Officer or the Librarian, respectively | Full |
| (2) to employees under the administrative supervision of the Dean of a Faculty or the Head of a Department | Dean of the Faculty or Head of the Department, respectively | Full |
| (3) to employees of a University College maintained by the University, a University Institute, an independent Centre or a School | Principal of the University College, Director of the University Institute, Head of the independent Centre or Coordinator of the School, respectively | Full |
| *(ii) SPECIAL CASUAL LEAVE/ COMPENSATORY LEAVE* | Competent Authority for Casual Leave, under intimation to the Registrar | Full |
| *(iii) EARNED LEAVE/HALF-PAY LEAVE/MATERNITY OR PATERNITY LEAVE* | | |
| (1) to employees under the administrative supervision of the Principal of a University College maintained by the University | Principal, under intimation to the Registrar | Full |
| (2) to all employees other than those specified in item (1) | Registrar, on the recommendation of the Competent Authority for Casual Leave | |
| *(iv) COMMUTED LEAVE* | Registrar, on the recommendation of the Competent Authority for Casual Leave and with the approval of the Vice-Chancellor | Full |
| *(v) EXTRAORDINARY LEAVE* | | |
| (1) Up to the extent of entitlement | Executive Council | Full |
| (2) Up to 90 days, as available, on behalf of the Executive Council | Vice-Chancellor | 90 days |
| *(vi) ADVANCE LEAVE* | Vice-Chancellor | Full |
| *(vii) STUDY LEAVE* | Executive Council | Full |

(d) Leave shall be sanctioned to the employees of the College by the Competent Authority as specified in the following Table, to the extent of its power indicated therein, and all cases for sanction of leave in excess of the limits laid down in the said Table, shall be submitted to the Governing Body for orders, in accordance with the provisions of the Rules of this Chapter —

| KIND OF LEAVE | COMPETENT AUTHORITY | EXTENT |
|---|---|---|
| *(i) CASUAL LEAVE* | Principal | Full |
| *(ii) SPECIAL CASUAL LEAVE/COMPENSATORY LEAVE* | Principal, under intimation to the Chairperson | |
| *(iii) EARNED LEAVE/HALF-PAY LEAVE/MATERNITY OR PATERNITY LEAVE/COMMUTED LEAVE* | Chairperson on the recommendation of the Principal | Full |

| | | |
|---|---|---|
| *(iv) EXTRAORDINARY LEAVE/ADVANCE LEAVE/STUDY LEAVE* | Governing Body | Full |

(e) The Competent Authority shall, before sanctioning the leave, ensure that the leave asked for is admissible and, in the case of leave debitable to the Leave Account, is at the credit of the employee concerned.

35. Leave Account:

(a) The Registrar or the Principal shall maintain, or cause to be maintained, the Leave Account of each employee, on a Register in the format prescribed, for the University and the Colleges, by the Vice-Chancellor, and —

(i) all Earned Leave and Half-pay Leave earned by the employee shall be credited to the Leave Account, in the manner specified in clause (b);

(ii) all Earned Leave, Half-pay Leave and Commuted Leave availed of by the employee shall be debited to the Leave Account;

(iii) all Advance Leave availed of by the employee shall be recorded in the Leave Account Register, for the purpose of adjusting the debit balance of Half-pay Leave;

(iv) all Extraordinary Leave sanctioned to, and availed of by, the employee shall be appropriately entered in the Leave Account Register, to enable the same to be offset against the entitlements of the employee to the same; and

(v) all Maternity Leave, Paternity Leave and Study Leave, sanctioned to, and availed of by, the employee shall be appropriately entered in the Leave Account Register for purposes of record and determining further entitlements of the employee to the same.

(b) At the beginning of the six-monthly periods of the Leave Year, commencing on January 01 and July 01 (hereafter in the Rules of this Chapter referred to as "the half-Leave Years"), half the quantum of the Earned Leave and of the Half-pay Leave expected to be earned, in the course of the half-Leave Year concerned, under the provisions of the Rules of this Chapter, by a confirmed employee, including an employee on probation who has a lien on a permanent post in the University or the College, shall be credited to his Leave Account, subject to appropriate deductions therefrom for adjustment of any unredeemed quantum of Advance Leave, but any such credit shall be subject to variation in case the circumstances of the service of the employee change during such half-Leave Year in a manner that affects the quantum of leave to be so earned, and in case of any such change the leave credited to the Leave Account in advance shall be varied accordingly:

Provided that where an employee joins the service of the University or the College on a date after the commencement of a half-Leave Year, such credit in advance shall be made with effect from the date of joining service, and shall be to the extent of Earned Leave and Half-pay Leave expected to be earned, on proportionate basis, in the course of the residual part of the half-Leave Year concerned:

Provided further that the advance credit of Earned Leave and Half-pay Leave to the Leave Account shall be governed by the other provisions specified in clauses (a) and (b), respectively, of Rule 41.

(c) In the case of an employee continuing as such, in the University or the College, from before the commencement of the Rules of this Chapter, the service prior the date of such commencement shall be treated as integral with the service after the said date for determining the credits and debits of, and entitlements to, various kinds of leave under the said Rules, subject to the following conditions, namely —

(i) the balance of leave earned by duty, on full pay, whether designated as Privilege Leave or by any other nomenclature, as subsisting on the date of such commencement, shall be credited at par to his Leave Account, as Earned Leave;

(ii) the balance of leave earned by duty, not being on full pay, by whatever nomenclature it may be designated, as subsisting on the date of such commencement, shall be credited at par to his Leave Account, as Half-pay Leave;

(iii) the unredeemed period, if any, of leave granted to the employee against future credits of leave, or Leave not due taken in advance, as subsisting on the date of such commencement, shall be appropriately debited to the accruals of Earned Leave and Half-pay Leave in the Leave Account;

(iv) the period of Study Leave of average pay, or half the period of Study Leave on half average pay, or one-fourth of the period of Study Leave on quarter average pay, if any, availed of by the employee before the date of such commencement shall be appropriately recorded in his Leave Account Register, to enable the same to be taken into account for computing the residual entitlement (if any) of the employee to Study Leave under the provisions of the said Rules:

Provided that the date on which the employee resumed duties (or shall resume duties) after having proceeded, before the date of such commencement, on Study Leave, shall be the date for purposes of determining the next date from which Study Leave shall be admissible to the employee under the provisions of the said Rules; and

(v) the total period of Extraordinary Leave (or, as the case may be, of Leave without pay), or of Maternity Leave, or of absence on deputation, including the portion of such absence on deputation continuing after the date of such commencement, availed of by the employee before the date of such commencement, shall be appropriately recorded in his Leave Account Register, to enable the same to be taken into account for computing the residual entitlement (if any) of the employee to Extraordinary Leave, or Maternity Leave, or absence on deputation, respectively, under the provisions of the Rules of this Chapter.

(d) The Competent Authority in respect of Casual Leave shall record, or cause to be recorded, the details of the Casual Leave and Special Casual Leave granted to, and availed of by, the employee during each Leave Year, on the Lapsable Leave Register, which shall be in the format prescribed, for the University and the Colleges, by the Vice-Chancellor, and the Competent Authority shall duly apprise the Registrar, in the case of the University, and the Chairperson, in the case of the College, of the Special Casual Leave so granted to, and availed of by, the employee.

(e) The Lapsable Leave Register, referred to in clause (d), shall have a section for recording the details of the Compensatory Leave due to the employee, including the date by which the same has to be availed of, and the Competent Authority shall duly apprise the Registrar, in the case of the University, and the Chairperson, in the case of the College, of the Compensatory Leave due to, and availed of by, the employee:

Provided that where any part of the due Compensatory Leave has remained unexhausted by the end of the Leave Year, the entries pertaining to the balance of Compensatory Leave shall be transcribed in the Lapsable Leave Register of the ensuing Leave Year, along with the date or dates by which such balance must be availed of.

**Part III:** ***General conditions governing Leave***

36. General Principles:

(a) Leave cannot be claimed as a matter of right, and where the exigencies of service or the interests of the University or the College so demand, leave of any description may be refused or revoked by the Competent Authority without necessarily assigning any reasons:

Provided that where an employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases, and the employee shall be treated as on duty from the date he starts for the station to which he is required to report and shall be entitled to draw, for the journey, travelling allowance permissible under the rules:

Provided further that such employee shall, upon re-joining duties at the place of his posting and submitting details of the said journey to the Competent Authority, draw Leave Salary, at the same rate at which he would have drawn it but for recall to duty, up to the date of commencement of such journey and shall thereafter draw the regular salary admissible to him.

(b) Subject to the provisions of the Rules of this Chapter —

(i) the form and manner of applying for leave, including the extension of leave, the format and procedure for the maintenance of the Leave Account Register, and the procedure for the sanction or extension of leave, the grant of permission to return to duty before the expiry of leave and the submission of medical certificates while proceeding or returning from leave, shall be laid down, for the University and the Colleges, by the Vice-Chancellor; and

(ii) the rules governing the payment of Leave Salary, the grant of increment or increments for the period of leave, and the counting of such periods as service for purposes of pension and Contributory Provident Fund, shall be prescribed, for the University and the Colleges, by the Finance Committee or, pending the same, by the Vice-Chancellor.

(c) Leave shall have to be applied for in the prescribed form and manner, and shall have to be sanctioned before it is availed of, except in cases of emergency and for reasons to the satisfaction of the Competent Authority.

(d) Any application for the extension of leave shall be submitted to the Competent Authority in the same manner as in the case of the leave that is sought to be extended.

(e) Subject to the provisions of clause (c), and of clause (f), no employee shall be absent from duty without prior permission, except where the Competent Authority, upon being satisfied that such absence was for a valid reason, including unforeseen contingencies, grants leave for such period.

(f) Where an employee —

(i) absents himself from duty without prior permission; or

(ii) remains absent from duty after the expiry of his leave, or of the period of his local deputation or foreign service, without any intimation to the Competent Authority,

for a continuous period of 90 days, he shall be deemed to be wilfully absent from duty, and such wilful absence shall be treated as misconduct and his services shall be liable to be terminated.

(g) Leave shall ordinarily begin from the date on which the employee who has been granted leave relinquishes his duties and shall ordinarily end on the day preceding the date on which he resumes them.

(h) Non-working days may be prefixed and suffixed to leave:

Provided that where the leave applied for falls between non-working days and is of a duration lesser that the total of the preceding and ensuing non-working days, the Competent Authority shall permit such non-working days to be only either prefixed or suffixed to leave.

(i) Any employee on leave, including leave preparatory to retirement, shall not return to duty during the period of leave except with the permission of the Competent Authority:

Provided that where an employee has submitted a request for permission to retire,

which awaits decision by the Executive Council or the Governing Body, and has proceeded on leave preparatory to retirement on the basis of such request, he shall not be permitted to return to duty, except with the consent of the Executive Council or the Governing Body:

Provided further that the employee on leave preparatory to retirement shall, unless permitted otherwise by the Competent Authority in the special circumstances of the case, report for duty on the date of his retirement.

(j) The application of an employee for leave on medical grounds, or for leave in continuation with Maternity Leave, shall be supported with a medical certificate from the Medical Officer of the University or the College or, where no such Medical Officer has been appointed, from a Registered Medical Practitioner approved and authorised by the University or the College in that regard:

Provided that the Competent Authority may, in its discretion, waive the production of a medical certificate in case of an application for leave on medical grounds for a period not exceeding three days:

Provided further that where the leave applied for on medical grounds is in excess of a period of thirty days, the Competent Authority may require the applicant to appear before a Medical Board appointed by it for the purpose:

Provided also that leave, or extension of leave, on medical grounds shall not be granted beyond the date on which the employee is pronounced by a Medical Officer or Medical Board, appointed or assigned for the purpose by the Executive Council or the Governing Body, to be permanently incapacitated for further service.

(k) Subject to the provisions of the first proviso to clause (j), no employee who has been granted leave, other than Casual Leave, on medical grounds shall be allowed to return to duty without producing a medical certificate of fitness, granted by the Medical Officer or Registered Medical Practitioner who had issued the certificate referred to in clause (j), or, where the Competent Authority is satisfied that it is not feasible for such medical certificate of fitness to be secured from him, by any other Registered Medical Practitioner approved or authorised by the University or College in that regard.

(l) Except in the case of Extraordinary Leave granted for the purpose of taking up service elsewhere, an employee on leave shall not, except with the written permission of the Competent Authority, engage directly or indirectly in any trade or business, whatsoever, or in any work to which any emolument or honorarium is attached, but this prohibition shall not apply to creative work or publications (including radio or television broadcasts) of an academic, literary or artistic nature:

Provided that the Leave Salary of an employee who has been given the said written permission shall be subject to such restrictions as the Finance Committee may prescribe by rules or, pending such prescription, as the Vice-Chancellor may determine.

(m) The Competent Authority may, at the request of the employee concerned, retrospectively convert any kind of leave into such leave of a different kind as was admissible to him at the time the leave was originally granted, but any such conversion cannot be claimed as a matter of right.

(n) Where one kind of leave is converted into another, under the provisions of clause (m), the amount of Leave Salary, and the allowances admissible therewith, shall be re-calculated and, accordingly, the arrears of Leave Salary and allowances shall be paid, or the amount overdrawn in that regard shall be recovered, as the case may be.

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

(p) Subject to the provisions of Rule 39, no leave shall be granted to an employee

beyond the date of the final cessation of his duties, whether on account of retirement upon superannuation, voluntary or compulsory retirement, resignation, or other cause, and the Leave Account of the employee shall stand exhausted on such date:

Provided that an employee on re-employment after retirement shall not be entitled to any leave during re-employment, except —

(i) Casual Leave and Special Casual Leave in accordance with the provisions of the Rules of this Chapter, subject to the condition that where re-employment ends on a date earlier than December 31, Casual Leave shall be admissible on *pro rata* (i. e. proportionate) basis for the period of regular service and re-employment, taken together, within the Leave Year concerned;

(ii) Earned Leave, Half-pay Leave and Commuted Leave, calculated, in accordance with the provisions of the said Rules, for the period of such re-employment taken as a whole.

37. Conditions for the earning and grant of Leave:

(a) Except as otherwise provided in the Rules of this Chapter, leave shall only be earned by the period spent on duty in the University or the College:

Provided that the period spent by the employee on local deputation or in foreign service shall not count as duty, except if contribution towards Leave Salary and pension or contributory provident fund is paid on his behalf for such period:

Provided further that any period of leave shall not be regarded as interruption of duty for the purposes of the said Rules, but any period of Extraordinary Leave, or of *dies non*, shall not be included for purposes of computing Earned Leave and Half-pay Leave.

(b) Except as otherwise provided in the said Rules, any kind of leave under the provisions thereof may be granted in combination with or in continuation of any other kind of leave, except Casual Leave and Special Casual Leave, subject to any limit on the aggregate period of absence that may be prescribed in such cases:

Provided that Casual Leave may be granted in combination with, or in continuation of, Special Casual Leave:

Provided further that Compensatory Leave may be granted in combination with, or in continuation of, Casual Leave or Special Casual Leave, or both, except where Compensatory Leave has been granted in combination with, or in continuation of, any other kind of leave.

(c) An employee granted Casual Leave or Special Casual Leave or Compensatory Leave taken in combination with, or in continuation of, Casual Leave or Special Casual Leave, or both, in accordance with the provisions of clause (b), shall not be treated as absent from duty and his pay shall not be intermitted.

(d) The total period of continuous absence of an employee from duty on leave, or on local deputation or foreign service, shall not exceed three years, except in cases where, under the provisions of the said Rules —

(i) leave is taken on medical grounds; or

(ii) permission has been granted by the Competent Authority, in special circumstances and for reasons to be recorded, for a longer period of absence, subject to the condition that the said total period of continuous absence does not exceed five years in any case.

(e) Without prejudice to the provisions of clause (f) of Rule 36, the lien of an employee shall be deemed to have terminated, and he shall cease to be in the service of the University or the College, in case after remaining on leave, whether of a particular kind or of all kinds taken together, for a continuous period of three years —

(i) he does not resume duty, otherwise than —

(1) on account of continuing for the time being, with the permission of the Competent Authority, on leave admissible to him or on local

deputation or foreign service; or

(2) on account of suspension; or

(ii) he remains absent from duty without any intimation,

except if the Executive Council or the Governing Body, in view of the exceptional circumstances of the case, determines otherwise:

Provided that this provision shall also apply where such leave is for a continuous period of less than three years and the employee has no further leave at credit in his Leave Account, or is not entitled to any other leave that is not debited to the Leave Account or to continue on local deputation or foreign service.

(f) The Vice-Chancellor shall prescribe the norms, based on the approved strength of employees of any office in the University, or of a College, for determining the maximum number of employees thereof who may, at any one time or concurrently, be allowed to avail of Extraordinary Leave and Study Leave.

38. Leave Salary, Increments during Leave and effects of Leave:

(a) Except as provided elsewhere in the Rules of this Chapter, the Leave Salary during the period of —

(i) Earned Leave, Commuted Leave, Maternity Leave and Paternity Leave shall be equal to the pay drawn immediately before proceeding on such leave; and

(ii) Half-pay Leave or Advance Leave shall be equal to half the amount of the pay drawn immediately before proceeding on such leave;

(iii) Study Leave shall be calculated in accordance with the provisions of Rule 45.

(b) Leave Salary shall not be admissible for any period of Extraordinary Leave.

(c) Subject to the provisions of clause (f) of Rule 36, an employee who remains absent after the end of leave, or the expiry of local deputation or foreign service, shall not be entitled to Leave Salary for the period of such absence, unless leave is extended for such period by the Competent Authority on the application of the employee, and where the Competent Authority does not extend leave for the said period, but permits the employee to rejoin duty, such period shall be debited to his Leave Account as though it were on Half-pay Leave, to the extent such leave is due, and the period in excess of such leave shall be treated and recorded as Extraordinary Leave and shall be offset against the residual entitlement of the employee to Extraordinary Leave:

Provided that where there is no such residual entitlement to Extraordinary Leave, such period shall be treated as a period of break in service.

(d) If any increment of pay falls due during —

(i) any period of Casual Leave, Special Casual Leave or Compensatory Leave, it shall be admissible from the date it is due;

(ii) any period of leave, other than Casual Leave, Special Casual Leave or Compensatory Leave, or any period of local deputation or foreign service, the effect of increase of pay will be given, except in those cases where the leave concerned does not count for increment, from the date the employee resumes duty, without prejudice to the normal date of his increment:

Provided that an employee may, after return from Study Leave, be given, from the date he resumes duty, the benefit of the increment or increments he would have earned in the course of time if he had not proceeded on Study Leave, upon submitting, to the satisfaction of the Competent Authority, the report referred to in clause (p) of Rule 45, but, without prejudice to the normal date of his increment, shall not be eligible to the arrears of such increment or increments: a

Provided further that any period of Extraordinary Leave shall not count for increment, except in the cases specified in clause (e) of Rule 44.

(e) The period of any leave, other than Extraordinary Leave and Study Leave, and of

absence on local deputation or foreign service, shall count as service for purposes of pension and Contributory Provident Fund:

Provided that a period of Extraordinary Leave that has been permitted to be counted for increment, under clause (d), shall count as service for the said purposes:

Provided that a period of Study Leave shall count as service for the said purposes only if the employee rejoins the University or the College on the expiry of such leave.

(f) An employee who is selected for appointment to a higher post while on leave shall be placed in such post, and the scale of pay assigned thereto, only after submitting the prescribed joining report upon resuming duties in the University or the College upon the completion of the period of leave:

Provided that in case such employee was on Casual Leave, Special Casual Leave or Compensatory Leave, the said joining report shall be deemed to be with effect from the date he would have submitted the same had he not been on such leave, and in such a case any period of probation on the concerned post shall be deemed to have commenced from the said date:

Provided further that an employee on any leave, other than Casual Leave, Special Casual Leave or Compensatory Leave, shall be entitled to be granted permission by the Competent Authority to return to duty before the expiry of the period of leave, in order to join a higher post to which he has been selected for appointment while on leave, but where such leave is on medical grounds such permission shall not be granted, except on the submission of a certificate of fitness:

Provided also that in any case governed by the immediately preceding proviso, the employee shall join such higher post with effect from a date not earlier than the date of resuming duties in the University or the College.

39. Cash equivalent of leave remaining at credit upon cessation of service:

(a) For the purposes of this Rule, the term "Earned Leave" means the number of days of Earned Leave taken together with the number of days of Half-pay Leave converted to Earned Leave at the rate of two days of Half-pay Leave for one day of Earned Leave, and the term "retirement" means retirement on superannuation.

(b) Subject to the provisions of clauses (c) to (h), no leave shall be granted to an employee beyond the date of his retirement.

(c) An employee may apply for, as leave preparatory to retirement, the grant of the whole or part the Earned Leave that would be at credit in his Leave Account on the date of his retirement, subject to a maximum of 300 days, but such application must be submitted to the Competent Authority sufficiently in advance of the date on which the leave applied for is to commence.

(d) An employee who was prevented from applying for leave preparatory to retirement, under the provisions of clause (c), by reason of being under suspension at the relevant time, but subsequently the authority competent to order re-instatement recorded the opinion or finding that the employee stood fully exonerated of the charges that led to such suspension and that such suspension was wholly unjustified, may, where he was so re-instated before the date of his retirement, be allowed to apply for leave preparatory to retirement immediately after his re-instatement:

Provided that where such employee was continuing under suspension on the date of his retirement, he shall be deemed to have applied for leave preparatory to retirement under the provisions of clause (c).

(e) In the interests of the University or the College, the Competent Authority may deny, wholly or in part, the application of the employee for leave preparatory to retirement, under clause (c) or (d), or may recall an employee, who has proceeded on such leave, to duty at any time before the date of his retirement.

(f) In any of the cases referred to in clause (e), the employee may be granted, after his retirement, the cash equivalent of the leave remaining at credit in his Leave Account

on the date of retirement, as computed under the provisions of clause (h), subject to a maximum of 300 days:

Provided that this provision shall also apply to an employee referred to in the proviso to clause (d).

(g) An employee, who was prevented from applying for leave preparatory to retirement, under the provisions of clause (c), by reason of being under suspension at the relevant time, but was re-instated within 300 days preceding the date of his retirement, without the authority competent to order re-instatement recording any opinion or finding that such suspension was unjustified, may be allowed to apply for leave preparatory to retirement immediately after his re-instatement, without prejudice to the right of the University or the College to refuse such application, wholly or in part, or to recall him to duty from such leave, and in such a case the employee may be granted, after his retirement, the cash equivalent of the leave remaining at credit in his Leave Account on the date of retirement, subject to a maximum of 300 days reduced by the number of days between the date of such re-instatement and the date of his retirement.

(h) The basis for computing the cash equivalent referred to in clauses (f) and (g) shall be the Leave Salary as on the date preceding the date of retirement by the number of days of leave for which the cash equivalent is being computed:

Provided that where the employee has been granted re-employment after retirement, such cash equivalent shall not be paid, except after the completion of the period of such re-employment:

Provided also that the payment of such cash equivalent shall be subject to the adjustment of the amount, if any, due to the University or the College on the part of the employee or recoverable from him, and for this purpose an appropriate part of the cash equivalent may be withheld pending such adjustment.

(i) In case an employee dies while in service, the cash equivalent of the Leave Salary that would have been admissible to the deceased employee had he proceeded, on the date immediately following the date of death, on Earned Leave due to him, subject to a maximum of 300 days, shall be disbursed to his family as an *ex gratia* payment.

(j) Where the services of an employee are terminated by the University or the College, on account of the abolition of post or retrenchment, before the date of his retirement, the Earned Leave at credit in his Leave Account may be granted, subject to a maximum of 300 days, at the discretion of the Vice Chancellor or the Governing Body, as terminal benefit to him, even if it has not been applied for, or has not been refused in the interests of the University or the College, and in such a case the prescribed period of notice or, where the employee is relieved before the expiry of such period, the unexpired portion thereof, shall run concurrently with the leave so granted:

Provided that such terminal benefit shall not be admissible in the case of dismissal or removal from service.

(k) Where an employee is declared, before the date of his retirement, by a medical authority to be completely and permanently incapacitated for further service, the cash equivalent of the Earned Leave at credit in his Leave Account, on the date of his invalidation from service, may be granted, subject to a maximum of 300 days, at the discretion of the Vice Chancellor or the Governing Body, as terminal benefit to him, even if it has not been applied for, or has not been refused in the interests of the University or the College, provided that the period of leave for which he is granted cash equivalent does not extend beyond the date of his retirement.

(l) Where an employee resigns his post, he shall ordinarily not be granted any leave, either prior or subsequent to the date of his resignation, but in case such resignation is for reasons of health, or for circumstances beyond the control of the employee, the Earned Leave at credit in his Leave Account may be granted, subject to a maximum of

150 days, at the discretion of the Vice Chancellor or the Governing Body, and in such a case the prescribed period of notice or, where the employee is relieved before the expiry of such period, the unexpired portion thereof, shall run concurrently with the leave so granted:

Provided that this provision shall, subject to the rules governing voluntary retirement, also apply to a case of voluntary retirement of an employee.

**Part IV:** ***Provisions governing different kinds of leave***

40. Casual Leave, Special Casual Leave and Compensatory Leave:

(a) An employee shall be eligible for not more than eight days of Casual Leave in a Leave Year, and non-working days falling within any period of Casual Leave shall not be counted as part thereof:

Provided that the Vice-Chancellor may prescribe, for the University and the Colleges, the maximum number of days of Casual Leave that may be taken at any one time, and also prescribe that maximum number of non-working days falling within any period of Casual Leave that may not be so counted:

Provided that where an employee joins the service of the University or the College after the commencement of the Leave Year, the quantum of Casual Leave shall be determined on *pro rata*, i. e. proportionate, basis, in accordance with the period of service within the Leave Year.

(b) Special Casual Leave may be granted —

(i) to an employee for undergoing a sterilisation, or re-canalisation, operation under the Family Planning programme, for a period not exceeding six days in a Leave Year; or

(ii) to a female employee for undergoing non-puerperal sterilisation, for a period not exceeding ten days in a Leave Year:

Provided that Special Casual Leave shall not be admissible for a re-canalisation operation, except if the employee has been left with no, or only one, surviving child, on account of the death of offspring:

Provided further that where the authorised Medical Officer of the approved Hospital, where the procedure referred to in serial number (ii) is to be conducted, certifies that a longer period of leave is essential on medical grounds, the limit of eight days may be raised to not more than fourteen days in a leave Year.

(c) Special Casual Leave may also be granted to an employee —

(i) summoned to serve as Juror or Assessor, or to give evidence, before a Court of Law as a witness in a civil or criminal case in which his private interests are not at issue, to an extent sufficient to cover the period of absence necessary;

(ii) deputed, in the interests of the University or the College, for attending short-term training or refresher courses or other such programmes, or for work, connected with the University or the College or his duties thereat, in other institutions or establishments; or

(iii) where he is prevented from attending office during civil disturbances, curfews or strikes.

(d) Where an employee has, under the previous orders of the functionary-in-charge, attended office on a non-working day, except if such attendance was imposed on him as a penalty or for clearing arrears for which he was personally responsible, he may be granted Compensatory Leave for each day of such attendance, and such leave shall be required to be availed of within a period of four months of its becoming due:

Provided that not more than two days of Compensatory Leave may be availed of at a time and non-working days falling within any peri[illegible] of such leave shall not be

counted as part thereof.

41. Earned Leave and Half-pay Leave:

(a) To the Leave Account of each employee shall be credited 15 days of Earned Leave at the beginning of each half-Leave Year, subject to the following conditions:

(i) in the case of an employee on probation, not being an employee who has a lien on a permanent post in the University or the College, or a temporary employee appointed on regular basis, such credit shall be at the rate of 2 ½ days for each completed month of service that is likely to be rendered in the half-Leave Year concerned;

(ii) in the case of an employee who is due to retire, or resigns from service, in the course of the half-Leave Year concerned, such credit shall be at the rate of 2 ½ days for each completed month of service in such half-Leave Year to the date of retirement or resignation:

Provided that in case the Earned Leave, already availed of by an employee who resigns from service, is more than the credit so due to him, necessary adjustment should be made in respect of Leave Salary overdrawn, if any;

(iii) such credit shall be reduced by one-tenth of the period of Extraordinary Leave availed of during the previous half-Leave Year, subject to a maximum reduction of 15 days, and by one-tenth of the period of *dies non*, if any, in the previous half-Leave Year.

(iv) in computing such credit, in relevant cases, fractions of a day shall be rounded off to the nearest day;

(v) subject to the provisions of clause (c) of Rule 38, the maximum amount of Earned Leave that may be granted to an employee at a time shall be 180 days; and

(vi) Earned Leave at the credit of an employee shall not accumulate beyond 300 days:

Provided that where the Earned Leave at credit at the end of any half-Leave Year is 300 days, or less, but more than 285 days, the advance credit of 15 days Earned Leave on the first day of the immediately ensuing half-Leave Year shall, instead of being afforded to the Leave Account, be kept separately and first adjusted against the Earned Leave that the employee takes during the said ensuing half-Leave Year, and the residue thereof, if any, shall be credited to the Leave Account at the close of the said half-Leave Year, such that the balance in the Leave Account does not exceed 300 days.

(b) The Half-pay Leave admissible to an employee shall be twenty days for each completed year of service, and may be granted on medical certificate or for private affairs:

Provided that the principles underlying the provisions of serial numbers (i), (ii) and (iii) of clause (a) shall *mutatis mutandis* apply to the credit of Half-pay Leave to the Leave Account:

Provided further that Half-pay leave shall not be admissible to an employee in temporary appointment, except on medical certificate.

42. Commuted Leave and Advance Leave:

(a) Commuted Leave not exceeding half the amount of Half-pay Leave at credit in the Leave Account may be granted to a permanent employee on medical certificate, subject to the following conditions —

(i) Commuted leave may be granted at the request of the employee even when Earned Leave is due to him;

(ii) Commuted Leave shall be limited to a maximum of 240 days during the

entire service;

(iii) when Commuted Leave is granted, twice the amount of such leave shall be debited against the Half-pay Leave at credit in the Leave Account; and

(iv) the total duration of Earned Leave and Commuted Leave, taken in conjunction, shall not exceed 240 days at a time;

Provided that Commuted Leave shall not be granted, except if the Competent Authority has reason to believe that the employee shall return to duty on the expiry thereof.

(b) Where an employee who has been granted Commuted Leave resigns from service or is, at his request, 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:

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death.

(c) Advance Leave may, at the discretion of the Competent Authority, be granted to a permanent employee for a period not exceeding 180 days at a time, and 360 days in all, during the entire tenure of his service, out of which not more than 90 days at a time, and 180 days in all, may be otherwise than on medical certificate.

(d) Advance Leave shall be debited against the Half-pay Leave earned by the employee subsequently:

Provided no Half-pay Leave shall be due to an employee after return from Advance Leave until the expiration of a fresh period spent on duty sufficient to earn a credit of leave equal to the debit balance in his Leave Account.

(e) Advance Leave shall not be granted, except if the Competent Authority is satisfied that, as far as can reasonably be foreseen, the employee shall return to duty on the expiry of the leave and earn the leave granted.

(f) An employee to whom Advance Leave is granted shall not be permitted to tender his resignation, or seek voluntary retirement, from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay and allowances for the period of Advance Leave availed of by him:

Provided that where retirement is unavoidable for reasons of ill health incapacitating the employee for further service, or in the event of the death of the employee, the refund of leave salary for the period of leave still to be earned may be waived by the Competent Authority:

Provided further that the Competent Authority may also, in any other exceptional case, waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

(g) The Competent Authority may, at its discretion and with the approval of the Executive Council, grant Advance Leave to a temporary employee, appointed on regular basis, who is undergoing treatment in a recognised hospital for a chronic or infectious disease of a serious nature or a potentially life-threatening condition, for a period not exceeding 180 days in all, subject to the provisions of clauses (d), (e) and (f), and to the following further conditions—

(1) that the employee has put in a service of at least one year;

(2) that the post from which employee proceeds on leave is likely to last till his return to duty;

(3) that the request for grant of such leave is supported by a medical certificate; and

(4) that where the employee is subsequently appointed on permanent basis, the leave so granted shall be offset against his entitlement to Advance Leave.

43. Maternity Leave and Paternity Leave:

(a) Maternity Leave may be granted to a female employee with less than two surviving children, for a period of not exceeding 135 days from the date of its commencement, and shall not be availed of more than twice in the entire career of the employee:

Provided that a female employee, who is left with no, or only one, surviving child, on account of the death of offspring, but has exhausted the entitlement to Maternity Leave, may be granted Maternity Leave under this provision:

Provided further that Maternity leave may also be granted to a female employee in case of miscarriage, including abortion, on an application supported by medical certificate, subject to the maximum limit of 45 days during the entire tenure of service.

(b) A male employee with less than two surviving children may be granted Paternity Leave, of not more than 15 days, during the confinement of his wife for childbirth, i. e. the period commencing from a date not earlier than 15 days before, and not later than two months from, the date of delivery of the child:

Provided that Paternity Leave shall be treated as lapsed in case it is not availed of during the said period.

44. Extraordinary Leave:

(a) An permanent employee may, subject to the provisions of clauses (b) to (h), be granted Extraordinary Leave when —

(i) no other leave is admissible; or

(ii) other leave is admissible, but the employee applies in writing for the grant of Extraordinary Leave.

(b) Subject to the provisions of clause (c), a permanent employee, including an employee on probation who has a lien on a permanent post in the University or the College, may be sanctioned Extraordinary Leave at the discretion of the Competent Authority, but in no case, except where Extraordinary Leave is applied for on medical certificate, shall the amount of Extraordinary Leave granted to the employee exceed the quantum of the completed years of service put in by him.

(c) Extraordinary Leave shall not be granted for a period of more than two years at a time, but such period may be extended for a further period of one year in case the Competent Authority is satisfied that the interests of the University or the College are not prejudiced by such extension:

Provided that the total period of Extraordinary Leave, including periods of absence on deputation or foreign service, shall not exceed five years during the entire tenure of service of the employee in the University or the College.

(d) Where an employee on probation is granted Extraordinary Leave, the period of such leave shall be excluded in computing the period of service on probation, and any such exclusion shall not be regarded as implying the extension of the period of probation.

(e) Extraordinary Leave shall count for increment in the following cases —

(i) where such leave was taken on medical certificate;

(ii) where the Vice-Chancellor or the Principal with the approval of the Chairperson is satisfied that such leave was taken, in the absence of any other kind of leave in the Leave Account of the employee, due to causes beyond his control, such as inability to join or rejoin duty due to civil commotion or a natural calamity; or

(iii) where such leave was taken for prosecuting special studies or training of a technical or professional nature in a field directly related to the work or duties of the employee in the University or the College, and the employee submits details affirming the fulfilment of the purposes for which he was granted such leave to the satisfaction of the Competent Authority.

(f) Where an employee applies for Extraordinary Leave for taking employment

elsewhere, he shall be required to intimate the terms and conditions of such employment along with his application, and in case Extraordinary Leave is granted on such application, such leave, and the lien of the employee, shall not continue beyond the period of probation (included any extension of probation) on the said employment:

Provided that such employee shall be required to forthwith give intimation to the Competent Authority of any extension or termination of his probation, and of his confirmation, as the case may be, in such employment:

Provided further that where the employee has been denied confirmation in such employment, or has voluntarily relinquished such employment prior to his confirmation thereon, he shall forthwith give intimation thereof to the Competent Authority and shall, with the permission of the Competent Authority, report to the University or the College for resuming duties and his Extraordinary Leave and lien shall continue till the date he resumes service in the University or the College.

(g) An employee who has been granted lien on his substantive post in the University or the College while on employment elsewhere shall be required to pay lien fees to the University or the College, for the duration of such lien, at the rate determined by the Executive Council after consulting the Finance Committee.

(h) Notwithstanding any other provision of the Rules of this Chapter, or any other Rule, or of any Ordinance, where an employee is confirmed in a substantive appointment elsewhere, his lien shall terminate on, and he shall cease to be in the service of the University or the College from, the effective date of such confirmation.

(i) In the case of a temporary employee, the duration of Extraordinary Leave on any occasion shall not exceed the following limits —

(i) three months at a time;

(ii) six months, in case the employee has completed three years of continuous service and the leave application is supported by a medical certificate;

(iii) eighteen months, where the employee is undergoing treatment in a recognised hospital for a chronic or infectious disease of a serious nature or a potentially life-threatening condition:

Provided that Extraordinary Leave shall not be granted under the provisions of serial number (ii) or (iii), except if the employee has put in continuous service of not less than one year:

Provided further that in no case, except where Extraordinary Leave is applied for on medical certificate, shall the amount of Extraordinary Leave granted to a temporary employee exceed the quantum of the completed years of service put in by him.

(j) Where a temporary employee fails to resume duty on the expiry of the Extraordinary Leave granted to him for the maximum period permissible under clause (i), he shall, unless the Executive Council or the Governing Body, 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 service of the University or the College.

45. Study Leave:

(a) Study Leave may be granted to a permanent employee with not less than three years of continuous service in the University or the College, for prosecuting higher studies in a subject, or special studies or training of a technical or professional nature, directly related to his work or duties in the University or the College, as proposed in the detailed plan of work to be submitted with the application for such leave:

Provided that the period during which the employee was on probation, prior to confirmation on his current post, may be included in computing the length of such continuous service:

Provided further that in exceptional circumstances, for reasons to be recorded, the Competent Authority may waive the condition of the required service of three years

being continuous.

(b) The detailed plan of work, referred to in clause (a), shall *inter alia* specify the course of study or programme of training (hereafter in this Rule, referred to as "the project"), to be pursued by the employee under Study Leave, and the institution or establishment, or institutions or establishments, where such project is to be undertaken:

Provided that the project shall be pursued in institutions or establishments in India, but in the case of a member of the academic staff classified in Group A or Group B, the Competent Authority may permit the project to be pursued in an institution or establishment outside India in case it is satisfied that facilities for the pursuit of the project are not available within India.

(c) Study Leave shall not be admissible to an employee who is due to retire on superannuation within five years of the date on which he is expected to return to duty after the expiry of Study Leave.

(d) Study Leave shall be granted, in the first instance, for a period of not more than two years, but the Competent Authority may, after considering the progress report submitted by the employee, along with the recommendation in that regard of the supervisor of the project, and being satisfied that such extension is unavoidable on academic grounds and necessary in the interests of the University or the College, extend the same for a further period, such that the total period of the initial and extended leave does not exceed three years.

(e) Study Leave may be granted not more than twice during the entire career of the employee, subject to the maximum limit of five years for the periods of Study Leave taken together:

Provided that the Competent Authority may, in its discretion, deny the grant of Study Leave to an employee who has availed of it earlier, except if such employee has served the University or the College for a period of not less than five years after return to duty from the earlier period of Study Leave:

Provided further that where the number of employees of an office in the University, or of a College, who have applied for Study Leave, exceeds the number of employees eligible to be granted such leave under the norms specified in clause (f) of Rule 37, the Competent Authority may give preference to employees who have not availed of Study Leave earlier or have completed the period of not less than five years referred to in the preceding proviso.

(f) The Study Leave granted to an employee shall be deemed to be cancelled in case it is not availed of within four months of its sanction, but such cancellation shall not deprive the employee of the opportunity to apply afresh for such leave.

(g) An employee who has been granted Study Leave shall not be permitted to alter substantially the project for which it has been granted, except with the approval of the Competent Authority.

(h) Where an employee combines Study Leave with any other kind of leave permissible for the purpose under the Rules of this Chapter, the total period of absence from duty, on account of Study Leave and any other leave taken in conjunction with it, shall not exceed three years.

(i) Where the remuneration, i. e. the Scholarship, Fellowship or other stipend, to be drawn by the employee for the project —

(i) is not more than the pay drawn immediately before proceeding on Study Leave, the leave salary during the period of such leave shall be equal to the said pay; or

(ii) exceeds the pay drawn by the employee immediately before proceeding on Study Leave, and —

(1) the Study Leave is being availed of in India, no leave salary shall be

admissible; or

(2) the Study Leave is being availed of abroad, such remuneration shall be taken into account in determining the leave salary, but the amount of the said remuneration shall not be offset against the otherwise admissible leave salary, except in case the said remuneration is above a specified amount, to be determined, for the University and the Colleges, by the Vice-Chancellor from time to time, on the basis of the cost of living for a family in the country concerned.

(j) An employee on Study Leave shall submit, to the Registrar or the Principal at intervals of six months, reports of his progress in the project endorsed by the supervisor thereof, and where such report does not reach the Registrar or the Principal within one month of the date on which it is due, the payment of the leave salary of the employee may be deferred till the receipt of such report:

Provided that where the project is not formally under a supervisor, the Head of the institution or establishment where the project is being undertaken, or a person in the service of the institution or establishment specified by the Head in that regard, shall be deemed to be the supervisor of the project for the purposes of this clause.

(k) An employee availing of Study Leave shall serve the University or the College, after his return to duty upon the expiry thereof, for a continuous period of not less than three years from the date of such return:

Provided that the employee shall submit, with the application for Study Leave, an undertaking to fulfil the requirement of this provision.

(l) An employee granted Study Leave shall, before proceeding on such leave, execute a bond in favour of the University or the College binding himself for the due fulfilment of the conditions prescribed in clauses (j) and (m), and other clauses, and furnish, in affirmation thereof, security of immovable property to the satisfaction of the Finance Officer or the Treasurer of the Governing Body, or a fidelity bond of an insurance company, or a guarantee by a scheduled bank, or the surety of two confirmed employees of the University or the College, including an employee on probation holding lien on a permanent post therein, not being employees due to retire within five years of the execution of such surety, for the payment of the amount that might become refundable to the University or the College in accordance with the provisions of clause (o).

(m) Where the project is completed before the end of the period of Study Leave, the employee shall, on the conclusion thereof, resume duty at the University or the College, except if the previous approval of the Competent Authority has been obtained to defer the resumption of duty for the remaining portion of Study Leave, or any part thereof, and in such a case the interval between the date of the completion of the project and the date of resumption of duty shall be treated as a period of Extraordinary Leave.

(n) An employee on Study Leave, who is prematurely discharged from the project by the institution or establishment concerned, or by the agency funding the remuneration referred to in clause (i), or withdraws from the project of his own accord —

(i) shall forthwith return to duty; and

(ii) shall be deemed as having exhausted one of the admissible periods of Study Leave:

Provided that the condition at serial number (ii) shall not apply where the discharge or withdrawal of the employee from the project is on medical certificate.

(o) An employee who, after proceeding on Study Leave —

(i) prematurely withdraws, or is discharged, from the project, except on medical certificate;

(ii) fails to return to duty after the expiry of Study Leave;

(iii) after returning to duty on the expiry of Study Leave, leaves the service of the University or the College without completing the period of further service prescribed by clause (f); or

(iv) is, on grounds of misconduct, dismissed or removed from the service of the University or the College within the prescribed period referred to in serial number (iii),

shall be liable to refund to the University or the College the amount of leave salary and allowances drawn by him and other expenses incurred on him, or paid to him or on his behalf, in connection with the project.

(p) An employee who has availed of Study Leave shall submit, upon return to duty, a report affirming the fulfilment of the purposes for which he was granted such leave, including the details of his studies or training during the period of the project, and of any dissertation or report submitted by him and any academic distinction conferred on him for the project, and a testimonial from the supervisor of the project.

46. Deputation:

(a) The Competent Authority for Extraordinary Leave may, on a request to that effect from a foreign Government, or the Central or a State Government, or on such request from, or in pursuance of any agreement or arrangement with, any authority, establishment, institution or organisation entitled for the purpose under the rules referred to in item (2) of serial number (vi) under Rule 2, grant permission to a confirmed employee, to serve such Government, or such authority, establishment, institution or organisation, on deputation from the University or the College.

(b) The Competent Authority may, in special circumstances arising from a request from any Government, authority, establishment, institution or organisation referred to in clause (a) for making available the services of a particular employee on probation holding a lien on a permanent post in the University or the College, permit such employee to proceed on deputation in accordance with the provisions of this Rule.

(c) The grant of permission for service on deputation, under the provisions of clause (a), shall be subject to the following terms and conditions —

(i) such permission shall not be available as a rule, or as of right, to an employee, and shall not be granted, except if the Competent Authority is satisfied that it would serve to promote international relations or the larger interest of the country or the cause of higher education or educational or institutional administration:

Provided that such permission shall not be given if the emoluments admissible to the employee on foreign service are much more than his emoluments in the University or the College to the extent that foreign service is rendered appreciably more attractive than the service of the University or the College;

(ii) the total period of service on deputation or foreign service admissible to an employee shall not exceed three years in the entire tenure of service of the employee in the University or the College;

(iii) the employee proceeding on deputation shall give an undertaking by executing a bond, in the manner specified in clause (l) of Rule 45, to the effect that he would serve the University or the College, after return from deputation, on the post held by him at the time of proceeding on deputation, or in any other post not lower than the same, as may be required by the University or the College, for twice the period of deputation, subject to a maximum of five years from the date of resuming duties, and in default pay to the University or the College an amount equal to ten times the monthly pay that he was drawing at the time of proceeding on deputation; and

(iv) the contributions, referred to in the proviso to clause (a) of Rule 37, for the period of deputation or foreign service, shall —

(1) for contributory provident fund, be paid by the employee, in respect of his subscription, at the rates at which he would have subscribed while in the service of the University or the College, and by the employer being served by the employee on deputation or foreign service, in respect of the contribution of the University or the College, at the rates at which the contribution of the University or the College to the said fund is payable; and

(2) for leave salary and pension, be paid by the employer being served by the employee on deputation or foreign service, at the rates laid down by the Executive Council in consultation with the Finance Committee, for employees of the University and the Colleges.

(d) The principles underlying the provisions of clauses (a), (b) and (c) shall *mutatis mutandis* apply to cases of local deputation of employees.

47. Leave Rules for Part-time Employees and Contractual Engagees:

(a) The provisions in respect of leave for Part-time Employees shall be laid down by the Executive Council.

(b) The provisions in respect of leave for contractual engagees shall be as determined by the contract of their engagement.

## CHAPTER V

## *CONDUCT*

**Part I: *Interpretation***

48. Interpretation:

(a) In this Chapter, unless the context otherwise requires —

(i) "Employee" means the person referred to in clause (vi) of Rule 6, and includes an employee on foreign service or an employee whose services are temporarily placed, by the University or the College, at the disposal of another University or College or any other authority, notwithstanding that his salary is drawn from sources other than the funds of the University or the College.

(ii) "Members of family" in relation to an employee includes —

(1) the wife or husband of the employee whether residing with the employee or not, but does not include a wife or husband, as the case may be, separated from the employee by a decree or order of a competent court;

(2) the son or daughter or step–son or step-daughter of the employee wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee, or of whose custody the employee has been deprived by or under any law; and

(3) any other person related, whether by blood or marriage, to the employee or to the employee's wife or husband and wholly dependent on the employee;

(iii) "Prescribed Authority" means the Vice-Chancellor or the Principal, or the authority prescribed by the Executive Council or the Governing Body for the purpose of the Rules of this Chapter as a whole, or for any individual Rule thereof.

(b) If any question arises relating to the interpretation of the Rules of this Chapter, it shall be referred to the Executive Council which shall decide the same.

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**Part II: *Rules***

49. General Conditions:

(a) Every employee shall at all times —

(i) maintain absolute integrity;

(ii) show devotion to duty;

(iii) desist from committing, or aiding or abetting the commitment of, sexual harassment; and

(iv) do nothing that is unbecoming of an employee of the University or the College.

(b) Every employee, holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

(c) No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgement, except when he is acting under the direction of his official superior and shall, where he is acting under such direction, obtain the direction in writing, wherever practicable and, where it is not practicable to obtain the direction in writing, shall obtain written confirmation of such direction as soon thereafter as possible:

Provided that nothing in this clause shall be construed as empowering an employee to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the delegation of powers and responsibilities.

(d) Unless otherwise stated specifically in the terms of appointment, every whole-time employee may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on closed holidays and weekly closed days.

(e) An employee shall observe the scheduled hours of working, during which he must be present at the place of his duty.

(f) Except for valid reason and/or unforeseen contingencies, no employee shall be absent from duty without prior permission, and where an employee absents himself from duty without prior permission for a continuous period of 90 days, he shall be treated as absconding from duty and his services be deemed as terminated.

50. Joining of Associations by Employees:

No employee shall join, or continue to be a member of, an association, the objects or activities of which are prejudicial to the interests of the University or the College, or of public order, decency or morality.

51. Demonstration and strikes:

No employee shall engage himself or participate in any demonstration, including a sit-in (or *dharna*), or strike which is prejudicial to the interests of the University or the College, or of public order, decency or morality, or in violation of law or the rules made by the Executive Council or the Governing Body, or involves contempt of court, defamation or incitement to an offence.

52. Connection with Press, Radio or other Media:

No employee shall —

(i) except with the previous sanction of the University or the College, own wholly or in part, or conduct, or participate in the editing or management of, any newspaper or periodical publication or other medium of communication; and

(ii) except with the previous sanction of the University or the College, or of the

Prescribed Authority, or in the *bona fide* discharge of his duties, participate in a radio broadcast, or contribute any article or write any letter to any newspaper or periodical publication or write a book or pamphlet, either in his own name, or anonymously or pseudonymously, or in the name of any organisation:

Provided that no such sanction shall be required if such broadcast, or such contribution or writing, is of a purely literary, artistic or scientific character.

**Explanation:** For the purposes of this Rule, "radio broadcast" includes a television telecast and "newspaper or periodical publication" includes the Internet.

53. Representation:

(a) Whenever an employee wishes to put forth any claim or seek redress of any grievance or any wrong done to him, he must forward his case through proper channel and shall not forward any advance copy of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

(b) No employee shall, in contravention of the rules made by the Executive Council or the Governing Body, be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

54. Evidence before a Committee or any other authority:

(a) Save as provided in clause (c), no employee shall, except with the previous sanction of the University or the College, give evidence in connection with any enquiry conducted by any person, committee or authority.

(b) Where any sanction has been accorded under clause (a), no such employee giving such evidence shall criticise the policy or any action of the University, the College or the Government.

(c) Nothing in this Rule shall apply to —

(i) The evidence given at an enquiry before an authority appointed by the Visitor, the Vice-Chancellor, Government and Parliament or any Stage Legislature; or

(ii) The evidence given in any judicial enquiry; or

(iii) The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice-Chancellor or by Governing Body or the Principal.

55. Unauthorised communication of information:

No employee shall, except in accordance with any general or special order of the University or the College, or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document, or any part thereof, or information to any other employee or any other person to whom he is not authorised to communicate such document or information.

56. Subscription:

No employee shall, except with the previous sanction of the University or the College or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever except for a *bona fide* purpose, e. g. for Reception/farewell of a member of the University staff or for financial assistance to such member or his family in distress.

57. Private Trade or Employment:

(a) No employee shall, except with the previous sanction of the University or the College, engage directly or indirectly in any trade or business or undertake any other employment:

Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake, and shall discontinue, such work if so directed by the University or the College:

Provided further that canvassing by an employee in support of the business or insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall be deemed to be a breach of this clause.

(b) Every employee shall report to the University or the College if any member of his family is engaged in a trade or business or owns or manages an insurance agency, commission agency, etc.

(c) No employee shall without the previous sanction of the University or the College, except in the discharge of the official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or of any co-operative society for commercial purposes:

Provided that an employee may take part in the registration, promotion or management of a co-operative society, substantially for the benefit of the employees, registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force, or of a literary, scientific or charitable Society registered under the Societies Registration Act, 1861 (2 of 1861) or any corresponding law in force.

(d) No employee may accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

58. Insolvency and habitual indebtedness:

An employee shall so manage his private affairs as to avoid insolvency or habitual indebtedness, and where any legal proceeding is instituted against an employee for the recovery of any debt due from him, or for adjudging him as an insolvent, he shall forthwith report the full facts of such legal proceeding to the University or the College:

Provided that the burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise or ordinary diligence, the employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

59. Vindication of acts and character of employees:

(a) No employee shall, except with the previous sanction of the University or the College, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

(b) Nothing in this Rule shall be deemed to prohibit any employee from vindicating his private character or any act done by him in his private capacity, and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.

60. Canvassing of non-official or other influence:

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University or the College.

61. Bigamous marriages:

(a) No employee who has a wife or husband living shall enter into another marriage without first obtaining the permission of the University or the College, notwithstanding that such subsequent marriage is permissible under the personal law, for the time being, applicable to him.

(b) No female or male employee shall marry any person who has a husband or wife, as the case may be, living without first obtaining the permission of the University or a College, and such permission shall not be given where the proposed marriage is not sanctioned by law.

62. Delegation of Powers:

The Executive Council or the Governing Body may, by general or special order, direct that any power exercisable by it under the Rules of this Chapter, except the powers under clause (b) of Rule 48, shall, subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or functionary or authority as may be specified in the order.

## CHAPTER VI

## *PENALTIES AND APPEALS*

**Part I:** ***Interpretation and Application***

63. Interpretations:

In this Chapter and Chapter VII, unless the context otherwise requires —

(i) "Appointing Authority" means the authority empowered to make appointment in a cadre, as categorised under clause (a) of Rule 5, in which the employee is for the time being included;

(ii) "Disciplinary Authority", in relation to the imposition of penalty on an employee, means the authority competent under these rules to impose on him any of the penalties specified in Rule 67; and

(iii) "Employee" means any person —

(1) in the service of the University or the College, who is a member of a cadre of one of the categories of posts created under the University or the College, and includes any such person on foreign service or whose services are temporarily placed, by the University or the College, at the disposal of another University or College or any other authority, notwithstanding that his salary is drawn from sources other than the funds of the University or the College; and

(2) in the service of the Central Government or the State Government, or a local or other authority, or any other autonomous body, whose services are temporarily placed at the disposal of the University or the College.

64. Application:

(a) The Rules of this Chapter shall apply to all employees except a person engaged on non-regular, casual or contractual basis.

(b) If any doubt arises whether the Rules of this Chapter, or any of them, apply to any person, or whether any person to whom the said Rules apply belongs to a particular cadre, the matter shall be referred to the Executive Council which shall decide the same.

65. Protection of rights and privileges conferred by agreement:

Nothing in these Rules shall operate to deprive an employee, referred to in sub-clause (2) of clause (iii) of Rule 63, of any right or privilege to which he is entitled by the terms of the agreement, subsisting between the University and the entity that has placed his services at the disposal of the University or the College, under which his services have so been placed.

**Part II:** ***Suspension***

66. Suspension:

(a) The appointing authority, or any other authority empowered by the University or the College in that regard, may place any employee under suspension —

(i) where a disciplinary proceeding against him is contemplated or is pending; or

(ii) where a case against him in respect of any criminal offence is under investigation or trial.

(b) An employee shall be deemed to have been placed under suspension by the authority competent to do so —

(i) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;

(ii) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired from service consequent to such conviction:

Provided that the period of forty-eight hours referred to in serial number (ii) of this provision shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

(c) Where —

(i) a case against an employee in respect of any criminal offence is under trial, it shall be the duty of the employee to inform the University or the College about the said fact as soon as he comes to know about it; and

(ii) an employee is detained in custody for a period exceeding 48 hours, it shall be the duty of the employee to inform the University or the College about the said detention at the earliest available opportunity.

(d) Failure to supply the information as required under clause (d) shall be regarded as misconduct on the part of the employee rendering him liable for disciplinary action on that ground alone.

(e) An order of suspension made or deemed to have been made under this Rule shall continue to remain in force until it is modified or revoked by the authority, which made, or is deemed to have made, it, or by any superior authority.

**Part III:** ***Penalties and Disciplinary Authorities***

67. Penalties:

(a) The following minor penalties, as specified in sub-clauses (i) to (iv), and major penalties, as specified in sub-clauses (v) to (ix), may, for good and sufficient reasons, be imposed on an employee —

(i) censure;

(ii) withholding of increments of pay;

(iii) recovery from pay of the whole or part of any pecuniary loss, caused to the University or the College by negligence or breach of the rules of the University or the College or of orders or directions of superior authorities;

(iv) withholding of promotion;

(v) reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not —

(1) the employee shall earn increments of pay during the said period;

and

(2) such reduction shall have the effect of postponing the future increments of the pay of the employee;

(vi) reduction to a lower time-scale of pay, grade or post, which shall ordinarily be a bar to the promotion of the employee, with or without further directions regarding the conditions of the restoration of the employee to the time-scale of pay, grade or post from which he was reduced and his seniority and pay on such restoration;

(vii) compulsory retirement;

(viii) removal from, or termination of, service;

(ix) dismissal from service.

(b) The following shall not amount to a penalty within the meaning of this Rule, namely—

(i) administration of a warning or a caution to exercise due care in future;

(ii) stoppage of an employee at the Efficiency Bar in the time-scale of pay on the ground of his unfitness to cross the Bar;

(iii) re-determination of the time-scale of pay and consequential benefits of an employee under the provisions of clause (b) of Rule 24;

(iv) non-promotion of an employee, whether in a substantive or officiating capacity, after consideration of his case for promotion to a grade or post to which he my be eligible;

(v) reversion of an employee, appointed on probation to any other grade or post, to his permanent grade or post during, or at the end of, the period of probation in accordance with the terms of his appointment, or the rules and orders governing such probation;

(vi) reversion of an employee officiating in a higher grade or post to a lower grade or post, on the ground that the employee is considered to be unsuitable for such higher grade or post or on any administrative ground unconnected with conduct;

(vii) recall of an employee from local deputation or foreign service, in accordance with the exigencies of service or otherwise;

(viii) re-placement of the services of an employee, whose services had been borrowed from an outside authority, at the disposal of such authority;

(ix) compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement;

(x) termination of the services —

(1) of an employee appointed on probation during or at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation;

(2) of a temporary employee in accordance with the rules made in this behalf by the University; or

(3) of an employee engaged under an agreement, in accordance with the terms of such agreement.

68. Disciplinary Authorities:

(a) The Executive Council or the Governing Body may impose on an employee any of the penalties specified in clause (a) of Rule 67.

(b) The Vice-Chancellor or, as the case may be, the Principal, with the approval of the Chairperson of the Governing Body, may impose on an employee of Group D, as categorised under clause (a) of Rule 5, any of the penalties specified in clause (a) of Rule 67:

Provided that the Registrar or the Principal may impose on such employee any of

the penalties specified in sub-clauses (i) and (ii) of the said clause (a).

(c) The Vice-Chancellor or, as the case may be, the Principal, with the approval of the Chairperson of the Governing Body, may impose on an employee, not being an employee referred to in clause (b), any of the penalties specified in sub-clauses (i) to (iv) of clause (a) of Rule 67.

69. Authority to institute proceedings:

(a) The Executive Council or the Governing Body, as the case may be, or any other authority empowered by it by general or special order, may —

(i) institute disciplinary proceedings against any employee;

(ii) direct a Disciplinary Authority to institute disciplinary proceedings against an employee on whom that Disciplinary Authority is competent to impose, under the Rules of this Chapter, any of the penalties specified in clause (a) of Rule 67.

(b) A Disciplinary Authority competent under the Rules of this Chapter to impose any of the penalties specified in sub-clauses (i) to (iv) of clause (a) of Rule 67, may institute disciplinary proceedings against any employee for the imposition of any of the penalties specified in sub-clauses (v) to (ix) of the said clause (a), notwithstanding that such Disciplinary Authority is not competent under the said Rules to impose any of the latter penalties:

Provided that the Vice-Chancellor (or in his absence the person performing his duties), or, as the case may be, the Principal (or in his absence the person performing his duties) with the approval of the Chairperson of the Governing Body, may institute disciplinary proceedings against any employee:

Provided further that the Registrar (or in his absence the person performing his duties), or the Principal (or in his absence the person performing his duties), may institute disciplinary proceedings against any employee of Group D, as categorised under clause (a) of Rule 5.

**Part IV: *Procedure for imposing Penalties***

70. Procedure for imposing Major Penalties:

(a) No order imposing on an employee any of the penalties —

(i) specified in sub-clauses (i) to (iv) of clause (a) of Rule 67 shall be made, except after informing the employee in writing of the proposal to take action against him, and of the imputations of misconduct or misbehaviour on which such action is proposed to be taken, and giving a reasonable opportunity of making such representation as he may wish to make against the proposal:

Provided that where the Disciplinary Authority is of the opinion that the case is such that an enquiry is necessary, it shall proceed in the matter in accordance with the provisions of clauses (b) to (w) and of Rule 72:

Provided further that where the Disciplinary Authority is, after the completion of the enquiry under the preceding proviso, of the opinion that the case is such that the penalties specified in sub-clauses (v) to (ix) of clause (a) of Rule 67 should be imposed, but is not competent to impose any such penalty, it shall forward the matter to the competent Disciplinary Authority for further action, in the manner laid down in clause (x).

(ii) specified in sub-clauses (v) to (ix) of clause (a) of Rule 67 shall be made, except after such enquiry as may be held, in the manner provided in clauses (b) to (w) and Rule 71:

Provided that no disciplinary proceeding against an employee shall be stayed or discontinued on the ground that criminal proceedings have been instituted against him on the same (or similar) charge or charges, except where a Court of competent

jurisdiction directs otherwise:

Provided further that no penalty imposed on an employee shall be reconsidered or revoked merely on the ground that criminal proceedings instituted against him, on the same (or similar) charge or charges, have led to his acquittal.

(b) Whenever the Disciplinary Authority is of the opinion that there are grounds for enquiry into the truth of any imputation of misconduct or misbehaviour against an employee, it may itself enquire into, or appoint an authority, to be known as "the Enquiring Authority", to enquire into, the truth thereof:

Provided that where the Disciplinary Authority itself holds the enquiry, any reference in clause (g) to clause (u) to the Enquiring Authority shall be construed as a reference to the Disciplinary Authority.

(c) Where it is proposed to hold an enquiry against an employee under the first or second provisos of sub-clause (i), or under sub-clause (ii), of clause (a), the Disciplinary Authority shall draw up or cause to be drawn up —

(i) the substance of the imputations of misconduct or misbehaviour into definite and distinct articles of charge;

(ii) a statement of the imputations of misconduct or misbehaviour in support of each article of charge which shall contain —

(1) a statement of all relevant facts including any admission or confession made by the employee;

(2) a list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained:

Provided that in the circumstances referred to in clause (y), the identities of specified classes of witnesses, to be known as "the protected witnesses", shall be kept confidential, and such protected witnesses shall be referred to in all original and appellate proceedings only by specific pseudonyms assigned to them by the Disciplinary Authority or by the Enquiring Authority.

(d) On behalf of the Disciplinary Authority, the Registrar or the Principal, as the case may be, shall deliver, or cause to be delivered, to the employee a copy of the articles of charge, the statement of the imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article of charge is proposed to be sustained, and shall require the employee to submit, within such time as may be specified a written statement of his defence and to state whether he desires to be heard in person:

Provided that it shall be open to the Disciplinary Authority to itself perform the functions assigned by this clause to the Registrar or the Principal:

Provided that in the circumstances referred to in clause (y), the list of witnesses shall not disclose the names of the protected witnesses, but shall indicate them only by the specific pseudonyms assigned to them under the proviso to serial number (2) of sub-clause (ii) of clause (c).

(e) On receipt of the written statement of defence by the employee, referred to in clause (d), the Disciplinary Authority —

(i) shall, where all the articles of charge have been admitted by the employee in the said statement, record its findings on each charge, after taking such evidence as it may think fit, and shall act in the manner laid down in clause (v); or

(ii) may, in respect of such of the articles of charge as are not admitted by the employee in the said statement, or where no written statement of defence is submitted by the employee, either itself conduct the enquiry into the articles of charge or, if it so considers necessary, appoint, under clause (b), an Enquiring Authority for the purpose:

Provided that if the employee, to whom the copy of the articles of charge has been

delivered, does not submit the written statement of defence on or before the date specified for the purpose, or does not appear before the Disciplinary Authority or, in case the Enquiry Authority has been appointed, before the Enquiring Authority, or otherwise fails or refuses to comply with the provisions of this Rule, the Disciplinary Authority or the Enquiring Authority, as the case may be, may hold the enquiry *ex parte*:

Provided further that where the Disciplinary Authority itself enquires into any article of charge, or appoints an Enquiring Authority for holding an enquiry into such charge, it may by an order, appoint an employee or a teacher of the University or the College, as the case may be, to be known as "the Presenting Officer", to present on its behalf the case in support of the articles of charge.

(f) On behalf of the Disciplinary Authority, where it is not the Enquiring Authority, the Registrar or the Principal, as the case may be, shall forward to the Enquiring Authority:

(i) a copy of the articles of charge and the statement of the imputations of misconduct or misbehaviour;

(ii) a copy of the written statement of defence, if any, submitted by the employee;

(iii) a copy of statements of witnesses, if any, referred to in clause (c);

(iv) evidence proving the delivery of the documents referred in clause (c) to the employee;

(v) a copy of the order appointing the Presenting Officer:

Provided that it shall be open to the Disciplinary Authority to forward the documents and evidence specified in sub-clauses (i) to (v) to the Enquiring Authority itself, instead of through the Registrar or the Principal:

Provided further that in the circumstances referred to in clause (y), the Disciplinary Authority, if it is itself enquiring into any articles of charge, or the Enquiring Authority, shall keep in secure custody the original statements of the protected witnesses, which shall be recorded *in camera*, and shall maintain true copies thereof, each duly attested by it, wherein all such indications as may reveal the identity of the protected witnesses have been erased or otherwise hidden, and such attested copies shall be admissible as evidence in all original and appellate proceedings.

(g) The employee shall appear in person before the Enquiring Authority on such day and at such time, within fifteen working days from the date of receipt by him of the articles of charge and the statement of the imputations of misconduct or misbehaviour, as the Enquiring Authority may, by a notice in writing, specify in this behalf, or within such further time, not exceeding fifteen days, as the Enquiring Authority may allow.

(h) The employee may, to present the case on his behalf to the Enquiring Authority, take the assistance of any other employee of the University or, as the case may be, the College, as the case may be, who shall be known as "the defence assistant", but shall not be permitted to engage a legal practitioner for the purpose:

Provided that no employee shall be permitted, at a time, to act as the defence assistant in more than one disciplinary proceedings initiated by the University or the College.

(i) If the employee who has not admitted any of the articles of charge in his written statement of defence, or has not submitted any written statement of defence, appears before the Enquiring Authority, such authority shall ask him whether he is guilty or has any defence to make, and if he pleads guilty to any of the articles of charge, the Enquiring Authority shall record the plea, sign the record and obtain the signature of the employee thereon.

(j) The Enquiring Authority shall return a finding of guilty in respect of those articles of charge to which the employee pleads guilty.

(k) The Enquiring Authority shall, if the employee fails to appear within the specified

time or refuses or omits to plead guilty, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge, and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee may, for the purpose of preparing his evidence —

(i) inspect within five days of the order, or within such further time not exceeding five days as the Enquiring Authority may allow, the documents specified in the list referred to in clause (c):

Provided that the employee may apply in writing for the supply of copies of the statements of the witnesses mentioned in the list referred to in clause (c), and upon such application, the Enquiring Authority shall furnish such copies to the employee as early as possible, and in any case not less than three days before the commencement of the examination of the witnesses on behalf of the Disciplinary Authority:

Provided further that in the circumstances referred to in clause (y), in the case of protected witnesses, the Enquiring Authority shall furnish to the employee only copies of the true copies of the concerned statements, as maintained under the provisions of the second proviso to clause (f);

(ii) submit a list of witnesses to be examined on his behalf; and

(iii) give a notice within ten days of the order, or within such further time not exceeding ten days as the Enquiring Authority may allow, for the production of any documents, which are in the possession of the University or the College, as the case may be, but not mentioned in the list referred to in clause (c):

Provided that the employee shall indicate in such notice the relevance of the documents required by him to be produced by the University or the College.

(l) The Enquiring Authority shall, on receipt of the notice for the production of documents, referred to in clause (k), forward the same, or copies thereof, to the authority, or authorities, in whose custody or possession such documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition:

Provided that a copy of any documentary material, including any receipt, application or notice, or any order of any officer or functionary of the University or a functionary of the College, or any order, proceeding or resolution of any authority or other body of the University or of a body of the College, or any other document in the possession of the University or the College, or any entry in any register duly maintained by the University or the College, if certified by the Registrar (in the case of any document in the possession of the University) or the Principal (in the case of any document in the possession of the College), shall be received as *prima facie* evidence of such material, and no officer of the University, or functionary, teacher or employee of the University or the College, shall, in any proceeding under this Chapter or Chapter VII, be required to produce and prove any such material the contents whereof can be proved by the production of the copies of such material certified by the Registrar or, as the case may be, the Principal:

Provided that in the case of any such proceeding before the University, the copy of such material certified by the Principal shall not be admissible, except if it bears the counter-signature of the Registrar:

Provided also that, the Enquiring Authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case.

(m) On receipt of the requisition referred to in clause (l) every authority having the custody or possession of the requisitioned documents shall produce the same before the Enquiring Authority:

Provided that, if the authority having the custody or possession the requisitioned

documents is satisfied, for reasons to be recorded by it in writing, that the production of all or any of such documents could be against the public interest, it shall inform the Enquiring Authority accordingly, and the Enquiring Authority shall, on being so informed, communicate the information to the employee and withdraw the requisition made by it for the production of such documents.

(n) On the date fixed for the enquiry, the oral and documentary evidence, whereby the articles of charge are proposed to be proved, shall be produced by, or on behalf of, the Disciplinary Authority, and —

(i) the witnesses shall be cross-examined by the employee, or on his behalf by the defence assistant;

(ii) the Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined; and

(iii) the Enquiring Authority may also put such questions to the witnesses as it thinks fit:

Provided that in the protected witnesses, under clause (y), shall not appear at the proceedings before the Enquiring Authority, but the employee or his defence assistant may submit to the Enquiring Authority, in writing, relevant questions or points of clarification in respect of the statements of such witnesses and the Enquiring Authority shall cause the replies of the witnesses concerned to be recorded *in camera*, and shall make available the copies of such replies to the employee in the manner laid down in the second proviso to clause (f).

(o) If it shall so appear necessary, before the close of the case on behalf of the Disciplinary Authority, the Enquiring Authority may, in its discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee, or itself call for new evidence or recall and re-examine any witness, other than a protected witness under clause (y), and in such case the employee shall be entitled to have, if he so demands, a copy of the list of further evidence proposed to be produced, and an adjournment of enquiry for at least three days before the production of such new evidence, exclusive of the day of adjournment and the day to which the enquiry is adjourned, and the Enquiring Authority —

(i) shall give the employee an opportunity of inspecting such documents before they are taken on the record; and

(ii) may also allow the employee to produce new evidence, if it is of the opinion that the production of such evidence is necessary in the interest of justice:

Provided that no witness shall be recalled to fill up any gap in the evidence, and new evidence shall not be permitted or called for, except when there is an inherent defect in the evidence which has been produced originally.

(p) When the case for the Disciplinary Authority is closed, the employee shall be required by the Enquiring Authority to state his defence orally or in writing, as he may prefer, and in either case the employee shall be required to sign the record, and a copy of the statement of defence shall be given to the Presenting Officer, if any appointed.

(q) The evidence on behalf of the employee shall then be produced, and in that regard—

(i) if the employee, regardless of the fact that he is not obligated to be examined in the manner of a witness, offers himself as his own witness, he may produce evidence in support of his defence by examining (i. e. making a deposition) himself, if he so prefers, or submitting himself to examination by the defence assistant;

(ii) the employee or his defence assistant shall proceed to examine the defence witnesses, i. e. the witnesses included in the list referred to in sub-clause (ii) of clause (k); and

(iii) the Presenting Officer shall cross-examine the employee (only in case the employee has offered himself as his own witness) and the defence witnesses,

and if necessary re-examine them again, and the Enquiring Authority may also put such questions to them as it thinks fit.

(r) The Enquiring Authority may, after the employee closes his case, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling him to explain any such circumstances.

(s) The Enquiring Authority may, after the completion of the production of evidence, hear the Presenting Officer, if any appointed, and the employee or his defence assistant, or permit them to file written briefs of their respective cases, if they so desire.

(t) Whenever any Enquiring Authority, after having heard and recorded the whole or any part of the evidence in an enquiry ceases to exercise jurisdiction therein and is succeeded by another Enquiring Authority which has, and which exercises, such jurisdiction, the Enquiring Authority so succeeding may act on the evidence so recorded by its predecessor or partly recorded by its predecessor and partly recorded by itself:

Provided that if the succeeding Enquiring Authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interests of justice, it may recall, examine, cross-examine or re-examine any such witnesses as hereinbefore provided:

Provided further that the preceding proviso shall not apply in the case of a protected witness, under clause (y), except in accordance with the special provisions, laid down in the preceding clauses, in respect of such witnesses.

(u) If in the opinion of the Enquiring Authority the proceedings of the enquiry establish any article of charge different from the original articles of charge, it may also record its findings on such article of charge:

Provided that the findings on such article of charge shall not be recorded unless the employee has either admitted the facts on which such article of the charge is based, or has had a reasonable opportunity of defending himself against such article of charge.

(v) After the conclusion of the enquiry, subject to the provisions of clause (u), the Report of the enquiry shall be prepared, which shall contain —

(i) the articles of charge and statement of the imputations of misconduct or misbehaviour;

(ii) the defence or admission, as the case may be, of the employee in respect of each article of charge;

(iii) an assessment of the evidence in respect of each article of charge; and

(iv) the findings on each article of charge and the reasons therefor.

(w) The Enquiring Authority, where it is not itself the Disciplinary Authority, shall forward to the Disciplinary Authority the records of enquiry, which shall include —

(a) the report prepared under clause (v);

(b) the written statement of defence, if any, submitted by the employee;

(c) the oral and documentary evidence produced in the course of the enquiry, subject to the special provisions, as hereinbefore provided, in the case of protected witnesses;

(d) written briefs, if any, filed by the Presenting Officer or the employee or both during the course of the enquiry; and

(e) the orders, if any, made by the Disciplinary Authority and the Enquiring Authority in regard to the enquiry.

(x) Where a Disciplinary Authority competent to impose any of the penalties specified in sub-clauses (i) to (iv) of clause (a) of Rule 67, but not competent to impose any of the penalties specified in clauses (v) to (ix) of the said clause (a), has enquired into the articles of any charge that is liable to the imposition of any of the penalties specified in the said sub-clauses (i) to (iv), either itself or through an Enquiring Authority

appointed by it, and with regard to its own findings, or to its decision on any of the findings of such Enquiring Authority, is of the opinion that any of the penalties specified in the said sub-clauses (v) to (ix) should be imposed on the employee, it shall forward the records of the enquiry to the Disciplinary Authority that is competent to impose the latter penalties, and such competent Disciplinary Authority —

(i) may act on the evidence on record; or

(ii) may, if it is of the opinion that further examination of any of the witnesses is necessary in the interests of justice, recall and examine, cross-examine and re-examine such witness or witnesses,

and may impose on the employee such penalty as it may deem fit in accordance with the Rules of this Chapter.

(y) In any disciplinary proceeding relating to —

(i) an imputation of sexual harassment, the Disciplinary Authority shall; or

(ii) any other imputation of misconduct or misbehaviour, where it appears to the Disciplinary Authority to be necessary to protect the identity of any female witness, or where a request to that effect has been made by a female witness, the Disciplinary Authority may,

notwithstanding any provision to the contrary in this Rule or Rule 71 or Rule 72, take steps to maintain the anonymity, and thereby security from pressures, social stigmatisation or victimisation, of any female witness.

71. Action on the Enquiry Report:

(a) If the Disciplinary Authority, where it is not itself the Enquiring Authority, after considering the Report referred to in clause (v) of Rule 70 —

(i) is of opinion that a further enquiry and report is called for, it may remit the case, for reasons to be recorded in writing, to the Enquiring Authority for such further enquiry and report, and the Enquiring Authority shall thereupon proceed to hold further enquiry, as far as may be, according to the provisions of Rule 70; or

(ii) disagrees with the findings on all or any of the articles of charge and is of the opinion that any of the penalties specified in clause (i) to (iv) of Rule 67 should be imposed on the employee, it shall, notwithstanding anything contained in Rule 72, make an order imposing such penalty.

(b) If the Disciplinary Authority, having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in clauses (i) to (iv) of Rule 67 should be imposed on the employee, it shall notwithstanding anything contained in Rule 72 make an order imposing such penalty.

(c) If the Disciplinary Authority, having regard to its findings on all or any of the articles of charge, is of the opinion that any of the penalties specified in clauses (v) to (ix) of Rule 67 should be imposed on the employee, it shall:

(i) furnish to the employee a copy of the report of the enquiry held by it and its findings on each article of charge, or where the enquiry has been held by an Enquiring Authority appointed by it, a copy of the report of such authority and a statement of its findings on each article of charge together with brief reasons for disagreement, if any, with the findings of the Enquiring Authority;

(ii) give the employee a notice stating the penalty proposed to be imposed on him and calling upon him to submit within fifteen days of receipt of the notice, or such further time, not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed penalty on the basis of the evidence adduced during the enquiry held under Rule 70.

(d) The Disciplinary Authority shall consider the representations if any, made by the employee in pursuance of the notice given to him under sub-clause (ii) of clause (c),

and determine what penalty, if any, should be imposed on him and make such order as it may deem fit.

72. Procedure for imposing Minor Penalties:

(a) Subject to the provisions of clause (b) of Rule 71, no order imposing on an employee any of the penalties specified in sub-clauses (i) to (iv) of clause (a) of Rule 67 shall be made by the Disciplinary Authority, except after —

(i) taking the representation, if any, submitted by the employee under sub-clause (i) of clause (a) of Rule 70, into consideration; or

(ii) taking the record of the enquiry held under the first proviso to sub-clause (ii) of clause (a) of Rule 70, into consideration,

and recording a finding on each imputation of misconduct or misbehaviour.

(b) The record of the proceedings in the cases referred to in clause (a) shall include —

(i) a copy of the intimation to the employee of the proposal to take action against him;

(ii) a copy of the statement of imputations of misconduct or misbehaviour delivered to him;

(iii) his representation, if any;

(iv) the evidence produced during the enquiry, subject to the provisions of Rule 70 in respect of the evidence of protected witnesses;

(v) the findings on each imputation of misconduct or misbehaviour; and

(vi) the orders on the case together with the reason therefor.

73. Communication of Orders:

Orders passed by the Disciplinary Authority shall be communicated to the employee, who shall also be supplied with a copy of the report of the enquiry, if any, held by the Disciplinary Authority and a copy of its findings on each article of charge or, where the Disciplinary Authority is not the Enquiring Authority, a copy of the report of the Enquiring Authority and a statement of the findings of the Disciplinary Authority together with brief reasons for its disagreement, if any, with the findings of the Enquiring Authority unless they have already been supplied to him.

74. Common Proceedings:

(a) Where two or more employees are concerned in any case —

(i) in the case of the University, the Executive Council or any other authority competent to impose the penalty of dismissal from service; or

(ii) in the case of the College, the Governing Body or any other authority competent to impose the penalty of dismissal from service,

on all such employees may make an order directing that disciplinary action against all of them may be taken in a common proceeding:

Provided that if the authorities competent to impose the penalty of dismissal on such employees are different, an order for taking disciplinary action in a common proceeding may be made by the higher of such authorities with the consent of the others.

(b) Subject to the provisions of clauses (b) and (c) of Rule 68, an order under clause (a) shall specify —

(i) the authority which may function as the Disciplinary Authority for the purpose of such common proceeding;

(ii) the penalties specified in Rule 67 such Disciplinary Authority shall be competent to impose; and

(iii) whether the procedure laid down in Rule 70 and Rule 71, or in Rule 72, shall be followed in the proceeding.

75. Special procedure in certain cases:

Notwithstanding any thing contained in Rule 70 to Rule 74 —

(i) where any penalty is imposed on an employee on the ground of misconduct, which has led to his conviction on a criminal charge; or

(ii) where the Disciplinary Authority is satisfied for reasons to be recorded by it in writing that it is not reasonably practicable to hold any inquiry in the manner provided in these Rules,

the Disciplinary Authority may consider the circumstances of the case and make such order thereon as it deems fit.

76. Provision regarding an Employee lent to outside authority:

(a) Where the services of an employee are lent to an outside authority (hereinafter in this Rule referred to as "the borrowing authority"), the borrowing authority shall have the power of the appointing authority for the purpose of placing such employee under suspension and for instituting disciplinary proceedings.

(b) In the light of the findings in the disciplinary proceedings conducted against the employee —

(i) if the borrowing authority is of the opinion that any of the penalties specified in sub-clauses (i) to (iv) of clause (a) of Rule 67 should be imposed on the employee, it may after consultation with the University or the College make such orders on the case as it deems necessary:

Provided that in the event of a difference of opinion between the borrowing authority and the University or the College, the services of the employee shall be re-placed at the disposal of the University or the College; or

(ii) if the borrowing authority is of the opinion that any of the penalties specified in sub-clauses (v) to (ix) of clause (a) of Rule 67 should be imposed on the employee, it shall re-place his services at the disposal of the University or the College and transmit to it the proceedings of the enquiry, and thereupon the Executive Council or the Governing Body may, if it is the Disciplinary Authority, pass such orders thereon as it may deem necessary or, if it is not the Disciplinary Authority, submit the case to the Disciplinary Authority which shall pass such orders on the case as it may deem necessary:

Provided that the Disciplinary Authority may pass such orders on the record of the enquiry transmitted to it by the borrowing authority, or after holding such further enquiry as it may deem necessary, as far as may be, in accordance with Rule 70:

Provided further that before passing any such order the Disciplinary Authority shall comply with the provisions of clauses (b), (c) and (d) of Rule 71.

77. Provisions regarding persons borrowed from outside authorities:

(a) Where an order of suspension is made or a disciplinary proceeding is conducted against an employee whose services have been borrowed from an outside authority, the authority lending his services (hereinafter in this Rule referred to as "the lending authority") shall forthwith be informed of the circumstances leading to the order of the suspension of the employee or of the commencement of the disciplinary proceedings, as the case may be.

(b) In the light of the findings in the disciplinary proceedings conducted against the employee, if the Disciplinary Authority is of the opinion —

(i) that any of the penalties specified in sub-clause (i) to (iv) of clause (a) of Rule 67 should be imposed on him, it may, subject to the provisions of clause (a) of Rule 72, pass, after consultation with the lending authority, such orders on the case as it may deem necessary:

Provided that in the event of a difference of opinion between the

University and the lending authority, the services of the employee shall be re-placed at the disposal of the lending authority; or

(ii) that any of the penalties specified in clauses (v) to (ix) of clause (a) of Rule 67 should be imposed on the employee, it shall re-place the services of such employee at the disposal of the lending authority and transmit to it the proceedings of the enquiry for such action as the lending authority may deem necessary.

**Part V: *APPEALS***

78. Orders against which an appeal does not lie:

Notwithstanding anything contained in the Rules of this Part, no appeal shall lie, except if otherwise provided in these Rules or in the Statutes or the Ordinances, against:

(i) any order made by the Executive Council on an appeal made to it;

(ii) any order of an interlocutory nature or of the nature of a step-in-aid for the final disposal of the disciplinary proceedings other than an order of suspension; and

(iii) any order passed by an Enquiring Authority in the course of an enquiry under Rule 70.

79. Orders against which appeal lies:

Subject to the provisions of Rule 78 an employee, including a person who has ceased to be in the service of the University or the College, may prefer an appeal against all or any of the following orders, namely:

(i) an order of suspension made or deemed to have been made under Rule 66; and

(ii) an order imposing any of the penalties specified in Rule 67, whether made by the Disciplinary Authority or by any appellate or reviewing authority;

(iii) an order enhancing a penalty imposed under Rule 67;

(iv) an order —

(1) denying, or varying to his disadvantage, his pay, allowance, pension or other conditions of service as regulated by rules or by agreement; or

(2) reverting him while officiating in a higher grade or post to a lower grade or post, otherwise than as a penalty;

(3) determining the subsistence and other allowances to be paid to him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof;

(4) determining his pay and allowances for his period of suspension;

(5) determining his pay and allowances for the period from the date of his dismissal, removal, or compulsory retirement from service, or from the date of his reduction to a post of lower grade or time-scale of pay, or lower stage in a time-scale of pay, to the date of his reinstatement or restoration to his grade or post; or

(6) determining whether or not the period from the date of his suspension, or from the date of his dismissal, removal, compulsory retirement, or reduction to a lower grade post or time-scale of pay or stage in a time-scale of pay, to the date of his reinstatement, be treated, for any purpose, as a period spent on duty.

80. Appellate Authorities:

(a) An employee, including a person who has ceased to be in the service of the University, may prefer an appeal against all or any of the orders specified in Rule 79 to

the authority specified in this behalf by a general or special order of the University or the Governing Body, or where no such authority is specified:

(i) to the appointing authority, where the order appealed against is made by an authority subordinate to it:

Provided that the appeal shall lie to the Vice-Chancellor where the order appealed against has been made by the Registrar, or to the Chairperson of the Governing Body where the order appealed against has been made, without the approval of such Chairperson, by the Principal: or

(ii) to the Executive Council, where such order is made by the Vice-Chancellor, or to the Governing Body, where such order has been made by the Principal, with the approval of the Chairperson of the Governing Body.

(b) Notwithstanding anything contained in clause (a) —

(i) an appeal against an order in common proceeding held under rule 74 will lie to the authority to which the authority functioning as the Disciplinary Authority for the purpose of that proceeding is immediately subordinate; or

(ii) where the person who made the order appealed against becomes by virtue of his subsequent appointment or otherwise, the appellate authority in respect of such orders, an appeal against such order shall lie to the authority to whom such person is immediately subordinate:

Provided that the Executive Council or the Governing Body may, in accordance with the provisions of clause (d), appoint a Committee of Appeals, to which all appeals against the major penalties, referred to in sub-clauses (viii) and (ix) of clause (a) of Rule 67, imposed by the orders of the Executive Council or the Governing Body, would lie for final decision.

(c) Where the person who made the order appealed against becomes by virtue of his subsequent appointment or otherwise, the appellate authority in respect of such orders, an appeal against such order shall lie to the authority to which such person is immediately subordinate.

(d) The Committee of Appeals shall consist of five members, as follows —

(i) three persons, not connected with the University or any College, appointed by the Executive Council from a panel drawn up by the Vice-Chancellor and approved by the Executive Council (in the case of the University) or by the Governing Body (in the case of the College):

Provided that one of the said persons shall be a person with judicial experience, who shall be the Chairperson of the Committee;

(ii) one person of eminence, not connected with the University or any College, nominated by the Vice-Chancellor (in the case of the University) or by the Governing Body (in the case of the College);

(iii) one member nominated by the Executive Council from amongst its members (in the case of the University) or by the Governing Body from amongst the nominees of the Vice-Chancellor thereon (in the case of the College).

(e) There may be more than one Committee of Appeals for considering different classes of cases, and the term of office of the Committee and the rules for the conduct of its business shall be prescribed by the Executive Council.

81. Period of limitation for appeals:

No appeal preferred under the Rules of this Part shall be entertained, except if it is preferred within a period of forty-five days from the date on which a copy of the order appealed against was delivered to the appellant:

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that appellant had sufficient case for not preferring the appeal in time.

82. Form and contents of appeal:

(a) Every person preferring an appeal shall do so separately and in his own name.

(b) The appeal shall be presented to the authority to whom the appeal lies, with a copy being forwarded by the appellant to the authority which made the order appealed against, and —

(i) shall contain all the material statements and arguments on which the appellant relies;

(ii) shall not contain any disrespectful or improper language; and

(iii) shall be complete in itself.

(c) The authority which made the order appealed against shall, on receipt of a copy of the appeal, forward the same with its comments thereon, together with the relevant records, to the appellate authority without any avoidable delay, and without waiting for any direction from the appellate authority.

83. Consideration of appeals:

(a) In the case of an appeal against an order of suspension, the appellate authority shall consider whether, in the light of the provisions of Rule 66 and having regard to the circumstances of the case, the order of suspension is justified or not, and confirm or revoke the order accordingly.

(b) In the case of an appeal against an order imposing any of the penalties specified in Rule 67, or enhancing any penalty imposed under the said Rule, the appellate authority shall consider whether the procedure laid down in these Rules has been complied with, whether the findings of the Disciplinary Authority are warranted by the evidence on the record and whether the penalty or the enhanced penalty imposed is inadequate, adequate or severe, and pass orders —

(i) confirming, enhancing, reducing, or setting aside the penalty; or

(ii) remitting the case to the authority which imposed or enhanced the penalty, or to any other authority, with such direction as it may deem fit in the circumstances of the case:

Provided that —

(1) if the enhanced penalty, which the appellate authority proposes to impose, is one of the penalties specified in sub-clauses (v) to (ix) of clause (a) of Rule 67 and an enquiry under Rule 70 has not already been held in the case, the appellate authority shall, subject to the provisions of Rule 75, itself hold such enquiry, or direct that such enquiry be held in accordance with the provisions of Rule 70, and thereafter on a consideration of the proceedings of such enquiry, and after giving the appellant a reasonable opportunity, as far as may be in accordance with the provisions of clause (d) of Rule 71, of making a representation against the penalty proposed on the basis of the evidence adduced during such inquiry, make such orders as it may deem fit; and

(2) no order imposing an enhanced penalty shall be made in any case, except if the appellant has been given a reasonable opportunity, as far as may be in accordance with the provisions of Rule 71, of making a representation against such enhanced penalty.

(c) In an appeal against any other order specified in Rule 79, the appellate authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable.

(d) Implementation of Orders in appeal:

The authority which made the order appealed against shall give effect to the orders passed by appellate authority.

## CHAPTER VII

### *REVIEW AND MISCELLANEOUS PROVISIONS*

**Part I:** ***Discretionary Review***

84. Review Procedure:

(a) Notwithstanding anything contained in these Rules, the Executive Council or the Governing Body, or the appellate authority, may, at any time within six months of the orders proposed to be reviewed, either on its own motion or otherwise, call for the records of any enquiry, and review an order made under the said Rules from which an appeal is allowed but no such appeal has been preferred, or from which no appeal is allowed, and may —

(i) confirm, modify or set aside the order; or
(ii) confirm, reduce, enhance or set aside the penalty imposed by the order or impose any penalty where no penalty has been imposed; or
(iii) remit the case to the authority which made the order, or to any other authority, directing such authority to make such further enquiry as it may consider proper in the circumstances of the case; or
(iv) pass such other order as it may deem fit:

Provided that no order imposing or enhancing any penalty shall be made by any reviewing authority, except if the employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed:

Provided further that where, upon review, it is proposed, in case no penalty had been imposed by the order sought to be reviewed, to impose any of the penalties specified in sub-clauses (v) to (ix) of clause (a) of Rule 67, or to enhance the penalty imposed by such order to any of the penalties specified in the said sub-clauses, no such penalty shall be imposed except after an enquiry in the manner laid down in Rule 71 and after giving a reasonable opportunity to the employee concerned of showing cause against the penalty proposed on the evidence adduced during the enquiry.

(b) In respect of an employee of the College, notwithstanding any provision of these Rules, the Vice-Chancellor may, during the pendency of such order of suspension made or deemed to have been made under Rule 66, or after the issuance of such order imposing any of the penalties under sub-clauses (v) to (ix) of clause (a) of Rule 67, as has been confirmed on appeal, against which no proceedings for review have been instituted within the period allowed under clause (a), call for the relevant records, and in case after examining the same is of the opinion that a case for review of the said order exists, direct that proceedings for such review be instituted.

(c) An order of the Vice-Chancellor under clause (b) shall be implemented by the Governing Body of the College.

(d) An application for review shall be dealt with in the same manner as if it were an appeal under these Rules.

**Part II:** ***Miscellaneous Provisions***

85. Service of orders, notices, etc.:

Every order, notice and other process made or issued under these Rules shall be served in person on the employee concerned, or communicated to him by registered post or by speed post.

86. Power to relax time-limit and to condone delay:

Save as otherwise expressly provided in these Rules, the authority competent under these Rules to make any order may, for good and sufficient reasons, or if sufficient cause is shown, extend the time specified in these Rules or condone any delay.

87. Provisions regarding settled and pending matters:

(a) Where any penalty had been imposed on any employee on any date prior to the commencement of the Act, no application for re-opening the matter concerned shall be entertained under these Rules:

Provided that where an employee had, within the time specified in that behalf in the rules in force immediately prior to such commencement, filed, before the Competent Authority, an appeal against such penalty, or an application for the review thereof, on which no orders had been passed by the Competent Authority up to the date immediately preceding the commencement of these Rules, further proceedings on such appeal or application for review shall be conducted in accordance with the relevant provisions of these Rules.

(b) In the case of an employee against whom any disciplinary proceeding is liable to be instituted for any act of commission or omission prior to the date of the commencement of these Rules, such disciplinary proceeding shall be instituted and conducted in accordance with the relevant provisions of these Rules.

88. Removal of doubts:

If any doubt arises as to the interpretation of any of the provisions of the Rules of this Chapter, the matter shall be referred to the Executive Council, which shall decide the same.

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## *THE ANNEXURE TO THE RULES IN THE SCHEDULE TO ORDINANCE L*

*(See clause (a) of Rule 5)*

### CLASSIFICATION OF POSTS

Classification of Posts

1. Subject to the provisions of clause 2, and sub-clause (a) of clause 1 of Ordinance L, the classification of posts of employees governed by these Rules shall be as follows —

| *Sl No.* | *Description of Post* | *Classification of Post* |
|---|---|---|
| 1 | A post of the status or description of a civil post under the Central Civil Services that is classified as a post of Group A | Group A |
| 2 | A post of the status or description of a civil post under the Central Civil Services that is classified as a post of Group B | Group B |
| 3 | A post of the status or description of a civil post under the Central Civil Services that is classified as a post of Group C | Group C |
| 4 | A post of the status or description of a civil post under the Central Civil Services that is classified as a post of Group D | Group D |

2. The classification specified in clause 1 may, from time to time, be revised or elaborated by the Executive Council.

## *CHAPTER IX: ACADEMIC PROGRAMMES*

## ORDINANCE LI: ACADEMIC PROGRAMMES AND THE ORGANISATION AND CONDUCT OF TEACHING

*(Under clauses (i) and (xxii) of Section 7, clauses (b) and (c) of Section 29, and clause (e) of Statute 12)*

### ORDINANCE

Academic Programmes:

Academic programmes and the organisation and conduct of teaching

1. (a) The University shall, for the provision of instruction and the pursuit of research in different branches of learning, offer academic programmes, of specified durations, that lead to degrees, Diplomas, Certificates of Proficiency, Special Certificates and other academic distinctions.

(b) An academic programme that leads to a Bachelor's degree, a Master's degree, other than the degree of Master of Philosophy (M. Phil.), or a Diploma, Certificate of Proficiency or Special Certificate, shall be classified as a course of study.

(c) An academic programme that leads to the degree of Master of Philosophy (M. Phil.), the degree of Doctor of Philosophy (D. Phil.) or the degree of Doctor of Laws (LL. D.), Doctor of Letters (D. Litt.) or Doctor of Science (D. Sc.) shall be classified as a research degree programme.

2. (a) Academic programmes shall be instituted by Ordinances, and the detailed provisions, including *inter alia* the qualifications for admission of student, the syllabi, instructional arrangements, curricular work and requirements other than class-room teaching, the standards of instruction and examination, and other relevant aspects, in respect thereof, may be specified by, or under, Regulations made under such Ordinances.

(b) The nomenclatures of degrees, awarded upon the successful completion of academic programmes by candidates duly admitted to, and enrolled for, the same, shall be in accordance with the Notification, as revised, or supplemented, from time to time, issued by the University Grants Commission, in exercise of the powers conferred by Sub-Section (3) of Section 22 of the University Grants Commission Act, 1956.

(c) Where the nomenclature of a degree, instituted before the commencement of this Ordinance, is at variance with the provisions of the Notification referred to in sub-clause (b), the University shall, within a period of one year from such commencement, take all necessary steps to ensure either the inclusion of such variant nomenclature in the list of nomenclatures for degrees specified under such Notification, or the approval of such variant nomenclature by the University Grants Commission.

(d) The detailed provisions, referred to in sub-clause (a), shall be in conformity with the minimum standards of instruction, and also with the prescribed norms, including the minimum essential academic inputs, the qualifications of the teaching staff assigned with academic duties, for the grant of the relevant degree, the academic and physical infrastructure and facilities, and other mandatory requirements, for the award of the relevant degrees, as laid down by the Notification referred to in sub-clause (b).

(e) An academic programme may not be offered by any academic unit, i. e. the Faculties (other than a Faculty constituted by a University College, the departments under such Faculties, the institutions maintained by the University, and the institutions admitted to the privileges of the University (hereafter in this Ordinance referred to as "the academic unit"), except if such academic unit is duly authorised by the Academic Council, in accordance with the provisions of the Ordinances and Regulations, to conduct the same, and no such academic unit shall be so authorised, except if, in reference to such academic programme, it fulfils the prescribed norms specified in sub-clause (d):

Provided that such academic programmes, as are being offered by any academic unit on the date immediately preceding the commencement of this Ordinance, shall be deemed to be authorised for such academic unit for the purposes of this sub-clause, but the Academic Council shall have power, at any time, to review and, in appropriate cases, in pursuance of such review, or otherwise, withdraw such authorisation.

3. (a) Courses of study leading to Diplomas, Certificates of Proficiency, Special

Certificates or other approved academic distinctions, may be offered, by students, on whole-time basis or as add-on courses, i. e. courses offered by regular students of an academic programme along with, and in addition to, such academic programme.

(b) Courses of study, or segments thereof, may be organised on regular or self-financing basis, but the entire course of study, i. e. all subjects or all Papers, for a degree shall not continue on self-financing basis in an academic unit beyond a period of three years from the academic year immediately following the academic year of the commencement of this Ordinance, or beyond such lesser period therefrom as may be specified in the relevant Ordinances or Regulations:

Provided that a course of study organised on regular basis may have segments organised on self-financing basis.

(c) The rules and norms for the organisation and conduct of courses of study, or segments thereof, on self-financing basis shall be as laid down by the Executive Council, in consultation with the Academic Council, by Regulations, and such Regulations shall *inter alia* provide for the number of seats, the determination of fees and other charges, the assignment or engagement of faculty or other staff, infrastructural provisions, academic, administrative and financial management and regulation, and other relevant matters, in respect of such courses of study, or segments thereof:

Provided that the first Regulations in respect of such rules and norms shall be laid down by the Vice-Chancellor, and shall be reported to the Executive Council and the Academic Council.

4. (a) Instruction, and other curricular work, for courses of study in the academic units shall be offered in accordance with the provisions of the Ordinances and the Regulations, under the overall control of the Academic Council.

(b) The functionaries responsible for organising instruction for courses of study in the academic units shall be as follows —

(i) in the case of courses of study for a graduate degree in the Departments under a Faculty, other than a Faculty constituted by a University College, the Head of the Department on behalf of the Dean of the Faculty;

(ii) in the case of courses of study for a Post-graduate degree in the Departments under a Faculty, other than a Faculty constituted by a University College, the Head of the Department;

(iii) in the case of all courses of study in a University College or a Constituent College, the Principal;

(iv) in the case of all courses of study in a University Institute or an independent Centre, the Director or the Head, as the case may be;

(v) in the case of all courses of study in a School, the Coordinator on behalf of the Advisory Committee;

(vi) in the case of all courses of study in a Constituent Institute, the Director;

(vii) in the case of courses of study for a Diploma, Certificate of Proficiency or a Special Certificate, assigned exclusively to a specific Department, excluding a Department of a University College maintained by the University, the Head of the Department, or assigned to more than one such Department, the Dean of the Faculty; and

(viii) in all other cases, the functionary specified in that regard by the Academic Council.

(c) Instruction for courses of study, and other curricular work, shall not be offered in any academic unit, except through teachers appointed or recognised by the University, in accordance with the provisions of the Statutes, the Ordinances and the Regulations,

and through such other faculty as may be approved for the purpose under the provisions of the Ordinances or Regulations:

Provided that in the case of an institution admitted to the privileges of the University, such instruction may be offered through a regularly appointed teacher thereof who may, for the time being, not be a teacher recognised by the University:

Provided further that the provisions of this sub-clause shall not apply to incidental instruction, in the form of extra-mural lectures or co-curricular programmes, given by experts or other persons with knowledge or experience in the concerned fields.

5. (a) Subject to the provisions of sub-clauses (b) and (c), the Medium for instruction and examinations for courses of study shall be —

(i) English, in the case of courses of study of a professional nature, except Education, Music, Law, Physical Education, Visual Arts or such other professional subjects as may be specified by the Academic Council;

(ii) Hindi and English, in the case of courses of study of a professional nature, not governed by serial number (i);

(iii) the Language concerned, Hindi and English, in the case of courses of study in a Classical or Modern Indian Language, or a Classical Oriental Language, other than Arabic, Hindi, Persian and Urdu;

(iv) the Language concerned, Urdu and English, in the case of courses of study in Arabic and Persian;

(v) Hindi, for instruction and examinations, both, in the case of courses of study in Hindi;

(vi) Urdu, for instruction and examinations, both, in the case of courses of study in Urdu;

(vii) the Language concerned or English, in the case of courses of study in a Language, other than the Languages referred to in serial numbers (ii) to (vi); and

(viii) Hindi and English, for instruction and examinations both, in all other subjects.

(b) The Academic Council may direct the variation from the specification of Languages in sub-clause (a), for purposes of instruction or examinations, or both.

(c) In the case of such courses of study for a Diploma, or a Certificate of Proficiency, in a Language, as are aimed at offering basic proficiency in the Language to persons not familiar with it, the Board of Studies concerned may determine the Language or Languages for instruction or examinations, or both.

(d) Subject to the provisions of sub-clauses (b) and (c), the question Papers shall be provided in the Language or Languages specified for the subjects concerned in sub-clause (a):

Provided that, in respect of the subjects specified in serial numbers (iii) and (iv) of sub-clause (a), the question Papers may be provided in one or two of the three Languages specified therein, as determined by the Board of Studies concerned:

Provided further that where, in the context of the provisions of the preceding proviso, the question Paper has been provided in only one Language, other than the Language concerned, and a candidate is not familiar with such Language, the Head of the Department concerned shall make available to such candidate a translation of the question Paper in one of the other two Languages specified for instruction and examinations:

Provided also that in the case of a Language specified in serial number (v) or (vi) of sub-clause (a), provision may be made for a Foreign Student, upon an application by

him to that effect to the Head of the Department concerned, to be provided instruction. and to attempt the question Papers, in English.

6. (a) The Vice-Chancellor shall cause the Academic Calendar for each academic year to be announced, as far as possible not less than one month prior to the date of commencement of such academic year, and such Academic Calendar shall be binding on all academic units, except where any such academic unit has been permitted by the Vice-Chancellor, for good and sufficient cause, to vary the same.

(b) The Academic Calendar, which shall be in conformity with the provisions of the Regulations and other notifications of the University Grants Commission in that regard, may be different for courses of study or subjects under the Annual and the Semester Systems, and shall be reported to the Academic Council.

(c) The Academic Calendar shall specify the date of the commencement of the academic year concerned, the schedule of public holidays, recesses and the vacation, the dates of the commencement and completion the admissions and the examinations, and, as far as possible, the dates proposed for the meetings of the authorities and academic bodies of the University.

## ORDINANCE LII: GENERAL PROVISIONS ON ADMISSIONS

*(Under clause (a) of sub-section (1) of Section 29)*

### ORDINANCE

General provisions on admissions

1. For the purposes of this Ordinance, except where the context otherwise requires, the term—

(i) "academic programme" means any programme that leads to a degree, Diploma, Certificate of Proficiency or Special Certificate of the University;

(ii) "course of study" means an academic programme that leads to a Bachelor's degree, a Master's degree, other than the degree of Master of Philosophy (M. Phil.), or to a Diploma, Certificate of Proficiency or Special Certificate;

(iii) "course offered on add-on basis" means the course of study for a Diploma, Certificate or Special Certificate of the University that may be offered, in accordance with the provisions of the relevant Ordinances or Regulations, by a regular student of any academic programme along with, and in addition to, such academic programme;

(iv) "ex-student" means a student who, having failed a University examination or, having not appeared at the same, for a valid cause, after having been permitted to so appear, is eligible to re-appear subsequently thereat, subject to the fulfilment of the requirements, and within the period, prescribed for the purpose by the relevant Ordinances or Regulations;

(v) "higher research degree" means the degree of Doctor of Letters (D. Litt.), Doctor of Laws (LL. D.) or Doctor of Science (D. Sc.);

(vi) "research degree programme" means an academic programme that leads to the degree of Master of Philosophy (M. Phil.) or Doctor of Philosophy (D. Phil.); and

(vii) "University system" means the University and the institutions maintained by it and admitted to its privileges, taken together.

2. (a) The general conditions applicable to admissions to, and enrolments in, academic programmes, and other matters relevant thereto, shall be regulated by this Ordinance, and subject to the provisions thereof, as well as of the Ordinances and Regulations on

IndiaCode

specific academic programmes, the criteria, norms and procedures of admission shall be determined—

(i) in the case of courses of study, in accordance with the provisions of the Ordinance LII;

(ii) in the case of other academic programmes, in accordance with the provisions of the Ordinances and Regulations governing each such academic programme:

Provided that admissions to courses of study in the Constituent Colleges, and to academic programmes in the institutions maintained by the University and in Constituent Institutes, shall also be subject to the specific Ordinances and Regulations in respect thereof.

(b) No candidate shall be eligible for admission to an academic programme, except if he has passed the Qualifying Examination laid down by the Ordinance or Regulations governing the same (hereafter in this Ordinance referred to as "the Qualifying Examination") and holds such further qualifications, and fulfils such further requirements, as may be prescribed thereby or thereunder.

(c) Further to the provisions of sub-clause (b) —

(i) admissions to courses of study in professional disciplines shall also be subject to the norms and conditions that may be laid down, from time to time, by the Apex Body for each such professional discipline:

Provided that the first Regulations under the preceding proviso shall be laid down by the Vice-Chancellor and reported to the Academic Council, which may supplement the same and amend them from time to time;

(ii) admissions to research degree programmes, and to the higher research degrees in respect of which an admission process is prescribed, shall be subject to the provisions of the Ordinances and Regulations governing the same.

3. (a) The University shall have, for purposes of admission to an academic programme, or assessing eligibility in respect of higher research degrees, the power to recognise —

(i) as equivalent to its own degree, any degree conferred by such University or other institution of higher education as is accredited by the University in that regard; or

(ii) as equivalent to the Intermediate Examination of the Uttar Pradesh Board of High School and Intermediate Examination or the Senior School Certificate Examination of the Central Board of Secondary Education, the plus-two (i. e. Intermediate or Senior Secondary or) level Examination, or any other Examination, conducted by a University, or by a Board or authority either established by, or under, any law or by Government, or recognised in that regard by any agency or entity empowered by, or under, any law or by Government:

Provided that it shall be open to the University to refuse or withdraw any such recognition or accreditation.

(b) All recognitions of degrees or examinations, and accreditations of institutions, referred to in sub-clause (a), that had been accorded prior to the commencement of this Ordinance, and were subsisting as such on the date immediately preceding such commencement, shall be deemed to have been accorded, and may be withdrawn, under the provisions of this Ordinance.

(c) All matters relating to the grant or withdrawal of the recognitions and accreditations, referred to in sub-clause (a), shall be decided by the Academic Council *suo motu* or on the recommendations of the Standing Committee on Equivalence

constituted by it (hereafter in this Ordinance, and in other Ordinances and Regulations, referred to as "the Equivalence Committee"):

Provided that no such matter shall be considered by the Equivalence Committee, except on a reference made by the Executive Council, the Academic Council, the Dean of a Faculty on behalf of the Board thereof, the Admissions Committee, the Director of a University Institute (other than the Institute of Correspondence Courses and Continuing Education) on behalf of the Academic Committee thereof, the Head of an independent Centre or the Coordinator of a School on behalf of the Advisory Committee thereof, or the Director of a Constituent Institute, or on the application for recognition submitted by a University, Board or authority referred to in sub-clause (a) and placed before the Academic Council or the Equivalence Committee, with the concurrence of the Vice-Chancellor, by the Registrar.

(d) The Qualifying Examination shall be —

(i) in the case of an academic programme that does not require the candidate to hold a degree of a University or an equivalent qualification, the Intermediate Examination of the Uttar Pradesh Board of High School and Intermediate Examination or the Senior School Certificate Examination of the Central Board of Secondary Education, or any other Examination recognised by the University as equivalent thereto;

(ii) in all other cases, the degree of this University prescribed by the relevant Ordinances or Regulations, or an academic distinction recognised by the University as equivalent thereto, awarded by a University, authority or other academic body accredited by the University in that regard:

Provided that the University may prescribe, by Ordinances or Regulations, a Qualifying Examination, or an equivalent academic distinction, lower than a degree but not lower than the Qualifying Examination referred to in serial number (i), for purposes of admissions to an academic programme to which the provisions of serial number (ii) apply.

4. (a) Admissions to a course of study in the University system shall be—

(i) in the case of a course of study extending over a period of more than one academic year or more than one Semester, to the initial (i. e. Part I or Previous or First Year or First Professional) class or the first Semester thereof:

Provided that this requirement shall not preclude the operation of any provision of the Ordinances or Regulations in respect of entry to a class or Semester, of any course of study, higher than the initial Class or the first Semester thereof, but any such provision shall not entitle a student of any other University or institution to be transferred to this University, or to an institution maintained by it or admitted to its privileges, for continuing his studies in the academic programme being pursued by him;

(ii) integral to the entire duration of such course of study, subject to the provisions of the Ordinances or Regulations in respect of the maximum permissible period of enrolment of the student therein or in the University system; and

(iii) specific to the University, or to the institution maintained by it or admitted to its privileges, to which the student has been admitted.

(b) The rules governing the enrolment, re-admission and re-enrolment of students admitted to any course of study in the University system, and the enrolment of non-regular students for attending courses of Special Lectures in the University, shall be prescribed by the Academic Council by Regulations:

Provided that the first such Regulations shall be laid down by the Vice-Chancellor

and reported to the Academic Council, which may supplement the same and amend them from time to time:

Provided further that the rules in force in the University in respect of enrolments, re-admissions and re-enrolments, on the date immediately preceding the commencement of this Ordinance, shall continue to apply, to the extent of their consistency with the provisions of the Ordinances and Regulations, up to the promulgation of the said first Regulations.

**EXPLANATION:** For the purposes of this Ordinance —

(i) "non-regular student" means a person enrolled for attending courses of Special Lectures leading to a Special Certificate and an ex-student granted permission to attend theory or practical classes in one or more of their subjects for the Examination concerned;

(ii) "re-admission" means the special provision in respect of a course of study in a professional discipline, under the Ordinance or Regulations for the same, whereby regular students —

(1) who, having failed the Examination of the initial class, or the first or second Semester, of such course of study, are not eligible, or entitled, to be promoted to the next higher class or Semester, or to re-appear for such Examination as ex-students, may be granted the privilege, up to a specified number in the order of merit, of being admitted to the initial class or the first Semester in the immediately ensuing academic year, without recourse to the admission process prescribed for fresh candidates, or to the second semester thereof, as the case may be; or

(2) who have failed to earn eligibility to appear in the Examination for a particular academic year or Semester, may be granted the privilege, under such conditions as may be prescribed, of being admitted to the course of study for the same Examination the academic year or Semester concerned in the immediately ensuing academic year; and

(ii) "re-enrolment" means the process whereby a candidate who has passed, as an ex-student, any Examination of a course of study, other than the Final or terminal Part, Year or Semester Examination, is granted enrolment in the next higher class or Semester of such course of study.

(c) Every student who has been granted admission to a course of study (not being a Diploma or Certificate of Proficiency course offered on add-on basis, or a course of study leading to a Special Certificate) in the University system or to a research degree programme in the University, a University College, a University Institute (not being the Institute of Correspondence Courses and Continuing Education), an independent Centre, a School or a Constituent Institute, or to such course of study in a Constituent College, or to a degree-granting course of study in the Institute of Correspondence Courses and Continuing Education, shall be required to be duly registered as a member of the University, and such registration shall be governed by the following conditions—

(i) a student granted admission to the University system for the first time, or a former student, who had earlier taken the Migration Certificate from the University to attend another institution, granted such admission, shall submit, to the body that is conducting the admission process, the original Transfer Certificate or Migration Certificate from the immediately preceding institution attended by him:

Provided that where, for good and sufficient cause, such student does not so submit the said Certificate, he may be granted provisional admission, which shall not be regularised and shall stand terminated, except if he submits the said original Certificate to the Registrar, or the functionary or office authorised by him for this purpose, within such time as may be

allowed in this regard;

(ii) the Registrar shall cause the student referred to in serial number (i), who has submitted the required Transfer or Migration Certificate, to be registered as a member of the University, in token whereof the student shall be assigned an Enrolment Number, which shall subsist for so long as he does not take the Migration Certificate from the University:

Provided that where such student had formerly been a member of the University, he shall intimate, to the body that is conducting the admission process, the Enrolment Number earlier assigned to him, and such student shall, upon being re-registered as a member of the University, be assigned, as far as possible, the same Enrolment Number as earlier;

(iii) a student who fails a University Examination for the course of study for which he is enrolled, or for any Part, Year or Semester thereof, shall *ipso facto* stand suspended from the membership of the University, and shall in order to be eligible to re-appear at such Examination (subject to the provisions governing re-admission to the Examinations) in a subsequent academic year (or Semester) be required to pay to the University the prescribed annual (or for courses of study on the Semester pattern, the prescribed Semester-wise) membership fees for each intervening academic Session (or Semester) during which he stood suspended from the membership of the University:

Provided that this provision shall not apply, or shall apply subject to appropriate modifications in accordance with the provisions of the concerned Ordinances or Regulations, in the case of a courses of study that requires a failed student to take up enrolment on regular basis for the Part, Year or Semester concerned, or permits such student to be promoted to the next higher Part, Year or Semester pending the clearance by him of the Examination so failed;

(iv) a student who has been rusticated or expelled on disciplinary grounds, shall *ipso facto* stand excluded from the membership of the University, but where he has duly been permitted to resume studies after such rustication or expulsion, he shall upon such permission pay the membership fees, referred to in serial number (iii), for the preceding academic years or Semesters during which he stood excluded from the membership of the University:

Provided that the provisions of this serial number shall apply *mutatis mutandis* to the case of a student who has been suspended from the membership of the University on disciplinary grounds;

(v) a student shall not be entitled to appear, or re-appear, at the Examinations for any course of study, or to submit a Project Report, dissertation or thesis for any academic programme, after the date with effect from which the Migration Certificate has been issued to him, except upon re-registration as a member of the University in accordance with the provisions of serial number (ii), subject to the other rules governing the course of study or research degree programme concerned;

(vi) it shall be the duty of the person or body responsible for admissions in the Faculties of Arts, Commerce, Law and Science, and the Departments thereunder, and of the Directors of University Institutes and Constituent Institutes, the Heads of independent Centres, the Coordinators of Schools and the Principals of University Colleges and Constituent Colleges, to forward to the Registrar all necessary particulars, and the original Transfer or Migration Certificates, of such of the admitted students of their respective units as have joined the University system for the first time, or are former students who had earlier taken the Migration Certificate from the University, for purposes of their registration (or re-registration) as members

of the University;

(vii) the provisions of serial numbers (i) to (vi) shall not apply to —

(1) such non-regular students as are enrolled for attending courses of Special Lectures leading to a Special Certificate;

(2) trainees enrolled for such short-term courses offered by any unit of the University system as do not lead to a Diploma or Certificate of Proficiency; or

(3) students enrolled for a Diploma, Certificate of Proficiency or Special Certificate course under the Institute of Correspondence Courses and Continuing Education,

except in accordance with the rules approved in that regard by the Academic Council;

(viii) the Registrar shall cause a Master Enrolment Register of the University to be maintained, and a separate page thereof shall be assigned (under the said Enrolment Number) to each student registered as a member of the University, and all his particulars, including *inter alia* the academic programme and, where relevant, any Diploma or Certificate of Proficiency course offered on add-on basis, in which he has been admitted and enrolled in each academic year, the examinations at which he has appeared in each academic year and the results thereof, such disciplinary action or actions as may have been taken against him, the issuance of the Migration Certificate to him, his re-registration (if any) after having migrated from the University, and such other particulars as may be relevant under the provisions of serial numbers (i) to (vii), shall be entered in the said Master Enrolment Register; and

(ix) the fees chargeable for different matters relating to the registration or re-registration of students as members of the University, and for the renewal or continuation of the membership of the University, shall be laid down, and revised from time to time by the Executive Council, in consultation with or on the recommendation of the Finance Committee.

5. (a) No student of the University system shall simultaneously take up admission to, or maintain enrolment in, more than one degree-granting or other whole-time academic programme in the same or different units of the University system, or be admitted to, or enrolled in, for any degree-granting or other whole-time academic programme in any institution external to the University system during the pendency of his admission to, or enrolment in, any such academic programme in the University system.

(b) Where a student of any unit of the University system admitted and enrolled in a degree-granting or other whole-time academic programme takes up admission in any such academic programme in the same or any other unit thereof, his earlier admission and enrolment shall stand cancelled with effect from the date he takes up admission in the latter academic programme.

(c) Where a student of the University system admitted and enrolled in a degree-granting or other whole-time academic programme takes up admission in any such academic programme in any institution external to the University system, his admission and enrolment in the University system shall stand cancelled with effect from the date he takes up admission in such institution, and he shall be deemed to have migrated from the University system with effect from the said date.

(d) A student of the University system who had, at the time of the cancellation of his admission and enrolment in an academic programme for a Post-graduate degree, or for a Bachelor's degree that is open only to graduates, under clause (b), earned eligibility to re-appear (as an ex-student) at any Part of the Examination of such academic

programme may, upon the completion or termination of the admission and enrolment that had led to such cancellation, apply to the Examinations Committee for permission to re-appear as an ex-student in the Examination of the said Part:

Provided that the Examinations Committee shall not grant such permission except if the record establishes that the applicant had, at the time of such cancellation, earned the said eligibility and that he would have been entitled to so re-appear in the Examination of the academic year concerned, under the provisions determining the maximum duration of such eligibility, had the said cancellation not been made.

(e) No student of the University system shall appear, whether as a regular candidate or as an ex-student, or both together, in the same academic year (or in the case of a Semester-based academic programme, the same Semester) at the University Examination of more than one degree-granting academic programme.

(f) A student who has been on the rolls of the University system for a period of eight academic sessions or more (excluding the actual period of enrolment in a research degree programme in not more than one subject, subject to a maximum of five years) shall not be eligible for admission to any academic programme requiring whole-time enrolment.

(g) No student of the University system, excluding the Institute of Correspondence Courses and Continuing Education, other than a student sponsored or permitted by his employer to attend, and fulfil the attendance requirements of, the academic programme concerned, shall engage in whole-time employment or whole-time self-employment.

(h) A candidate holding a graduate degree shall not be eligible for admission to an academic programme for a graduate degree, except where such academic programme is open only to graduates.

(i) A candidate who holds a Post-graduate degree in a subject shall not be eligible for admission to a Post-graduate course of study in the same subject.

(j) The Academic Council may prohibit candidates holding a Master's or a Doctoral degree from being granted admission to an academic programme for the same degree, subject to such exceptions in that regard as it may prescribe in respect of such degrees in professional disciplines.

(k) The Academic Council may prescribe minimum and maximum age limits for admissions to specified academic programmes.

(l) Where it is found that a student has secured admission to any academic programme by fraud, misrepresentation or concealment of relevant facts or in violation of rules, such admission may, after considering such explanation as the student may offer in that regard, be cancelled with retrospective effect at any stage.

(m) Where a student is convicted by a Court of law for an offence involving moral turpitude, his admission to an academic programme shall stand cancelled upon such conviction, and no candidate who has been convicted for such offence shall be eligible for admission, re-admission or re-enrolment, except upon the passage of two years after the completion of the sentence awarded to him and subject to the fulfilment of the requirements of eligibility for such admission or re-admission, as laid down in the Ordinances, Regulations or rules.

(n) Admission to any academic programme in the University system is not a matter of right but a privilege, and it shall be open to the admitting authority or the unit of the University system concerned, to refuse admission to any candidate in the institutional interest, without necessarily disclosing the reasons for such refusal, and to the University to direct the concerned unit to so refuse admission.

6. (a) The rules and procedures in respect of the admission and enrolment of Foreign

Students in the academic programmes of the University shall be such as may be framed, from time to time, by the International Students' Advisory Board.

(b) The Ordinances or Regulations governing academic programmes may provide for earmarking seats therein for candidates sponsored by approved institutions or organisations.

(c) No student admitted to the University, including an institution maintained by it, or to an institution admitted to the privileges of the University, in contravention of the provisions of this Ordinance, other Ordinances on admissions or the general or particular Ordinance or Regulations governing the course of study concerned, shall be permitted to take up any Examination conducted by the University, and the Vice-Chancellor shall have the power to cancel any admission made in such contravention.

(d) Any student whose work or conduct is unsatisfactory may be removed from the University, or an institution maintained by it or admitted to its privileges, in accordance with the provisions of the Ordinances or Regulations in that regard.

## ORDINANCE LIII: ADMISSIONS TO COURSES OF STUDY UNDER THE UNIVERSITY

*(Under clauses (a) and (j) of sub-section (1) of Section 29)*

### ORDINANCE

Admissions to courses of study under the University

1. The admission of candidates to courses of study in the University, including the institutions maintained by it, and in the institutions admitted to the privileges of the University, shall not be made, except in accordance with the provisions of this Ordinance.

2. (a) Subject to the provisions of sub-clause (b), admissions to a course of study shall be made in the order of merit of —

(i) the marks obtained at the Qualifying Examination; or

(ii) the score at an Admission Test, comprising one or more written Papers, and, where so provided in the rules, a Group Discussion or Personal Interview or other presentation, or more than one of them; or

(iii) the marks, referred to in serial number (i), and the score, referred to in serial number (ii), taken together, as such or proportionately,

as modified, in accordance with the provisions of the rules, by the application of weightages, premia and discounts, and of special considerations for specified categories of candidates:

Provided that in the case of a course of study that is offered in the University and the Constituent Colleges, both, admissions to the same may be made on the basis of one common admission procedure for the University and the Constituent Colleges:

Provided further the admissions of Foreign Students, and of candidates sponsored by any approved institution or organisation against earmarked seats for such institutions or organisations, shall be governed by the special rules in that regard.

(b) Notwithstanding anything to the contrary contained in this Ordinance, or in the general or particular Ordinances or Regulations governing the courses of study to which this Ordinance applies, seats shall be reserved in each course of study for different categories of candidates, in accordance with the directions of the University Grants Commission and the Government of India and with the provisions of laws made by Parliament.

3. (a) There shall be an Admissions Committee of the University for courses of study, which shall comprise —

(i) the Vice-Chancellor (Chairperson);

(ii) the Pro-Vice-Chancellor or, where there is no Pro-Vice-Chancellor, a Professor nominated by the Vice-Chancellor, for such period as he may determine;

(iii) the Deans of the Faculties;

(iv) the Directors of University Institutes, the Heads of independent Centres and the Coordinators of such Schools as offer courses of study;

(v) the Directors of Constituent Institutes;

(vi) the Dean of the College Development;

(vii) the International Students Advisor;

(viii) one Principal from amongst the Principals of Constituent Colleges, by rotation in the order seniority as such Principals, for a period of two years.

(b) The Registrar shall *ex officio* be the Secretary of the Admissions Committee, but shall not be deemed to be a member thereof.

(c) The Dean of Students Welfare and the Proctor shall be specially invited to all meetings of the Admissions Committee.

(d) The authority of the Admissions Committee in respect of admissions to courses of study in any University College, University Institute, other than the Institute of Correspondence Courses and Continuing Education, independent Centre, School or Constituent Institute, and to courses of study in any Constituent College with autonomous status that are within the ambit of its additional privileges under such status, shall be in accordance with the provisions of the relevant Ordinances or Regulations.

4. (a) Subject to the provisions of this Ordinance and the general or particular Ordinances or Regulations governing courses of study in the University, including the institutions maintained by it, and in the institutions admitted to its privileges, the Admissions Committee shall, in respect of the courses of study within their respective jurisdictions —

(i) lay down the principles or norms governing the policy of admission and determine the criteria, programme and procedure of admissions thereto, in general or for each academic year;

(ii) frame the Admission Rules and revise them from time to time;

(iii) except in cases where the seats in a course of study have been specified in the Ordinance or the Regulations governing it, determine, for each academic year, the seats in the courses of study concerned including the seats in different subjects under each such course of study:

Provided that in the case of a professional discipline, such seats shall be in conformity with the provisions of the Regulations of Guidelines of the Apex Body for such professional discipline:

Provided further that in the case of the Constituent Colleges, such seats shall not be in excess of the seats approved for each Constituent College by the instrument whereby it was granted permission by the University, whether before or after the commencement of the Act, to offer instruction in such course of study or subject thereunder, subject to such revisions in the same as may duly have been sanctioned, from time to time, by the competent authorities or bodies of the University, in accordance with the provisions of the Ordinance and Regulations governing the Constituent Colleges;

(iv) lay down the last date for admissions to the courses of study concerned, which shall, in the case of academic programmes on the Annual system, not be more than five weeks after the date of commencement of the academic year or, in the case of an academic programme on the Semester system, not be more than three weeks after the date of commencement of the concerned Semester;

(v) appoint such number of sub-committees as it thinks fit and nominate a person or a Committee as the admitting authority in respect of each such course of study; and

(vi) consider matters referred to it by any authority or other body of the University, or the Vice-Chancellor, and perform such other functions as may be assigned to them by the Ordinances or Regulations, the Executive Council, the Academic Council or the Vice-Chancellor.

(b) The rules and procedure of admissions, including the structure, organisation and conduct of Admission Tests, in respect of different courses of study in the University, including the institutions maintained by it, and in the institutions admitted to its privileges, as subsisting on the date immediately preceding the commencement of this Ordinance, shall continue in force upon such commencement, pending the framing and implementation of the rules and procedure in that regard under the provisions of the Ordinances and Regulations, subject to such adaptations or modifications therein, as the Vice-Chancellor may direct in order to bring the same into accord with the Ordinances and Regulations, or as may appear to the Vice-Chancellor to be expedient or necessary in the circumstances:

Provided that all such adaptations and modifications shall be reported by the Registrar to the Admissions Committee.

(c) While deciding any matter in respect of the rules, procedure and programme of admissions to degree-granting courses of study, under the provisions of sub-clause (a), the Admissions Committee shall give due consideration to the recommendations made in respect thereof by, or may seek the advice of, the Boards of Admissions for the said courses of study for degree programmes in the University under the Faculties, and in the Constituent Colleges, and, in the case of such courses of study under the Faculties, also in respect of the seats in the courses and subjects.

(d) The constitution of the Boards of Admissions, referred to in sub-clause (c), shall be as follows —

(i) In the case of the Faculties of Arts and Science:

(1) the Dean of the Faculty concerned (Chairman);

(2) the Heads of the Departments assigned to the Faculty; and

(3) the two senior-most Professors of the Faculty (not being the Dean or the Head of a Department), by rotation in the order of seniority, for a period of two years.

(ii) In the case of the Faculty of Commerce:

(1) the Dean of the Faculty of Commerce (Chairman);

(2) the Heads of Departments assigned to the Faculty of Commerce; and

(3) the two senior-most Professors of each Department assigned to the Faculty of Commerce (not being the Dean or the Head of the Department), by rotation in the order of seniority, for a period of two years.

(iii) In the case of the Faculty of Law:

(1) the Dean of the Faculty of Law (Chairman);

(2) the Head of the Department of Law; and

(3) the three senior-most Professors of the Department of Law (not being the

Dean or the Head of the Department), by rotation in the order of seniority, for a period of two years.

(iv) In the case of the Constituent Colleges:

(1) the Dean of College Development (Chairman);

(2) the Principals of the Constituent Colleges;

(3) the two senior-most teachers of all the Constituent Colleges, taken together, not being teachers serving in the same Constituent College or professing the same subject, by rotation in the order of seniority, for a period of two years, such that any teacher passed over on account of belonging to the same Constituent College, or the same subject, shall be entitled to have his turn in rotation the next time.

(e) The Director of the Institute of Correspondence Courses and Continuing Education shall be a member of the Boards of Admissions of the Faculties to which the courses of study in the said Institute are assigned.

(f) While deciding any matter in respect of the rules, procedure and programme of admissions to, and seats in, courses of study for Diplomas, Certificates of Proficiency or Special Certificates, in the University under the Faculties, in the Institute of Correspondence Courses and Continuing Education, and in the Constituent Colleges, the Admissions Committee shall give due consideration to the recommendations made in respect thereof by, or may seek the advice of, the Board of Admissions for Diploma Courses, which shall be constituted as follows —

(i) the Deans of the Faculties of Arts, Commerce, Law and Science, of whom the senior-most Dean shall be the Chairperson;

(iv) the Heads of the Departments to which such courses of study are assigned;

(iii) the Principals of such Constituent Colleges as offer such courses of study; and

(iv) the Director of the Institute of Correspondence Courses and Continuing Education.

(g) Every student admitted to a course of study in the University system shall be required to complete the prescribed formalities of enrolment, in the Faculty, Department or Departments, University College, University Institute, independent Centre, School, Constituent Institute or Constituent College concerned, not later than one week from the date of his admission:

Provided that the Dean, in the case of a Faculty and the Departments thereunder, the Director, in the case of a University Institute or a Constituent Institute, the Head in the case of an independent Centre, the Coordinator in the case of a School, or the Principal in the case of a Constituent College, may extend the last date for the completion of such formalities, but no such extension shall be granted beyond two weeks of the last date for admissions specified under serial number (iv) of sub-clause (a).

(h) Within two weeks of the last date for completing the formalities of enrolment by the admitted students, referred to in sub-clause (g), the person or Committee responsible for admissions to courses of study in the Faculties and Departments of the University, and the functionaries referred to in the proviso thereto, in respect of admissions to other units of the University system, shall submit to the Registrar the final list of students admitted to different courses of study for the academic year concerned, in the format approved by the Vice-Chancellor, specifying in such list *inter alia* the name, other personal and academic particulars, and the score on which the order of merit was determined, in respect of each admitted candidate, and shall submit therewith the Transfer or Migration Certificates of such students as have been admitted to the University system for the first time or have rejoined the University system after having migrated therefrom earlier, for purposes of their registration or re-

registration as members or the University.

(i) Within one month of the last date for completing the formalities of enrolment by the admitted students, referred to in sub-clause (g), the persons or functionaries specified in sub-clause (h), shall submit to the Admissions Committee, through the Registrar, a report, in such format as may be approved by the Vice-Chancellor, on all aspects of admissions to the courses of study concerned for the academic year.

5. (a) The Admissions Committee shall function under the general superintendence of the Academic Council, and their proceedings shall be reported to Academic Council, which may review any decision taken by them and issue directions to them.

(b) The Academic Council may constitute a Standing Committee on Admissions, to deal, on its behalf, with matters relating to admissions.

## ORDINANCE LIV: GENERAL PROVISIONS ON COURSES OF STUDY

*(Under clause (b) of sub-section (1) of Section 29)*

### ORDINANCE

General provisions on courses of study

1. The Ordinances and Regulations governing courses of study for degrees, Diplomas, Certificates of Proficiency and Special Certificates, as were in force on the date immediately preceding the commencement of this Ordinance, or as had been approved by the Academic Council on or before the said date, shall continue to apply, or shall apply, as the case may be, to the courses of study concerned, up to their amendment, modification or repeal by the Executive Council on the recommendations of the Academic Council.

2. (a) The Academic Council may constitute a Committee to review the Ordinances and Regulations referred to in clause 1, and recommend such changes in them as may be appropriate to effect structural rationality and uniformity in the same, and also to recommend the norms that may be followed in the framing of such Ordinances and Regulations and the distribution of the subject-matter thereof between each such Ordinance and the related Regulations.

(b) The Vice-Chancellor shall take all necessary steps towards the application and observance of the recommendations of the Committee referred to in sub-clause (a), as approved by the Academic Council and the Executive Council.

## ORDINANCE LV: THE ORGANISATION AND CONDUCT OF RESEARCH

*(Under clause (d) of sub-section (1) of Section 29)*

### ORDINANCE

The organisation and conduct of research

1. (a) Subject to the provisions of sub-clause (b), research degree programmes may be offered by the Departments under the Faculties and by such institutions maintained by the University and admitted to its privileges, and such Schools, as are eligible under the provisions of the Ordinances and Regulations governing them to conduct research degree programmes.

(b) Such academic units, i. e. such Departments under the Faculties of the University, such institutions maintained by or admitted to the privileges of the University, and such Schools, eligible to offer research degree programmes under the provisions of

sub-clause (a), as were conducting research degree programmes on the date immediately before the commencement of this Ordinance, shall continue to conduct the same, subject to the power of the Academic Council to regulate, and also in appropriate cases to discontinue, the conduct of such programmes by any such academic unit.

(c) An academic unit, as specified in sub-clause (b), that was eligible to offer research degree programmes but not conducting the same on the date immediately before the commencement of this Ordinance, shall not conduct such programmes, except with the approval of the Academic Council.

(d) The approval of the Academic Council referred to in sub-clause (c) shall be granted in accordance with the provisions laid down by it by Regulations.

2. Research degree programmes shall be instituted and governed by Ordinances, and the detailed provisions, including *inter alia* the qualifications for the admission of students to the same, the qualifications of the teachers entitled to guide the research work, as supervisors or co-supervisors, of such students, the standards of research work to be conducted by such students for the research degree programmes to which they have been admitted, and other relevant matters and aspects in respect thereof, may be specified by the Academic Council by Regulations.

## ORDINANCE LVI: THE DOCTOR OF PHILOSOPHY PROGRAMME

*(Under clause (d) of sub-section (1) of Section 29)*

### ORDINANCE

The Doctor of Philosophy programme

1. (a) An applicant for admission to the academic programme leading to the Doctor of Philosophy (D. Phil.) degree of the University (hereinafter in this Ordinance referred to as "the applicant") shall not be considered for such admission, except if he —

(i) holds, in the concerned subject or in a cognate or an allied subject, the Master's degree or a degree recognised by the University as equivalent thereto, awarded by the University or by any other University or institution of higher learning recognised by the University in that regard, and fulfils other conditions of eligibility laid down by this Ordinance or, in furtherance of the same, by the Academic Council by Regulations:

Provided that any question, as to whether the subject professed by the applicant is a cognate or an allied subject, shall be referred to the Academic Council for decision;

(ii) has submitted an application, on the Form, in the manner and according to the schedule laid down by the Vice-Chancellor by standing orders,—

(1) in the case of a Department not under a University College, or in the case of a School, to the Registrar;

(2) in the case of a Department under a University College, to the Principal; or

(3) in case of a University Institute, an independent Centre or a Constituent Institute, to the Director or the Head, as the case may be:

Provided that an applicant in employment shall be subject to the provisions of sub-clause (c);

(iii) has qualified in a preliminary test or assessment (hereafter in this Ordinance referred to as "the eligibility test"), if any, organised by the University for one or more of the units specified in serial number (ii), in accordance with the provisions made by the Academic Council by Regulations or, pending

the same, in accordance with the directions of the Vice-Chancellor, which shall be reported to the Academic Council:

Provided that where such eligibility test is organised, the application, referred to in serial number (ii), in respect of the applicants within the ambit of the eligibility test, shall be submitted to the office specified in that regard:

Provided further that regularly appointed teachers of the University, including an institution maintained by it, or of an institution admitted to its privileges, may be exempted from such eligibility test:

Provided also that international students may be exempted from such eligibility test and that the admission of the international students so exempted shall be in accordance with the rules in that regard framed by the International Students Advisory Board and reported to the Academic Council;

(iv) fulfils the requirements in respect of his academic record laid down by the Academic Council by Regulations or, pending the same, by the Vice-Chancellor; and

(v) possesses, in the opinion of the Doctoral Programme Committee, referred to in sub-clause (a) of clause 2, and of the Research Degree Committee, referred to in sub-clause (b) of clause 3, the requisite qualifications, aptitude and capability for pursuing the D. Phil. programme in the concerned subject.

(b) All applicants admitted to the D. Phil. programme shall fulfil the requirement, specified in sub-clause (a) of clause 4, of residence within the area assigned to the territorial jurisdiction of the University.

(c) An applicant in employment shall not be considered for admission to the D. Phil. programme, except upon submitting a 'No Objection' Certificate of his employer, affirming —

(i) in case such employment is within the area referred to in sub-clause (b), that the applicant shall, upon such admission, be provided facility to report to the unit where he is enrolled, and to attend the course-work and other academic activities, within or outside such area, in connection with research work for the D. Phil. programme, as prescribed by, or under, this Ordinance and the Regulations, and that the applicant shall, if transferred out of the said area before completing the requirement of esidence specified in sub-clause (a) of clause 4, be granted leave of an appropriate duration in order to fulfil the said requirement; or

(ii) in case such employment is outside the said area, that the applicant shall be granted leave of absence for the requisite period in order to fulfil such requirement of residence:

Provided that a teacher referred to in the second proviso to serial number (iii) of sub-clause (a), shall not be required to submit such 'No Objection Certificate', but his application shall require the endorsement of —

(i) the Head of his Department, in the case of a Department not under a University College;

(ii) the Principal of his University College, in the case of a Department under a University College;

(iii) the Director of his University Institute or Constituent Institute, or the Head of his independent Centre, as the case may be; or

(iv) the Principal of his Constituent College.

2. (a) The applications of the applicants who have qualified in the eligibility test, and

of the applicants exempted therefrom, shall be placed before the relevant Doctoral Programme Committee of the concerned Department, University Institute, independent Centre, School, or Constituent Institute (hereafter in this Ordinance referred to as "the academic entity").

(b) The Doctoral Programme Committee shall be constituted, in the case of —

(i) a Department, by the Departmental Committee with the concurrence of the Board of the concerned Faculty; or

(ii) any other academic entity, by the Director, the Head or the Coordinator, as the case may be, with the concurrence of the competent executive or academic body thereof:

Provided that a separate Doctoral Programme Committee may be constituted for a Centre of a University Institute or for a distinct unit of teaching and research under a Constituent Institute:

Provided further that where a Department, a Centre of a University Institute, an independent Centre or a School, imparts instruction in more than one subject for the Master's degree, a separate Doctoral Programme Committee may be constituted for each such subject in which the D. Phil. programme is offered.

(c) The Doctoral Programme Committee shall comprise up to four members from amongst the senior-most teachers of the concerned academic entity who profess the subjects or areas of research assigned to the Doctoral Programme Committee, of whom one shall be nominated as the Convenor, and may also include one external member, professing a subject with a bearing on the said subjects or areas, from amongst the serving or locally resident former teachers of any such academic entity or the locally resident serving or former teachers of an instituion of higher learning:

Provided that the Head of the Department, the Director of the University Institute or the Coordinator of a Centre thereof, the Head of the independent Centre, the Coordinator of the School, or the Director of a Constituent Institute shall, if he is a member of the Doctoral Programme Committee thereof, be the Convenor.

(d) The members of the Doctoral Programme Committee, other than a member *ex officio*, shall have a term of two years, which may be extended in specific cases for similar periods, and the constitution thereof for each such term shall be reported to the Board of the concerned Faculty in the case of a Department, or the respective competent executive or academic bodies in the case of the other academic entities.

(e) The Doctoral Programme Committee shall —

(i) review the applications, referred to in sub-clause (a), and interview such of the concerned applicants as are found to be eligible for admission under the provisions of sub-clause (a) of clause 1 and other provisions of the Ordinance and the provisions of the Regulations;

(ii) draw up, on the basis of the criteria laid down by the Academic Council or, pending the same, by the Departmental Committee, under intimation to the Board of the concerned Faculty, in the case of a Department, or by the respective competent executive or academic bodies in the case of the other academic entities, the priority order of the applicants so interviewed for each subject or area of research; and

(iii) prepare the list of applicants recommended for admission, in accordance with the vacancies available under the persons eligible to supervise research for the D. Phil. programme (hereafter in this Ordinance referred to as "the supervisors") in the concerned academic entity, and indicate in such list, in respect of each applicant, the proposed supervisor who has consented to supervise the applicant, and the proposed topic of research assigned in consultation with such supervisor.

(f) The qualifications of the supervisors, referred to in serial number (iii) of sub-clause (e), and other relevant conditions in respect thereof, shall be determined by the Rules set out in **SCHEDULE I** to this Ordinance.

(g) The Academic Council may by Regulations provide for the appointment of a co-supervisor for the candidate in specified cases, and where the Academic Council so provides, the appointment of the co-supervisor shall be in accordance with the Rules in that regard, as set out in **SCHEDULE I** to this Ordinance, subject to the modifications made in the same by such Regulations.

(h) The Doctoral Programme Committee shall monitor the work and progress of each applicant admitted to the D. Phil. programme, in consultation with the supervisor, and shall advise such admitted applicant, through his supervisor, on any aspect of his work and progress that may appear to it to be unsatisfactory or in default of the requirements of this Ordinance and the Regulations, and shall, in addition to the functions specified in this Ordinance, perform such functions as may be assigned by the Academic Council by Regulations.

3. (a) The list of applicants referred to in serial number (iii) of sub-clause (e) of clause 2, along with the application of each such applicant, and a synopsis of the research proposal drawn up by him, shall be forwarded to the Research Degree Committee, in the case of a Department by the Head thereof, through the Dean of the Faculty, or in the case of the other academic entities by the Director, the Head or the Coordinator, as the case may be:

Provided that the said synopsis shall ordinarily be in not more than 2000 words, and shall present a review of the literature and current state of knowledge on the proposed topic of research, the objectives and plan of research, the sources or methodology proposed to be employed in the investigation and such other information as may be relevant in that regard.

(b) The Research Degree Committee shall comprise —

(i) the Vice-Chancellor or, where the Vice-Chancellor so directs, the Pro-Vice-Chancellor (Chairperson);

(ii) the Dean of the concerned Faculty, or the Director of the concerned University Institute or Constituent Institute, or the Head of the concerned independent Centre, or the Chairperson of the Advisory Committee of the concerned School;

(iii) the Head of the concerned Department, or the Convenor of the concerned Doctoral Programme Committee of an academic entity other than a Department, but where such Convenor is already a member under serial number (ii), the senior-most member of the Doctoral Programme Committee, from amongst the teachers of the said academic entity, shall be the member of the Research Degree Committee:

Provided that where, in the case of a Department, the applicant is being considered for admission to a subject other than that in which he holds the Master's, or equivalent, degree, the Head of the Department to which the subject of such degree is assigned shall be an additional member of the Research Degree Committee.

(c) The Research Degree Committee shall examine the list, the applications and the synopses referred to in sub-clause (a), with reference to the provisions of this Ordinance and the Regulations, and grant admission to such of the applicants as are, in its judgment, qualified for the same, determine the names of the supervisors and also finalise the research topics of each admitted applicant (hereafter in this Ordinance referred to as "the candidate"):

Provided that the Research Degree Committee may also, while granting such admission, determine the language or languages, in which the candidate is, or all

candidates of a particular subject are, required to have proficiency for the proper pursuit of research work, and any such candidate shall not be permitted to submit his thesis for the D. Phil. degree (hereafter in this Ordinance referred to as "the thesis"), except if he adduces, through his supervisor, a Certificate of Proficiency in the concerned language or languages, which has been issued, after a duly conducted examination, by the University or an institution recognised by the University, or other proof, to the satisfaction of the Research Degree Committee, of having acquired such proficiency.

(d) The proceedings of the Research Degree Committee, in respect of the matters referred to in sub-clause (c), shall be reported in the case of a Department to the Board of the concerned Faculty, or in the case of any other academic entity to the concerned competent executive or academic body.

(e) In furtherance of the decision of the Research Degree Committee to grant admission to a candidate, the Registrar shall issue a letter of admission to him, specifying the name of his supervisor, the topic of his research, the academic entity where he shall be enrolled, the language or languages, if any, in which he is required to acquire proficiency, and the period, ordinarily of not more than one month, within which he is required to get himself enrolled for the D. Phil. programme at such academic entity after paying fees and completing other requisite formalities:

Provided that where the candidate gets himself so enrolled within the said period, his enrolment shall be with effect from the date of the meeting of the Research Degree Committee that granted his admission, but in all other cases the said enrolment shall be with effect from the actual date thereof.

4. (a) Subject to the provisions of this Ordinance and the Regulations, each candidate shall, upon admission and enrolment to the D. Phil. programme, pursue a course of research of a duration of not less than twenty-four months in residence within the area referred to in sub-clause (b) of clause 1, and shall regularly pay the prescribed annual and other fees up to the time he withdraws from his enrolment, or such enrolment is terminated, or he duly submits his thesis to the University.

(b) Without prejudice to the requirements of sub-clause (a), the Research Degree Committee may, on the recommendation of the supervisor and the Doctoral Programme Committee, forwarded in the case of a Department by the Head thereof through the Dean of the Faculty, or in the case of the other academic entities by the Director, the Head or the Coordinator, as the case may be, grant permission to a candidate —

(i) who has not fulfilled the minimum period of residential enrolment specified in clause (a), to avail leave of absence from Allahabad for a total period of not more than twelve months (in one or more instalments), on the ground that it is in the interests of his research work that he should work outside Allahabad at the station or stations specified in the recommendation, and such total period shall not be discounted from the computation of the said minimum period;

(ii) who has fulfilled the said minimum period of residential enrolment, but has not completed his research work, to continue his work outside Allahabad at the station or stations specified in the recommendation:

Provided that in each case under sub-clause (i) or (ii), the candidate shall continue in enrolment with his supervisor and shall submit to the Convenor of the Doctoral Programme Committee, through his supervisor, a report once every four months on the work carried out by him outside Allahabad, and all such reports shall be forwarded to the Research Degree Committee in the manner aforesaid.

(c) The schedule of the fees and other dues, including fees for the examination of the

thesis and the *viva voce* examination, to be charged to candidates, and the manner of the payment thereof, shall be laid down, from time to time, by the Executive Council, and the provisions in respect of the consequences of failure to pay such fees and other dues within the time specified for the purpose, and other conditions for the continuation or termination of the admission of the candidate shall be prescribed by the Academic Council by Regulations:

Provided that a regularly appointed teacher of the University, including an institution maintained by it, or of an institution admitted to the privileges of the University, enrolled as a candidate shall be exempted from the payment of all fees other than the initial admission fees and the thesis and *viva voce* examination fees.

(d) The candidate shall not be entitled, or permitted, to secure admission to, or continue his earlier admission in, any other degree-granting course of study or whole-time academic programme, whether in the University or in any other institution, and his admission to the D. Phil. programme shall stand terminated at whatever stage he is discovered to have been in violation of this requirement.

5. (a) The candidate shall, subject to the provisions of sub-clause (b) of clause 4, report and record his attendance at the concerned academic entity on all working days, or on such number of working days in a week as may be laid down by the Doctoral Programme Committee, and on such other days on which he may be required by the supervisor or the Doctoral Programme Committee to so report, except the days on which he is, with the permission of the supervisor, intimated to the Doctoral Programme Committee, away from the academic entity, for attending academic conferences or training programmes and conducting research investigations:

Provided that the Academic Council may provide for such maximum number of days in an academic year on which the candidate may, upon submitting a written request to that effect through the supervisor, be exempted by the Doctoral Programme Committee from so reporting:

Provided further that a teacher, referred to in the proviso to sub-clause (c) of clause 4, may be permitted by the Doctoral Programme Committee, on the recommendation of the supervisor, to so report at specified intervals, ordinarily of not more than ten days.

(b) The academic entity where the candidate is enrolled may require him to undertake general and advanced course-work and special training programmes in relevant areas and methods of research and to fulfil not less than a specified minimum level of attendance at such course-work and programmes and attain not less than the requisite minimum standard in the evaluatory exercises for the same.

(c) The Doctoral Programme Committee may require the candidate to attend and participate in such special lectures, seminars and workshops as may be organised or prescribed for the candidates, and also require him to make presentations, or give seminars, on the progress and contents of his research work in the presence of the members of the Doctoral Programme Committee, his supervisor and other teachers and candidates, of the academic entity concerned:

Provided that the Doctoral Programme Committee may require the candidate to make such presentation before granting endorsement to his application, referred to in sub-clause (c) of clause 6, and to the submission of his thesis, under the provisions of sub-clause (g) of clause 7.

(d) The candidate holding a Fellowship awarded by of the University Grants Commission, the Council of Scientific and Industrial Research or any other national funding agency, or any other research fellowship or scholarship (hereafter in this clause referred to as "the stipendiary candidate"), shall be required to assist in the teaching and other academic work of the academic entity concerned, in accordance

with the rules laid down by the Academic Council or, pending the same, by the Vice-Chancellor, and by the relevant funding agency.

(e) The candidate shall, at the end of each academic year. submit to the Doctoral Programme Committee, through the supervisor, a detailed report on the work done by him in the course of the academic year and the work he proposes to do in the ensuing academic year, and shall not be entitled to deposit the fees and other charges for the ensuing academic year except if such report has been endorsed in the case of a Department by the Head thereof and by the Dean of the Faculty, or in the case of the other academic entities by the Director, the Head or the Coordinator, as the case may be:

Provided that, in the case of a stipendiary candidate, the submission of such report shall be without prejudice to the requirements of the funding agency concerned for the submission of periodic reports on the progress of the research work of the candidate:

Provided further that the Doctoral Programme Committee may require the candidate to submit, through the supervisor, at the end of the first six months of the academic year, a brief report on the work done by him since the submission of the preceding annual report, if any.

(f) In case the candidate is in default of any of the requirements specified in this clause and other provisions of this Ordinance or in the Regulations, or in case the Doctoral Programme Committee is not satisfied with any aspect of his work and progress, the Doctoral Programme Committee may, after considering such explanation as he may submit through his supervisor in that regard, take such action as it may deem proper including a recommendation to the Research Degree Committee, forwarded in the manner specified in sub-clause (b) of clause 4, that the admission of the candidate be terminated.

(g) Where —

(i) the University has taken disciplinary action against the candidate or the candidate has been charged with a criminal offence; or

(ii) the fellowship or scholarship of the stipendiary candidate has been terminated by the funding agency concerned for the violation of the rules thereof,

he shall, within one week of receiving intimation to that effect, report the same to the Doctoral Programme Committee through the supervisor, along with such statement as he may wish to submit in the matter, and in such a case the Research Degree Committee shall, upon consideration of the report in that regard of the Doctoral Programme Committee, forwarded in the manner specified in sub-clause (b) of clause 4, decide upon the action to be taken in the matter, including the termination of the admission of the candidate.

6. (a) The candidate shall be required to complete his research work and submit the thesis within a period of five years reckoned from the date of his enrolment for the D. Phil. programme in the academic entity concerned:

Provided that on the recommendation of the supervisor and the Doctoral Programme Committee, forwarded in the manner specified in sub-clause (b) of clause 4, the Research Degree Committee may, at its discretion and for good and sufficient cause, grant a candidate who has completed the minimum period of residential enrolment specified in sub-clause (a) of clause 5, leave of absence for, or an extension of the said period of five years by, a period of not more than two years, in instalments of not more than eight months at a time, and in such a case the maximum enrolment period of five years shall stand extended by the period so granted as leave or extension:

Provided further that the Research Degree Committee may, after considering the recommendation of the Doctoral Programme Committee, forwarded in the manner

specified in sub-clause (b) of clause 4, grant, in a very special case and for reasons to be recorded, further extension, of not more than one year, of the period of extension granted under the provisions of the preceding proviso:

Provided also that in case the candidate fails to submit the thesis within the period permitted for the submission of the thesis, including the periods of the extension thereof under the preceding provisos, his admission to the D. Phil. programme shall be liable to be terminated and he shall, upon such termination, forfeit all the fees and other dues paid by him for and during such admission.

(b) Subject to the approval of the Board of the concerned Faculty in the case of a Department; or the competent executive or academic body in the case of any other academic entity, the Research Degree Committee may, on the recommendation of the supervisor endorsed by the Doctoral Programme Committee, forwarded in the manner specified in sub-clause (b) of clause 4, permit the candidate, not less than six months before the submission of his thesis, to modify his topic of research, or limit the scope thereof:

Provided that such period of six months shall be reckoned from the date on which the Doctoral Programme Committee endorsed the said recommendation of the supervisor.

(c) The candidate may, not less than six months before the date on which he shall complete the minimum requirement of residence, specified in sub-clause (a) of clause 4, submit an application recommended by his supervisor, on the Form prescribed for the purpose by the Vice-Chancellor, to the effect that the thesis of the candidate is likely to be submitted within six months, and upon the endorsement of such application by the Doctoral Programme Committee —

(i) in the case of a Department, the Board of the concerned Faculty, on the recommendation of the relevant Board of Studies; or

(ii) in the case of any other academic entity, the competent executive or academic body,

shall, in such manner and subject to such conditions as may be laid down in that regard by the Academic Council by Regulations or, pending the same, by the Vice-Chancellor, draw up a panel of three experts the subject or area of research concerned, for evaluating the thesis of the candidate (hereafter in this Ordinance referred to as "the examiners") and of three other such experts, one corresponding to each examiner, as the alternates to the examiners, and nominate two of the said examiners for conducting the *viva voce* examination of the candidate:

Provided that two of the said examiners, and their alternates, shall be persons not in the service of the University or any institution maintained by it or admitted to its privileges, and the supervisor shall, ordinarily, be one of the examiners:

Provided further that, ordinarily, no examiner or alternate examiner shall conduct the *viva voce* examination, except if he has evaluated the thesis of the candidate:

Provided also that such panel shall no longer be valid in case the thesis has not been submitted within two years of the date of the meeting of the said Board of the Faculty, or competent executive or academic body, at which the said panel was drawn up, except if the Academic Council agrees to extend the validity of the panel for a further period of not more than one year.

7. (a) After the research work of the candidate is completed, he shall submit, in the manner specified in sub-clause (g) and in conformity with the style prescribed by the Vice-Chancellor by standing orders, four copies of his thesis along with four copies of an abstract, in not more than 5000 words, thereof:

Provided that the said abstract shall be such as to satisfy the examiners that it is an

actual abstract of the thesis.

(b) The thesis shall be presented in the case of the subject, or research area within the subject, of —

(i) Arabic or Persian, in the language concerned or Urdu or English;
(ii) Sanskrit, in Sanskrit or Hindi or English;
(iii) Urdu, in Urdu or English; or
(iv) a Classical Language (other than Arabic, Persian or Sanskrit) or a Modern Language (other than Hindi or Urdu), in the language concerned or Hindi or English,

and in all other subjects, in Hindi or English:

Provided that the abstract of the thesis shall be presented in the same language as the thesis.

(c) The candidate shall indicate in the thesis as to how far it embodies the result of his own research or observations and in what respect his investigations appear to him to advance the study of his topic and subject.

(d) The candidate may also enclose with the thesis, as subsidiary matter, in the same number of copies each as required in respect of the thesis under sub-clause (a), any printed contribution or contributions to the advancement of his topic or subject that he may have published independently or conjointly:

Provided that in the event the candidate submits such subsidiary matter published conjointly, he shall state fully his own share in the publication.

(e) The candidate may incorporate in the thesis the contents of any work that he may have published on the concerned topic or subject, stating fully in the thesis the extent to which such published work has been incorporated therein, but he shall not submit as his thesis a work, or a substantial portion thereof, for which a degree has been conferred on him by the University or by any other institution of higher learning.

(f) The thesis submitted by the candidate shall comply with the following conditions

(i) that it is a piece of research work characterised either by the discovery of facts or by a fresh approach towards interpretation of facts or theories;
(ii) that it evinces the capacity of the candidate for critical examination and judgement;
(iii) that it is satisfactory in terms of its literary presentation; and
(iv) that it is suitable for publication.

(g) The candidate shall submit all four copies of the thesis at the Department or the concerned other academic entity, and the same shall be forwarded, with the endorsement of the concerned Doctoral Programme Committee, by the Head of the Department through the Dean of the concerned Faculty, or the Director, Head or Coordinator, as the case may be, of the concerned other academic entity, to the Registrar, who shall despatch one copy each of the thesis to the three examiners who have consented to evaluate the same.

8. (a) The examiners shall examine the thesis and may consult one another before formulating their reports, and shall submit their reports on the Form set out in **SCHEDULE II** to this Ordinance, either individually or conjointly, along with such suggestions as they deem fit for the improvement of the thesis, and such suggestions shall be appropriately communicated to the candidate in case his thesis is required to be re-submitted in a revised form or is accepted for the award of the D. Phil. degree.

(b) In their individual or conjoint reports on the thesis, the examiners shall, in the

context of the conditions specified in sub-clause (f) of clause 7 and other issues relevant to the same, make a clear recommendation to the effect that —

(i) the thesis be approved for the D. Phil. degree, subject to the recommendation of the *viva voce* examiners;

(ii) the candidate be required to re-submit the thesis in a revised form; or

(iii) the thesis be rejected without further assessment, and the D. Phil. degree be not conferred on the candidate.

9. (a) The reports of the examiners of the thesis shall first be placed before the Research Degree Committee and, in case any report is not in accordance with the form specified in sub-clause (a) of clause 8, or is not complete and clear, the Research Degree Committee shall return such report to the concerned examiner or, in the case of a conjoint report, examiners, to make up the deficiency.

(b) If all three examiners unanimously and unambiguously recommend that the thesis be accepted, the Research Degree Committee shall direct that the *viva voce* examination of the candidate be arranged as early as possible.

(c) If at least two of the examiners recommend rejection of the thesis, the thesis shall stand rejected and the Research Degree Committee shall cause the candidate to be notified accordingly.

(d) If all three examiners recommend re-submission, or two examiners recommend re-submission and the third recommends acceptance of the thesis, the Research Degree Committee shall direct that the thesis be re-submitted in a revised form not earlier than six months and not later than one year from the date of the decision of the Research Degree Committee, and the re-submitted thesis shall be sent again to the original examiners.

(e) If two of the examiners recommend re-submission in a revised form and the third recommends rejection, or if one of the examiners recommends approval, the second recommends such re-submission and the third recommends rejection, of the thesis, the Research Degree Committee shall refer the matter to the immediately ensuing meeting of the Board of the concerned Faculty in the case of a Department, or of the competent executive or academic body in the case of any other academic entity, and such meeting shall decide upon the further course of action in the matter.

(f) If two of the examiners recommend approval and the third recommends re-submission in a revised form, or rejection, of the thesis, the Research Degree Committee shall cause the report of the examiner who recommends such re-submission, or rejection, to be circulated to the other two examiners to ascertain whether they would agree to the re-submission, or rejection, of the thesis, as the case may be, in view of the reasons given for the same by the third examiner, and —

(i) in case the two examiners who have recommended approval stand by their original reports, the examiner who has recommended such re-submission, or rejection, shall be replaced by a new examiner appointed in accordance with the provisions of sub-clause (c) of clause 6 (hereafter in this clause referred to as "the new examiner");

(ii) in case at least one of the two examiners who have recommended approval agrees with the view of the third examiner that the thesis be re-submitted, the Research Degree Committee shall direct that thesis be re-submitted in a revised form not earlier than six months and not later than one year from the date of the decision of the Research Degree Committee and the re-submitted thesis shall be sent again to the original examiners; or

(iii) in case at least one of the two examiners who have recommended approval agrees with the view of the third examiner that the thesis be rejected, the

thesis shall stand rejected and the Research Degree Committee shall cause the candidate to be notified accordingly.

(g) If in any case governed by serial number (i) to sub-clause (f), the thesis is recommended for acceptance by the new examiner or, if in any case governed by serial number (ii) thereof, the re-submitted thesis is recommended for approval by all the three examiners, the Research Degree Committee shall direct that the *viva voce* examination of the candidate be arranged as early as possible.

(h) If in any case governed by serial number (i) to sub-clause (f), the new examiner recommends re-submission in a revised form, or rejection, of the thesis, or in any case governed by serial number (ii) thereof, two of the examiners recommend approval and the third examiner recommends re-submission, or rejection, of the re-submitted thesis, the Research Degree Committee shall refer the matter to the immediately ensuing meeting of the Board of the concerned Faculty in the case of a Department, or of the competent executive or academic body in the case of any other academic entity, and such meeting shall, subject to the provisions of sub-clause (k), decide upon the further course of action in the matter.

(i) If in any case governed by serial number (ii) to sub-clause (f), only one of the examiners recommends approval, and the other two examiners do not recommend approval, of the re-submitted thesis, the thesis shall stand rejected and the Research Degree Committee shall cause the candidate to be notified accordingly.

(j) The thesis required to be re-submitted, under the provisions of sub-clause (d), (e), (f) or (h), and the abstract thereof, shall be submitted in the same manner, style and language as the original thesis.

(k) Notwithstanding any provision to the contrary in this Ordinance, no candidate shall be entitled or permitted to re-submit the thesis more than once.

(l) All decisions of the Research Degree Committee under sub-clauses (b), (c), (d), (f), (g) and (i) shall be reported to the immediately ensuing meeting of the Board of the concerned Faculty in the case of a Department, or of the competent executive or academic body in the case of any other academic entity.

10. (a) The *viva voce* examination shall be held in the manner laid down by the Vice-Chancellor by standing orders, and the *viva voce* examiners shall, after perusing the reports of the other examiners of the thesis, conduct the oral assessment of the candidate in order to ascertain to extent to which he is well acquainted with the literature on the subject, evinces a good understanding of the topic of his research as well as originality in his investigations and conclusions, and has an appropriate comprehension of the broad field of his study, and to address other issues relevant in that regard, make a clear recommendation in their report, on the Form set out in **SCHEDULE III** to this Ordinance, to the effect that —

(i) the thesis be approved for the D. Phil. degree;

(ii) the candidate be required to re-appear at the *viva voce* examination; or

(iii) the other examiners be requested to reconsider their reports on the thesis.

(b) The report of the *viva voce* examiners shall, first be placed before the Research Degree Committee and, in case such report is not in accordance with the form specified in sub-clause (a), or is not complete and clear, the Research Degree Committee shall return such report to the said examiners to make up the deficiency:

Provided that where the recommendations of the *viva voce* examiners are not unanimous, the Research Degree Committee shall refer the matter to the immediately ensuing meeting of Board of the concerned Faculty in the case of a Department, or the competent executive or academic body in the case of any other academic entity, for

appropriate decision.

(c) Where —

(i) upon consideration of the report of the *viva voce* examiners, in the context of the reports of the thesis examiners, the Research Degree Committee is satisfied that the thesis and the *viva voce* examiners have unanimously and definitely recommend the award of the degree to the candidate, it may announce the result:

Provided that where such result has not been announced by the Research Degree Committee, the reports of the thesis and *viva voce* examiners shall be placed before the immediately ensuing meeting of the Board of the concerned Faculty in the case of a Department, or of the concerned competent executive or academic body in the case of any other academic entity, for the declaration thereof;

(ii) the *viva voce* examiners have recommended that candidate be required to re-appear at the *viva voce* examination, the Research Degree Committee shall direct that the second *viva voce* examination of the candidate be arranged as early as possible, after communicating the paraphrased observations of the said examiners in that regard to the candidate and, where the supervisor of such candidate is not one of such examiners, to him as well;

(iii) the *viva voce* examiners have recommended the reconsideration by the examiners of their reports on the thesis, the Research Degree Committee shall cause the report of the *viva voce* examiners to be circulated, along with all the reports of the examiners of the thesis, to the examiner or examiners, other than the *viva voce* examiners, for observations thereon, and in such a case all such reports and the said observations shall be forwarded by the Registrar to the immediately ensuing meeting of the Board of the concerned Faculty in the case of a Department, or of the competent executive or academic body in the case of any other academic entity, for further decision, which may be taken in the light of the relevant provisions of this clause and of clause 9, or on the basis of such considerations as the Board of the Faculty or the competent executive or academic body may consider fair and reasonable:

Provided further that any result announced by the Research Degree Committee, the Board of the Faculty or the competent executive or academic body, as the case may be, shall be provisional and subject to the approval of the Academic Council:

Provided further that no candidate shall be entitled or permitted to re-appear at the *viva voce* examination more than once.

11. (a) The reports of the thesis and the *viva voce* examiners, which may be perused by the members, or read *in extenso*, in the course of the deliberations thereon at the meetings of the Research Degree Committee and the Board of the concerned Faculty in the case of a Department, or the concerned competent executive or academic bodies in the case of any other academic entity, shall be treated as strictly confidential and shall not be made available to the candidate or any other person, but in the case of a thesis accepted for the award of the D. Phil. degree the Registrar may on the written request of the candidate to this effect, communicate to him, under sealed cover, relevant excerpts, as approved by the Research Degree Committee, from the reports of the thesis examiners.

(b) In the event of the publication of a thesis that has been accepted for the award of the D. Phil. degree, the candidate shall be required to state on the title page of the publication that it was a thesis approved for the D. Phil. degree of the University:

Provided that where a published book authored or co-authored by the candidate

incorporates substantially the contents of a thesis that has been accepted for the award of the D. Phil. degree, the candidate shall be required to appropriately acknowledge in the book that it is based on a thesis approved for the D. Phil. degree of the University.

12. (a) If a candidate is required to re-submit the thesis or re-appear at the *viva voce* examination, he shall pay such further fees before such re-submission or re-appearance as may be laid down, from time to time, by the Executive Council.

(b) The schedule of travelling and other allowances and the remuneration payable to thesis and the *viva voce* examiners shall be laid down, from time to time, by the Executive Council.

## *THE SCHEDULES TO ORDINANCE LVI*

### *SCHEDULE I*

*(See serial number (iii) sub-clause (e) of clause 2)*

### RULES ON THE QUALIFICATIONS AND APPOINTMENT OF SUPERVISORS

Rules on the qualifications and appointment of Supervisors

1. In these Rules, Ordinance LVI is referred to as "the Ordinance" and, unless required otherwise by the context, the words and expressions used in the Ordinance but not defined in these Rules shall have the meaning assigned to them in the Ordinance.

2. (a) No person shall be recommended for appointment as the supervisor of a candidate except if he has expertise in, or knowledge of, the relevant subject or area of research.

(b) No teacher of a Constituent Institute shall be recommended for appointment as supervisor, except if he is a University Recognised Teacher.

(c) No teacher of a Department, a University Institute or an independent Centre, serving as Lecturer shall be recommended for appointment as supervisor, except if he has been regularly appointed as Lecturer, holds a doctoral degree and has experience of teaching at graduate and Post-graduate level of not less than five years, including experience of not less than two years of teaching at the Post-graduate level:

Provide that in the case of a Lecturer, who has research publications to his credit and is currently working as Principal Investigator in at least one research project, the required experience of teaching at Post-graduate level shall be of not less than one year:

Provided that this provision shall not apply in the case of such Lecturers as have been supervising candidates for the D. Phil. degree of the University from before the commencement of this Ordinance.

(d) No supervisor shall be a relative of the candidate.

3. (a) Subject to the provisions of Rule 2, no person shall be recommended for appointment as supervisor in —

(i) a Department, except if he is a serving Professor, Reader or Lecturer thereof, or a locally resident former teacher of the Department who is working in the Laboratories or otherwise actively participating in the academic activities thereof;

(ii) a University Institute or an independent Centre, except if he is a Professor, Reader or Lecturer thereof, or such person appointed thereat on whole-time

basis for a tenure of not less than five years, on a post of the rank of Professor or Reader, as has not exhausted more than two years of such tenure on the date of his appointment as supervisor, or such teacher a Department or such former teacher of a Department referred to in serial number (i) as has expertise in, or knowledge of, the concerned subject or area of research;

(iii) a School, except if he is such teacher, referred to in serial number (i) or (ii), as is associated with the teaching and research work of the School; or

(iv) a Constituent Institute, except if he is the Director thereof, or such Professor or Reader thereof as professes the subjects approved for the Constituent Institute:

Provided that an Emeritus Professor, appointed as such under the provisions of sub-clause (a) of clause 2 of Ordinance XIII, may be recommended for appointment as supervisor in any of the academic entities, other than a Constituent Institute, with which he is associated.

(b) A Doctoral Programme Committee shall not recommend, and the Research Degree Committee shall not appoint, a teacher referred to in serial number (i) of clause (a) of this Rule as the supervisor of a candidate enrolled outside his Department, except with the concurrence of the Head of the Department of the said teacher, under intimation to the Board of the Faculty to which such Department is assigned, with the assent of the Doctoral Programme Committee thereof.

4. (a) A supervisor shall not supervise more than six candidates at any one time and shall not be assigned more than two fresh candidates in any academic year:

Provided that the academic year-wise and overall limits on the number of candidates assigned to a supervisor (hereafter in these rules referred to as "the enrolment limits") shall be computed, in the case of a teacher referred to in serial number (i) of clause (a) of Rule 3, by adding together the candidates enrolled with him within and outside his own Department.

(b) In the case of the absence of a supervisor from Allahabad, on leave or otherwise, for a period of more than two but not more than six months, the Doctoral Programme Committee may, in accordance with the standing instructions, if any, of the Research Degree Committee, assign any other such supervisor of the concerned academic entity as has knowledge of the area of research of the candidate, as temporary supervisor of the candidate for the period of such absence:

Provided that where —

(i) such absence of the supervisor is for a period of six months or more;

(ii) the supervisor relinquishes his assignment as such, in accordance with the procedure laid down in clause (c) of this Rule, or permanently leaves the area referred to in sub-clause (b) of clause 1 of the Ordinance, or is otherwise no longer in a position to supervise candidates,

the Doctoral Programme Committee shall in respect of the candidates enrolled with the said supervisor, recommend to the Research Degree Committee, in the case of a Department through the Dean of the Faculty, or in the case of any other academic entity through the Director, the Head or the Coordinator, as the case may be, the name of such other persons eligible to act as supervisors in the concerned academic entity, to be the new supervisors of such candidates, without exceeding, in the case of any such new supervisor, the enrolment limits specified in clause (a) of this Rule, and upon approval of any such recommendation by the Research Degree Committee, the concerned original supervisor shall no longer supervise the candidate:

Provided further that where it is not possible to assign a new supervisor from amongst the persons entitled to act as supervisors, on account of the said enrolment

limits, the Research Degree Committee may approve the temporary supernumerary assignment of the candidate concerned to a supervisor who has knowledge of the concerned area of research, and such temporary supernumerary assignment shall be adjusted against the regular vacancy that next arises under the new supervisor:

Provided also that in any case, other than one referred to the first proviso, no recommendation of the Doctoral Programme Committee for change of supervisor shall be acted upon by the Research Degree Committee except with the consent to that effect of the supervisor concerned, save in such cases where the Doctoral Programme Committee has adduced good and sufficient grounds for such change in the absence of such consent.

(c) A supervisor may, for good and sufficient cause, recorded in writing and submitted to the Doctoral Programme Committee, seek to be relieved of the supervision of any candidate, and the recommendation of the Doctoral Programme Committee thereon shall be forwarded, through the Dean of the Faculty, in the case of a Department, or the Director, the Head or the Coordinator, in the case of any other academic entity, to the Research Degree Committee for decision.

5. Upon provision being made by the Academic Council by Regulations for the appointment of a co-supervisor for a candidate, such appointment shall be governed by the following conditions, which shall be subject to such modifications as may be made in the same by the said Regulations —

(i) the supervisor may, in the interests of the conduct of theoretical or experimental investigations, or fieldwork, essential to the research work of the candidate, recommend to the Doctoral Programme Committee the appointment of a person, who has expertise in the concerned subject or area of research and has given his consent to that effect, as the co-supervisor of the candidate, and shall spell out in such recommendation the specific way or ways in which the association of the proposed co-supervisor shall be of benefit to the candidate;

(ii) no person may be recommended for appointment as the co-supervisor, except if he—

(1) is eligible to supervise candidates under the provisions of Rule 3:

Provided that a person shall not be recommended for appointment as a co-supervisor in the same academic entity in which he is, or is eligible to be, a supervisor;

(2) has been declared, under the provisions of sub-clause (a) of clause 3 Ordinance XIII, as Adjunct Faculty:

Provided that a person declared as Adjunct Faculty shall not be recommended for appointment as a co-supervisor, except in the academic entity or entities to which he has been assigned under the provisions of sub-clause (b) of the said clause 3.

(iii) no person shall act as co-supervisor of more than two candidates at any one time, and not more than one candidate shall be assigned to a co-supervisor in any one academic year; and

(iv) the recommendation under serial number (i) shall, if endorsed by the Doctoral Programme Committee, be forwarded in the case of a Department by the Head thereof, through the Dean of the concerned Faculty, or in the case of any other academic entity through the Director, the Head or the Coordinator, as the case may be, to the Research Degree committee for approval, and upon such approval, the Registrar shall communicate the same to the concerned candidate, his supervisor and the concerned Doctoral Programme Committee, through the said Head of the Department, or the said Director, Head or Coordinator, as the case may be, and also report the

same to the Board of the concerned Faculty in the case of a Department, or the competent executive or academic body, in the case of any other academic entity, and to the Academic Council.

## *SCHEDULE II*

*(See sub-clause (a) of clause 8).*

## UNIVERSITY OF ALLAHABAD

### *REPORT OF THE EXAMINER OR EXAMINERS OF THE THESIS OF THE CANDIDATE FOR THE D. PHIL. DEGREE*

Report of Examiner(s) on candidate's D. Phil. Thesis

1. Name of the candidate: .....

2. Academic unit of the enrolment of the candidate for the D. Phil. degree:

The Department of ..... under the Faculty of .....

*or*

The Centre of ..... under the University Institute named .....

*or*

The independent Centre named .....

*or*

The School named .....

*or*

The Constituent Institute named .....

3. Title of the thesis submitted by the candidate: .....
.....
.....

IndiaCode

### PART I

I/We have examined the thesis for the degree of Doctor of Philosophy submitted by the candidate named above on the topic set out above, and have to report:

[*Strike out two from amongst (A), (B) and (C)*]

(A) That the thesis submitted by the candidate —

(i) is a piece of research work characterised by the discovery of facts or by a fresh approach towards interpretation of facts or theories;

(ii) evinces the capacity of the candidate for critical examination and judgment;

(iii) is satisfactory so far as its literary presentation is concerned; and

(iv) is suitable for publication as a thesis approved for the degree of Doctor of Philosophy of the University of Allahabad.

(B) That the thesis submitted by the candidate deserves to be re-submitted in a revised form.

(C) That the thesis submitted by the candidate deserves to be rejected without further assessment.

**PART II**

*(Concise statement of the examiner or examiners on the grounds for the report recorded in Part I).*

**PART III**

I/We recommend —

*[Strike out two from amongst (a), (b) and (c)]*

(a) That the thesis be approved for the degree of Doctor of Philosophy, subject to the recommendation of the *viva voce* examiners.

(b) That the candidate be required to re-submit his thesis in a revised form, within the prescribed period, after the communication to him of the lines on which the revision of his thesis is recommended.

(c) That the thesis be rejected without further assessment, and the degree of Doctor of Philosophy be not conferred on the candidate.

.....

Examiner/Examiners of the Thesis

***SCHEDULE III***

*(See sub-clause (a) of clause 10)*

**UNIVERSITY OF ALLAHABAD**

***REPORT OF THE VIVA VOCE EXAMINERS OF THE CANDIDATE FOR THE D. PHIL. DEGREE***

Report of the viva voce Examiners of the D. Phil. candidate

1. Name of the candidate: .....

2. Academic unit of the enrolment of the candidate for the D. Phil. degree:

The Department of ..... under the Faculty of .....

*or*

The Centre of ..... under the University Institute named .....

*or*

The independent Centre named .....

*or*

The School named .....

*or*

The Constituent Institute named .....

3. Title of the thesis submitted by the candidate: .....

.....

**PART I**

We have read the thesis for the degree of Doctor of Philosophy submitted by the candidate named above on the topic set out above and perused the reports of the other examiner or examiners of the said thesis, and have examined the said candidate *viva voce*, and have to report:

*[Strike out either (A) or (B)]*

(A) That we are satisfied that the candidate —

(i) is well acquainted with the literature on the subject;

(ii) evinces a good understanding of the topic of his research and the thesis is genuinely his own work; and

(iii) has an appropriate comprehension of the broad field of his study.

(B) That the candidate has not satisfied us —

*[Strike out whichever is inapplicable from amongst (i), (ii), (iii) and (iv)]*

(i) that he is well acquainted with the literature on the subject.

(ii) in respect of the basis of one or more of the conclusions he has drawn from the investigations reported in the thesis.

(iii) as to the originality of one or more parts of the thesis.

(iv) *[state any other ground that merits reporting]* .....

**PART II**

*(Concise statement of the examiners on the grounds for the report recorded in Part I).*

**PART III**

We recommend —

*[Strike out two from amongst (a), (b) and (c)]*

(a) That the degree of Doctor of Philosophy be conferred on the candidate.

(b) That the degree of Doctor of Philosophy be not conferred on the candidate for the time being, and he be required to re-appear at the *viva voce* examination within the prescribed period.

(c) That the degree of Doctor of Philosophy be not conferred on the candidate for the time being, and the other examiners be requested to reconsider their reports on the thesis in view of the grounds recorded in **Part II** of this Report.

.....

*Viva voce* Examiners

## ORDINANCE LVII: THE MASTER OF PHILOSOPHY PROGRAMME

*(Under clause (d) of sub-section (1) of Section 29)*

### ORDINANCE

The Master of Philosophy programme

1. The detailed provisions for the degree of Master of Philosophy (M. Phil.) shall be prescribed by the Executive Council, on the recommendation of the Academic Council, by Regulations:

Provided that all matters relating to the M. Phil. programme being offered in an academic unit, as specified in sub-clause (b) of clause 1 of Ordinance LV, from before the commencement of this Ordinance, shall, pending the prescription of such Regulations, be determined by the provisions in force in that regard on the date immediately before such commencement.

## ORDINANCE LVIII: THE DEGREES OF DOCTOR OF LETTERS, DOCTOR OF SCIENCE AND DOCTOR OF LAWS

*(Under clause (d) of sub-section (1) of Section 29)*

### ORDINANCE

The degrees of Doctor of Letters, Doctor of Science and Doctor of Laws

1. The detailed provisions for the degrees of Doctor of Letters (D. Litt.), Doctor of Science (D. Sc.) and Doctor of Laws (LL. D) shall be prescribed by the Executive Council, on the recommendation of the Academic Council, by Regulations.

2. (a) The Ordinances governing the degrees referred to in clause 1, as on the date immediately preceding the commencement of this Ordinance (hereafter in this clause referred to as the "earlier Ordinances"), shall stand repealed upon such commencement, except in respect of the candidates whose respective admissions to the research degree programmes for the said degrees under the earlier Ordinances, had duly been approved by the Academic Council on or before the said date.

(b) The candidates, referred to in sub-clause (a), shall, subject to the provisions of sub-clause (c), continue to be governed by the provisions of the earlier Ordinances, notwithstanding the repeal thereof, and the Executive Council shall have power to make such amendments and modifications in the same as may be recommended by the Academic Council.

(c) The candidates, referred to in sub-clause (a), shall be required to submit their respective theses for the degrees concerned not later than the last day of the academic year 2009-10, or the academic year in which they have completed seven years from the date of enrolment in the concerned research degree programme, whichever is earlier:

Provided that where any such candidate has completed the said period of seven years after the date of the commencement of the Act, but not before the said date, he may be permitted by the Academic Council to submit the thesis for the degree, for which he was enrolled, on a date not later than March 31, 2008.

## ORDINANCE LIX: THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS, MEDALS AND PRIZES

*(Under clause (f) of sub-section (1) of Ordinance 29)*

### ORDINANCE

The Award of fellowships, scholarships, studentships, medals and prizes

1. (a) The provisions in respect of the institution, and the conditions for the award, of Fellowships, Scholarships, Studentships, Medals and Prizes, shall be laid down by the Executive Council, on the recommendation of the Academic Council, by Regulations.

(b) Pending the framing of the Regulations referred to in sub-clause (a), the rules and procedures in that regard, as on the date immediately preceding the commencement of this Ordinance, shall continue to apply, subject to such modifications thereof by the Vice-Chancellor as may appear to him to be necessary or expedient, or as may be required in order to render them consistent with the provisions of the Statutes and the Ordinances.

(c) All modifications made by the Vice-Chancellor, under the provisions of sub-clause (b), shall be reported to the Finance Committee, the Academic Council and the Executive Council.

2. (a) The Fellowships and other stipendiary assignments awarded by the University Grants Commission, and other funding agencies, shall be governed by the terms and conditions of such awards.

(b) Students of research degree programmes, who are in receipt of Fellowships and other stipendiary assignments awarded by the University Grants Commission or other funding agencies, or any such stipendiary assignment awarded by the University, may be required to assist, without any allowance or honorarium, in the tutorial and other instructional work of the academic unit where they are enrolled as such.

## *CHAPTER X: EXAMINATIONS*

## ORDINANCE LX: THE ORGANISATION AND CONDUCT OF EXAMINATIONS

*(Under clauses (ii) and (ix) of Section 7, clauses (d), (e), (g) and (k) of sub-section (1) of Section 29, and clauses (1) and (2) of Statute 21)*

### ORDINANCE

The organisation and conduct of Examinations

1. (a) There shall be an Examinations Committee of the University, which shall, subject to the provisions of the Statutes and the Ordinances —

(i) generally regulate the organisation and conduct of the examinations of the University;

(ii) lay down the arrangements and operational procedures for such examinations;

(iii) consider issues and cases relating to examination rules, and their observance by the persons associated with the examinations and the candidates appearing for the same; and

(iv) determine other matters relevant to the functions specified in serial numbers (i), (ii) and (iii).

(b) The Examinations Committee shall, from time to time, review the results of University examinations and submit reports thereon to the Academic Council, and also

make recommendations to the Academic Council for the improvement of the examination system.

(c) The Examinations Committee shall give due attention to the decisions and recommendations of the Academic Council in respect of such matters, connected with the examinations of the University, as are assigned to the jurisdiction of the Academic Council.

(d) The Examinations Committee shall offer advice to the authorities of the University on matters that may be referred by them, and shall perform such other functions as may be assigned to it by the Ordinances or, from time to time, by Executive Council or the Academic Council.

(e) The authority of the Examinations Committee, in respect of courses of study in any Constituent College with autonomous status that are covered by its additional privileges under such status, shall be in accordance with the provisions of Ordinance XXXVI.

2. (a) The constitution of the Examinations Committee shall be as follows —

(i) the Vice-Chancellor (Chairperson);

(ii) the Pro-Vice-Chancellor or, where there is no Pro-Vice-Chancellor, a Professor of the University nominated by the Vice-Chancellor, for such period as he may determine;

(iii) the Deans of the Faculties;

(iv) one Director or Head, from amongst the Directors of University Institutes, other than the Institute of Correspondence Courses and Continuing Education, and the Heads of independent Centres, by rotation in the numerical order of the specific Ordinances governing such University Institutes and independent Centres, for a term of two years;

(v) one Professor of the University, nominated by the Vice-Chancellor for a term of two years;

(vi) one Director, from amongst the Directors of Constituent Institutes, by rotation in the order of seniority as such Directors, for a term of two years; and

(vii) one Principal, from amongst the Principals of Constituent Colleges, by rotation in the order of seniority as such Principals, for a term of two years.

(b) The Controller of Examinations, appointed in accordance with the provisions of clause 4, shall *ex officio* be the Secretary of the Examinations Committee, but shall not be deemed to be a member thereof.

3. (a) The following matters relating to the functions assigned to the Examinations Committee by sub-clause (a) of clause 1, shall be determined by rules, or executed in accordance with procedures, laid down, from time to time, by the Executive Council, on the recommendations of the Examinations Committee, by Regulations or Rules, which shall be consistent with the provisions in that regard, if any, in the specific Ordinances and Regulations for the courses of study concerned, or in Ordinance LXI, or in other relevant Ordinances and Regulations —

(i) the appointment and removal of the Paper-setters and other examiners, including Boards of Examiners, for different courses of study, subject to such provisions as may be laid down, in that regard, by the Ordinances or Regulations governing such courses of study;

(ii) the conditions for the enrolment of candidates for, and their admission to, the examinations of the courses of study, and for their re-admission to such examinations as ex-students, including the maximum number of

opportunities that may be availed of for such re-admission;

(iii) the conditions for the enrolment of candidates, classified as Teacher Candidates, and their admission to the examinations of the University to which such candidates are eligible to be admitted, further to the provisions of Ordinance LXI in this regard;

(iv) the organisation and conduct of, and the conditions for appearing for Second Examinations, i. e. examinations organised, in specified classes of cases, to provide opportunity to candidates to improve their performance in the original examinations;

(v) the assignment of duties related with different aspects of the organisation and conduct of examinations, including work of a confidential nature, to the teaching and other staff of the University, including the institutions maintained by it, and of the institutions admitted to its privileges, and other persons;

(vi) the determination of the schedule, and the preparation, moderation, printing and security of the question Papers, for the examinations for different courses of study, the recording of the attendance of the candidates at the examination, the evaluation of the answer-books, and the preparation and declaration of the results, in accordance with the prescribed scheme of the classification of results, for the same;

(vii) the allocation of Roll Numbers and the issuance of Admission Cards for the examination to the candidates, the conditions and procedure for the withholding of such Admission Cards by the office of the Controller of Examinations or the office or functionary assigned the responsibility for the delivery of same to the candidates;

(viii) the award of grace marks to candidates, in the case of courses of study for which such award is provided for, and for the scrutiny of the answer-books of the examinations, in respect of the marks awarded by the examiners to the answers and the total of such marks as recorded therein;

(ix) the cases relating to the use of unfair means by candidates for the examinations, including the facilitation of such use by other students, including ex-students, of the University and the institutions maintained by it or admitted to its privileges, and to —

(1) disorderly conduct during examinations; and

(2) the causing of, or participation in, disturbances in examination halls and centres and the precincts where such examinations are to be, or are being, conducted,

by such candidates or other such students;

(x) the preparation and issue, to the candidates for the examinations for different courses of study, their statements of marks, transcripts of academic records, degrees, Diplomas, Certificates of Proficiency and Special Certificates; and

(xi) matters, other than those specified in serial numbers (i) to (x), that are assigned to the Examinations Committee under the provisions of sub-clause (a) of clause 1 or by the Ordinances.

[7] (b) The first Regulations or Rules, as the case may be, in respect of the matters referred to in sub-clause (a), shall be laid down by the Vice-Chancellor, on the basis, or by adaptation in a manner consistent with the provisions of the Statutes and the Ordinances, of the provisions in force in that regard immediately before the commencement of this Ordinance, or *ab initio*, and shall be reported to the Examinations Committee and the Executive Council, and may be revised from time to time in the manner specified in sub-clause (a).

(c) The Examinations Committee may appoint such number of Committees as it thinks fit, and in particular may delegate to one or more Committees, comprising one or more persons, the power to deal with, and decide, in accordance with the provisions of the Regulations or Rules relating to the matters specified in serial number (ix) of sub-clause (a).

(d) Notwithstanding any other provision of the Ordinances, it shall be lawful for the Examinations Committee, either itself or, as the case may be, on the recommendations of a Committee to whom it has delegated its powers in that regard under the provisions of sub-clause (c), to cancel the result of a candidate or other student charged with the use of unfair means, or with disorderly conduct, or for causing or participating in disturbances, as specified in the said sub-clause (c), for the examination in respect of which he has so been charged, and also, in appropriate cases, to debar him from all, or specified, future examinations of the University if, in its opinion, such examinee is guilty as charged or for a lesser offence:

Provided that where a student charged with such disorderly conduct, or with causing such disturbances, is not a candidate for the examination concerned, the recommendations of the Examinations Committee, or such Committee, for disciplinary action against him shall be forwarded by the Controller of Examinations to the Proctor, in the case of the University, including an institution maintained by it, or to the Principal or Director, as the case may be, in the case of an institution admitted to the privileges of the University, and the action taken by the Proctor, or such Principal or Director, in pursuance of such recommendations, shall be reported by him to the Controller of Examinations for being placed before the Examinations Committee.

(e) The Vice-Chancellor may, where authorised by the Examinations Committee for the purpose, or where expedient or necessary, approve the appointment of Paper-setters and other examiners, including Boards of Examiners, after such scrutiny as he may deem appropriate, of the recommendations, in that regard, of the Boards of Studies, in the case of subjects assigned to Departments or Faculties, or of bodies empowered in that regard by the Ordinances and Regulations concerned, in the case of institutions maintained by or admitted to the privileges of the University, and all such actions shall be reported to the Examinations Committee.

(f) The Vice-Chancellor may, for good and sufficient cause, or after considering the recommendations, in that regard, of the relevant bodies referred to in sub-clause (c), or of the Executive Council, approve the removal of any Paper-setter or examiner, including any Board of Examiners or any member of such Board, and all such actions shall be reported to the Examinations Committee.

(g) The provisions relating to the distribution of marks between different components of the examination, the minimum marks, if any, required to be scored by candidates in such components, or on the aggregate of all such components, or both, internal and continuous assessment, re-appearance at the examination of one or more of such components, the scaling of the marks obtained in any such component, the moderation of results, and the conditions for re-admission to the examination, shall be as prescribed by the Ordinance and Regulations for the course of study concerned.

(h) Where any person, who has been assigned work or duties in connection with the examinations of the University, fails to perform the assigned work or duties with integrity, or to maintain confidentiality in that regard in cases where such confidentiality is enjoined, or otherwise acts in contravention, disregard or violation of the rules governing the examinations, the Examinations Committee shall have the power to impose, on the concerned person, such penalty or sanctions as it may deem appropriate:

Provided that where such person is an employee of the University, including institutions maintained by it, or of institutions admitted to the privileges of the

University, the Examinations Committee may also, in relevant cases, recommend, to the authorities, bodies or functionaries, competent in this regard under the provisions of the Act, the Statutes or the Ordinances, the institution of proceedings against him for misconduct.

(i) The remuneration, allowances or honoraria for various duties performed, and the dues admissible for different categories of arrangements, in connection with the examinations, and the fees and other charges payable by the students, ex-students and other candidates for various purposes in respect thereof, shall be as approved, from time to time, by the Executive Council:

Provided that the travelling and other allowances admissible to examiners, and to teachers and other staff for duties performed in connection with the examinations, shall be as laid down, from time to time, by the Executive Council.

(j) The format and contents of the statements of marks, transcripts of academic records, and the degrees, Diplomas, Certificates of Proficiency and Special Certificates, and of other authoritative documents, shall be as approved by the Executive Council, from time to time, on the recommendations of the Examinations Committee.

4. (a) The Controller of Examinations shall be a whole-time salaried functionary of the University, and shall be appointed by the Executive Council, by selection, after Advertisement in the manner laid down for the post of Registrar.

(b) The qualifications, constitution of the Selection Committee, and appointment procedure for the post of Controller of Examinations (including the discretionary powers of the Selection Committee) shall be the same as prescribed for the post of Registrar.

(c) The Controller of Examinations shall be appointed, for a term of five years, on the same scale of pay as the Registrar, or such other scale of pay as may be approved by the University Grants Commission, and shall be eligible for re-appointment.

(d) The Controller of Examinations shall be entitled to leave, leave-salary, allowances, provident fund and other benefits as prescribed by the University from time to time for the administrative staff of the University.

(e) The University shall provide the Controller of Examinations with unfurnished residential accommodation for which rent or licence fee shall be payable at the usual rate:

Provided that a person already serving this University shall, upon appointment as the Controller of Examinations, be entitled to retain such residential accommodation of the University as he may lawfully be a licensee of at the time of such appointment, on the rate of rent admissible for the same.

(f) The Controller of Examinations shall retire on attaining the age of sixty-two years.

(g) The Controller of Examinations shall work under the administrative supervision and disciplinary control of the Vice-Chancellor, and shall perform the functions and duties specified in clause 5:

Provided that with reference to the provisions of sub-clause (e) of clause (7) of Statute 6, the said functions, insofar as they relate to arranging for, and superintending, the examinations of the University, shall be performed on behalf of the Registrar, in the manner determined by the Vice-Chancellor.

(h) A person already serving this University shall, upon appointment as the Controller of Examinations, be entitled to maintain lien, seniority, annual increments and privileges of leave and terminal benefits on his substantive post for the duration of his

term of office as Controller of Examinations:

Provided that an employee of any other University (i. e. a University other than this University), including any institution maintained by or admitted to the privileges thereof, or of any institution admitted to the privileges of this University, or an employee of the Central Government of any institution of higher education maintained by the Central Government, appointed as the Controller of Examinations shall be governed by the standard terms of deputation prescribed by the Central Government.

(i) Subject to the provisions of sub-clause (h), the terms and conditions of service of the Controller of Examinations shall be such as may be prescribed by, or under, this clause, and shall include the terms and conditions embodied in the written contract, in the form set out in the SCHEDULE to this Ordinance, to be entered by him with the University:

Provided that, where the Controller of Examinations has been appointed on deputation from his parent organisation or service, the conditions and benefits governing his deputation, to the extent that the same are not inconsistent with the rules of the Central Government in this regard, shall stand incorporated in the said contract.

(j) In case the office of the Controller of Examinations is vacant or he is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the said duties shall be performed (in addition to his own duties) by an officer or Professor of the University nominated by the Vice-Chancellor, for such period as he may specify.

5. (a) Subject to the superintendence of the Examinations Committee, the Controller of Examinations shall conduct the examinations and make all other arrangements therefor and be responsible for the due execution of all processes connected therewith, in accordance with the provisions of the Rules and the procedures referred to is sub-clause (a) of clause 3.

(b) The Controller of Examinations shall, subject to the provisions of this Ordinance —

(i) be responsible for the due custody of the records pertaining to his work;

(ii) issue, under the directions of the Vice-Chancellor, the notices for meetings of the Examinations Committee, place before such meetings all information necessary for the transaction of their business, and maintain their proceedings, and conduct the correspondence of the Examination Committee;

(iii) convene the meetings of the Committees appointed by the Examinations Committee, provide them with the necessary information and records, and place their recommendations before the Examinations Committee;

(iv) announce the schedules for the examinations of the University for different courses of study, and arrange for the preparation and moderation of the question Papers, and be responsible for the security thereof, and for the preparation and declaration of the results for the said examinations:

Provided that the arrangements for the printing of the question Papers shall be such as may be directed by the Vice-Chancellor;

(v) call from any office of the University, including the institutions maintained by it, and of the institutions admitted to the privileges of the University, any such information or returns that he may consider necessary for the performance of his duties;

(vi) exercise administrative supervision over the employees working under him, and seek explanation from any subordinate employee of the University, including institutions maintained by it, and of institutions admitted to the

privileges of the University, in respect of any duty assigned to, or required to be performed by, such employee in connection with the organisation and conduct of the examinations of the University, or pertaining to the responsibilities of the Controller of Examinations, and suggest, to the appropriate authorities, disciplinary action against the persons at fault; and

(vii) perform such other functions as may be prescribed by the Ordinances, and as may be assigned from time to time by the Executive Council, the Examinations Committee and the Vice-Chancellor.

## *THE SCHEDULE TO ORDINANCE LX*

*(See sub-clause (i) of clause 4)*

## FORM OF AGREEMENT (CONTRACT OF SERVICE) WITH THE CONTROLLER OF EXAMINATIONS OF THE UNIVERSITY

Form of Agreement with the Controller of Examinations

AGREEMENT MADE this ..... day of the Month of ..... in the Year .....

between

Dr/Sri/Smt./Km....., of the first part

(hereinafter called 'the Controller of Examinations')

and

the UNIVERSITY OF ALLAHABAD, of the other part

(hereinafter called 'the University'):

WHEREAS, in accordance with the provisions of the University of Allahabad Act, 2005 (hereinafter called "the Act"), and the Statutes, the Ordinances and the Regulations made thereunder (hereinafter called "the "the Statutes", "the Ordinances" and "the Regulations", respectively),

Dr/Sri/Srimati/Km. .....

has been appointed by the University to the post of Controller of Examinations of the University, with effect from the date he/she takes charge of the duties of the said post, for a term of five years, whereafter he may be re-appointed to the post, under the provisions of sub-clause (b) to clause 4 of Ordinance LX of the Ordinances, and the Controller of Examinations has accepted the said appointment,

IT IS HEREBY AGREED as follows —

1. That the Controller of Examinations hereby undertakes to exercise the powers assigned to him/her by the provisions of the Act, the Statutes, the Ordinances and the Regulations, as amended from time to time, in accordance with the conditions laid down for such exercise by the said provisions, and to perform and fulfil such functions and duties in, and for, the University, as may be required of, or entrusted to, him/her, under the said provisions and also under the rules made, or directions issued, from time to time, by the authorities of the University in matters in respect of which they are empowered, by the provisions, to make such rules or issue such directions:

PROVIDED that the Controller of Examinations shall be on probation for a period of one year in the first instance and the Executive Council of the University may in its discretion extend such period of probation by one year:

PROVIDED FURTHER that the Controller of Examinations shall be bound by such terms and conditions of service, and shall be entitled to such benefits in respect of pay, allowances, leave and other facilities and incidents of service, and to such terminal benefits, as laid down by or under the said provisions, and shall retire in accordance with the said provisions:

PROVIDED ALSO that in respect of any matter which has not been provided for in this Agreement, the Controller of Examinations shall be governed by the said provisions and, where any such matter has also not been provided for in the said provisions, by the rules of the Central Government for the time being in force.

2. That the scale of pay attached to the post to which the Controller of Examinations is appointed shall be Rs ....., as revised by the competent authority from time to time, along with such allowances as may be admissible from time to time in accordance with the rules of the University, and the Controller of Examinations shall, from the date he/she takes charge of his/her duties, as aforesaid, be granted pay at the rate of Rs ..... *per mensem* in the said scale of pay and shall receive pay in the succeeding stages in such scale, unless the annual increment is withheld in pursuance of the provisions of the Act, the Statutes, the Ordinances and the Regulations, as amended from time to time:

PROVIDED THAT where the Controller of Examinations has been appointed as such on deputation from the post held by immediately before joining the post of Controller of Examinations, or from the cadre or service of which he is a member, he shall be paid, for joining the University, such travelling expenses as admissible to an officer of the Central Government of equivalent rank under the relevant Rules of the said Government, deeming his/her appointment as on transfer in the public interest.

3. That the Controller of Examinations hereby undertakes to submit himself/herself to the Vice-Chancellor of the University, and to such other officer or officers under whom he/she may, for the time being, be placed by the Vice-Chancellor or the authorities of the University, in accordance with the provisions of the Act, the Statutes, the Ordinances and the Regulations, and shall obey, and to the best of his/her ability carry out, the lawful directions of any officer, authority or body of the University, to the authority whereof he/she is, while this Agreement is in force, subject, under the said provisions.

4. That the Controller of Examinations hereby undertakes to abide by and conform to the rules of conduct, as amended from time to time, laid down for salaried officers or administrative staff by the Statutes, the Ordinances and the Regulations, and any information obtained by him/her during or in connection with his/her service and the work upon which he/she is engaged shall be treated as secret and confidential and he/she shall be deemed in all respects to be subject to the Indian Officials Secrets Act, 1923, as amended from time to time.

5. That on the termination of this Agreement for whatever cause, the

Controller of Examinations shall deliver up to the University all records, property and other goods and articles belonging to the University that may be in his possession.

6. That the mutual rights and obligations of the parties hereto shall, in all matters, be governed by the provisions of the Act, the Statutes, the Ordinances and the Regulations, for the time being in force, which shall be deemed to be incorporated herein and shall be as such a part of this Agreement as if they were reproduced herein.

IN AFFIRMATION WHEREOF the parties hereto affix their hands, and the party of the other part also affixes his seal, to this Agreement, on the day and year first above written, and deliver the same, in the presence of the witnesses who have affixed their signatures hereinbelow.

| | |
|---|---|
| *Signature of the Registrar on behalf of the University* | *Signature of the Controller of Examinations* |
| Witness No. 1: | Witness No. 2: |
| *Signature* | *Signature* |
| Name: ..... | Name: ..... |
| Address: ..... | Address: ..... |
| ..... | ..... |
| ..... | ..... |

IndiaCode

## ORDINANCE LXI: GENERAL PROVISIONS ON EXAMINATIONS

*(Under clauses (ii) of Section 7 and clauses (d), (e) and (g) of sub-section (1) of Section 29)*

### ORDINANCE

General provisions on Examinations

1. (a) No person shall be entitled to be admitted to an examination of the University for a course of study, including an examination for any Part, Year or Semester thereof, except if he —

(i) has duly been admitted, or, in the case of courses of study with provision for re-admission of specified categories of students, duly been re-admitted, to the course of study concerned, or, in the case of a course of study extending over more than one academic year or one Semester, to the concerned Part, Year or Semester thereof, at the University, including an institution maintained by it, or at an institution admitted to the privileges of the University that is authorised to offer such course of study;

(ii) is duly enrolled at the University or such institution, for the said course of study, or for the concerned Part, Year or Semester thereof, as the case may be; and

(iii) has fulfilled the following other conditions —

(1) he is regularly enrolled as a member of the University, and such membership has not been suspended, on disciplinary or other grounds, by the competent functionary of the University, or of such institution,

or where such membership is so suspended, the Examinations Committee has, on the recommendation made, in accordance with the rules applicable in that regard, by such functionary, provisionally permitted him to appear for the concerned examination during such suspension;

(2) he has completed the minimum prescribed attendance and other curricular requirements, including participation in tests, project work and practical and field-work assignments, submission of reports, obligatory co-curricular programmes, etc., for the course of study, or the concerned Part, Year or Semester thereof, and has duly cleared the earlier examinations that are required to be cleared, under the provisions governing such course of study, in order to be eligible to appear for the examination;

(3) he has paid in full the prescribed fees and other dues, chargeable for the course of study and for the examination, and for membership of any Hostel, and has returned all such books, apparatus and other material things as were issued to him by the University, or the institution concerned, and by units as the National Cadet Corps, the National Service Scheme, etc., as are required to be returned before the commencement of the examination, and has paid;

(4) he has submitted the application on the prescribed form, or such other information in the manner required, through the authorised channel, to the office of the Controller of Examinations, for permission to appear for the concerned examination, and has been allocated the Roll Number and issued, through the office or functionary specified in the Regulations or Rules in the case of students enrolled at the University, or through institution concerned, in the case of students enrolled at an institution maintained by, or admitted to the privileges of the University, the Admission Card for the same; and

(5) he is not disqualified under other conditions specified in the Regulations or Rules in respect of the conditions for admission to the examination, and is not subject to any other proscription for appearing at the same.

(b) A person who, after duly having been granted permission to appear for an examination for a course of study, upon fulfilment of the conditions and requirements specified in sub-clause (a), failed such examination, or did not, for a valid cause appear for the same, and was not eligible to appear for the concerned Second Examination, or did not pass the examination after appearing for the Second Examination, shall not be granted permission for re-admission to the examination concerned as an ex-student in a subsequent academic year, except if —

(i) he has maintained his enrolment as a member of the University for the said subsequent academic year, in accordance with the provisions in that regard;

(ii) he has discharged in full all fees and other charges that are payable, and no material thing, as specified in item (3) of serial number (iii) of sub-clause (a), is outstanding on him, prior to the grant of such permission;

(iii) he has participated in, and fulfilled the requirements of attendance for, such curricular schedules, as may be prescribed for candidates seeking to re-appear at the examination as ex-students, under the provisions governing the course of study concerned;

(iv) where, in the case of a course of study for a graduate degree, there is provision for change of one subject, or of one Group of Papers, by a candidate eligible to be re-admitted to the examination as an ex-student, and the candidate has duly been permitted such change, he has fulfilled the requirements for enrolment as a non-regular student and completed the

minimum prescribed attendance and other curricular requirements in the new subject or Group of Papers;

(v) he is not under any disciplinary prohibition or other proscription in respect of the grant of such permission:

(vi) he has not exhausted the number of attempts, or the maximum duration, in terms of academic years or Semesters, as the case may be, for eligibility for such re-admission to the examination as an ex-student;

(vii) he is not enrolled in any course of study and is appearing for any other examination as a regular candidate or an ex-student, in the academic year, or Semester, concerned;

(viii) he has submitted the application on the prescribed form, or such other information in the manner required, through the authorised channel, to the office of the Controller of Examinations, for permission to be re-admitted to the concerned examination as an ex-student, and has been allocated the Roll Number and issued the Admission Card, through the office or functionary specified in the Regulations or Rules in the case of ex-students enrolled at the University, or through institution concerned, in the case of ex-students enrolled at an institution maintained by, or admitted to the privileges of the University, for the same; and

(ix) he is not disqualified under any other condition specified in the Regulations or Rules in respect of the conditions for re-admission to the examination as an ex-student, and is not subject to any other proscription for appearing at the same.

(c) In the case of a student, or ex-student, of the Institute of Correspondence courses and Continuing Education, the reference to minimum prescribed attendance and other curricular requirements, in item (2) of serial number (iii) of sub-clause (a) and in serial number (iv) of sub-clause (b), shall mean attendance at obligatory contact programmes and the submission of obligatory assignments and response-sheets, as required by the provisions governing the courses of study thereat.

(d) A candidate who does not appear for an examination, for any cause whatsoever, shall not be entitled to claim refund of the fees paid by him.

2. (a) A person, who is in service as a teacher on whole-time basis in this University, including an institution maintained by it, or in an institution admitted to the privileges of this University, or in an educational institution, situated within the territorial jurisdiction of the University, that is recognised by the Board of High School and Intermediate Education, Uttar Pradesh, or the Central Board of Secondary Education, or a similar Board, having All-India jurisdiction, empowered to grant recognition to educational institutions in Uttar Pradesh, or by the concerned Directorate of Education of Uttar Pradesh or the concerned Department or Directorate of the Central Government, or may, upon fulfilment of the other conditions, as laid in sub-clause (b), apply for admission to the Post-graduate examination of the University, for a degree, and a subject thereunder, specified by the Examinations Committee in accordance with the provisions of sub-clause (c), as a Teacher Candidate.

(b) The other conditions referred to in sub-clause (a) shall be as follows —

(i) the required service on whole-time basis is of a continuous period of not less than two years, whether in the same institution or in more than one such institution;

(ii) where the teacher concerned holds a graduate degree of this University, a period of not less than three years has elapsed from the year of award of such graduate degree, or holds a graduate and a Post-graduate degree of this University, a period of not less than five years has elapsed from the year of award of such graduate degree, or a period of not less than two years has

elapsed from the year of award of such Post-graduate degree, whichever is later;

(iii) the teacher concerned has been permitted, in writing, by the Vice-Chancellor, in the case of a teacher of this University, or by the governing body (by whichever designation it may be styled) of the institution concerned in other cases, to apply for admission to the examination concerned as a Teacher Candidate, and where such institution is of pre-Secondary level, such permission has been endorsed by the District Inspector of Schools;

(iv) the teacher concerned has submitted an application for admission to the examination concerned, to the Controller of Examinations, on the form prescribed for the purpose, within a period of two months of the commencement of the academic year concerned, and has remitted therewith, in the manner prescribed, the fees and other dues payable in that regard, including the fees for enrolment as a member of the University, and has appended the written permission, referred to in serial number (iii), with such application;

(v) the application, referred to in serial number (iv), bears a signed declaration, to the effect that the teacher concerned is not concurrently enrolled, as a regular, non-collegiate or distance education student, for any degree programme of any University, and shall not appear in any examination, other than the examination applied for, in the academic year concerned;

(vi) the teacher concerned has passed the final graduate examination of this University with the subject to the examination of which admission is sought as a Teacher Candidate;

(vii) the teacher concerned fulfils the academic requirements, as prescribed for the academic year concerned, for regular admission to the concerned subject, with marks in the subject at the graduate level within the range of the order of merit of the candidates regularly admitted to the concerned subject in the said academic year.

(c) The Post-graduate degrees, and the subjects thereunder, in respect of which permission for admission to the examination as a Teacher Candidate may be granted, under the provisions of this clause, shall, subject to the stipulations set out in sub-clauses (d), (e), (f) and (g), be as follows —

(i) M. A., except in a subject for which proficiency or engagement is prescribed, whether at the Previous or the Final Examination, in one or more core or compulsory Papers, in practical work, field-work, field explorations or test administration or requires regular class-work under an instructor;

Provided that in the case of a subject, in which such permission may be granted, a Teacher Candidate shall not be eligible to appear, whether for the Previous or the Final examination, with an Elective or optional Paper that requires proficiency or engagement in practical work or field-work;

(ii) M. Com., except with any elective or optional Paper, whether at the Previous or the Final Examination, that requires proficiency or engagement in practical work or field-work; and

(iii) M. Sc. in Mathematics, except with any elective or optional Paper, whether at the Previous or the Final Examination, that requires proficiency or engagement in practical work or field-work.

(d) A Teacher Candidate shall not be permitted to offer, whether at the Previous or the Final Examination for the subject concerned, any elective or optional Paper, except if teaching is offered for the same to the regular students in the academic year concerned.

(e) The Controller of Examinations shall, upon receiving the application referred to in

serial number (iv) of sub-clause (b), refer the same to the Head of the concerned Department, for certifying that the candidate fulfils the requirements of serial number (vii) of the said sub-clause (b), and the elective or optional Papers proposed to be offered, are not subject to the restrictions laid down in serial number (i), or (ii), or (iii). of sub-clause (d), and in sub-clause (d), and upon such certification by the Head, the application shall be placed before the Academic Council for decision, and where the Academic Council grants the application, the Teacher Candidate concerned shall be allocated the Roll Number and issued with the Admission Card for the Previous examination of the subject for the same academic year.

(f) A Teacher Candidate, who passes the Previous examination of the subject concerned, shall submit, within one month of the declaration of the result thereof, an application to the Controller of Examinations, on the form prescribed for the purpose, with remittance of the fees and dues for the heads, and in the manner, laid down in the case of the Previous Examination, for appearing as a Teacher Candidate for the immediately ensuing Final Examination, and upon the certification of the Head of the concerned Department that the and the elective or optional Papers proposed to be offered for the Final Examination are not subject to the restrictions laid down in serial number (i), or (ii), or (iii), of sub-clause (d), and in sub-clause (d), the Roll Number shall be allocated and the Admission Card issued to the candidate for the Final examination.

(g) A Teacher Candidate may, subject to the provisions of serial number (vi) of sub-clause (b) of clause 1, be granted re-admission to the Previous or the Final Examination as an ex-student.

3. (a) Permission to appear at a University examination may be withdrawn before, or during the course of, the examination for conduct which, in the opinion of the Vice-Chancellor, justifies the exclusion of the candidate from the examination.

(b) Where there are outstanding dues on the candidate, on account of fees, or other charges, including Hostel dues and charges, or the candidate has not returned all such books, apparatus and other material things as were issued to him by the University, or the institution at which he is enrolled, or by units as the National Cadet Corps, the National Service Scheme, etc., the Vice-Chancellor may, on the request in writing of the functionary competent in that regard, direct that the result of the candidate for any University examination be withheld, pending the discharge of such dues, or the return of such material things, by him.

(c) Notwithstanding anything contained, expressly or by implication, in this Ordinance, Ordinance LXIII or any other Ordinance, the Vice-Chancellor may, on being satisfied after such enquiry as he may deem fit —

(i) withdraw retrospectively, prior to the publication of the final result of a candidate for the examination of the course of study concerned, the permission granted to him to pursue such course of study, or to appear at the University examination for the same, or may cancel the result of the candidate for the said examination, within four months of the publication thereof, in case it comes to his notice that —

(1) the candidate was ineligible for admission to the course of study, and had wrongly been admitted thereto;

(2) the candidate was ineligible to be admitted or re-admitted to the examination, under the provisions of sub-clause (a) or (b) of clause 1, but was granted such admission or re-admission by error or under unavoidable circumstances; or

(3) there was a discrepancy in the award of marks to the candidate, or in the recording of such marks, which allowed the candidate to be erroneously declared as having passed an examination for the course

of study;

(ii) direct, within four months of the publication of the result of a candidate for the course of study concerned, the modification of such result to the disadvantage of the candidate, if it comes to his notice that there was a discrepancy in the award of marks to the candidate, or in the recording of such marks.

(d) No action, specified in sub-clause (b), shall be taken by the Vice-Chancellor except after giving an opportunity to the concerned candidate to show cause against the proposed action, and such action shall require the endorsement of the Standing Committee of the Academic Council on Examinations, subject to the approval of the Academic Council.

## *CHAPTER XI: MISCELLANEOUS MATTERS*

## ORDINANCE LXII: CONVOCATIONS AND INVESTITURES

*(Under clause (d) of Section 29(1) and Statute 32)*

### ORDINANCE

Miscellaneous matters:

Convocations and Investitures

1. (a) A Convocation for conferring degrees, including honorary degrees, that is to say degrees *Honoris Causa*, and awarding other academic distinctions (not being Diplomas, Certificates of Proficiency or Special Certificates) and special distinctions, may be held by the University not more than once in a year on such date as the Vice-Chancellor may, after consultation with the Chancellor and under intimation to the Visitor, appoint:

Provided that the Vice-Chancellor may determine the degrees, the categories of candidates to whom degrees are to be awarded, the other academic distinctions and the special distinctions that may be conferred at any Convocation:

Provided also that degrees shall not be conferred at any Convocation to candidates who may have qualified for the same as students of any distance education programme.

(b) A Special Convocation may, with the prior approval of the Chancellor, be held by the University for conferring honorary degrees and awarding special distinctions.

(c) The provisions in respect of the honorary degrees, referred to in sub-clauses (a) and (b), shall be as follows —

(i) the Degree of Doctor of Letters (D. Litt.) *Honoris Causa* may be conferred upon such persons as have contributed substantially to the advancement of Literature, Philosophy and the Arts, or any other field associated with subjects assigned to the Faculty of Arts or Commerce, or have rendered conspicuous services to the cause of education, learning, culture or social advancement;

(ii) the Degree of Doctor of Science (D. Sc.) *Honoris Causa* may be conferred upon such persons as have contributed substantially to the advancement of any branch of Science (including Medical Science) or Technology, or to the planning, organisation or development scientific and technological institutions in the country;

(iii) the Degree of Doctor of Laws (LL. D) *Honoris Causa* may be conferred upon persons who are distinguished jurists, judges, lawyers, statesmen or administrators, or who hold, or have held, high constitutional office, or have made noteworthy contribution to the public good.

2. (a) Degrees and other academic distinctions may be awarded to candidates, instead of the Convocation, at an Investiture convened for the purpose, with the approval of the Vice-Chancellor, and such Investiture may be convened separately for each Faculty, University Institute, independent Centre or School, or jointly for more than one such unit.

(b) A Local Convocation for awarding degrees, or a Local Investiture for awarding degrees and other academic distinctions, to the candidates qualifying for the same as students of any institution admitted to the privileges of the University, may be held at the institution concerned, on such date as the Principal or Director, as the case may be, may, with the prior approval of the Vice-Chancellor, appoint:

Provided that a Local Convocation may jointly be held for two or more Constituent Colleges.

3. (a) The Convocation and the Special Convocation shall consist of the persons specified in sub-section (2) of Section 4 as constituting the University, the persons on whom honorary degrees or special distinctions are to be conferred and such other person, or persons, as may be invited to address the Convocation or Special Convocation.

(b) The constitution of the Local Convocation and the procedure to be observed at the Convocations, Special Convocations and Local Convocations referred to in this Ordinance, and other matters connected therewith, including the academic dress for different categories of persons constituting the Convocation, Special Convocation or Local Convocation, and for the candidates for the degrees and other academic distinctions to be conferred thereat, shall be laid down by the Executive Council by Regulations:

Provided that the first such Regulations shall be drawn up by the Vice-Chancellor and shall be reported to the Executive Council.

(c) The guidelines for the organisation and conduct of Investitures and Local Investitures shall be laid down by the Vice-Chancellor and reported to the Executive Council.

4. (a) Where it is not found convenient to hold the Convocation under sub-clause (a) of clause 1, or an Investiture under sub-clause (a) of clause 2, or a Local Convocation or Local Investiture under sub-clause (b), of clause 2, the office authorised by the Registrar may issue the degrees and other academic distinctions, which would have been conferred or awarded thereat, to each candidate qualifying for the same, or to a representative duly authorised by such candidate, in person, or to such candidate by Registered Post.

(b) The office authorised by the Registrar may issue degrees and other academic distinctions to students of distance education programmes, and Diplomas, Certificates of Proficiency and Special Certificates to all students, qualifying for the same, or to a representative duly authorised by such student, in person, or to such students by Registered Post.

5. The fees and other charges in respect of matters relating to the issue of degrees and other academic distinctions, including the security deposit and usage charges for the academic dress provided to the candidates attending the Convocation, shall be as prescribed by the Executive Council.

## ORDINANCE LXIII: THE REGISTRATION OF GRADUATES

*(Under sub-clause (d) of clause (1) of Statute 8 and Statute 38)*

**ORDINANCE**

The registration of graduates

1. For the purposes of this Ordinance, the word "University", except where required otherwise by the context, shall mean the University and the institutions maintained by it and admitted to its privileges.

2. (a) A former student of the University, who has been admitted to any degree of the University, may, upon the lapse of one academic year after his migration from the University or the completion of his studies thereat, submit an application to the Registrar, personally or by registered post, on the Form approved for the purpose by the Executive Council, for the inclusion of his name in the Register of the Registered Graduates of the University (hereafter in this Ordinance referred to as "the Register").

(b) The application, referred to in sub-clause (a), shall be signed by the applicant himself, and shall *inter alia* bear the current professional category of the applicant, from amongst the professional categories specified in clause 5 (hereafter in this Ordinance referred to as "the professional category") and his permanent address, to which all communications from the University shall be directed, and shall be accompanied by self-attested copies of the documents required to be appended therewith, and by the fees prescribed for the purpose, from time to time, by the Executive Council:

Provided that the manner of remittance of the said fees shall be as laid down by the Executive Council.

(c) The Form referred to in sub-clause (a), and the information in respect of the documents required to be appended, as self-attested copies, therewith, and of the amount and manner of remittance of the prescribed fees, referred to in sub-clause (b), shall be displayed on the web-site of the University, and first occasion of such display, which shall be affirmed by the date thereon, shall be preceded by an advertisement to that effect in two newspapers, as determined by the Vice-Chancellor, in order to ensure wide dissemination in the country.

(d) All applications, referred to in sub-clause (a), received up to the last day of February in any academic year, shall be scrutinised by a Committee constituted by the Vice-Chancellor, which shall forward, to the Registrar ordinarily by the last day of April, and in no case beyond the last day of May, in the academic year concerned, its recommendations in respect of such of the applications as may be granted, and the Registrar shall, with the concurrence of the Vice-Chancellor, present the list of the applicants whose names have so been recommended, to the Executive Council for approval of the inclusion of such names in the Register, with effect from the first day of March in such academic year:

Provided that the applications received in any academic year after the last day of February shall be considered with the applications received by the last day of February in the ensuing academic year.

(e) The Committee, referred to in sub-clause (d), shall, in respect of the applicants not recommend by it for inclusion in the Register, distinguish the applicants who are not eligible, for the time being, for such inclusion, from the applicants who are not entitled for such inclusion altogether, and —

(i) in the former case, the applications shall be kept pending for consideration up to the time such applicants may become eligible for inclusion; and

(ii) in the latter case, the applicants concerned shall be informed of their disentitlement for inclusion, and the fees remitted by them shall be refunded after the deduction of such amount therefrom as may be determined by the

Executive Council.

(f) Upon approval by the Executive Council, under the provisions of sub-clause (d), of the names to be included in the Register, the Registrar shall cause the applicants concerned to be informed of their inclusion in the Register, and shall also prepare a Directory of the applicants enrolled as Registered Graduates in the academic year concerned, with a specific and unique alpha-numerical identifying number assigned to each of them, to be styled as the Registration Number, and the contents of the Directory and the shall be incorporated, as specified in sub-clause (g), in the Register.

(g) The Register shall contain the following particulars in respect of each Registered Graduate —

(i) his name, Registration Number, professional category and permanent address;

(ii) the degree or degrees conferred on him by the University, with the year of the award of each such degree;

(iii) the unit, that is to say the University or the institution maintained by it and admitted to its privileges, where he was enrolled for each degree refered to in serial number (ii);

(iv) the date with effect from which his name was entered in the Register;

(v) the date up to which his initial inclusion in the Register shall subsist, in accordance with the provisions of sub-clause (a) of clause 3; and

(vi) such other particulars as the Executive Council may, from time to time, direct.

(h) It shall not be lawful for a Registered Graduate to give, as his permanent address, the address of some other person, and where such fact comes to the notice of the Registrar, he shall after giving notice to the Registered Graduate concerned, place the matter, with the concurrence of the Vice-Chancellor, before the Executive Council for striking off the name of such Registered Graduate from the Register.

3. (a) The initial inclusion of any person in the Register shall be for a period of twenty years, and such inclusion may be renewed for successive periods of the same duration, in accordance with the procedure specified in sub-clause (b).

(b) The Registered Graduate may, not less than three months before the expiry of any period referred to in sub-clause (a), submit an application to the Registrar, in the manner laid down by the Executive Council, for the retention of his name in the Register for the ensuing period, and such application, if found to be in order, shall be granted by the Registrar, under intimation to the Vice-Chancellor and the Executive Council:

Provided that a person whose name stood excluded from the Register on account of not having applied in due time for such retention, may, within a period of one year of such exclusion, submit to the Registrar, in the manner laid down by the Executive Council, an application bearing his Registration Number, for the restoration of his name in the Register, and such application, if found to be in order, may granted by the Vice-Chancellor, under intimation to the Executive Council:

Provided further that the said application for retention, or restoration, of name shall also intimate any change in the permanent address and professional category of the applicant, as reported by him in his original application for enrolment as a Registered Graduate, or in his previous application for such retention or restoration.

(c) The Registered Graduate shall inform the Registrar, as soon as possible, of any change in his permanent address and his professional category, as reported in his original application for enrolment as a Registered Graduate or in any subsequent

application under sub-clause (b).

(d) The up-to-date Register shall be displayed on the web-site of the University, and a printed copy thereof may be made available to a Registered Graduate, upon a request to that effect by him, on payment of such amount as may be determined by the Executive Council for the purpose.

(e) Upon receiving authoritative information of the death of a Registered Graduate, the Registrar shall, with the concurrence of the Vice-Chancellor and under intimation to the Executive Council, strike off his name from the Register.

4. (a) The Register, as it stood immediately before the commencement of this Ordinance (hereafter in this clause referred to as "the Existing Register"), shall be publicised by the Registrar in the manner, and shall be subject to the provisions of the ensuing sub-clauses.

(b) All names entered in the Existing Register, on a date prior to September 23, 1957, shall be liable to be excluded from the Register.

(c) The provisions of sub-clause (h) of clause 2, and of sub-clause (e) of clause 3, shall also apply to the persons in the Existing Register.

(d) The Registrar shall, within a period of six months of the commencement of this Ordinance, cause the Existing Register to be displayed on the web-site of the University, specifying separately therein the names that are liable to be excluded under the provisions of sub-clause (b), and the first occasion of such display, which shall be affirmed by the date thereon, shall be preceded by an advertisement to that effect in two newspapers, as determined by the Vice-Chancellor, in order to ensure wide dissemination in the country.

(e) A person whose name is liable to be excluded from the Existing Register, under sub-clause (b), may submit, within six months from the date of the display thereof, under the provisions of sub-clause (d), an application to the Registrar, on the Form approved for the purpose by the Executive Council, for the retention of his name therein, and shall indicate in such application the changes, if any, in his permanent address and professional category, and also, with appropriate documentary support, the further degrees that may have been awarded to him by the University after his enrolment as a Registered Graduate and the year of award of each such degree.

(f) Upon the passage of six months from the date of the display of the Existing Register, under the provisions of sub-clause (d), the Registrar shall, with the concurrence of the Vice-Chancellor, finalise the Existing Register, by retaining the names of the persons not liable to be excluded therefrom, under sub-clause (c), and of those liable to be so excluded in respect of whom the applications, referred to in sub-clause (e), are found to be in order, and striking off the remaining names, and shall also appropriately modify, in relevant cases, the corresponding entries in respect of permanent address, professional category and further degrees awarded, with the year of each such award.

(g) The entries in the Existing Register, as finalised under the provisions of sub-clause (f), shall, with the concurrence of the Vice-Chancellor, be reported to the Executive Council and shall be suitably incorporated in the Register.

(h) The names incorporated in the Register, under sub-clause (g), shall be retained therein for a period of twenty years, computed from the first day of March in the academic year of the commencement of this Ordinance, and shall be governed by the other provisions of sub-clause (a), and also by the provisions of the other sub-clauses, of clause 3.

5. (a) The professional categories, for the classification of Registered Graduates under

the provisions of this Ordinance, shall be as follows —

(i) Law and Justice;
(ii) Social Service;
(iii) Education and academic professions;
(iv) Arts. Literature, Culture and Learned Professions;
(v) Agriculture and related professions;
(vi) Science (including Medical Science) and Technology;
(vii) Industry and Commerce;
(viii) Government Service, including judicial service. diplomatic service and all other branches of administrative service;
(ix) Private Service, including self-employment and consultancy services;
(x) Other professions, not specified in serial numbers (i) to (ix).

(b) Where a Registered Graduate is eligible to be classified in two or more of the professional categories specified in sub-clause (a), he shall be classified in the professional category occurring at a higher place in the said sub-clause.

6. (a) No Registered Graduate shall be eligible to be considered for co-option as a member of the Court, under the provisions of sub-clause (d) of clause (1) of Statute 8, except if his name has been borne on the Register for at least three years on June 30, preceding the date of the meeting of the Court that is co-opt the members in pursuance of the said provisions.

(b) The Court may, while co-opting members under sub-clause (d) of clause (1) of Statute 8, ordinarily not co-opt more than one Registered Graduate from one professional category.

## ORDINANCE LXIV: ADMINISTRATIVE RULES AND PROCEDURE

*(Under clause (xxii) of Section 7)*

### ORDINANCE

Administrative rules and procedure

1. (a) The rules and procedure in respect of administrative and financial matters shall be laid down by the Executive Council, by Regulations, and the Executive Council may prescribe separate sets of Regulations for different aspects of such matters.

(b) The Regulations, referred to in sub-clause (a), shall be consistent with the provisions of the Statutes and the Ordinances, and shall, in respect of such matters as relate to finances or financial management, or have financial aspects or implications, be made in consultation with the Finance Committee.

2. (a) The Governing Body of each Constituent College shall lay down the rules and procedure in respect of administrative and financial matters in the Constituent College, on the basis of the Regulations referred to in sub-clause (a) of clause 1, and such rules and procedure shall be consistent with the provisions of the Statutes and the Ordinances, and shall be reported to the Vice-Chancellor through the Registrar.

(b) The Vice-Chancellor may, after examining the rules and procedure reported to him, under the provisions of sub-clause (a), direct the Constituent College concerned to make such modifications therein as the Vice-Chancellor may specify, and the Governing Body of such Constituent College shall give effect to all such directions.

3. (a) As long as the Regulations, referred to in sub-clause (a) of clause 1, and the rules

and procedure, referred to in sub-clause (a) of clause 2, are not laid down, by the Executive Council or by the Governing Body of a Constituent College, as the case may be, the rules and procedure in force, in that regard, in the University, or the Constituent College, immediately before the commencement of this Ordinance, shall continue to apply to the extent of their consistency with the Statutes and the Ordinances.

(b) Pending the promulgation of the Regulations, referred to in sub-clause (a) of clause 1, the Vice-Chancellor may lay down the first Regulations in respect of any matter that is to be, or may be, determined by such Regulations, after consultation with the Finance Committee in respect of the matters where such consultation is required under the provisions of the said sub-clause, and each set of the first Regulations so laid down shall be reported to the Executive Council, which shall have the power to revise or modify the same.

## ORDINANCE LXV: APPOINTMENTS ON COMPASSIONATE GROUNDS

*(Under clause (xxii) of Section 7)*

### ORDINANCE

Appointments on compassionate grounds

1. For the purposes of this Ordinance —

(i) "College" means a Constituent College;

(ii) "deceased employee" means the employee who has died while in service;

(iii) "dependant", in respect of a deceased employee means —

(1) spouse, not being a divorced spouse;

(2) son;

(3) unmarried daughter; or

(4) in case the deceased employee was unmarried, such parent, brother or unmarried sister as was wholly dependent on him at the time of his death in service;

(iv) "employee" means a regularly appointed employee of the University or the College, not being an employee —

(1) continuing in the University or the College, as the case may be, on re-employment, or special assignment, after superannuation; or

(2) serving in the University or the College, as the case may be, on deputation, or on a non-substantive position or special assignment; or

(3) engaged by, or in, the University or the College, as the case may be, on contractual, short-term, fixed tenure, or other non-regular basis;

(v) "Governing Body" means the Governing Body of the College;

(vi) "Principal" means the Principal of the College.

2. (a) The Vice-Chancellor, in the case of the University, or the Governing Body, in the case of the College, may, on the recommendation of the Registrar, or of the Principal, respectively, in the circumstances and subject to the conditions specified in this Ordinance, grant appointment, in relaxation of the procedure laid down for the direct recruitment of employees of the Group C (that is to say, Class III) or Group D (that is to say, Class IV) category, whichever may be admissible, to a dependant of a deceased employee.

(b) Any appointment that may be granted to a dependant of a deceased employee, under the provisions of sub-clause (a), shall be at the discretion of the University or the College, and not in satisfaction of any right thereto, and shall be of the nature of an

*ex gratia* measure of compassion.

(c) The appointment, referred to in sub-clause (a), on compassionate grounds (hereafter in this Ordinance referred to as "the compassionate appointment") shall given to a dependant of such deceased employee as belonged to —

(i) Group D, against a post of the same Group, for which such dependant fulfils the minimum qualifications and conditions of eligibility for appointment; or

(ii) any Group other than Group D, against —

(1) a ministerial post of the lowest rank in the Group C, in case the dependant fulfils the minimum qualifications and conditions of eligibility for appointment thereto; or

(2) a post of Group D, in case the dependant does not fulfil the minimum qualifications and conditions of eligibility referred to in item (1),

and such appointment shall be subject to the provisions of sub-clauses (d) and (e).

(d) Compassionate appointments shall not be made, except up to the limit of five per cent of the approved strength of the concerned Group (that is to say, Group C or Group D), and the person selected for compassionate appointment shall be adjusted in the recruitment roster against the appropriate social category from amongst the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes and the unreserved (or general) categories:

Provided that in computing the said limit in the case of Group D, the dependants of deceased employees granted appointment to a post of the said Group, under the provisions of item (2) of serial number (ii) of sub-clause (b), shall not be taken into consideration:

Provided further that where the Registrar or the Principal, as the case may be, is satisfied that, in view of the financial distress of the family of a deceased employee, it would be appropriate to grant compassionate appointment to a dependant of the deceased employee without waiting for a vacancy to arise in the Group concerned in the context of the said limit, he may recommend that such appointment be granted a dependant, eligible for the same under the provisions of this Ordinance, on a post of such Group created on supernumerary basis, and upon the availability of such vacancy, the dependant so appointed shall be adjusted against the same and the post created on supernumerary basis shall thereupon stand abolished.

(e) Where the dependant of a deceased employee does not fulfil the minimum qualifications and conditions of eligibility for appointment to a post of Group D, the Registrar or the Principal of the College, as the case may be, may in deserving cases consider his application for compassionate appointment upon the submission by him of an undertaking to the effect that he shall, within three years of such appointment, obtain such minimum qualifications, to the satisfaction of the Registrar or the Principal, failing which the said dependant shall not be entitled to earn further increments, in the scale of pay concerned, and further benefits of career progression:

Provided that where the dependant being considered for compassionate appointment to a post of the Group D is the widow of the deceased employee, she shall be exempt from the requirement relating to educational qualifications, in case she fulfils the other conditions of eligibility for such appointment and the duties of the post can be satisfactorily performed by her without possessing such qualifications.

3. (a) The application for compassionate appointment shall, subject to the provisions of clause 2, be submitted by the dependant seeking such appointment (hereafter in this Ordinance referred to as "the applicant"), within six months of the death of the deceased employee, to the Registrar, in the case of the University, or the Principal, in the case of a College, on the Form prescribed for the purpose by the Vice-Chancellor,

and shall bear —

(i) the personal details, including the age and the qualifications, of the applicant;

(ii) proof of the relationship of the applicant with the deceased employee, and where such applicant is a person referred to in item (4) of serial number (iii) of clause 1, proof that the applicant was wholly dependant on the deceased employee at the time of the death of the latter;

(iii) the personal details, supported by an appropriate affidavit, in respect of all the other dependants of the deceased employee, as specified in serial number (iii) of clause 1;

(iv) a statement signed by the other dependants of the deceased employee, referred to in serial number (iii), affirmed by a suitable affidavit, to the effect that they support the application of the applicant for the concerned compassionate appointment, and shall not make any claim for compassionate appointment whatsoever in the event of the grant of such appointment to the applicant; and

(v) an undertaking, signed by the applicant and supported by a suitable affidavit, to the effect that in the event of the grant of compassionate appointment to him, he shall properly maintain the other dependants, referred to in serial number (iii):

Provided that in case it is found, to the satisfaction of the Vice-Chancellor, in the case of the University, or the Governing Body, in the case of a College, at any time subsequent to the grant of compassionate appointment to the applicant, that the appointed applicant has not properly maintained the said other dependants, his appointment may be terminated forthwith:

Provided that the Registrar, with the concurrence of the Vice-Chancellor, in the case of the University, or the Principal, with the approval of the Governing Body, in the case of a College, may, for reasons to be recorded in writing, permit an applicant to submit such application more than six months, but not more than one year, of the death of the deceased employee, in case the Registrar or the Principal is satisfied that the delay in the submission of such application was for good and sufficient cause.

(b) The Registrar or the Principal, as the case may be, shall not recommend the application, referred to in sub-clause (a), except upon being satisfied, after appropriate enquiry, that —

(i) such family deserves assistance for relief from financial destitution;

(ii) the total monthly income of the said family is less than the total monthly emoluments of a Group C (Class III) employee of the lowest rank; and

(iii) as on the date of such application, the applicant is not less than eighteen years of age and fulfils the minimum qualifications and conditions of eligibility for appointment to the post for which he may be considered for appointment, under the provisions of sub-clause (c) of clause 2.

(c) The compassionate appointment granted to the applicant shall, subject to the provisions of the proviso to serial number (v) of sub-clause (a), be of substantive nature, and shall in the first instance be on probation, and such probation shall be governed by the relevant provisions of the Rules in that regard under Ordinance L.

(d) The compassionate appointment of a dependant of a deceased employee shall not be transferred to another dependant, and the offer of such appointment, and the entitlement of the dependants of a deceased employee to apply for such employment, shall lapse in case the dependant to whom such appointment has been offered does not join the same within the joining period permitted by the Rules referred to in sub-clause (c).

4. (a) The provisions of clauses 2 and 3 shall, subject to the conditions specified in the ensuing sub-clauses, also be applicable *per se* to cases of such missing employees as had not less than two years to retire from service, on superannuation, from the date on which they have been reported as missing to the Police.

(b) The application for compassionate appointment, under the provisions of sub-clause (b) of clause 2, shall not be made in the case of a missing employee referred to in sub-clause (a), except after the lapse of not less than two years of the date on which the First Information Report, to the effect that such employee was missing, had been filed with the Police, and shall be accompanied by a duly authenticated copy of such First Information Report and an appropriate certificate from the competent officer or the concerned Police Station, or of the Police Circle in which such Police Station is situated, that investigation into the disappearance of such employee is continuing and that he continues to be untraceable.

(c) The application referred to in sub-clause (b) shall not be entertained in the case of an employee who was under suspension for misconduct, or in whose case disciplinary proceedings had been instituted or were being contemplated, at the time when he was reported as missing, and shall not be proceeded with in case the Registrar or the Principal, as the case may be, is satisfied, after such enquiry as he may deem appropriate, that the missing employee has not absconded after becoming liable for criminal prosecution, or has not joined a criminal group or a proscribed or extremist organization, or has not gone abroad, or has not disappeared in the face of family discord or indebtedness.

(d) Notwithstanding any provision to the contrary in sub-clause (d) of clause 3, where a compassionate appointment is granted to a dependant of a missing employee, such appointed shall be of regular but temporary nature, and shall not be made on substantive basis, except after the lapse of the period prescribed by law during which a missing person is not presumed dead.

(e) Where a missing employee is traced or returns, after having been reported missing or presumed dead, the compassionate appointment granted to his dependant shall be liable to be terminated, with effect from the date on which the missing employee is traced or returns.

## ORDINANCE LXVI: ASSOCIATIONS OF THE STAFF AND STUDENTS

*(Under clause (xxii) of Section 7)*

### ORDINANCE

Associations of the staff and students

1. (a) The following associations may be established by the teachers and the non-teaching staff of the University:

(i) not more than one association of the teachers; and

(ii) not more than one association of the non-teaching staff:

Provided that there may be not more than one separate association of the Group D (Class IV) staff of the University;

Provided further that the members of the security staff, and the administrative staff of the rank of Deputy Registrar and above, shall not be eligible to become members of any such association.

(b) The provisions of sub-clause (a) shall *mutatis mutandis* apply to each Constituent College:

Provided that that the members of the security staff, and such other employees of

the Constituent Colleges as may be specified by the Governing Body thereof (hereafter in this Ordinance referred to as "the Governing Body") in accordance with the norms laid down by the Executive Council in that regard, shall not be eligible to become members of any such association.

(c) No association, referred to in sub-clause (a) or in sub-clause (b), shall be established, except with recognition granted by the Executive Council or the Governing Body, as the case may be.

(d) An association that was duly constituted and functioning, and was recognised as such by the Executive Council or the Governing Body, as the case may be, on the date immediately preceding the commencement of the Act, shall, subject to the provisions of sub-clause (a) or sub-clause (b), as the case may be, the proviso to serial number (ii) and serial number (ii) of sub-clause (i), shall be deemed to be recognised under the provisions of sub-clause (c), but shall in all respects be governed by the requirements and conditions specified in the other provisions of this Ordinance.

(e) The recognition granted, or deemed to be granted, to any association, under the provisions of sub-clause (c) or (d), may be withdrawn by the Executive Council or the Governing Body, as the case may be, for good and sufficient cause, including any violation, contravention, or disregard, of the provisions of this Ordinance, and upon such withdrawal, the association concerned shall not be entitled to continue as such.

(f) No body of employees, other than an association recognised, or deemed to be recognised, as such, under the provisions of sub-clauses (c) and (d), shall use the name of the University or the Constituent College concerned, and the use of such name without valid authority shall render the teachers or the non-teaching staff associated therewith liable to disciplinary proceedings.

(g) No office in any association, except that of Honorary Patron, shall be held by any person other than a person who is a member thereof by virtue of being an employee of the University or the Constituent College concerned.

(h) No employee shall be entitled to claim exemption from the disciplinary rules and code of conduct applicable to him, on the ground of being an office-bearer, or other member, of any association.

(i) The following conditions shall apply in respect or the grant of recognition to an association and the continuance of such recognition, under the provisions of sub-clauses (c), (d) and (e) —

(i) the association shall have a written constitution, conforming to the requirements laid down in this regard for Registered Societies, under the provisions of the Societies Registration Act, 1860, an the Rules made thereunder;

(ii) the said written constitution shall be submitted to the Executive Council or the Governing Body, as the case may be, along with the request, filed on behalf of the association concerned by an employee authorised for the purpose, for the grant of recognition under the provisions of sub-clause (c):

Provided that in the case of an association referred to in sub-clause (d), such written constitution shall be submitted, by the office-bearer authorised for this purpose by the same, to the Executive Council or the Governing Body, as soon as possible after the commencement of this Ordinance;

(iii) the Executive Council, or the Governing Body, may require the modification of any such provision of the said written constitution as is, in its opinion, not in accord with the provisions of the law, or of the Statutes, the Ordinances or the Regulations, or the Rules made thereunder, and shall not grant recognition to an association referred to in sub-clause (c), or shall terminate the recognition of an association referred to in sub-clause (d), except upon such modification being made in the said written constitution;

(iv) all proposals for any amendment of the provisions of the said written constitution shall be submitted by the association concerned, to the Executive Council or the Governing Body, as the case may be, and shall not be given effect to, except upon the approval thereof by the Executive Council or the Governing Body;

(v) the membership of the association shall be open to all categories of the employees it purports to represent under the said written constitution;

(vi) the association shall abide in all respects by the provisions of the said written constitution, and shall not act in a manner discordant therewith;

(vii) no association shall act in violation, contravention or disregard of the provisions of the Act, the Statutes and the Ordinances;

(viii) no association shall act in any manner whatsoever that may bring the University or the Constituent College, as the case may be, into disrepute, or may otherwise tarnish the image of the University, or in the case of an association referred to in sub-clause (b), also of the Constituent College, or may be detrimental to the fulfilment of the objectives of the University as laid down by the Act; and

(ix) no association shall raise individual grievances.

2. (a) No association of students, other than such association for the pursuit of literary, cultural or other extra-curricular activities as is recognised, in the case of the University by the Dean of Students Welfare or in the case of a Constituent College by the Principal, and as has a teacher of the institution concerned as the Patron, shall be entitled to function in the University or the Constituent College.

(b) The University or a Constituent College may, under the provisions of Ordinance LXVII, permit the establishment of a general association, or a representative council, of the students thereof, and where any such general association, or representative council, is permitted to be established, the same shall be governed by the said provisions and the Regulations or Rules made under the said Ordinance.

(c) All associations of students, other than a general association or representative council referred to in sub-clause (b), shall be governed by the Rules or Guidelines laid down, with the approval of the Board of Students Welfare, in the case of the University by the Dean of Students Welfare, and in the case of a Constituent College by the Principal.

## ORDINANCE LXVII: GENERAL ASSOCIATIONS OR REPRESENTATIVE COUNCILS OF STUDENTS

*(Under clause (x) of Section 29 and clause (2) of Statute 31)*

### ORDINANCE

General Associations or Representative Councils of students

1. (a) Subject to the provisions of Ordinance LXVI, there may be established a general association, or a representative council, of all regular students who are duly enrolled, on whole-time basis, for academic programmes of a duration of not less than one academic year, in the Departments under the Faculties of the University, not being a Faculty constituted by a University College, and in the University Institutes, other than the Institute of Correspondence Courses and Continuing Education, independent Centres and Schools.

(b) A general association, or a representative council, of all regular students who are duly enrolled on whole-time basis, for academic programmes of a duration of not less than one academic year, may be established in any Constituent College.

2. (a) The general association, or representative council, of students, referred to in clause 1, shall, when established, serve as a forum for providing opportunities to students for gaining experience of the culture of democracy and constructive engagement with social concerns, and shall have the following objects, namely —

(i) to foster and inculcate among the members the sense of patriotism, social awareness, commitment to values, broad-mindedness and fellow-feeling, the spirit of discipline and the ideals of good citizenship as enshrined in the Fundamental Duties laid down in Part IV-A of the Constitution of India;

(ii) to organise and arrange debates, symposiums and lectures on topics and themes of relevance to the academic and social objectives of the institution; and

(iii) to promote academic, literary and cultural activities of the students in general.

(b) The constitution of the general association, or representative council, referred to in sub-clause (a) of clause 1, when established, including the basic structure, the offices, bodies and other representative positions, the mode and procedures of election or nomination, as the case may be, to the membership of the said bodies, the terms and qualifications for such membership, the functions of the office-bearers and bodies, and decision-making and operational processes, the fees to be charged to students for the membership of such general association, or representative council, and other matters necessary or incidental in that regard, shall be laid down, subject to the provisions of sub-clause (a), by the Academic Council, by Regulations, and such Regulations shall supersede all provisions in that regard, as subsisting on the date of the commencement of the Act.

(c) The constitution of the general association, or representative council, referred to in sub-clause (b) of clause 1, when established, including the other matters specified in sub-clause (b), shall be laid down, subject to the provisions of sub-clause (a), by the Governing Body of the Constituent College concerned, by Rules based on the Regulations referred to in sub-clause (b), and such Rules shall supersede all provisions in that regard, as subsisting on the date of the commencement of the Act.

**NOTE:** The Government of India has, in according approval to Ordinance LXVIII under sub-section (2) of Section 29, laid down the following condition:

"... Ordinance LXVIII is approved subject to the condition that the Regulations to be made by the Academic Council shall be strictly in consonance with the recommendations of the Committee constituted by this Ministry under Shri J. M. Lyngdoh, former Chief Election Commissioner of India, to examine and recommend upon certain aspects of Student Bodies and Students Union elections conducted in universities, colleges and other institutions of higher education in the country, as accepted for implementation by the Hon'ble Supreme Court vide its order dated 22.9.2006."

REJENDRA GOVIND HARSHE
*Vice-Chancellor*

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