ORDINANCES

ORDINANCE – 1*

Schools of Study and Assignment of Departments and Centres to Schools of Study

(Section 30 (n) of the Act and Statute 15(1) (5) (a) of the Statutes)

The University shall have the following Schools of Study and departments assigned thereto shall be as follows:

1. School of Language Sciences

i) Department of Phonetics and Spoken English

ii) Department of Linguistics and Contemporary English

iii) Department of Computational Linguistics

2. School of Literary Studies

i) Department of English Literature

ii) Department of Comparative Literature and India Studies

iii) Department of Hindi

iv) Department of Indian and World Literatures

v) Department of Translation Studies

3. School of Inter-disciplinary Studies

i) Department of Cultural Studies

ii) Department of Aesthetics and Philosophy

iii) Department of Communication

iv) Department of Film Studies

v) Department of Social Exclusion Studies

4. School of English Language Education

i) Department of English as Second Language Studies

ii) Department of Materials Development, Testing and Evaluation

iii) Department of Training and Development

iv) Department of Education

5. School of Distance Education

i) Department of English Language Teaching

ii) Department of Linguistics and Phonetics

iii) Department of Literatures in English

6. School of European Languages

i) Department of Russian Studies

ii) Department of Germanic Studies

iii) Department of French and Francophone Studies

iv) Department of Hispanic and Italian Studies

7. School of Arab and Asian Studies

i) Department of Arab Studies

ii) Department of Asian Languages

(Chinese, Korean, Japanese, Persian and Turkish)

* No objection conveyed by the University Grants Commission vide letter No.F.33-7/2007(CU) dated 3rd January 2014)

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ORDINANCE-2

Powers and Functions of the Deans of the Schools of Study

(Section 30 (1) (k) (n) of the Act)

2.1 The Dean shall have the following powers and functions:

I. to co-ordinate and supervise the teaching and research work in the School through the Heads of Departments;

II. be ex-officio Chairperson of the School Board;

III. be responsible for convening the meeting of the School at least once in each semester;

IV. to recommend to the higher authorities all proposals (academic and non-academic) and leave applications originating from Departments.

V. to take steps to promote interdisciplinary research;

VI. to maintain discipline in the Schools through the Heads of Departments;

VII. to keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials, seminars or practicals where these are prescribed through the Heads of the Departments/Centres;

VIII. to co-ordinate with the Controller of Examinations for conducting examinations of the University and declaring the results on time in respect of the students of the School in accordance with such directions as may be given by the School Board or by the Academic Council;

IX. to take steps to give effect to the decisions and recommendations of the School Board; and present to the Vice-Chancellor any conflict arising on matters relating to students and faculty in the School for a final decision;

X. to perform such other duties as may be assigned to her/him by the Academic Council, Executive Council or the Vice Chancellor.

XI. The Dean shall be allotted an office with supporting staff for discharging his/her responsibilities and duties.

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2.2 Campus Deans

i. Each Campus of the University shall have a Dean for each School.

ii. The powers, functions and terms of appointment of Campus Deans shall be as per the provisions of the Statutes. However, a campus Dean may be appointed by the Vice-Chancellor on the recommendation of the Director of the Campus. If no Professor is available, an Associate Professor may be appointed as In-Charge. If no Associate Professor is available the Deanship of the School shall be with the Director until a Professor/Associate Professor is available.

iii. The Campus Dean/Deputy Dean shall place before the Director any conflict arising on matters relating to students and faculty in the School. The Director shall take suitable action as per the situation. However, if the matter remains unresolved then the Director shall forward the case to the Vice-Chancellor for a final decision.

iv. A Campus Dean shall perform such other duties as may be assigned to her/him by the Academic Council, Executive Council, the Vice-Chancellor and the Director of the Campus.

ORDINANCE-3

Composition, Powers and Functions of the School Board

[Section 15(3) of the Statutes]

3.1.1 Each School shall have a School Board.

3.1.2 The composition, powers and functions of the School Board shall be as follows:

i. The School Board shall consist of :

a) Dean of the School as the ex-officio Chairperson;

b) All Professors in the School;

c) Heads of the Departments/Centre s assigned to the School as the ex-officio members.

d) One Associate Professor and one Assistant Professor from each Department in the School by rotation on the basis of seniority;

e) One representative each of the Boards of other Schools which have interdisciplinary work with the School, to be nominated by the Vice-Chancellor on the recommendations of the School Board concerned; and

f) Not more than five persons, not in the service of the University, nominated by the Vice-Chancellor for their special knowledge and expertise in the subject concerned. However, not more than one person per subject shall be nominated.

Provided that ordinarily at least one person from the field of higher education shall be nominated from the State where the University is located.

3.2) Terms of Office:

The term of office of members, other than that of the Dean and the Heads, shall be three years.

3.3) Chairperson:

The Dean of the School shall be the Chairperson of the Board and shall convene and preside over the meetings of the Board.

3.4) Powers and Functions:

The powers and functions of the Board shall be as follows:

1. To prescribe the qualification s and modes of evaluation of candidates to the various postgraduate programmes in the Departments of the School;

2. to interview the candidates short-listed by the Admissions Committee for admission to research programmes by the School;

3. to co-ordinate the teaching, evaluation and research work in the Departments/Centres in the School and to submit reports of such activities to the Dean, Research

4. to approve the syllabi of PG programmes, and topics and course work of research for various research degrees;

5. to coordinate and approve the time tables of the Departments of the School for allotment of classroom space;

6. to constitute committees to address issues pertaining to academic grievances;

7. to constitute committees to organise the teaching and research work of Centres, in subjects or areas which do not fall within the sphere of any Department andt o supervise the work of such Committees in coordination with the Dean, Research ;

8. to recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Departments or Committees mentioned in Clause (6/7) above;

9. to consider schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic council through the Dean, Research;

10. to formulate arrangements for the School to participate in the work of the different Departments of the University;

11. to promote and review research within the School and to submit report s on research to the Academic council through the Dean, Research;

12. to frame general rules for continuous internal evaluation and end-semester examinations;

13. to recommend to the Academic Council to the Academic Council, through the Dean, Research, the panel of examiners for the evaluation of Ph.D theses after considering proposals received in this regard from Board of Studies;

14. to recommend to the Academic Council, the award of research degrees to candidates who have been found qualified to receive such degrees;

15. to perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice Chancellor;

16. to delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time.

3.5 Meetings

I. The Board shall hold at least two ordinary meetings in an academic year, one in each semester.

II. (b) The Dean may convene special meetings of the Board at his/her initiative or at the suggestion of the Vice-Chancellor or on a written request from at least one fifth of the members of the Board.

III. (c) Quorum: The quorum for the meeting of the Board shall be one member more than a half of its total members.

IV. (d) Notice: Notice for any meeting of the Board shall be issued at least 7 days before the date fixed for the meeting.

ORDINANCE-4

Functions of the Departments Centres in the School

[Section 30 (1) (k) (n) of the Act]

4.1 Each School shall consist of such Departments/Centres as decided by the Academic Council and approved by the Executive Council from time to time.

4.1.1 Functions of a Department shall be:

(i) to admit students to the various Programmes and Courses offered as per the University rules and to suggest the procedures for such admissions;

(ii) to suggest the pattern and the schedule of sessional evaluation for each Course offered by the Department/Centre;

(iii) to allocate teaching work to the teachers and frame the time-table in accordance with the general time- table of the School or Schools concerned;

(iv) to make proposals to the Academic Council through the School Board regarding the creation and abolition of teaching posts;

(v) to make proposals to the Board of Studies (BoS) regarding research projects to be taken up by the members of the Department/Centre either individually or in groups;

(vi) to propose and suggest the curriculum and reference and other reading materials for the Programmes of Study to BoS;

(vii) to constitute Committees from its members and to assign to these Committees specific functions falling within its competence;

(viii) to appoint from among its teachers advisers to students;

(ix) to propose schemes including UGC schemes for the Department/Centre and to help in the maintenance and improvement of the standards of various programmes of study and research of the subjects in the department/Centre; and

(x) to perform such other functions as may be assigned to it by the Vice-Chancellor or Board of the School concerned, the Dean Research, Academic Council or the Executive Council.

ORDINANCE-5

Terms of Appointment, Powers and Functions of the Head of the Department/Centre

(Statute 5A (1-5) of the Statutes of the EFL University Act 2006)

5.1 Terms of Appointment and powers and functions of the Head of the Department/Centre.

(i) The Vice-Chancellor shall appoint the Head from among the Professors/Associate Professors (as per Statute 5.A) in the Department/Centre on seniority for a period of three years on rotation.

(ii) In case there is no Professor or only one Professor in the Department/Centre the Headship shall rotate among the Professors and Associate Professors on the basis of seniority.

(iii) In case no Professor or Associate Professor is available in the Department/Centre, an Assistant Professor may be designated as Coordinator by the Vice-Chancellor to discharge the duties of the Head of the Department under the general supervision of the Dean.

(iv) The Coordinator shall not be a Member of the Academic Council or any other body of the University. In his/her place the Dean shall represent the Department/Centre in such bodies.

5.2 Powers and Functions of the Head

The Head of the Department/Centre shall:

5.2.1 convene and preside over the meetings of the Department/Centre;

5.2.2 organise the teaching and research work in the Department/Centre;

5.2.3 frame the time-table in conformity with the allocation of the teaching work made by the Department/Centre;

5.2.4 maintain discipline in the class rooms and laboratories through teachers;

5.2.5 assign to teachers in the Department/Centre such duties as may be necessary for the proper functioning of the Department/Centre; and assign work to and exercise control over the non-teaching staff in the Department/Centre;

5.2.6 recommend to the Academic Council the creation and abolition of teaching posts after approval of the Board of Studies and School Board;

5.2.7 frame general rules for the evaluation of sessional work;

5.2.8 submit panel of examiners and moderators to the Vice-Chancellor through Board of Studies.

5.2.9 recommend leave application of the teaching and non-teaching staff of the Department/Centre to the Dean of the School concerned according to the Ordinance (2.1.IV) framed for the purpose;

5.2.10 be responsible for maintaining the records, equipment and furniture of the Department/Centre and the books of the Department/Centre library, if any;

5.2. 11 operate the Budget of the Department/Centre through Purchase Committee of the Department/Centre;

5.2.12 be responsible for observance of the Provisions of the Act/Statute/Ordinances andRegulations relating to the Department/Centre; and

5.2.13 perform such other functions as may be assigned to him/her by the Board of Studies, Dean of School concerned, the Vice Chancellor, the Academic Council and the Executive Council.

5.2.14 be ex-officio member in the committees as stipulated in the Statutes, Ordinances and Regulations.

Draft of Revised Ordinances of EFL University

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ORDINANCE-6

Constitution of the Board of Studies and Term of Office of its Members

(Statute 16 (1-3) of the Statutes of the EFL University Act 2006)

BOARD OF STUDIES

Note: Wherever applies a Centre shall have a BoS if PG and/or Research Programmes are offered.

6.1 There shall be a Board of Studies in each Department/Centre of the University including Campus Departments. The composition of the Board of Studies, the terms of office of its members and its functions shall be as follows:

a. Head of the Department/Centre shall be the ex-officio Chairperson and Convener:

b. all Professors of the Department/Centre shall be members;

c. the senior most Associate Professor and the senior most Assistant Professor by rotation shall be a member of the Board of Studies to be nominated by the Vice Chancellor;

d. two faculty members to be nominated by the Vice-Chancellor from among the faculty members of allied/cognate subjects;

e. two subject experts not in the service of the University to be nominated by the Vice Chancellor;

f. two experts to be invited by the Chairperson for receiving input s in specialised area, if required, with the approval ofthe Vice Chancellor.

6.2 The appointment of members specified at c,d, and e shall be for a period of three years.

6.3 A teacher of the University Department/Centre shall cease to be a member if he/she ceases to be a teacher of the concerned Department/Centre.

6.4 Any casual vacancy may be filled in for the residual period.

6.5 The Board of Studies shall ordinarily meet at least twice in a year and on such occasions as may be required by the Vice Chancellor.

6.6 The quorum for the Board of Studies meetings shall be one number more than half of the total membership of the Board including at least one outside expert.

6.7 In the absence of the Chairperson, the senior most member present shall act as the Chairperson for that meeting.

6.8 If in the opinion of the Dean of the School concerned, it is necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he/she considers that a matter could be disposed of by circulation among the members of Board of Studies, he/she may issue necessary instruction to that effect.

6.9 All notices stating the time and place of the meeting along with the agenda papers shall be issued not less than 3 days before the date of the meeting.

6.10 Subject to the overall control and supervision of the School Board and the Academic Council the functions of the Board of the Studies shall be:

(a) to approve the syllabus for the Programme/Course(s) offered by the Department/Centre;

(b) to prepare a panel of examiners, paper setters and moderators for the examinations conducted by the Department/Centre and forward them to the School Board;

(c) to approve the pattern and schedule of sessional evaluation for each course offered by the Department/Centre and forward the recommendations to the School Board;

(d) to approve the topics of project work of PG courses wherever opted for and forward them to the School Board;

(e) to approve research proposals and forward them to the School Board;

(f) to appoint supervisors and to approve panel of examiners for research evaluation and forward them to the School Board;

(g) to take such measures as necessary for the improvement of the standard of teaching and research;

(h) the Board of Studies shall perform such other functions as may be assigned to it by the Dean Research, School Board, Academic Council and the Executive Council from time to time.

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ORDINANCE-7

Board of Undergraduate Studies

(Section 28 (a,b) Section 30 (k) of the Act of the EFL University Act 2006)

7.1 There shall be a Board of Undergraduate Studies at the University for coordinating the administrative and academic activities of BA (Honours) and all other UG programmes. The Board shall function under the overall supervision of the Officer on Special Duty (Academics) and the Academic Council.

7.2 The composition of the Board shall be as follows:

(a) a Chairperson to be appointed by the Executive Council from among the Professors on the recommendation of the Vice-Chancellor for a period of three years;

(b) Heads of the Departments/Centres contributing to the programme;

(c) two persons nominated by the Vice-Chancellor from among the Professors and Associate Professors;

(d) four external experts nominated by the Vice-Chancellor having expertise in the area of study.

7.3 Tenure of the members, other than the ex-officio members, shall be three years.

7.4 The Board shall meet at least once in each semester. However, special meetings may be convened whenever required.

7.5 Powers and Functions of the Board:

(a) The Board shall organize and administer all Undergraduate Programmes of the University.

(b) The Board shall appoint the following committees for BA (Honours) Programme:

(i) The Programme Committee.

(ii) The Syllabus Committee

(c) The Programme Committee shall coordinate activities of the programme, prepare the time table, arrange the classroom space, specify sessional evaluation modes, prepare panels of paper setters/examiners and moderators, and other related activities with the approval of the Board.

(d) The Syllabus Committee shall design the syllabus for programme for the approval of the Board and Academic Council.

7.6 The Board of Undergraduate Studies shall have similar provisions regarding convening of the meetings, quorum and, tenure of its members as in the case of the School Board.

The Board shall perform all other functions and consider such matters as may be referred to it by the Executive Council, Academic Council and the Vice-Chancellor from time to time.

7.7 A Coordinator for UG Studies will work in coordination with the Departments, the OSD Academics and the Controller of Exams office.

ORDINANCE-8

Board of Research Studies

(Section 28 (a,b,l,k) 30(k) of the Act of the EFL University Act 2006)

BOARD OF RESEARCH STUDIES

8.1 There shall be a Board of Research Studies comprising of the following:

(i) Vice Chancellor PVC – Chairperson-Ex-officio;

(ii) Dean Research (to be nominated by the Vice Chancellor);

(iii) Deans of Schools of Study- Members -Ex-officio;

(iv) Heads of Departments/Centres (not exceeding 5 by rotation)-Members-Ex-officio;

(v) Professors other than Deans of Schools and Heads of Departments/Centres (not exceeding 5 by rotation)-Members-Ex- officio

(vi) four Associate Professors to be nominated by the Vice-Chancellor representing different disciplines in the University -Members

(vii) Four external experts to be nominated by the Vice-Chancellor representing different disciplines in the University -Members;

(viii) Registrar-Secretary-Ex-officio

(ix) Campus Deans

8.1.1 Subject to the overall guidance of the Dean Research, the Academic Council, the Board of Research Studies shall perform, interalia, the following functions:

(i) To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;

(ii) to evaluate institutional research projects for funding by national international agencies;

(iii) to review the current status of research in each department and critically examine the progress thereof from time to time;

(iv) to indicate the priority areas of research in the departments particularly with reference to the role and responsibility of the University under Section 6 (1) (i) and (xi) of the University Act taking into account the facilities available in the University and also create facilities wherever necessary in keeping with the major thrust areas accepted for the concerned Departments/Centres and individual interest of the members of the faculty;

(v) to evolve norms for consultancy and sharing of revenue between the Principal Investigator and the University for approval of the Executive Council;

(vi) to recommend Honorary Degrees for eminent scholars;

(vii) To perform such other functions as may be assigned to it by the Academic Council through the Dean Research.

8.2 The Board of Research Studies shall meet regularly at least twice a year.

8.3 The Board of Research Studies may determine its own procedures for working.

8.4 The quorum of the Board shall be one more than half of the total members.

8.5 The term of Office of the members other than ex-officio members shall be for a period of three years.

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ORDINANCE-9

Curricular Framework and Academic Programmes

(Excluding Research)

(Section 6 (i)(ii)(v)28 (l) 30(a)(b)(d)(k) of the Act of EFL University Act 2006)

9.1 Programmes of Study:

9.1.1 All Programmes and Courses of Study leading to award of Degrees/Diplomas/Certificates shall be conducted by the Boards/Schools/Departments/Centres established by the University subject to the approval of the Academic Council, through the OSD (Academic) from time to time.

9.2 **Semester System**:

All Programmes of Study offered by the University shall be based on the Semester System. There shall be a minimum of 13 weeks of teaching in a semester.

9.3 **Choice Based Credit System (CBCS):**

(i) All Programme s of Stud y in the Universit y shall be based on a Comprehensive Choice-Based Credit System (CBCS). The School Boards shall specify the Programme/Course requirements which shall orient the choice and combination of courses for a programme.

(ii) A student shall earn prescribed credits as approved by the Academic Council from time to time to be qualified for the Certificate, Diploma and Degree Programmes.

(iii) Students admitted shall opt for their choice across Schools which will be a minimum of 15 credits and a maximum of 25 credits each semester. Students on MA programmes under this scheme shall have to choose the degree that they wish to obtain by the end of the Second Semester.

II. They are permitted to change their option once. BoS shall supervise the progress of the students and ensure that they take

(i) core modules

(ii) elective modules in the area they opt for and

(iii) modules across the Schools. Modules which are offered by individual teachers should have prior approval by the BoS/School Board.

(iv) Each School through its Boards of Studies/School Board/shall finalize the modules to be offered during the semester at the beginning of the semester and obtain the approval of the Vice-Chancellor through the OSD (Academic). The same will be reported to the Academic Council at its next meeting. Modules cross-listed, if any, for different courses should be clearly stated in the Course Catalogue. All the modules should have numbers and fixed number of credits (five credits each as a uniform standard), which will not be changed without the permission of the Academic Council/Vice Chancellor.

9.4 The University (School Boards) shall prepare a Course Catalogue which will provide a comprehensive listing and a brief outline of all Courses offered across all Departments/Centres/Schools of the University. The Catalogue shall contain all the Courses approved by the School Boards and the Academic Council.

9.5 **Course Registration:**

i) After admission to a Programme and at the commencement of each Semester, a student shall be required to register for the Courses he/she intends to study during the Semester.

ii) The registration for Courses shall be made in consultation with the Faculty Advisor(s) and on the prescribed format and shall be duly signed by the Student, Faculty Advisor and Head of the Department.

iii) A student shall be permitted to change the Course within 7 days from the date of Course registration.

iv) The minimum and maximum number of credits that a student can register for in a semester shall be such as prescribed by the School Board/Academic Council.

9.6 **Audit of Course:**

(i) Subject to the permission of the teacher handling the Course, a student may be permitted, on payment of prescribed fees, to audit a maximum of two Courses in addition to the registered Courses.

(ii) For an audited module, the student is not required to write any assignments/examinations. Audited modules carry no credits, but shall be mentioned on the Grade Card as value addition.

9.7 **Detailed Course Outline:**

(i) Faculty members shall be required to prepare detailed Course Outline for each Course to be taught by them in a particular semester and shall make the same available to each student registered to take the Course, at the commencement of each semester.

(ii) The detailed Course Outline shall include such specific details about a particular course as Course description, aims of the Course, Course requirements, assessment criteria, prescribed texts, reading list, planned activities for Students.

(iii) Every Department shall maintain semester-wise lists of Course outlines prepared by its members to be submitted to the OSD Academic.

9.8 **Assignment of Credits:**

i) A unit of credit is calculated as follows and all Programmes and Courses of study shall follow this method of calculation:

ii) As a general rule, a Course of 1 Credit shall require a workload of 30 Hours per semester comprising:

a. 10 Hours of Lectures/Organised classroom activity

b. 05 Hours of Tutorials/Contact Hours

c. 15 Hours of other workload such as independent individual/group work; obligatory/optional work placement; literature survey/library work; data collection/field work; writing of papers/projects/dissertation/thesis; seminars etc.

iii) As all Courses/modules offered at the university shall be 5 credit units, Course/activity design and workload shall be calculated as per the above unit specification.

9.9 The University shall offer Courses in Face-to-Face Mode and in the Distance Mode.

(i) The following programmes shall be offered under the Face-to-Face Mode:

(a) Undergraduate programmes

(b) Postgraduate programmes

(c) Research programmes

(a) **Certificate Programmes (CREDITS 20)**

(i) Programme Duration: One semester.

(ii) Admission process and minimum qualification to the programme shall be decided by the Department/Centre, approved by the BoUGS and Academic Council.

(iii) The syllabus for such a Programme shall be prepared by the Department/Centre Board of Studies and submitted to Board of Undergraduate Studies (BoUgs) and the Academic Council for approval through the OSD Academic.

(b) **Diploma Programmes**

(i) Programme Duration: two Semesters. (CREDITS 40)

(ii) Admission process and minimum qualification for the Programme shall be decided by the Department Centre approved by the BoUgs and Academic Council.

(iii) The syllabus for such a programme shall be prepared by the Board of Studies of the concerned Department/Centre and submitted to the BoUgs and Academic Council for approval through the OSD Academic.

(c) **Advanced Diploma (CREDITS 80**)

(i) Programme Duration: 4 Semesters.

(ii) Admission process and minimum qualification for the Programme shall be decided by the Department Centre approved by the BoUgs and Academic Council.

(iii) The syllabus for such a programme shall be prepared by the Board of Studies of the concerned Department/Centre and submitted to the BoUgs and Academic Council for approval through the OSD Academic.

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(d) **B.A. (Hons) programmes: (CREDITS 120)**

(i) Programme Duration: Six Semesters

(ii) A dmission s to all the BA (Hons) programmes shall be made on the basis of an All India entrance test. However there shall be a second entry point to the third semester of the BA (Hons.) Programme for students in Foreign Languages through a special entrance test.

(iii) The syllabus for the B.A (Hons) Programmes exclusively organized by specific Departments (in Foreign Languages) shall be prepared by the concerned Boards of Studies and approved by the BoUgs., subject to ratification of the Academic Council.

(iv) The syllabu s for the B.A. (Hons) programme(s) collectively organized by various Departments shall be prepared by the BoUgs and submitted to the Academic Council for approval through the OSD Academic.

(v) BoUgs shall revise the syllabus from time to time for the Undergraduate Programmes.

(vi) The number of seats in each of the Undergraduate Programmes shall be decided by the Board of Undergraduate Studies with the approval of the Academic Council.

e) A student admitted to the B.A. (Hons.) English programme shall compulsorily do one course in one of the Foreign Languages/Hindi/Sanskrit/Social Exclusion Studies/Education chosen by him/her at the beginning of the Programme in each of the first four semesters.

g) A student admitted to the B.A. (Hons.) Programme in one of the Foreign Languages on offer shall compulsorily do one Course in English/Hindi/Sanskrit/Social Exclusion Studies/Education in the first two semesters. In the next four semesters s/he shall do either a language Course or a Course in other disciplines on offer.

vi) **Postgraduate Programmes**

a) **Postgraduate Diploma: (CREDITS 40)**

(i) Programme Duration: Two (Post PG)Four Semesters (Post UG).

(ii) Admission process and minimum qualification to the programme shall be decided by the Department/Centre approved by the Bo S and Academic Council.

(ii) The syllabus for the programme shall b e recommended by the Board of Studie s of the concerned Department with approval of the School Board and shall be submitted to the Academic Council for final approval through the OSD Academic.

(b) **B.Ed.**

(i) Programme Duration: Two Semesters. (CREDITS-40)

(ii) Admission process and minimum qualification to the programme shall be decided by the Department/Centre approved by the BoS and Academic Council.

(iii) The syllabus for the programme shall be prepared by the Board of Studies of the Department of Education with the approval of the School Board and shall be submitted to the Academic Council for final approval through the OSD Academic.

(c) **M.Ed.**

(i) Programme Duration: Two Semesters. (CREDITS 40)

(ii) All admissions to the Couse shall be through an All India Entrance Test conducted by the University.

(iii) The syllabus for the Programme shall be recommended by the Board of Studies of the Department of Education with the approval of the School Board and shall be submitted to the Academic Council for the approval through the OSD Academic.

(d) **M.A**.

(i) Programme Duration: Four Semesters (CREDITS 80)

(ii) All admissions to the PG programmes shall be through the All India Entrance Test conducted by the University each year.

(iii) Minimum Eligibility Condition: A minimum of 55% Marks or an equivalent grade in Bachelors/UG degree of a recognised University or an equivalent examination in any discipline;

(iv) **Relaxation in Minimum Qualifying Marks**

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a. Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories.

b. Subject to the fulfilment of the minimum cut- off marks as prescribed from time to time by the Academic Council and as per the prevailing guidelines of the UGC MHRD in the matter.

(v) The syllabus for the Programme shall be prepared by the Board of Studies of the Department concerned with the approval of the School Board submitted to the Academic Council for approval.

(vi) Number of seats for each programme shall be decided by the Board of Studies of the Department. In case of B.ED and M. Ed the decision of the BoS shall be subject to the decision of the NCTE and final approval of the Academic Council through the OSD Academic.

(vii) The University shall revise and introduce new UG and PG programmes from time to time.

(viii) Matters pertaining to evaluation, sessional assessment, grade improvement and examination shall be as per Ordinance 10, subject to revision from time to time.

xii) **Part-Time Courses:** The University shall offer Part- Time Courses up to Diploma level in Foreign Languages.t he modalities of operating these course s shall be determined by the concerned BoS and subject to the approval of BoUgs.

xiii)**Training and Outreach programmes:** The University shall design and organize training and outreach programmes from time to time.

xiv) **Distance Mode**

(a) Under the Distance Mode the University shall offer the following programmes:

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NAME OF THE COURSES (Distance Mode)	DURATION ELIGIBILITY
Certificate in all courses including FL	Two semester
Diploma in all courses including FL	Two Semesters PGCTE (40)
Advanced Diploma in FL and PGDTE	Two Semesters (CREDITS 40)
M.A.	Four semesters (including) (CREDITS 80)
E-French	As decided by the department

(b) Admission to these programmes shall be decided by the Board of Studies of the Department and approved by the School Board and Academic Council.

(c) The Courses of study for these Programmes shall be prepared by the Board of Studies and approved by the School Board and Academic Council through the OSD Academic.

xv) **M.A. (English) (Distance Mode)**

(3 years, correspondence-cum-attendance)

a) A participant of MA Distance Mode is required to pursue a minimum of 8 Courses depending on the language s/he chooses.

b) Students who fail in more than two (50%) Courses of a semester will not be promoted to the next semester and their admission stands cancelled. However, if a student is unable to complete all the required assignments within one year, his/her name will be retained on the rolls for another year.

c) Students whose admission is cancelled are required to re-register for the programme. Re-registration shall be permitted subject to the following conditions:

a) Re-registered students shall pay 50% of the fee, except postal expenses, they paid at the time of their admission. This shall apply to foreign nationals as well.

b) Re-registration shall be valid for one academic year. Total period of registration (including re- registration period) shall not exceed three years.

c) No new material shall be provided to the re-registered students.

d) They shall be required to do new assignments for the ones they have not completed earlier.

xvi) **Contact Sessions for M.A. (English) (Distance mode)**

a) In all there will be two contact sessions in January/February of each year.

b) The contact programmes may be conducted in one or more centres depending on student strength and other considerations. The allotment of students to each centre shall be made by the School Board on the basis of proximity and/or other administrative factors. The decision of the School Board in this regard shall be final.

c) There shall be a contact-cum-examination programme as part of the M. A. Programme. Contact classes shall be held in January/February every year for Part – I and Part – II. Contact classes shall be immediately followed by the examinations for each Part. Attendance at the contact classes as per the general norms of the University. To be eligible to take the final examination the student shall have to put in the minimal 75% of attendance and submit all the assignments by the deadline stipulated by the School Board.

d) Students shall complete all the internal assignments before the submission of the final assignments and taking the final examination. Failure to do so shall disqualify them for the final examination. Students who secure less than (pass) 50% marks in each of the assignments shall be required to repeat the assignment(s). Fresh assignments in the courses in which they have failed shall be given to them. If a student fails in the term-end examination, s/he shall reappear for the exam in the next term-end examination session. Regular students shall get two chances to reappear for the examinations and SC/ST students shall get one extra chance to reappear.

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ORDINANCE-10

Medium of Instruction, Examination and Evaluation

Pattern, Attendance and Teacher Assessment (Section 6 (i)(ii)(v)(xix) 30 (c)(d)(g)(k)(m)of the Act of the EFL University Act 2006)

10.1 **Medium of Instruction:**

i) The medium of instruction in respect of all Programmes of Study offered by the Schools, Departments and Centres of Study shall be English and in various (Foreign) European, Arabic and Asian Languages as applicable.

ii) Question Papers of all examinations shall be set and answered in English and Foreign Language as applicable and as specified in the programmes and courses.

iii) Project Work/Project Report/Dissertation/FieldWork Report/Training Report etc, if any, shall have to be written in English and Foreign Languages as per the requirements of the assignment.

10.2 **Attendance**

(i) A Student shall be required to attend at least 75% of the classes actually held in each subject and such seminars, sessionals and practicals as may be prescribed to the satisfaction of the teachers/tutors concerned. No student shall be permitted to sit for the End-semester examination in the course in which he/she has secured less than 75% attendance.

(ii) The teacher/tutor handling a course shall be responsible for maintaining a record of attendance of students who have registered for the course and shall display on the Notice Board of the Department the monthl y attendance record of each student at the end of every month.

(iii) All teachers shall intimate to the Head of the Department at least seven calendar days before the last instruction day in the semester particulars of all students who have secured less than 75% attendance in one or more courses and send a copy of the same to the Dean of the School Board, BoUgs concerned and to the Controller of Examinations.

(iv) The Head of the Department/Centre shall display on the Notice Board of the Department names of all students who shall not be eligible to take the End-smester examinations in the various courses and send a copy of the same to the Dean of the School Board, BoUgs concerned and to the Controller of Examinations.

(v) However, the Dean of the School concerned and Director of the Campuses on the recommendations of the Head of the Department/Centre may condon e the shortage in attendance not exceeding 5% for valid and convincing reasons.

Provided further that students deputed by the University to take part in the extra co-curricular events be given a concession of up to 5% attendance, if necessary, in addition to the relaxation in the attendanc e requirement as provided above. Such concessions would be available for the days of actual participation in the event, including journey time, with the prior approval of the Dean of Students' Welfare.

(vi) Notwithstanding the above, the Vice-Chancellor may, based on the recommendation of the Dean through the OSD Academic and the DSW, or the campus Director (as the case may be) condone the shortage of attendance of a student on genuine grounds maximum upto 10%

(vii) However the minimum attendance requirement shall not fall below 60%.

10.3 **Removal of Students from the Courses**

The Dean of the School/Proctor/Dean Student's Welfarethe Dean (Research) may recommend to the Vice-Chancellor the removal of a student from a Programme/Course on the basis of unsatisfactory academic performance and or misconduct (as defined in the Regulations)or non-payment of fees on time.

10.4 **Examination System:**

(i) Examinations of the University shall be open to regular, distance, part-time and all eligible students in the discipline and in allied subjects wherever specified.

(ii) All Programme s of Studie s of the Universit y shall be offered under Semester System and Examination and evaluation of students shall be through Comprehensive Continuous Assessment (CCA).

(iii) The medium of instruction in respect of all courses conducted in the Schools, Centres and Departments admitted to the privileges of the University shall be English and other language s taught including Foreign Languages.

(iv) The format of the entrance examination shall be decided by the Central Admissions Committee in consultation with School Boards/Campuses. The Entrance Examination shall be held at centres that the Central A dmission s Committee decides and approved by the Vice Chancellor.

(v) Provided further that the Head s of Departments/Centres concerned shall prepare the question bank for the entrance examination to be forwarded to the Controller of Examinations through the Dean of the School concerned. The Deans of the Schools nominated by the Vice-Chancellor shall set the question papers from the question banks received in confidential manner and forward them to the Controller of Examinations for conducting the entrance examination.

(vi) Question papers of all examinations shall be set and answered in the respective languages or as decided by the Central Admissions Committee in consultation with School Boards and BoUgs.

(vii) All matters pertaining to the conduct of examinations and student discipline are as specified in Ordinance (26)

(viii) All examinations of the University (except entrance examinations) shall be conducted at all the campuses of the university through internal assesment by the faculty members concerned. The format and timing of continuous internal assesment shall be decided by the concerned Department/Centre and the format and timing of the end-semester examinations shall be decided by the School Boards/Campus School Boards and BoUgs.

(ix) Continuous assessment may comprise class tests, assignments, presentations or response papers. There shall be a minimum of three continuou s assessment events. The best two out of these three will be considered for the final grade. Record of continuous test answer sheets/assignments etc. will be kept in the Department office for a period of two years.

(x) All continuous assessment grades shall be submitted to the Chairperson, BoS along with the results of the semester- end examinations no later than the seventh day after the end of each semester, which shall be forwarded to the Controller of Examinations through the School Board.

(xi) Semester-end assessment may comprise sit-down/open-book/take-home examinations, or term paper or long assignment/project at the discretion of the teacher concerned.

(xii) Since the University follows Choice Based Credit System (CBC S) and CCA, the question paper for examination of a course shall be set by the faculty member who is teaching that course and he/she shall also be the evaluator.

(xiii) In cases where the whole course is a project, assessment will be based only on the evaluation of the project submitted by the student.

(xiv) All semester-end oral examinations shall be conducted by two teachers, one of whom shall be the course teacher and the other shall be recommended by the concerned BoS.

10.5 **Evaluation Pattern**

i) As a general principle, the Comprehensive Continuous Assessment shall comprise the following components:

a. Continuous Internal Assessment..... 40%

b. End-Semester Examination Project.....60%

ii) Depending upon the nature and requirements of a particular course, individual Departments/Centres shall, within the overall framework of Comprehensive Continuous Assessment (CCA) prescribed by the School Board concerned, have freedom to prescribe additional/different components and weightage for different components. Provided that the weightage of the End-Semester Examination shall not be less than 50%.

iii) Detailed distribution and break-up of the Comprehensive Continuous Assessment (CCA) shall be specified by the teacher concerned in the detailed Course outline for each course taught by him/her during a semester.

iv) No teacher shall leave headquarters without having submitted results of all examinations/courses where he/she is an examiner/co-examiner to the Chairperson, BoS. The Chairperson shall forward the results to the Controller of Examinations through the School Board and BoUgs.

v) For evaluating students' performance in a given course, the following 8- point grading

scale shall be used.

O A+ A B+ B C d F

Letter Grade	**Grade Point Equivalent**	**Grade Point Range for computation of Overall Grade**	**Marks Equivalence (Out of 100)**	**Quality Descriptor**	**Class Corresponding to Overall Grade**
O	8	7.50 and above	75-100	Outstanding	Distinction
A+	7	7.00 to 7.40	70-74	Excellent	High First
A	6	6.00 to 6.90	60-69	Very good	First
B+	5	5.50 to 5.90	55-59	Good	High second
B	4	5.50 to 5.40	50-54	Fair	Second
C	3	4.50 to 4.90	45-49	Satisfactory	Pass
D	2	4.00 to 4.40	40-44	Pass	
F	0	0 to 3.9	Below 39	Fail	Fail

Note: An OGPA of 5.5 or B+ is equal to 55% marks.

vi) A student has to secure at least a 'D' Grade in all modules/courses to qualify in the course and shall be awarded the Certificate, Diploma and the Degree.

10.6 **Calculation of Grade Points (GP) and Grade Point Average (GPA)**

i) Calculation of Final Grade Point of a Course for a given course [Continuou s Assessment (40%) and Semester-end Examination (60%)]

a. Continuous Assessment Grade

Point (40%)

GP of Best Test1 + GP of Best Test2 = GP of Final Continuous Assessment

2

b. Grade Point of Semester-end Examination (60%)

c. Final Grade Point Calculation of the Course

Final Continuous Assessment GP x 40 + Semester-end Examinations GP x 60

100 100

OR

Final Continuous Assessment GP x 60 Semester-end Examinations GP x 40

100 100

ii) Calculation of Semester Grade Point Average (SGPA) and Overall Grade Point Average (OGPA) for Programmes with Credits

The Final Overall Grade will be calculated on the GPA earned over all the semesters of the programme. The GPA will be calculated as follows:

iii) SGPA Calculation for Programmes with credits

SGPA = T1+T2+T3+T4…….Tn

Total credits for the semester

where

T1 = Course 1 Final Grade Points x Course 1 Credits T2 = Course 2 Final Grade Points x Course 2 Credits T3 = Course 3

Final Grade Points x Course 3 Credits T4 = Course 4 Final Grade Points x Course 4 Credits

iv) **OGPA Calculation for Programmes with Credits**

OGPA = Sem1 SGPA + Sem2 SGPA + Sem3 SGPA + Sem4 SGPA ….Sem..n SGPA

Total number of semesters in the Programme

v) Calculation of Semester Grade Point Average (SGPA) and Overall Grade Point Average (OG PA) for programmes with only grades.

vi) Calculation of Semester Grade Point Average (SGPA) for programmes with only grades

SGPA =

GP1+GP2+GP3+GP4…….GP.. n

Total Number of Courses in the Semester

Where

GP1 = Course 1 Final Grade Points

GP2 = Course 2 Final Grade Points

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GP3 = Course 3 Final Grade Points

GP4 = Course 4 Final Grade Points

vii) Calculation of Overall Grade Point Average (OGPA)

for programmes with only grades

OGPA

Sem1 SGPA + Sem2 SGPA + Sem3 SGPA + Sem4 SGPA ….Sem..n SGPA =

Total Number of Semesters in the Programme

viii) Grade Points shall be rounded off only at the final stage of calculation of OGPA at the end of the last semester of the programme

ix) A student who has successfully completed all the courses to accumulate the minimum specified number of credits under the Comprehensive Choice Based Credit System shall be deemed to have completed the Programme for which s/he has registered.

10.7 **Promotion to the next Semester**

a) For promotion to the next semester, a student should not have a backlog of more than two Courses/papers at the beginning of any given semester.

b) Students who accumulate a backlog of more than two Courses/papers at any point will have to exit theProgramme.

c) The maximum permissible period for clearing backlog of Courses is as under:

Programme Maximum Permissible Period in semesters

(from the dale of admission)

	General/OBC/all others	SC/ST/PH students
Undergraduate	7	8
Postgraduate	5	6
PG Diploma	3	4

d) In all the above cases ex- students shall cease to be eligible for hostel accommodation, stipend, book allowance and library facilities beyond their regular stipulated period of admission to the programme.

10.8 **Grade Improvement and Repeat Examination**

10.9.1 Students who obtained a grade B or below and are desirous of improving their grades in any module/course may take a Grade Improvement/Repeat Examination.

10.9.2 Such an examination is allowed only once for each module/course and shall be conducted once in a year along with the relevant semester-cycle. This means that a student who has passed from 3rd to 4th semester desires to improve his 3rd semester marks, he will have to wait till the 3rd semester exams are held for the ensuing batch. However SC/ST students shall be given one extra chance subject to the same rule.

Supplementary examinations shall serve as repeat examinations. Supplementary examinations shall be scheduled around 20th of June and 5th of Jan (for Hyderabad and Lucknow Campuses) and 20th June and 28th February (for Shillong Campus) every year. Only those students who fulfil the attendance, discipline and academic requirements of the programme shall be allowed to exercise the option of Grade Improvement/repeat examination.

10.9.3 Supplementary/Grade Improvement option shall not be available for courses that employ project work in lieu of semester end examination. The same shall be applicable where there is group work for internal/final assessment and MA dissertation work.

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10.9.4 For Postgraduate Diploma Students there is no grade improvement or supplementary examination for the Practice teaching course. Students who wish to appear for this examination will have to repeat the course in semester one of the following year.

10.9.5 Students are required to apply to the Controller of Examinations through the concerned Chairperson BoS within seven days of commencement of the ensuing semester or declaration of results whichever is later for Grade Improvement/Repeat examination paying a fee of Rs.100/- subject to revision from time to time for each paper.

10.10 **Part-time Proficiency Programmes (Foreign Languages)**

(i) In the case of part-time Proficiency Programmes (in Foreign Languages) for promotion to the second semester a student must have at least a 'D' grade in each of the individual courses in the first semester, failing which he/she will not be eligible to continue with the Programme and hisher registration will stand cancelled.

Generally, there is no provision for continuing in the Programme in case a student is absent for the semester-end examination.

(ii) However, a student who is not able to take the semester-end examination of the first semester owing to accident/medical reasons/other untoward incidents will be allowed to continue in the second semester. He/she will be required to take a make-up examination within 15 days from the commencement of the second semester in order to obtain a regular grade, provided he/she fulfils the attendance and continuous evaluation requirements of the Programme.

(iii) In order to avail of this facility, he/she must apply within one week after the said examination to the concerned Chairperson, BoS of the concerned Department.

(iv) There is no provision for Supplementary/Grade Improvement/Make-up examination or Re-evaluation for students of part-time programmes.

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10.11 **Re-evaluation**

(i) Students are eligible to apply for Re-evaluation of their answer scripts of any course by paying a fee of Rs. 200/- per course (for SC/ST students Rs.100/- and differently abled students are exempted from payment of this fee).

(ii) A student must apply to the Controller of Examinations through the concerned BoS for Re-evaluation of his/her answer script of a particular course within fifteen day s of the commencement ofth e semester or announcement of results, whichever is later.

(iii) The Controller of Examinations shall send the answer script under reference to two examiners other than the original examiner recommended by the Chairperson of the School Board concerned, from the same University.

(iv) Under exceptional circumstances, with the explicit direction of the Vice Chancellor, external examiner(s) can be appointed for Re-evaluation.

(v) The examiner s shall submit their evaluation sheet within a wee k of receiving these answer scripts.

(vi) The average of the grades given by these two examiners shall constitute the final grade irrespective of its being higher or lower than the original grade and cannot be subjected to any further consideration.

(vii) A student can apply for Re-evaluation of an answer script of any course only once.

10.12 Certificates

Degree certificate shall be awarded to a participant indicating the overall grade obtained by him/her.

10.13 **Assessment of Teachers by Students**

(i) With a view to making teaching- learning processes more transparent, there shall be a continuous Assessment of Teachers by their students. The Assessment shall be done in the prescribed proforma and shall be submitted by all students mandatorily in a confidential cover directly to the Vice-Chancellor before the semester examinations. A special Teacher Assessment Cell in the Vice Chancellor's office will handle the confidential Assessment Reports under the direct supervision of the Vice Chancellor. The OSD

(Academic), in coordination with the Controller of Examinations shall make sure that all registered students submit the duly filled proforma in the Cell located in the Vice Chancellor's office every semester.

(ii) The Assessment Reports will remain confidential and shall be kept in a sealed cover in the Assessment Report Cell in the Vice Chancellor's office

(iii) The confidential Assessment Reports will be opened personally by the Vice-Chancellor for the following purposes only:

a) For communicating to the teachers concerned in confidence annually without disclosing the identity of the student.

b) while considering a teacher's case for re-employment etc.;

c) while considering a teacher for some special awards important assignments and conferment of the status of "Professor Emeritus" and the like.

PROFORMA

The proforma for submission of Assessment Reports in respect of teachers to be submitted by students attending the respective Course/s conducted by the teachers shall be as given below:

1. Name of the teacher:

2. Course:

3. Subject/Paper taught/M.Phil/Ph.D. research guided:

4. Semester and year in which the Course was conducted:

5. Assessment Grades must be supported by a brief (not more than three lines) justification:

5.1 Quality of the content of lectures: A/B/C/D

5.2 Quality of delivery: A/B/C/D

5.3 Degree of updating the materials/content delivered: A/B/C/D

5.4 Promptness in checking papers/chapters drafts Assignment: A/B/C/D

5.5 Regularity and punctuality in meeting the classes: A/B/C/D

5.6 Empathy for the problems faced by students: A/B/C/D

5.7 Overall Assessment: A/B/C/D

5.8 Any remarks/suggestions for the teachers given by the student.

6. Quality of research guidance: A/B/C/D

7. The Grades A = Outstanding/B = Good C= Satisfactoryd = Poor

8. Dummy No. of the student (to be given by Vice Chancellor's Teachers' Assessment Cell).

9. In case a teacher feels aggrieved on account of a biased report allegedly filed against him/her, the Vice-Chancellor shall refer the written appeal by the teacher concerned to an Appellate committee consisting of the following persons:

i. Dean of the School concerned/OSD (academic.)/Dean (Research) Chairperson

ii. Senior-most woman teacher

iii. SC/ST/OBC representative

The decision of the Committee shall be final.

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ORDINANCE-11

Admission, Enrolment, Reservations and Migration of Students

(Section 8 (para 2) 30(a) of the Act of the EFL University Act 2006)

11.1 Admissions

i) The University shall be open to persons of either sex and of whatever caste, creed, race or class and gender, and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him/her to be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof.

ii) Notwithstanding anything above, the University reserves the right not to admit any student if he/she is found to have indulged in any act that is unbecoming of a student, including vandalism, staging dharna, aggression, defamation, instigation, unruly behavior or any such act that is construed to be unlawful, illegal and unbecoming and that harms the interest, name andreputation of a member of the University or of the University as an academic body. Such cases shall be recorded in writing and proof of valid reason submitted.

iii) The University reserves the right to withdraw, defer or cancel programme of study initially offered based on valid and cogent reasons which shall be recorded in writing.

ii) The University shall maintain an all-India and global character and high standards of teaching and research and shall admit students strictly on merit (even in the context of reservations) as determined through a common national level entrance examination conducted by the University.

iii) Minimum qualifications for admission to the Programmes in various Departments shall be prescribed by the Academic Council each year, subject to the concessions provided for by the Ordinance Regulations. Candidates shall be admitted to the various Programmes in order of merit.

iv) There shall be a cut-off mark in the entrance tests for admissions to all programmes as follows:

Unreserved Category: 50% OBC : 45% SC/ST/PWD: 30%

v) In cases where entrance test for admission involves a written exam and interview/orals, students must get the minimum percent in both. The ratio of marks in written test and interview is fixed at 70:30 across the board.

vi) Such candidates who satisfy the requisite qualifications may be considered for admission on the basis of the academic record, and/or performance of an applicant at national entrance test/viva voce as may be prescribed in respect of each Programme from time to time.

vii) Only such candidates who have passed an examination of an Indian University incorporated by any law for the time being in force, or such other examinations as has been recognised equivalent thereto by EFL University, shall be considered for admission.

Equivalence of Programmes/Courses and Degrees of Foreign and Indian students would be established wherever necessary by the Equivalenc e Committee. Provisional admission can be allowed for a maximum period of sixty days subject to equivalence being established by the Equivalence Committee. A student shall abide by the decision of the Equivalence Committee.

viii) In the case of seats reserved by the Government of India for students from backward states and foreign students who approach the University for admission through the Ministry of HRD/MEA/ICCR or through individual initiative, the candidates may be admitted if they fulfill the minimum qualification prescribed for admission by the university in various Departments. However, these admissions shall be considered under supernumerary category.

ix) Consideration of Foreign students' applications received after the expiry of the last date shall be at the discretion of the Vice Chancellor.

xii) No student shall be allowed to apply for more than two programmes at a time.

xiii) However, Students admitted to a regular programme in the University are permitted to pursue part-time Certificate Diploma Programmes in EFLU or other institutions.

xiv) If a student, who has been admitted, is found medically unfit subsequently, his/her admission shall be cancelled.

xv) A candidate shall be admitted to a Programme in a Department on his/her enrolment as a student of the University after paying the enrolment fee prescribed by the University.

xvi) If at any time it is discovered that a candidate has made a false or incorrect statement, concealed any culpable information and used fraudulent means to secure admission, his/her name shall be removed from the rolls of the University.

xvii) No student shall be eligible for admission to any Undergraduate, Postgraduate or Research Programmes under this University without migration from any other University or Board. A maximum period of ninety days shall be provided to students to produce Migration Certificate.

xviii) The application for admission shall be supported by duly attested copies of the following documents:

a. Relevant qualifying Degree and Board certificate,

b. Transfer and Character Certificates from the Institution last attended,

c. Grade Cards or Marks Sheets.

d. Caste/Tribe/OBC/PH certificates and certificates for other reserved categories under GOI rules.

xix) All the relevant original documents shall be submitted at the time of admission for verification.

xx) All admissions are provisional and could be terminated on misconduct, reasons of ragging and other reasons considered against the interest of the University as enunciated at (ii) above.

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11.2 Prospectus:

The Universit y shall annuall y prepare and publish a Prospectus detailing the Programmes offered, duration of Programmes and Courses, eligibility criteria, Fee, Deposit structure, availability of seats, outlines of course content, evaluation pattern, disciplinary provisions, accommodation and other infrastructural facilities for women, international students, provisions of enablement and all such other relevant information to pursue studies at the University. The Prospectus shall be made available on the University website as well.

11.3 Reservation of Seats

Reservation of seats shall be in accordance with the provisions of the Central Educational Institutions (Reservation in Admission) Act 2006 and Circulars of Government of India issued and amended in this regard from time to time. Besides, the University shall also follow reservation in admission in all Programmes of studies in accordance with the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

a. Candidates seeking admission under the reserved categories shall be required to fulfil the prescribed eligibility conditions for admission to the Programme.

b. The relaxation in the minimum prescribed percentage of marks in the qualifying examination for admission to a Programme shall be permissible only in one of the categories.

c. If a candidate in the reserved category qualifies for admission in the general category he/she shall be transferred to the general category without prejudice to the number of seats already allocated in that category which will be offered to the next eligible candidate in that category.

d. If sufficient number of candidates are not available in OBC category, such vacant seats shall be transferred to the general category.

e. The relaxation of marks as given in Para 4.1 (c) and 4.2 (a) below will not be applicable to the candidates applying for the admission to Part-time/Evening Courses/Programmes in the University.

11.4 Scheduled Castes and Scheduled Tribes

i. 22.5% of seats in all Programmes will be reserved for Scheduled Castes and Scheduled Tribes candidates in the following order:

15% of seats will be reserved for Scheduled Castes and 7.5% for Scheduled Tribes.

ii. 27% of seats will be reserved for OBC.

iii. The reservation, as mentioned in sub-para (11.3i) above, is interchangeable, i.e., if sufficient number of candidates are not available to fill up the seats reserved for Scheduled Tribes, they may be filled up by suitable candidates from Scheduled Castes and vice-versa.

iv. Candidates belonging to Scheduled Castes and Scheduled Tribes will be given relaxation to the extent of 5% in the aggregate of marks obtained in the qualifying examination.

v. The Application Form of a candidate in this category must be submitted along with a Certificate of Verification from one of the following authorities:

a. District Magistrate/A dditional District Magistrate/Collector/Deputy Commissioner/Additional Deput y Commissioner/Deputy Collector/First Class Stipendiary Magistrate/City Magistrate (not below the rank of First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

b. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

c. Revenue Officer not below the rank of Tehsildar.

d. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

e. A dministrator/Secretary to AdministratorDevelopment Officer (Laccadive and Minicoy Islands).

f. An Application Form received without certificate is liable to be rejected.

vi) The vacant seats of SC/ST which could not be filled, due to non-availability of either Scheduled Caste or Scheduled Tribe candidates or both, with the pass marks in the entrance test, if any, may be thrown open to the general category in that year provided this has been notified to the Special Commission for Scheduled Castes/Tribe s of Universit y Grant s Commission and Ministry of Human Resourc e Development and concurrence has been obtained.

vii) The University reserves the right to fill the non-reserved seats from amongst the general/OBC candidates as applicable without any infringement of the reservation quota.

11.5 Reservation for Persons with Disabilities.

03.0% of seats in all the courses shall be reserved for Persons with Disabilities (PWD)

11.6 Supernumerary Reservations

Upto three seats shall be made available each year in undergraduate and post-graduate progrmmes only for Children of Defense personnel, NCC (certificate C holders) and Kashmir Migrants (as per UGC/GOI Guidelines.) provided such candidates exist and have applied for such quota. This quota shall not be converted to any other quota and shall be operationalised only on approval of the Vice-Chancellor or his/her nominee as the case may be.

11.7 Special provision for Admission

Outstanding Players and Sportspersons

a) A specified number of seats, and normally not exceeding two, in both the Undergraduate and Postgraduat e Programmes, may be earmarked by the A cademi c Council for admission of outstanding players and sports persons, who have represented in the University/Region/State, provided that they fulfill the minimu m eligibility requirements prescribed f or seeking admission to various Programmes

b) Relaxation to the extent of 5% of marks in the aggregate or in the subject, as the case may be, will be given to such candidates.

c) Such students will be nominated by the Vice-Chancellor over and above the seats allotted to each Programme, on the recommendation of the Games and Sports Committee.

11.8 Foreign Students

i. Foreign nationals and NRIs will be admitted without an Entrance Examination subject to fulfilment of the eligibility criteria.

ii. All Foreign students selected for provisional admission shall be issued admission letters ninety days before the commencement of the session for obtaining visas.

iii. The Universit y shall organize an Orientation session for all the Foreign students admitted a week before the commencement of the sessions.

iv. The University shall organize remedial programme for English language proficiency for Foreign students wherever necessary.

v. Remedial teaching may be conducted for foreign students admitted to the University either through official channels or individually in those cases where the concerned Department is of the opinion that there is a need for such a student to undergo remedial teaching for a specific period (from one month to one year). Such a remedial teaching shall be for payment of an appropriate fee to be laid down by the University from time to time.

11.9 University Admissions Committee

1. There shall be a University Admissions Committee for all Programmes comprising the following members appointed by the Vice-Chancellor for a period of three years.

2. The University Admissions Committee shall consist of:

a) Vice Chancellors nominee Chairperson

b) Directors of Campuses -Ex- officio members c) Heads of Departments/Centres-Ex-officio members

One Professor and One Associate Professor nominated by the Vice Chancellor

One Member of SC/ST/OBC/PWD/Woman/Minority category as observers without the right to vote and mark any candidate to be nominated by the Vice-Chancellor if not already represented otherwise.

3. The Controller of Examinations shall be the Secretary of the Committee.

4. 50%of the members of the committee plus one shall form quorum.

5. The members of the Committee other than ex-officio members shall hold office for a period of three years.

The Committee shall

a) scrutinize the application forms for admission of the candidates in accordance with the conditions of admission prescribed by the Academic Council from time to time;

b) offer specific recommendations on 11.1 (ii and iii above)

c) decide on the last date of receipt of applications, entrance exam dates, centres of examinations and administer conducting of entrance tests;

d) decide the cut off marks and prepare a list of candidates to be called for interviews wherever necessary for admissions;

e) send lists of shortlisted candidate s of research Programmes to concerned School Boards for conducting personal interviews.

f) prepare merit list based on the marks obtained by the candidates in the Admission Test and/or Interview;

g) prepare the list of candidates selected for admission to various programmes;

h) design and modify the application forms for admission in soft and hard copies wherever applicable.

i) Suggest methods to improve reliability and standard of the entrance test(s) periodically.

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ORDINANCE – 12

Curricular Framework of Research Programmes [Section 6 (i)(ii)(v)28 (l) 30(a)(b)(d)(k) of the Act of EFL University Act 2006]

12.1 PhD. Programme: Duration

i) Minimum three years (6 Semesters);

ii) Maximum five years (10 Semesters).

12.2 Minimum Eligibility Requirements:

Master's Degree with a minimum of 55% Marks in the subject concerned or an M.Phil. degree in the discipline relevant to the subject concerned as notified by the University School Boards and approved by the Dean Research Academic Council from time to time;

12.3. Relaxation in Minimum Qualifying Marks

Relaxation in minimum qualifying marks up to a maximu m of 5% shall be made in case of candidates belonging to the SC, ST, Persons with Disabilities Categories and Outstanding Players and Sports persons.

12.4 Criteria for Selection of Students for Admission:

a) Admission to Research Programmes (Ph.D.) shall be made on the basis of (a) the eligibility criteria mentioned above, (b) a qualifying written test and (c) an interview based on the research proposal.

b) Subject to the fulfillme nt of the minimum cut-off marks as prescribed from time to time by the Academic Council, candidates equivalent to four times the number of seats for Unreserved and OBC categories and eight times for SC and ST categories shall be called for Personal Interview.

c) Interviews shall be conducted by the School Boards on the recommendation of Admissions Committee.

d) Subject to the fulfillment of the minimum cut off Marks as prescribed in (b) above, final selection for admission shall be made on the basis of the merit of the composite scores as per the specified ratio of 70:30 in written test and interview respectively.

e) Members of the teaching staff of the EFL University are exempted from taking the entrance test, interview and taught courses. They shall do reading courses in lieu thereof. Procedure for registration of topic etc., will be the same as for full-time researchers. The rules determining the eligibility for admission shall be the same as those for full-time researchers mentioned above.

f) Foreign nationals seeking admission to the Research Programme shall be selected on the basis of the eligibility criteria mentioned above. They are not required to unde rg o the written entrance test. However, they are required to submit a written (1000 word) research proposal. They shall be interviewed telephonicall y by the concerned Department on the basis of their proposals.

g) The maximum enrolment in the Ph.D. programme of a School/Department/Campus shall be laid down by the BoS and based on the vacancy list provided by the faculty/School to the Admission Committee subject to the approval of the School Board, the Dean (Research) and the Academic Council and shall strictly be in accordance with the UGC guidelines as issued from time to time

12.5 Credit Requirements:

For PhD: For successful completion of the Research Programme leading to the award of the PhD degree, a student shall be required to accumulate a total of 120 Credits as specified below:

Coursework: 40 Credits

Thesis: 60 Credits

Publications/Paper presentations at Conferences/Seminars: 20 Credits

Although the maximum credit requirement for Ph.D. programme is 120, students may accrue additional credit s (through participation in seminars, conferences and publications). The extra credits shall be shown as value additions in the transcripts as per regulations to be framed in the matter.

A candidate admitted to the Research Programme shall be required to complete the prescribed course work in the first two Semesters of his/her admission.

No exemption of course work will be granted to those who have an M. Phil. All Ph.D. admissions will be to the first semester of the programme.

12.6 Computation of Credits for Publication Work:

Computation of Credits for Published Work for the Research Programme (Ph.D. degree) would be made as under:

i) 2 credits for each popular article published (related to the field of research)/paper presented in national seminars/conferences/workshops

ii) 4 credits for each paper presented in international seminars/conferences/workshops

iii) 4 credits for each paper in approved refereed national journal

iv) 10 credits for each paper in approved refereed international journal

12.7 Full-time Ph.D. scholars who are unable to continue the research without interruption owing to personal or career reasons may deregister themselves for a minimum period of one semester (six months). However, deregistration is permissible only after successful completion of course work. Further, the total period of registration (including the period of deregistration) shall in no case exceed ten semesters (five years). During the deregistration period, researchers shall not be entitled to hostel or library facilities.

12.8 Full-time researchers are required to be in residence for the entire duration of course work and shall be required to put in attendance for a minimum of 75% of the working days during the course work period.

12.9 The BoS concerned shall appoint, subject to the approval of the School Board a Supervisor for each research scholar. The Supervisor shall be chosen from among the members of the Department/Centre/School. A co Supervisor, may also be appointed from another Department/Centre or School or from another university if so required based on a written request of the student and recommended by the Dean (Research).

12.10 The BoS and the School Board concerned shall also appoint for each research scholar an Advisory Committee consisting of 2 to 4 members including the Supervisor. The Advisory Committee, which may also include member s fro m other Schools/Departments/Centres/Campuses, shall guide the researcher during the period of course-work.

12.12 The term of the Advisory Committee shall extend to the entire period of the Programme, that is, until the submission of the thesis.

12.13 The Ph.D. research work shall consist of two parts:

i. There shall be four courses spread over the first two semesters. Of these, one shall be a taught course on research methodology. Other courses may be taught or reading courses, as recommended b y the Advisory Committee and approved by the Dean (Research), the BoS and School Board. In addition to the four courses the researcher shall submit a detailed research proposal at the end of the second semester.

ii. The course work evaluation shall be based on a term paper in each course to be submitted to the course instructor(s) and an end semester examination. Number of questions to be answered may be decided by the instructor. The examination shall be an open book (take-home) examination. All course-work papers must be completed before the end of the second semester.

iii. The courses shall be awarded grades and the University shall issue to each researcher a course work transcript at the end of the successful completion of course-work. However, the grades for course work shall not appear in the final degree certificate.

iv. On the completion of course-work, the researcher shall prepare a detailed research proposal and submit it to the Advisory Committee. This document should reflect the researcher ’s knowledge of the field in general, background literature, current issues and the like. The proposal shall be evaluated by the Advisory Committee. If the Advisory Committee accepts the proposal, the proposal shall be placed before the BoS which in turn shall forward it to the School Board, through the Dean (Research) for final approval. After the approval of the Advisory Committee, the researcher shall make an open presentation of his/her research proposal. The School

Board shall formally permit the researcher to commence writing the thesis. No grade will be awarded for the submission and presentation of research proposal. (Normally this entire process shall be completed by the end of the second semester).

v. If the proposal is not accepted by the Advisory Committee, the researcher shall be given one month to revise and resubmit the proposal.

vi. If the revised proposal fails to get the approval of the Committee, the researcher 's admission to the programme stands cancelled.

vii. The second part of Ph.D. programme comprises of writing the thesis. Thesis shall be submitted only on completion of the stipulated coursework period.

12.14 Progress reports

i. All researchers enrolled in a Ph.D.Programme at the University are expected to maintain a satisfactory standard of performance during the coursework period.

ii. All researchers shall be required to record their attendance during the period of course-work, fulfilling a minimum of 75% attendance.

iii. After completion of the coursework, however, there shall be no need to record daily attendance except in cases of such students who receive National/State/UGC fellowships. Every researcher shall submit a quarterly progress report endorsed by the supervisor to the Advisory Committee, for the entire period of active registration.

iv. The Advisory Committee of each researcher shall scrutinize the progress report to ensure satisfactory progress made by the researcher. If the reports are satisfactory the Chairpersons of the BoS concerned shall forward them through the School Board concerned to the Controller of Examinations. If the Committee feels that the progress is not satisfactory, it shall be conveyed to the researcher in writing. Two consecutive non-satisfactor y reports shall result in the immediate and automatic withholding/cancellation of fellowship, and other punitive measures (including the cancellation of registration) as recommended by the BoS and the School Board.

12.15 Scheme of Evaluation

Evaluation of Part I (Course-work) shall be done on the following 8-point grading scale:

O A+ A B+ B C d F

Letter Grade	Grade Point Equivalent	Grade Point Range for computation of Overall Grade	Marks Equivalence (Out of 100)	Quality Descriptor	Class Corresponding to Overall Grade
O	8	7.50 and above	75-100	Outstanding	Distinction
A+	7	7.00 to 7.40	70-74	Excellent	High First
A	6	6.00 to 6.90	60-69	Very good	First
B+	5	5.50 to 5.90		Good	High second
B	4	5.50 to 5.40		Fair	Second
C	3	4.50 to 4.90		Satisfactory	Pass
D	2	4.00 to 4.40	40-44	Pass	
F	0	0 to 3.9	Below 39	Fail	Fail

The Grade Point Average (GPA) is computed as follows:

a. Total points gained in Part I

———————————————————————————————-- =

GPA Number of courses done in that semester

b. The minimum required GPA for a pass in Part I shall be

5.50 with a minimum Grade C in each course/module. A scholar who has a Graded or F in any of the courses in Part-I shall not be eligible to continue in the programme.

c. A scholar who gets a Grade C in more than one course will be required (i) to redo those courses in order to improve the grades or (ii) submit additional assignment(s) or (iii) take exam(s) (wherever applicable) to improve the GPA.

12.16 Leave Provision

i. Maternity Leave: Women research scholars are eligible for maternity leave with full fellowship/scholarship for a period not exceeding three months once during the tenure.

ii. Paternity Leave: Male researchers with less than two children are eligible for 15 days Paternity Leave during wife's confinement.

iii. Duty Leave: Duty Leave is granted for a maximum of two months every academic year for fieldwork on the recommendation of the supervisor. The researcher shall submit the details of the proposed fieldwork along with the application for duty leave. A report signed by the supervisor shall be submitted on completion of fieldwork.

Researchers shall also be eligible for academic leave upto a maximum of 15 days per academic year to participate in conferences, seminars and workshops wherever their proposals for presentations are accepted after approval for the same from the School Dean. Such applications have to be recommended by the Supervisor concerned.

12.17 Recognition and Allotment of Supervisor

(i) All full-time faculty members of the University possessing Ph.D. with at least three years of teaching experience (either in their previous organization or at EFLU) and a minimum of three publications in peer-reviewed journals in the relevant area(s) shall be recognized as Supervisors to guide Ph.D. Such recognition shall formally be accorded by the School Board based on a written application by the concerned to the Dean and recommended by the Dean (Research) and shall be based on the actual number of teachers actually present that academic year in the Department on the ratio of supervisor- student allotment as prescribed by the UGC. (ii) The primary supervisor shall necessarily be a full time faculty of the Department Centre concerned with the prescribed qualification as detailed earlier.

(iii) Provided that if a faculty member, who has been allotted research students proceeds on deputation to another institution, he/she may, subject to his her availability, to be communicated in writing and approved by the current employer and proposed by the Dean (Research), be continued as a Co-Supervisor to guide the student on the recommendations of the Department and approval of the Dean concerned. No new students shall be admitted to such supervisor in terms of the total quota of students calculated based on allotment as per UGC rules and his her existing students shall be transferred to the existing full-time faculty. Subsequent admission to Ph.D. in that department will be made only if vacancies are available after the above transfer.

(iv) Provided further that in case a faculty member ceases to be a teacher of the University due to death, resignation, dismissal etc. the School Dean, on the recommendations of the Research Advisory Committee, shall allot the continuing students to another supervisor.

(v) Provided also that in case a faculty member retires, he/she may continue to guide the currently allotted students till the completion of their work provided that they have completed their coursework and defended their theses proposal. Faculty members who are due to retire will not be allotted any new students one year prior to the date of the retirement.

Notwithstanding any of the above, the UGC guidelines on permissible quota of Ph.D. students for each faculty member shall be strictly adhered to in the best interests of maintaining research quality and output.

12.18 Thesis Submission Requirements

i) All Ph.D. scholars shall, two months before submitting the thesis, give a Pre-Submission Seminar to be attended by all the members of the BoS, the School Board and any other research scholar of the University. The suggestions made at the Seminar may be incorporated in the thesis before submission.

ii) Requests for final approval of the title of the thesis should be made at least two months before the submission of the dissertation. Titles shall be approved by the Chairperson, School Board, on the recommendation of the Supervisor, Advisory Committee and the Chairperson of the BoS concerned.

iii) Change of Supervisor(s) may be approved by the Chair person School/Board concerned onthe recommendations of BoS concerned on a request received in writing from the researcher andor the Supervisor(s) or if the Supervisor(s) retire(s) or go(es) on long leave (for over six months), or for any other justifiable reason.

iv) Ph.D. scholars shall not be permitted to submit the thesis unless the Supervisor is satisfied that the thesis presented is worthy of consideration for the award of the Ph.D. Degree.

v) When the thesis is ready for submission, the application for the award of the Degree, to be submitted to the Controller of Examinations, should be accompanied by

a) Five hard copie s (including one for the Supervisor) of the thesis along with a soft copy.

b) Six copies of the title page, abstract and the table of contents of the thesis along with a soft copy

c) A certificate from the researcher a nd countersigned by the Supervisor and/or Dean to the effect that the thesis embodies the research work done by the researcher during the period of study and that the thesis is acceptable in all respects and that it be considered for the award of the degree Ph.D.

d) Two passport size photographs.

e) A No Dues Certificate from different departments and sections of the University.

f) A copyright declaration by the researcher giving the University permission to take photocopies of the thesis and/or parts thereof and make digital use of it for academic purposes.

vi. The thesis shall be typed on one side of A4 size paper. It shall be in 1.5 space and in Times New Roman font (12 pt). The margin on the left shall be 3.5 cm and 2.5 cm on the other three sides.

vii. The normal upper limit is around 500 pages for a Ph.D. thesis, excluding appendices and other supplementary material.

viii. The thesis should have a title page, abstract and table of contents.

ix. The copy of the thesis to be kept in the library should be bound in rexine or leather. The title of the thesis and the name of the author should be embossed on the front cover of the thesis. The Degree, the year, the name of the author, and the initials "EFL-U" should be embossed on the spine.

x. Every Ph.D. thesis submitted shall be evaluated by three external examiners selected by the Vice-Chancellor from a panel of six names to be submitted by the Supervisor and recommended by the Chairperson BoS concerned and approved by the Chairperson of the School Board. The Supervisor shall not be an examiner for the thesis.

xi. The examiners of each Ph.D. thesis shall be asked to indicate clearly whether

(a) they recommend the award of the degree on the basis of its present for m subjectt o the satisfactory performance of the candidate at the Viva Voce Examination, or

b) they recommend revision of the thesis, or (c) they recommend rejection of the thesis. (d) recommended publication of the thesis.

The recommendation shall in all cases be accompanied by a detailed report.

xii. When the reports of the examiners are received by the Controller of Examinations, he/she shall place them before a Sub-Committee consisting of

(a) the Chairperson of the School Board

(b) the Chairperson of BoS concerned and

(c) the Supervisor concerned.

xiii. This Sub-Committee shall consider the reports and make suitable recommendations to the Controller of Examinations for further action. The reports of the examiners may be provided to the researcher without disclosing the identity of the examiners. The Chairperson, School Board, shall convene this meeting.

xiv. The degree of Doctor of Philosophy shall be awarded only if

(a) it is recommended for the award unanimously by all the three examiners and

(b) if the candidate performs satisfactorily at the Public VivaVoce Examination

xv. The Viva Voce Examination shall be held only if the report s of the examiner s on the thesi s submitted unanimously recommend award of the Degree.

xvi. The Viva Voce Examination shall be conducted by a Board of Examiners which shall consist of the Supervisor, the Advisory Committee and one External Examiner of the thesis who shall be from within the country.

xvii. The Viva Voce Examination shall be held in public with a notice of two weeks in advance.

xviii. In cases where the reports of the examiners of the thesis are not unanimous, i.e. where one or two of the examiners recommend(s) revision of the thesis while the other(s) recommend(s) the award, the detailed report(s) that recommend(s) the award shall be sent to the examiner(s) who recommended revision. If the latter reconsider(s) his/her/their decision and recommend the award, the Viva Voce Examination may then be held. If the examiner(s) concerned still maintain(s) his/her/their earlier recommendation for revision of the thesis, it will be open to the School Board, on the recommendation of the BoS concerned, to (a) call for revision and resubmission of the thesis or

(b) to send the thesis to a fourth examiner whose decision shall be taken to be final. The fourthexaminer in such cases shall be chosen from the panel submitted earlier and shall be appointed by the Vice-Chancellor on the recommendation of the School Board. In case such an examiner is not available or not willing to evaluate the thesis once again, the Vice-Chancellor may appoint another examiner from the panel submitted earlier.

xix. The date on which the results are approved by the Vice-Chancellor will be treated as the date of the award of the Ph.D. Degree.

xx. In case the School Board calls for revision, the candidate shall be asked to revise and resubmit the thesis within a maximum period of one year or earlier (as decided by the School Board). The revised thesis shall be sent only to the examiner(s) who called for revision.

xxi. If the examiner(s) to whom the revised thesis is sent is/are still not satisfied with the revised thesis, the thesis (in its original form) shall be sent to a fourth examiner to be selected from the original panel of examiners and appointed by the Vice Chancellor.

12.19 **Part-time research for University faculty**

i) Members of the EFL University faculty are eligible for admission to part-time Ph.D. Programmes at the EFL University. If full-time research scholars registered at the EFL University are appointed faculty members at the University, they can convert their registration from full- time to part- time.

ii) A member of the teaching staff who goes on study leave will not be treated as a part-time researcher at the University.

iii) When faculty members who are part- time researchers cease to be on the teaching staff, they shall not be allowed to continue as part-time researchers. They may, however, be treated as full- time researchers if they give an application within a month after they cease to be on the teaching staff.

iv) Faculty members whose registration is cancelled after the expiry of the period of registration may apply for a fresh registration. The fresh registration, if granted by the School Board, shall be valid for two years for the Ph.D. Programme.

12.20 **Deregistration and Validity of Registration of Part- Time Researchers**

i. The validity of registration (total span) shall be six years. However, the actual period of registration shall be restricted to four years.

ii. A member of the faculty is required to complete the coursework within two consecutive semesters.

iii. (a) A member of the faculty shall be eligible for de- registration after completion of coursework. N o deregistration shall be permitted in the last two semesters of active registration.

(b) Deregistration shall be allowed for those who are on long leave or on deputation. However, it shall not be allowed for those who are on Study Leave.

iv. Re-registration shall be possible anytime during the remaining period. De-registration shall be valid for a maximum period of two semesters.

A student admitted to the Research Programme shall be awarded a Ph.D. if he/she successfully completes the requirements of minimum specified number of semesters and accumulation of required number of credits prescribed for the degree of Ph.D.

12.**21 Doctor of Letters (D.Litt)**

(i) The University, as part of its commitment to fostering the highest standards of academic excellence, shall confer a degree of Doctor of Letters (D.Litt) on persons deserving of the title and honour.

(ii) The Degree of Doctor of Letters shall be awarded on the merit of the published work of a scholar which he/she has produced independently. The scholar shall present in support of his/her candidature published/unpublished work done by himself/herself alone, or jointly with others. The candidate's work must contain such results as mark an advance in knowledge in his/her particular field.

(iii) A candidate shall be eligible to submit his/her work as specified hereinafter for the Degree of Doctor of Letters when,

(iv) Three years have elapsed after the candidate obtained the Degree of Doctor of Philosophy either : (a) of EFL University or (b) of any other Statutory University, provided that he/she is a teacher at a University and has served in that capacity for at least three consecutive years after obtaining such a degree, and

(v) He/she has engaged himself/herself in active research work for which sufficient documentary proof be submitted to the School Board concerned.

(vi) The candidate shall not submit for consideration any work for which a degree has already been conferred on him/her in this or any other University.

(vii) Application for submitting a work shall be made to the Registrar and shall be accompanied by

(a) a list of the candidate's publications;

(b) a statement showing in what respect the candidate's investigations appear to him/her to advance the cause of his/her particular field of study;

(c) a statement indicating if he/she had submitted the work to any other University for such a degree giving the name of the University and the time of submission.

viii) The Chairperson, School Board shall seek such advice as he/she may deem necessary to satisfy himself/herself that the conditions for submission of the work have been fulfilled by the applicant. The Chairperson, School Board, shall constitute a committee of three experts from the field concerned which shall be called upon to submit its report and recommendation within a month to the Chairperson, School Board concerned.

ix) The application shall then be considered by the School Board and if approved the candidate shall be permitted to submit four copies of his/her work to the Controller of Examinations.

x) Every work shall be referred to a board of three external examiners. In this respect the names of examiners for examining the work for the award of the degree of Doctor of Letters shall be recommended by a Committee appointed by the Vice-Chancellor on the recommendation of he School Board of the field concerned. The composition of the Committee shall be similar to the Committees which recommend examiners for Ph.D. theses.

xi) The examiners shall declare that the work submitted by the candidate is a distinguished and substantial contribution to learning and that it merits the award of the Degree of Doctor of Letters.

xii) The candidate whose work is not approved by the examiners shall not be allowed to re-submit his/her thesis for the degree.

xiii) The reports of the examiners shall be placed before a Committee of the Academic Council consisting of: a. Pro-Vi ce Chancello r, or an y other senior professor nominated by the Vi ce Chancellor shall be the Chairperson, b. Dean of the School concerned, c. Chairperson of Board of Research Studies, d. Head of department concerned, e. One Professor to be appointed by the Vice Chancellor. The supervisor, if any, of the candidate shall be a special invitee. The Committee shall recommend the award of the Degree when the examiners are unanimous in their recommendations.

ORDINANCE-13

Conferment of Honorary Degrees and Convocation (Section 6 (iv) 28(n) 30(d) of the Act and Statute 27 (1)(2) 30 of the Statutes of the EFL University Act 2006)

13.1 Conferment of Honorary Degrees

i) The Executive Council may, on the recommendation of the Academic Council and by resolution passed by a majority of not less than two-thirds of the members present and voting, make proposal st o the Visitor for the conferment of Honorary Degrees.

ii) Provided that in case of emergency, the Executive Council may on its own, make such proposals.

iii) The following Honorary Degree may be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to learning or eminent services to the cause of Education or Society, a fit and proper person to receive such Degree:

iv) Doctor of Letters (Honoris Causa)

Degrees, including Honorary Degrees, shall be conferred at convocation special Convocation and may be taken in person or in absentia.

13.2 Convocation

i) Convocation for the purpose of conferring Degrees shall be held annually at Hyderabad on such date as the Chancellor may fix.

ii) Provided that in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorise admission of successful candidates in the year to respective degrees in absentia and authorise the Registrar to issue the Degrees on payment of the prescribed fee.

iii) Special Convocation for conferring honorary Degrees may be held on such date as may be fixed by the Chancellor, on the recommendation of the Vice-Chancellor.

iv) The Academic Council shall, from time to time, determine as to the Degrees, which may be conferred on graduates in person, and the Degrees to be conferred in absentia, at the convocation.

v) Provided that the Vice-Chancellor may confer Degree in advance of the Annual Convocation on students proceeding to Universities abroad for further studies.

vi) The Diplomas and Degrees shall be signed by the Registrar and shall bear the printed signature of the Vice-Chancellor.

vii) The procedure to be followed at the convocation shall be laid down by the regulations.

viii) The students of the campuses shall be conferred the Degrees by a Guest through visual communication media (as in case of IGNOU) on the day of Convocation.

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ORDINANCE-14

Fees Payable By Students Of The University

(Section 6(xx) 30(e) of the Act of the EFL University Act 2006)

14.1 Fee Provision

i) The Executive Council on the recommendations of the Academic Council shall, from time to time, prescribe the fees payable by students.

ii) Details of fees and other charges payable by an applicant and students admitted to different Programmes and Courses shall be specified in the Admission Brochure/Prospectus issued by the University from time to time.

iii) Students admitted to various Programmes of Studies shall pay the fees as prescribed.

14.2 **Due date and mode of payment:**

a. The students shall deposit fees as prescribed by the University from time to time.

b. Fees shall be paid on or before the date fixed by the University.

14.3 **Delay or default in payment:**

If a student does not pay fee on time, a fine shall be levied as follows:

a) 10% of the fees for the first 10 days b) 20% of the fees for the next 10 days c) 30% of the fees thereafter up to thelast date of the month in which the feeis due.

i) The Vice-Chancellor or any other officer to whom his/her power has been delegated may on the recommendations of the Dean of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application stating the reasons for late payment of fee. Such applications should be submitted well ahead of the due dates, so that a decision may be taken.

ii) Names of the defaulters, which shall be put up on the Notice Board shall be removed from the rolls of the University with effect from the first day of the following month.

iii) A student whose name has been struck off from rolls of the University may be re-admitted on the recommendations of the Dean of the School concerned and on payment of arrears of fees in full and other dues together with a re-admission fee as fixed by the University. However, such re-admission shall be within the same semester and subject to the student fulfilling the minimum attendance criteria.

iv) Whenever a student proposes to withdraw from the University, s/he shall submit an application to the Dean of the School concerned through the Head of the Department Centre intimating the date of his her withdrawal. S/he shall pay all fees/charges due till the date of withdrawal from the University.

14.4 **Exemption of fees, applicable as per UGC/GOI guidelines and regulations. Fee Concessions and Freeships offered by the University shall be as per Regulation (20).**

i) The following factors shall be taken into account while making recommendations on the applications of students for grant of freeships:

a. Academic record of the student;

b. his/her progress in studies in the case of renewal of free- ships;

c. his/her financial position; and

d. any other factor, which shall also be recorded. The list of students to whom concessions have been awarded ordinarily shall be notified by 30th September.

ii) Free-ships granted during the academic year shall not be renewed automatically in the following year. The students in need of such concession shall submit fresh applications every year, which shall be considered along with new applications received in the year.

iii) A freeship granted to a student may be cancelled if hish er conduct or progres s in studie s is found to be unsatisfactory or if his her financial condition improves and he is no longer in need of fee concession.

14.5 Refund of fees, security deposit etc.:

i) Security deposit or caution money is refundable, on an application from the student on his/her leaving the University, after deducting all dues, fines and other claims against him/her.

ii) A student shall forfeit any refund if not claimed within one calendar year after leaving the University.

iii) On cancellation of admission, before the commencement of the academic session a student shall be eligible for full refund of all fee paid for admission.

. If the admission is cancelled within two weeks after the commencement of the academic session, s/he shall lose a month's tuition fee. After expiry of two weeks the student shall not be eligible to any refund.

14.6 The fees for the various University

Courses shall be as follows: I. Administrative process fee

(a) Application Form Fee (with Brochure & Examination Fee)

(b) Registration Fee

(c) Examination Fee

(d) Grade Card and ID fee

(e) Practicals Fee

II. Extra Curricular Activities Fee

(a) Sports Fee

(b) Cultural Activities Fee

(c) Students' Welfare Fee

(d) Medical Fee (for Medical Insurance)

(e) Student Welfare Fund

III. **Course Fees**

(a) Tuition Fee

(b) Computer/Laboratory Fee

(c) Library Fee

IV. Deposits (Refundable)

(a) Caution Money (Laboratory) (b) Caution Money (Library)

(c) Caution Money (Hostel)

V. **Miscellaneous Fee as may be decided by the University from time to time.**

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VI. **Fees for re-checking of Examination results. VII.Fees for the supply of Statement of Marks**:

a) Every candidate shall pay along with the examination fee, a fee as fixed by the University for the supply of statement of marks for each examination.

b) Duplicate copies of Statement of Marks shall be supplied on payment of a fee as fixed by the University for each statement of marks.

VIII. **Fees for issuing of transfer, provisional, duplicates and other certificates.**

IX**. Fee for change of name in the records. X. Fee particulars shall be as per Regulations.**

XI. **Fees for SAARC and other Foreign students as decided by the Academic Council.**

XII**. Students shall not be issued Hall Tickets or allowed to appear at the Examinations unless they have cleared their dues and paid the examination fee.**

14.7 Certificates to be Issued:

i) Transfer Certificate/Duplicate Copies of the Transfer Certificates

ii) Provisional certificate of having passed an examination of the University/duplicate copy of the above.

iii) Degree certificate (in person)

iv) Degree Certificate (in absentia)

v) Duplicate copies of the Degrees

vi) Bonafide Ceritificate

vii) Any other certificate as prescribed by the University

XIII. A student or candidate, who wishes to add or to alter his her name as originally recorded in the University Registers shall pay a fee fixed for the purpose by the University. Such addition or alteration shall be made to his her original name as alias in the University Enrollment Register after he has fulfilled the necessary formalities of submitting the matriculation marks card and a notarized affidavit to this effect along with clipping of newspaper notice issued.

XIV. A student who applies for alteration of the record of his/her date of birth as entered in the University Registers shall pay fees fixed for the purpose by the University. No change in the date of birth shall be made unless approved by the competent authority.

XV. Fees for SAARC and other Foreign students shall be decided by the Executive Council from time to time.

Draft of Revised Ordinances of EFL University

ORDINANCE-15

Academic Calendar

15.1 Academic Calendar

The Academic Calendar of the University shall be as laid down by the Academic Council at the end of each Academic year.

15.2 For Hyderabad and Lucknow Campuses:

from 16th June to 30th November -1st Semester

from 1st December to 2nd January (Winter vacation)

from 3rd January to 30th April (2nd Semester)

from 1st May to 15th June (Summer vacation)

15.3 Contact-cum Examination sessions of the Distance Education Programme (Hyderabad Campus)

a) MA Programme : January/February

b) PGCTE : June/July

c) PGDTE : November

15.4 For Shillong Campus

From 8th July to 15th December- 1st Semester

From 16th December to 10th February (Winter Vacation)

From 11th Feb to 15th June -II semester

From 16th June to 7th July : Summer vacation. Provided that variations in the calendar may be made at different Campuses of EFL University, depending on the climatic and other local condition.

15.5 List of Holidays

The University shall prepare an academic holiday list taking four local holidays recommended by the campuses in lieu of holidays approved for the Hyderabad campus. This list shall be approved by the Academic Council.

ORDINANCE 16

BOARD OF RESEARCH STUDIES

16.1 There shall be a Board of Research Studies (BRS) to regulate all research studies in the university. The Board of Studies shall function subject to the general guidance of the Academic Council of the University.

16.2 Subject to feasibility, research programmes shall be offered either by Schools or by Departments of Schools. In the former case, the programme shall be organized by a Research Committee of the School, called School Research Committee (SRC), under the overall control of the Board of Research Studies (BRS). In such cases, the SRC shall conduct the entrance tests and interviews for admission to the programmes and send its recommendations to the BRS for scrutiny and approval.

16.3 In cases where research programmes are offered by a Department, the Department concerned shall have a Department Research Committee (DRC), which will organize the research programmes. In such cases, the DRC shall conduct the entrance tests and interviews for admission to the programmes. The DRC will then make its recommendations directly to the BRS for scrutiny and approval.

16.4 The Campuses (Lucknow and Shillong) which run research programmes will have a Campus Research Committee which will be on par with the School Research Committees in the Hyderabad Campus. The Campus Research Committees(CRCs) will have the same powers and functions as the SRCs. The Director of the Campus shall be the Chairperson of the CRC. All faculty members of the Campus who are eligible to guide research will be members of the CRC. The Committee can also co-opt some members from local universities with the approval of the Vice-Chancellor, if need be.

16.5 The term of the BRS shall be two years.

16.6 The composition of the BRS shall be as follows:

1. Chairperson: Dean, Research (ex-officio)

   Members:

2. Deans of all Schools

3. Directors of the Campuses (other than Hyderabad)

4. Heads of all Departments

5. One Professor from each Department

6. (other than Dean Head) by rotation according to seniority

7. Two Readers from each Department (other than Head) by rotation according to seniority

8. Two Lecturers (Ph.D. holders) from each Department by rotation according to seniority

9. Two SC/ST Representatives (Ph.D. holders), one each from the English and Foreign Languages streams, to be nominated by the Vice-Chancellor.

16.7. The powers and functions of the Board of Research Studies (BRS) shall be:

1. to consider applications for admission and approve admissions to the programmes of research leading to M.Phil. and Ph.D. degrees on the recommendations of the DRCs/SRCs/CRCs;

2. to consider and approve the M.Phil. and Ph.D. programmes offered by DRCs/SRCs/CRCs;

3. to approve research topics, appoint Supervisors or Advisory Committees and to approve courses for students enrolled for M.Phil. and Ph.D. programmes on the recommendations of the DRC/SRC/CRC concerned;

4. to recommend to the Vice-Chancellor the appointment of internal examiners for course work and (in the case of Ph.D.) for the Pre- Ph.D. Comprehensive Examination on the recommendations of the DRC/SRC/CRC concerned.

5. to grant extensions as provided in the rules on the recommendation of the DRC/SRC/CRC concerned.

6. to consider and approve titles for dissertations/theses on the recommendation of the Supervisor and the DRC/SRC/CRC concerned;

7. to consider and approve change of Supervisors on the recommendation of the DRC/SRC/CRC concerned;

8. to consider and approve requests for transfer of research scholars from one mode to the other;

9. to consider applications from research scholars for grant of exemption from residence at Hyderabad or the station where the EFL Campus is situated and for permission to reside outside Hyderabad or the other EFL Campuses as the case may be, for the purpose of collecting materials relevant to their research;

10. to recommend to the Vice-Chancellor the names of examiners for the evaluation of dissertations/theses submitted by the candidates for research degrees;

11. to recommend the award of research degrees on the basis of reports/results forwarded by the DRCs/SRCs/CRCs.

12. to consider schemes for the advancement of the standards of research, and to submit such proposals to the Academic Council;

13. to promote research within and across the SchoolsCampuses Departments under its purview and to submit reports on research to the Academic Council.

The Chairperson of the BRS shall be authorized to exercise the powers and perform the functions listed under (3) to (11) above on behalf of the BRS.

16.8. (i) The term of the SRCsDRCs shall be two years.

(ii) The Campuses (Lucknow and Shillong) which run research programs will have a Campus Research Committee which will be equivalent to School Research Committee. CRCs (Campus Research Committees) will have the same powers and functions as an SRC. All faculty members who are eligible to guide research will be members of the CRCs. The Committee can also co-opt some members from local universities with the approval of the Vice Chancellor, if need be.

16.9. The composition of each SRC (in cases where Schools offer research programmes)

1. Chair: Dean of the School Members:
2. Heads of all Departments in the School
3. Two Professors (other than Dean/Head) in order of seniority by rotation from each of the Departments of the School
4. Two Readers (other than Head) in order of seniority by rotation from each of the Departments of the School
5. Two Lecturers (Ph.D. holders) in order of seniority by rotation from each of the Departments of the School
6. One SC/ST Representative (Ph.D. holder) from the same School or any other School, to be nominated by the Vice-Chancellor
7. One member (Ph.D. holder) from any other School, to be recommended by the host SRC.

16.10 The composition of each DRC (in all cases where Departments offer research programmes) shall be as follows:

1. Chair: Head of the Department Members:
2. Two Professors (other than Head) from the Department in order of seniority by rotation
3. Two Readers (other than Head) from the Department in order of seniority by rotation
4. Two Lecturers (Ph.D. holders) from the Department in order of seniority by rotation
5. One SC/ST Representative (Ph.D. holder) from the same Department or any other Department of the School or any other School, to be nominated by the Vice-Chancellor
6. One member from any other Department of the School, to be recommended by the host DRC
7. One or more Associate Members from any other School, to be recommended by the host DRC.

16.11. The SRCs DRCs/CRCs shall

i. receive and scrutinize applications for admission to the research programmes offered by the School/Dept., design the question papers and appoint examiners for the entrance test, conduct the interviews and recommend to the BRS candidates for admission to the programme

ii. appoint an Advisory Committee for each research scholar

iii. forward to the BRS for its approval the research topic and course work for each researcher as designed by his/her Advisory Committee

iv. recommend Supervisors for appointment by the BRS

v. recommend persons for appointment as internalexternal examiners for approval by the BRS.

vi. conduct course work and monitor other requirements related to research programmes of the university such as pre-submission seminars etc. They shall conduct examinations and forward the results thereof to the BRS for its approval.

vii. recommend to the BRS reports of examiners on dissertations theses for approval by the BRS.

16.12. Research programmes may be offered (a) full time, (b) part-time or (c) through the distance mode, or all three, depending on the facilities available in the School/Department/Campus.

ORDINANCE 17

Doctor of Letters (D.Litt)

(1) The University, as part of its commitment to fostering the highest standards of academic excellence, shall confer a degree of Doctor of Letters (D.Litt) on persons deserving of the title and honour.

(2) The Degree of Doctor of Letters will be awarded on the merit of the published work of a scholar which he/she has produced independently. The scholar should present in support of his/her candidature published/unpublished work done by himself/herself alone, or jointly with others. The candidate's work must contain such results as mark an advance in knowledge in his/her particular field.

(3) A candidate shall be eligible to submit his/her work as specified hereinafter for the Degree of Doctor of Literature when.

(i) three years have elapsed since the candidate obtained the Degree of Doctor of Philosophy either : (a) of EFL University or (b) of any other Statutory University, provided that he/she is a teacher at a University and has served in that capacity for at least three consecutive years after obtaining such a degree, and

(ii) he/she has engaged himself/herself in active research work for which sufficient documentary proof be submitted to Board of Research Studies.

(4) The candidate shall not submit for consideration any work for which a degree has already been conferred on him/her in this or any other University.

(5) (a) Application for submitting a work shall be made to the Registrar and shall be accompanied by

(i) a list of the candidate's publications and

(ii) a statement showing in what respect the candidate's investigations appear to him/her to advance the cause of his/her particular field of study

(iii) a statement indicating if he/she had submitted the work to any other University for such a degree giving the name of the University and the time of submission.

(b) The Chairperson, Board of Research Studies shall seek such advice as he/she may deem necessary to satisfy himself/herself that the conditions for submission of the work have been fulfilled by the applicant. The Chairperson, Board of Research Studies, shall constitute a committee of three experts from the field concerned which shall be called upon to submit its report and recommendation within a month to the Chairperson, Board of Research Studies.

(c) The application will then be considered by the Board of Research Studies and if approved the candidate shall be permitted to submit four copies of his/her work to the Controller of Examinations.

(6) Every work shall be referred to a board of three examiners all of whom shall be external examiners, In this respect the names of examiners for examining the work for the award of the degree of Doctor of Letters shall be recommended by a Committee appointed by the Vice-Chancellor on the recommendation of the SRC/DRC of the

field concerned. The composition of the Committee shall be similar to the Committees which recommend examiners for Ph.D. theses.

(7) The examiners shall declare that the work submitted by the candidate is a distinguished and substantial contribution to learning and that it merits the award of the Degree of Doctor of Letters.

(8) The candidate whose work is not approved by the examiners shall not be allowed to re-submit his/her thesis for the degree.

(9) The reports of the examiners shall be placed before a Committee of the Academic Council consisting of: a. Pro-Vice-Chancellor, Chairperson, b. Dean of the School concerned, c. Chairperson of Board of Research Studies, d. Head of department concerned, e. One Professor to be appointed by the Vice-chancellor. The supervisor, if any, of the candidate shall be a special invitee. The Committee shall recommend the award of the Degree when the examiners are unanimous in their recommendations.

18.1 POST DOCTORAL FELLOWSHIP

The University shall institute a scheme of post doctoral fellowships to promote research at post-doctoral level. The

Vice-Chancellor is authorized to workout details of the scheme.

ORDINANCE 18

One-year Intensive Higher Advanced Diploma Course in Foreign Languages (Arabic/French/German/Japanese/Russian/Spanish)

There shall be a One-year full-time Intensive Advanced Diploma course that will be conducted by the University. This will be a full time course for which the teaching will be conducted at least 4 clock hours daily on all the week days. The Course will be a self-financing programme. The fee structure will be laid down in the same way as it would be done in respect of other course in the University.

Eligibility: 10+2 or a higher degree and one-year Intensive Advanced Diploma in the foreign language concerned.

OR

10+2 or a higher degree and three-year (Part- time) Advanced Diploma in the foreign language concerned.

The course structure of the course will be as given below:

Course Structure

I Semester

Paper II : Higher Language (Written)

Paper II : Higher Language (Oral)

Paper III : Translation from English into the foreign language and vice-versa

Paper IV : Introduction to literary terms through the Reading Literary Texts (Poem, Stories etc.)

II Semester

Paper 1 : Higher Language (Written)

Paper II : Higher Language (Oral)

Paper III : Translation from English into the Foreign Language and vice-versa

Paper IV : Introduction to literary terms through the Reading Literary Texts (Poem, Stories etc.)

One-Year Intensive Higher Advanced Diploma in Russian (OY IHADR)

There will be a One Year Intensive Higher Advanced Diploma in Russian to be conducted by the School of Russian Studies of the University. This will be a full time course for which the teaching will be conducted at least 4 clock hours daily on all week days. The fee structure will be laid down in accordance with the relevant ordinances of the University.

Eligibility:10 + 2 or an equivalent qualification thereto or a Bachelors degree plus One-year Intensive Advanced Diploma in Russian.

OR

10 + 2 or an equivalent qualification thereto or a Bachelors degree plus three-year (Part-time) Advanced Diploma in Russian.

Course Structure

The structure of the above course will be given below:

Semester 1

Paper 1 : Advanced Russian Grammar 1 (written)

Программа:

1. Глаголы движения с приставками
2. Деепричастия и сослагательное наклонение
3. Причастия и их образование
4. Способы выражения времени
5. Неопределенные местоимения
6. Значения глагольных приставок
7. Употребление различных союзов
8. Склонение числительных
9. Прямая и косвенная речь
10. Активные и пассивные конструкций
11. Степени сравнения
12. Употребление вида в форме инфинитива
13. Употребление несовершенного вида с отрицанием

Paper 2: Development of Speech Skills 1 (oral)

Программа:

1. Формы привлечения внимания и формы обращения
2. Формы приветствия и прощания
3. Формы представления (при знакомстве)
4. Формы выражения благодарности
5. Формы поздравления и пожелания
6. Формы приглашения и формы предложения
7. Формы выражения просьбы
8. Формы выражения желания
9. Формы выражения совета

Paper 3: Translation 1 (English-Russian-English) (written)

Paper 4: Introduction to simple literary texts 1 (poems, Short stories, etc.) (oral)

Semester 2

Paper 1: Advanced Russian Grammar 2 (written)

Программа:

1. Употребление односоставных предложений
2. Употребление сложносочиненных предложений с разными союзами.
3. Употребление сложноподчинённых предложений с разными союзами.

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Paper 2: Comprehension (oral)

Программа:

Примерно 10-15 маленьких рассказов/сочинений. Сказок ….

Paper 3: Translation 2 (English-Russian-English) (written)

Paper 4: Introduction to Simple Literary texts 2 (3 poems, 3 Short stories, 2 Fables) (oral)

ORDINANCE 19

Fee Structure

The English and Foreign Languages University should break new grounds in striving to achieve the ends of ensuring social justice and providing higher education on an egalitarian basis while at the same time earning sufficient revenue for its developmental and welfare programmes. With a view to realising this goal the EFL University has decided that the fee and fund structure and modalities of exemption from the payment of fees will be laid down as given below:

1. No fee, including the Student Welfare Fund, shall be charged from SC/ST students. In addition, they will get adequate stipend for meeting the expenses on course books, board and lodging partially.

2. Differently-abled (physically challenged) students will be exempt from payment of fees. Depending on the degree of being physically challenged such students will also be eligible for adequate grants/stipends that could cover their board, lodging and other expenses.

3. Following categories of students will be eligible for exemption from payment of tuition fee if they apply and a case for the same is made out:

(a) those, who had passed out from schools run by Government (other than Kendriya Vidyalayas, Sainik Schools etc.)/Municipalities/Panchayats or other governmental local bodies;

Or

(b) whose family income falls below the limit to be fixed from time to time by the Vice-Chancellor of the university on the recommendation of a Standing Committee of the Academic Council.

All needy students, if they apply and make a case for assistance, will be given adequate stipends for meeting the expenses on board and lodging.

Those receiving UGC or other scholarships including those who otherwise would have been eligible for tuition fee exemption, may not be eligible for scholarships/stipends to be granted by EFL University from the resources generated by it through its own channels and savings. If the amount of scholarship being received by such students exceeds a limit to be laid down by the Vice-Chancellor on the recommendation of the Standing Committee of the Academic Committee, they will not be eligible for exemption of fees.

4. Students who had studied in private/public schools (i.e. those schools not covered under clause (3) above) shall pay fees and funds not more than what they paid at the school level. However, the quantum of the fees and funds will be as approved by the Vice-Chancellor on the recommendation of the Standing Committee of the Academic Council to be reported to the Academic Council/Executive Council at the next meeting. However, students of this category can apply for fee exemption by making a case for the same if:

(a) they had paid to schools fees less than a limit of amount to be fixed from time to time by the Vice-Chancellor of the university on the recommendation of a Standing Committee of the Academic Council. The same will be reported to the Academic Council/Executive Council at the next meeting.

(b) their family income falls below the limit to be fixed from time to time by the Vice-Chancellor on the recommendation of a Standing Committee of the Academic Council. The same will be reported to the Academic Council/Executive Council at the next meeting.

(c) Those who are not eligible for exemption under 4(a) and (b) above but who make out a case for an exemption shall be examined by the Standing Committee which will assess each case on its merit and make recommendations about the extent of exemption, if any, to be given with the approval of the Vice-Chancellor.

With reference to clause (4) for all the courses (except self- financing, part-time and distance mode courses), the fees will be ordinarily be an average of the ones paid at the school level. Accordingly for different courses the fees and funds will be worked out by the Standing Committee of the Academic Council and the same will be published in the annual prospectus or office orders of the University with the approval of the Vice-Chancellor. The fees and funds for foreign students of all categories, students of self-financing courses, part-time courses, courses of distance teaching

mode shall be worked out by the Standing Committee of the Academic Council which also will be published in the annual Prospectus or office orders of the University with the approval of the Vice-Chancellor. The Vice-Chancellor will be empowered to introduce changes at his/her discretion in the quantum of all kinds of fees and funds recommended by the Standing Committee of the Academic Council as stated above. Such decisions of the Vice-Chancellor shall be reported to Academic Council/Executive Council at the next meeting.

ORDINANCE 20

Establishment of New Campus/es of the University

1. According to The English and Foreign Languages Universities Act, 2006, the University may establish campuses at such other places as it may deem fit. The University already has three campuses functioning at Hyderabad, Lucknow and Shillong. Since the University has an all-India mandate, in the coming years, it shall be endeavour of the University to set up more campuses in different parts of the country, thereby becoming India's first truly multi-campus university. The idea behind opening new campuses is to reach out to the people who live outside the metropolitan cities, and did not have access to higher education hitherto a vast majority of Indians have until now been deprived of English and foreign languages and have therefore been unable to match steps with those educated in urban public/convent schools. By setting up new campuses within their reach, the University will help them to overcome an age-old handicap.

2. As and when a request is received from any State (where there is no campus of EFL-University), the Vice-Chancellor will appoint an Inspection Committee to work-out the modalities for establishing a campus in that State. For establishing such a campus, the University requires, primarily, adequate land and, if possible, some buildings.

3. The proposal shall be considered by the Academic Council/Executive Council and the same shall be sent to Visitor/MHRD for approval. At the initial stage the proposal of State Government for setting up a campus of the University may be considered by the Executive Council straight away subject to subsequent positive report of the Inspection Committee.

4. Each campus will be headed by a Director to be appointed by the Executive Council on the recommendation of the Vice-Chancellor. The campus will be provided with the required Academic and other Non-Academic staff.

5. The administration will be headed by a Deputy Registrar.

6. There will be a Deputy Finance officer for managing finances of the campus.

7. Budget will be provided in the financial estimates of the University. The Director will have the freedom to incur expenditure within the Financial estimates of the University ear-marked for the campus according to norms, forms, rules, regulations and procedures of EFL University.

8. The term of Director of each campus shall be co-terminus with that of the Vice-Chancellor.

   However, the existing incumbent will continue in his her office till the new appointee, if any, joins his/her duty as Director of the Campus concerned. The Vice-Chancellor at his/her discretion may recall the Director at any time of his/her term.

ORDINANCE 21

REMEDIAL TEACHING

1. Remedial Teaching shall be provided to students belonging to SC/ST and other needy students in each department.

2. Remedial Teaching is also provided to students, belonging to Minority categories.

3. Students belonging to SC/ST and Minority Communities get coaching for preparation of UGC's NET Examinations.

4. The University proposes to conduct Remedial Teaching to SC/ST and Minority Communities for preparation of All India Service Examinations.

5. Remedial teaching may be conducted in case of those foreign students admitted to the University either through official channels or individually in whose case the concerned department is of the opinion that there is a need for such a student to undergo remedial teaching for a specific period (from one month to one year). Such a remedial teaching will be for payment of an appropriate fee to be laid down by the University from time to time.

ORDINANCE 22

Government of India Schemes

1. The University may be called upon to conduct different Government of India Schemes like District Centre Schemes and others.
2. The other influential outreach programme, the ELTI support scheme also sponsored by Government of India as a project through which the University monitors the Academic Programmes of the 14 English Language Teaching Institutes in India (including the regional Institutes of English in Bangalore and Chandigarh and provides academic support to them in the form of syllabus design, material development and train-the- trainer courses).
3. Such schemes shall be conducted by EFL University, Hyderabad under the direct supervision of the Vice-Chancellor.
4. The Vice-Chancellor will appoint an advisory committee for running each scheme. This committee will be headed by a Co-ordinator to be appointed by the Vice-Chancellor for a period of 2 years.
5. The Co-ordinator will implement the schemes taking prior approval of the Vice-Chancellor.
6. The correspondence with different organisations and individual in respect of the Government of India Schemes shall be done through the Registrar. However, the draft letters will be put up by the Co-Ordinator to the Vice-Chancellor for approval.
7. The appointment of persons in-charge of different District and other Centres will be made with the prior approval of the Vice-Chancellor.
8. The Co-ordinator of GOI schemes shall submit a bi-annual report of his/her work to the Vice-Chancellor.
9. All financial transactions under the schemes shall be subject to annual auditing.

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ORDINANCE 23

CONVOCATION

1. Convocation for the purpose of conferring degrees shall be held annually at Hyderabad on such date as the Chancellor may fix.

   Provided that in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorise admission of successful candidates in the year respective degrees in absentia and authorise the Registrar to issue the degrees on payment of the prescribed fee.
2. Special Convocation for conferring honorary degrees may be held on such date as may be fixed by the Chancellor, on the recommendation of the Vice-Chancellor.
3. The Academic Council shall, from time to time, determine as to the degrees, which may be conferred on graduates in person, and the degrees to be conferred in absentia, at the convocation.

   Provided that the Vice-Chancellor may confer a degree in advance of the Annual Convocation on studies proceeding to Universities abroad for further studies.
4. The Diplomas and Degrees shall be signed by the Registrar and shall bear the printed signature of the Vice-Chancellor.
5. The procedure to be followed at the convocation shall be laid down by the regulation

ORDINANCE 24

Emoluments, Terms and Conditions of Service of the Pro- Vice-Chancellor

1. The Pro-Vice-Chancellor shall be appointed in the manner laid down by the Statutes.

2. (a) The Salary of the Pro-Vice-Chancellor shall be fixed by the Executive Council in the scale of pay of Rs.18,400-500-22,400 p.m. w.e.f. 01.01.1996 or laid down by the Government/UGC from time to time. In case a Professor is appointed to discharge the duties of the Pro-Vice-Chancellor in addition in his own duties as a Professor, he shall draw his pay in the substantive post plus a special pay as decided by the Executive Council. In cases where Pro-Vice Chancellor is re- employed/appointed after attaining the age of

superannuation, his/her initial pay on re-employment shall be fixed at the same stage as the last pay drawn before superannuation. However, the pension drawn by him will be deducted each month from his/her salary. Dearness Allowance at the rates applicable from time to time is also admissible on the pay fixed in terms of the orders on the subject. He/she will, however, not be entitled, in addition, to any Dearness Relief on his/her pension. The University shall provide him/her with unfurnished residential accommodation for which he/she will pay rent at the usual rate. The grounds of the Pro-Vice-Chancellor's lodging will be maintained by the University. The Pro-Vice-Chancellor shall be provided with all facilities such as telephone, car, secretarial facilities, entertainment to officials etc.

(b) In addition to the salary prescribed in Clause (a) above, the Pro-Vice-Chancellor will also be entitled to Dearness Allowance, City Compensatory Allowance and other allowances as are admissible to University employees from time to time.

(c) The Pro-Vice-Chancellor shall be entitled to such terminal benefits as may be fixed by the Executive Council from time to time.

(d) The Pro-Vice-Chancellor shall be entitled to subscribe to the Contributory Provident Fund of the University till the end of his tenure :

Provided that where an employee of any University or Institution maintained by or affiliated to University is appointed as Pro-Vice-Chancellor, he/she shall continue to be governed by the same retirement benefit scheme (namely, General Provident Fund/Contributory Provident Fund/Pension/Gratuity) to which he/she was entitled prior to his/her appointment as Pro-Vice-Chancellor and till he/she continues to hold his/her lien on that post. But even in a case covered under this proviso the pay for the purpose of subscription to the General Provident Fund and Subscription to and contribution of the University to the Contributory Provident Fund shall be the pay which is drawn by him/her as Pro-Vice-Chancellor.

Note : For the purpose of calculating University Contribution to Provident Fund, means pay including Dearness pay as is admissible in the case of other University Employees.

(e) When an incumbent to the post of the Pro-Vice-Chancellor is not an employee of :

(i) The English and Foreign Languages University, or

(ii) any other University or institution maintained by or affiliated to the University, or he was re- employed with any of these organisations prior to his/her appointment as Pro-Vice-Chancellor, he/she shall be entitled to subscribe to the Contributory Fund of the University.

Provided further that in both the cases covered under sub-Clauses (d) and (e) above, the pay for the purpose of subscription to the Contributory Provident Fund and subscription to and contribution of the University to the Contributory Provident Fund shall be the pay drawn by him as Pro-Vice-Chancellor.

3(1)(a) The Pro-Vice-chancellor shall be entitled to leave on full pay at the rate of 30 days in a Calendar year. The leave shall be credited to his/her account in advance in two half- yearly installments of 15 days each on the first January and July every year:

Provided that if the Pro-Vice-chancellor assumes/relinquishes charge of the office of the Pro-Vice-Chancellor during the currency of a half year, leave shall be credited proportionately @ 2-1/2 days for each completed month of service.

(b) The leave at credit at the close of the previous half year shall be carried forward to the new half year subject to the leave so carried forward plus the credit for that half year not exceeding the maximum limit of 300 days or as applicable from time to time.

(c) The entitlement of leave under sub-Clause (a) above shall be reduced by 1/10th of the period of extra- ordinary leave availed of during the previous half year, subject to a maximum of 15 days.

(2)(a) In addition to the leave noted in sub-Clause (1), the Pro-Vice Chancellor shall be entitled to half-pay leave at the rate of 20 days for each completed year of service.

(b) The half pay leave may be availed of as commuted leave on full pay on medical certificate. When commuted leave is availed, twice the amount of half pay leave shall be debited against the half pay leave due.

(3) Where an employee of the English and Foreign Languages University is appointed as Pro-Vice-Chancellor, he/she shall be allowed to avail himself/herself of any leave at his/her credit before his/her appointment as Pro-Vice-Chancellor. Similarly, on his/her relinquishing the post of the Pro-Vice-Chancellor and in the event of his/her re-joining his old post, he/she shall be entitled to carry back the leave at his credit to the new post.

ORDINANCE 25

Terms and Conditions of Service of Proctor

The Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor. He/she shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, law and order, security and legal matters obtaining in the University. He/she shall perform any other task/work to be assigned to him/her by the Vice-Chancellor from time to time. The Proctor shall hold office for a term of two years. He/she will be eligible for reappointment. He/she will hold Proctorship as an additional charge, thus, making him/her eligible for additional allowances as per rules for holding additional charge.

ORDINANCE 26

Terms and Conditions of Service of Provost

A Professor of the University can be appointed Provost by the Executive Council on the recommendation of the Vice-Chancellor. He/she shall exercise such powers and perform such duties in respect of running the Hostel as may be decided by the Managing Committee (MC) of Hostel concerned from time to time. The rules regarding the governance as laid down by the Managing Committee will be published in the Information-cum-Rule Book of the hostel to be published before the start of an academic session every year. He/she will be assisted by a Warden and Deputy Warden. He/she will be the Administrative head of the University Hostel. He/she shall also perform such other duties as may be assigned to him/her by the Vice-Chancellor from time to time. The Provost shall hold office for a term of two years, and he/she will be eligible for re-appointment. He/she shall be provided with residence-cum-office and other facilities to enable him/her to discharge his/her duties. He/she will be paid suitable allowance or he/she will be provided with facilities to be laid down by the Managing Committee in lieu thereof.

ORDINANCE 27

Terms and Conditions of Service of Warden

A Reader of the University may be appointed Warden by the Executive Council on the recommendation of the Vice-Chancellor. He/she shall exercise such powers and perform such duties in respect of the governance of the Hostel as would be decided by the Managing Committee/Provost of the hostel concerned. In the absence of Provost he/she will be the Administrative head of the University Hostel. He/she shall also perform such other duties as may be assigned to him/her by the Vice-Chancellor/Provost. The Warden shall hold office for a term of two years, and he/she will be eligible for re- appointment. He/she shall be provided with a residence-cum- office and other facilities to enable him/her to discharge his/her duties. He/she will be paid suitable allowance or appropriate facilities in lieu thereof to be laid down by the Managing Committee of the Hostel concerned.

ORDINANCE 28

Terms and Conditions of Service of Deputy Warden

A Lecturer of the University may be appointed as Deputy Warden by the Executive Council on the recommendation of the Vice-Chancellor. He/she shall exercise such powers and perform such duties in respect of the governance of the Hostel as would be decided by the Managing Committee/Provost of the Hostel concerned from time to time. He/she will assist the Provost and Warden in all their duties. In the absence of Provost and Warden, he/she will be the Administrative head of the University Hostel. He/she shall also perform such other duties as may be assigned to him/her by the Vice-Chancellor/Provost. The Deputy Warden shall hold office for a term of two years, and he/she will be eligible for re-appointment. He/she shall be provided with residence- cum-office and other facilities to enable him/her to discharge his/her duties. He/she will be paid suitable allowance or appropriate facilities in lieu thereof.

ORDINANCE 29

Terms and Conditions of Service of

The Dean, Students' Welfare shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor. He/she shall exercise such powers and perform such duties as may be assigned to him/her by the Vice-Chancellor.

(i) He/she will attend to day-to-day and long-term problems of students.

(ii) He/she will help in resolving problems of students in respect of Admission, studies, examination, hostel, scholarships, fees and so on.

(iii) He/she will advise the Vice-Chancellor about different Welfare schemes and ideas that could be implemented in the interest of students of the University.

(iv) He/she will perform such other duties as the Vice-Chancellor may assign to him/her from time to time.

The DSW shall hold office for a term of two years and he/she will eligible for reappointment. He/she will be provided with an office and other facilities to enable him/her to discharge his/her duties. He/she may also be paid allowance as per rules for holding an additional charge.

ORDINANCE 30

Terms and Conditions of Statuary Deans

30.1 **The Dean, Research** shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor. He/she shall exercise such powers and perform such duties as may be assigned to him/her by the Vice-Chancellor.

(i) Dean, Research shall be ordinarily ex-officio Chairperson, Board of Research Studies of the University.

(ii) He/she shall facilitate research in the University through minor/major research projects, joint/individual research projects/expeditions, conference, seminars, symposia, workshops, research lectures, publication of papers, journals and monographs etc.

(iii) He/she shall assist the Vice-Chancellor in all endeavours related to research and academic updating.

(iv) Any other task/work to be indicated or assigned by the Vice-Chancellor from time to time.

The Dean, Research shall hold office for a term of two years and he/she will be eligible for re-appointment. He/she will be provided with an office and other facilities to enable him to discharge his/her duties.

30.2 The Dean, Planning shall be appointed by the Executive

Council on the recommendation of the Vice-Chancellor.

(i) He/she shall advise the Vice-Chancellor about the short/long term planning in terms of academic programmes,development and financial projections.

(ii) He/she will assist the Vice-Chancellor in dealing with different funding agencies/organizations like MHRD, UGC and others.

(iii) He/she will advise the Vice-Chancellor in matters pertaining to financial, academic and other kinds of allocations to be made to different components of the University.

(iv) He/she will have such other duties/tasks that will be assigned to him/her by the Vice-Chancellor from time to time.

30.3 The Dean, Publication shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties as may be assigned to him/her by the Vice-Chancellor. The Dean, Publication shall hold office for a term of two years and he/she is eligible for re-appointment. He/she will be provided with an office and other facilities to enable him/her to discharge his/her duties.

i. Dean, Publication will plan and oversee the execution of work of publication of books, journals and other literature.

ii. He/she will advise the Vice-Chancellor with regard to the work of further consolidating and expanding all the processes linked to the publication and distribution of literature published by the Publication Division of the University.

iii. He/She will undertake any other task assigned to him/her by the Vice-Chancellor from time to time.

30.4 The Dean, Library shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties as may be assigned to him/her by the Vice-Chancellor. The Dean, Library shall hold office for a term of two years and he/she is eligible for re-appointment. He/she will be provided with an office and other facilities to enable him/her to discharge his/her duties.

i. He/she will plan and get the processes of acquisition of books efficiently through the librarian.

ii. He/she will advise the Vice-Chancellor about further augmenting and strengthening various facilities in the library.

ii. He/she will undertake any other task assigned to him/her by the Vice-Chancellor from time to time.

30.5 The Dean, International Relations shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor.

(i) He/she will assist the Vice-Chancellor in developing collaboration with different national and international Universities/Organisations through mutual agreements/MoUs etc.

(ii) He/she will put up the draft agreements/MoUs for approval of the Vice-Chancellor so that the same could be signed by him/her with the national/international counter-parts.

(iii) He/she will monitor the execution of MoUs/agreements signed by the University with different Universities and organizations and keep the Vice-Chancellor informed about the same on regular basis.

(iv) He/she will assist the Vice-Chancellor in planning and executing visits to different Universities/organizations for negotiating and signing the agreements/MoUs.

(v) He/she will carry out such other duties/tasks to be assigned to him/her by the Vice-Chancellor from time to time.

30.6. The Dean, Campus Planning and Development shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor.

(i) He/she will be responsible for undertaking planning and execution of the development programmesof the University campus and facilities thereat.

(ii) He/she will in consultation with the Dean, Planning recommend to the Vice-Chancellor proposal/s for different components and facilities in the University campus.

(iii) He/she will be responsible for getting the developmentalprojects executed with the assistance of works department of the University.

(iv) He/she, with the assistance of works department, will get the maintenance, repair and renovation work done in respect of different facilities including class-rooms, laboratories, guest house, hostels, auditoria, residential quarters, lawns and gardens.

(v) He/she will also plan and assist the Vice-Chancellor in planning/preparing proposals with regard to future development of the Campus and facilities.

(vi) He/she will carry out such other duties/tasks that will be assigned to him/her by the Vice-Chancellor from time to time.

30.7 The Dean, Non-Formal Courses and Resources shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor.

(i) He/she will plan and execute short and long term Non-Formal courses with a view to generate resources for the University in different subjects of study prevalent in the University.

(ii) He/she with the help of a committee will work-out detailed proposals for the execution of short/long term teaching courses for different categories/levels.

(iii) He/she will recommend to the Vice-Chancellor about the appointment of Co-ordinator/Deputy Co-ordinators and teachers from within and outside the University for teaching in different short/long term courses.

(iv) He/she will recommend to the Vice-Chancellor for approval the rates of remuneration to be given to teachers and assistants associated with the courses.

(v) He/she will, with the help of a committee and different colleagues, prepare teaching aids/produce text books and audio visual aids for the conduct of different courses to be organized from time to time.

(vi) He/she will carry out such other duties/tasks to be assigned to him/her by the Vice-Chancellor from time to time.

30.8 The Dean, Technical Infrastructure shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor.

(i) He/she shall work-out diverse needs in terms of Technical equipment for different sections of the University and organizations with the help of the committee constituted by the Vice-Chancellor for this purpose.

(ii) He/she will be responsible for the procurement of different equipments and provide technical/technological infrastructural facilities by strictly following rules, regulations and procedures prevalent in this regard from time to time.

(iii) He/she will be responsible for the maintenance and use of technical infrastructural facilities in the University at the optimum level.

(iv) He/she will be responsible for planning short/long term technological needs of different sections of the University and future development of the University in terms of technological advancement.

(v) He/she will recommend for the approval of Vice-Chancellor different proposals for award of contracts regarding maintenance/purchase of equipments after getting them worked out through the committee appointed by the Vice-Chancellor for this purpose from time to time.

(vi) He/she will carry out such other duties/tasks that will be assigned to him/her by the Vice-Chancellor from time to time.

30.9 The Dean, Culture shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor.

(i) He/she will plan and execute different cultural activities with the prior approval of the Vice-Chancellor/Pro-Vice-Chancellor form time to time.

(ii) He/she will take initiative in inviting different cultural figures, artists and performers from different fields of performing arts and culture for giving performances for the University community and public at large.

(iii) He/she will work out financial aspects for executing cultural activities in the University and put up the same by the Pro-Vice-Chancellor.

(iv) He/she will be in-charge of different cultural facilities like auditoria, theatres etc.

(v) He/she will be responsible for the maintenance of these facilities at an optimum functional level.

(vi) He/she will advise the Vice-Chancellor and submit proposal for getting the University campus culturally vibrant.

(vii) He/she will recommend funds to be approved by the Pro-Vice-Chancellor to different cultural organizations of the University.

(viii) He/she will be responsible to recommend to the Pro-Vice-Chancellor different proposals for receiving sponsorship and grants etc., for cultural functions to be organized in the University.

(ix) He/she will recommend to the Pro-Vice-Chancellor in respect of entrance fee, if any, to be levied for different performance/s and shows to be organized at the University.

(x) He/she will carry out such other duties/tasks that will be assigned to him/her by the Vice-Chancellor/Pro-Vice-Chancellor from time to time.

30.10 The Dean, Guest Houses shall be appointed by the Executive Council on the recommendation of Vice-Chancellor.

i. He/she will be responsible for making of uniform policies and programmes of governance and redressal of problems of Hostels and Guest House/s.

ii. He/she will recommend to the Vice-chancellor the appointment of officials for different Hostels, that is, Provosts, Wardens and Deputy Wardens from time to time.

iii. He/she will co-ordinate with the administrative teams of the Hostel with a view to maintain uniformity, as far as possible, in the governance and rules in respect of admission, residence, discipline etc., in the university hostels.

iv. He/she will address and attend such problems of residents, officials and employees etc., which the hostel concerned is unable to solve.

v. He/she will advise the Vice-Chancellor in all matters concerning the Governance of Hostels and provide necessary amenities therein subject to the approval of the Vice-Chancellor.

vi. He/she will be the appellate authority in respect of all disputes, conflicts and problems that may arise in the Hostels and Guest Houses.

vii He/she will assess the requirement in terms of Hostel seats and will propose construction of additional Hostels, if need be. Till such time when additional Hostels are constructed, he/she will take necessary action to arrange private accommodation near the University campus and provide facilities for the convenient stay of the students with the approval of the Vice-Chancellor.

viii He/she shall propose the Guest House charges and revision thereof etc., on the recommendation of Guest House Managing Committee to the Vice-Chancellor.

ix He/she will carry out any other tasks or jobs assigned to him/her by the Vice-Chancellor from time to time.

30.11 The Dean, Foreign Students shall be appointed by the Executive Council on the recommendation of Vice-Chancellor

(i) He/she will assist the Vice-Chancellor in developing collaboration with different national and international Universities/Organisations through mutual agreements/MoUs etc. for drawing foreign students to the University

(ii) He/she will be the Head of International Students' Centre and facilitate the admission to courses of studies to be pursued by foreign students in different schools/departments of the University.

(iii) Issue letters of admission to foreign student-applicants after verifying the documents that satisfying the minimum eligibility conditions for admission to the course that the applicant/s wishes/wish to pursue.

(iv) If necessary, she/he shall advise the HOD/Dean/Programme-Coordinator to conduct diagnostic test for student/s admitted to the department/programmes concerned.

(v) With the help of a Hospitality Coordinator and staff of the International Students' Centre he/she will facilitate the registration with Foreign Relations Office (FRO), issuance of Visa/permission to stay and travel etc. in respect of the foreign students admitted to the University.

(vi) With a view to make the University more attractive for foreign students, he/she will undertake/participate in promotional measures both in India and abroad if necessary, together with the participation of Vice-Chancellor,Dean, Non-Formal Courses and Resources/Dean,International Relations/HOD's/Teachers of the University and/or other official of the University.

(vii) If need be, she/he will make arrangements for conducting remedial/bridge/proficiency course/s in English for students who may be found deficient in English.

(viii) With the help of Dean Hostels/Guest House/Registrar she/he will try to provide adequate hostel accommodation to foreign students to the extent possible and on terms and conditions to be approved by the Vice-Chancellor on the recommendation of Dean, Foreign Students' and Dean, Hostels and Guest House.

(ix) With the help of staff of International Students' Centre and concerned Dean/HOD he/she will monitor the progress of foreign students in studies.

(x) With the help of Dean, Culture, DSW and other officials of the University she/he will try to provide opportunities to foreign students for enriching their cultural life.

(xi) She/he will actively interact with Indian missions abroad, MHRD, MEA, MHA and the UGC with a view to addressing the problems of foreign students, improving the conditions of foreign students in India/University and achieving the goals of internationalization of Indian higher education.

(xii) She/he will facilitate the student exchange with foreign universities through Inter-University MoU's etc.

(xiii) International Students Centre

1. There will be an International Students Centre which will be headed by Dean, Foreign Students.

2. The Centre will have adequate support staff and infrastructural facilities required for running the Centre.

3. The Centre will assist the Dean, Foreign Students for carrying all the work as described above to be done by the Dean, Foreign Students.

ORDINANCE 31

Terms and Conditions of Service of Teaching Staff

1 Teachers appointed by the University shall be in the following grades, that is to say, Professors, Readers and Lecturers in so far as they take part in the teaching of the University and shall, except in the case of re-employed teachers, be paid salaries on such scales as the Executive Council may, from time to time, determine.

2. The conditions of service of teachers appointed by the University shall be those embodied in the Agreement of Service annexed hereto or, an Agreement substantially to like effect, and every teacher shall sign the Agreement before he enters upon his duties or as soon as possible thereafter.

3. A teacher shall be entitled to leave, leave salary, allowances and Provident Fund benefits, as prescribed in this behalf, by the University from time to time.

4. Subject to the provisions of Clauses 7, 8 and 9 of the Agreement of Service, a person appointed as a permanent teacher of the University shall be entitled to be in the service of the University until he/she completes the age of sixty five.

5. The Executive Council may, on the recommendation of the Vice-Chancellor, re-employ any distinguished teacher after he/she has attained the age of sixty five years for a period not exceeding 5 years on the whole but not beyond his/her completing the age of 70 years. If the Council is satisfied that the services of such a teacher are required in the interest of the University and a substantive vacancy of the same post is available at the time of the application for re-employment. The re-employment of a superannuated teacher will be according to the guidelines issued by the UGC which presently are as given below:

5.1 Eligible Category:

The category of superannuated teachers eligible for re- employment shall be:

(a) Professors only, in the case of Universities, and,

(b) Professors, Readers and Lecturers (Selection Grade)

only, in the case of Colleges.

5.2 Tenure of Appointment:

The tenure of appointment of a superannuated teacher shall be for a maximum period of three years at a time or up to the teacher reaching the age of 70 years. However, it shall be open for the University to make appointments for shorter periods at a time, like one/two years, or for a further maximum period of three years, as the case may be, so long as the teacher is below the age of 70 years with a proviso that the screening as per the UGC guidelines will be applicable in all cases. In case the number of claimants in the category of superannuated teachers who had not attained 65 years as on 15.03.2007, is more than available sanctioned posts, it shall be left to the University to make selection of teachers from amongst the claimants, based on the requirements and availability of regular sanctioned vacancies.

5.3 Principals to be Followed:

While taking up the cases of superannuated teachers for re- employment the University shall follow the following principles:

(a) There shall be vacancies of teachers at the University Department, remaining unfilled for at least one year.

(b) The number of teachers to be re-employed in the University Department at a any given time shall be limited to 50% of the vacancies identified, as above.

(c) Re-employment of superannuated Teachers may be made only against regular sanctioned posts, which could not be filled up.

(d) Re-employment of superannuated teacher/s shall be in the best interest of the concerned University Department.

(e) There shall be adequate work load for the re-employed teacher/s at the concerned University Department to justify the appointment.

(f) Re-employment of superannuated teacher/s shall be possible either at the University where the teacher had served before superannuating or at any other institution.

(g) The expenditure towards re-employment shall be met by the University from its budget allocation.

5.4 Selection Criteria:

The University shall follow the following principles, while taking up the cases of superannuated teachers for re-employment:

(a) The University Department shall have identified the subject areas wherein superannuated teachers need to be appointed.

(b) Superannuated teachers, either from the same institution or elsewhere, shall have appropriate qualifications, experience and excellent record in the concerned subject area.

(c) Superannuated teachers shall be distinguished scholars and shall have been productive during their service and in particular, in the last five years in activities, like:

(i) Guidance of research scholars (M. Phil/Ph. D);

(ii) Research work done and publications in learned journals;

(iii) Publication of books and other learning material;

(iv) Filing of patents and/or obtaining intellectual property rights;

(v) Launching of new academic programmes/courses;

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(vi) Introducing innovations in teaching and/or examinations;

(vii) Undertaking sponsored research projects;

(viii) Rendering knowledge based advice/consultancy;

(ix) Taking up inter-Departmental collaboration;

(x) Organizing of National/International Conferences and/or participating in them;

(xi) Conducting continuing education programmes and/or associating in them;

(xii) Undertaking of extension and/or field outreach activities.

(d) Superannuated teachers shall be medically fit to undertake the new appointment.

(e) The service record of superannuated teachers shall be highly satisfactory and they be both morally and ethically sound.

5.5 Re-employment Procedure

The procedure to be .followed for the re-employment of superannuated teachers at a University, shall be as given below:

(a) The University Department desirous of filling any vacancies by superannuated teachers shall obtain their CV for considering their cases.

(b) Each CV shall include a detailed account of all the contributions made by the teacher, highlighting his/her achievements during the last five years.

(c) The CV shall be discussed at a formal meeting of the Departmental Council/Committee of the University as the case may be, before making the Departmental recommendations.

(d) The departmental recommendation shall be forwarded to the Vice-Chancellor through the Dean of Faculty for consideration at his end.

(e) The Vice-Chancellor shall constitute the following

Expert Committees for evaluating the proposals:-

1. Vice-Chancellor (In the Chair)

2. Two Subject Experts* (Members)

3. Dean of the Faculty (Member)

4. Head of the Department (Member)

*To be nominated by the Vice-Chancellor from the approved panel of experts for the Selection Committees in the University Department.

(f) Each of the above Committees shall consider the full papers put up before it and also call any candidate for discussion, if necessary, before arriving at its recommendation on the appointment.

(g) The recommendation of the Committee and the terms of appointment shall be placed before Executive Council of the University.

(h) The decision of the Executive Council shall be final and binding on the teacher.

5.6 Emoluments and Other Privileges:

(a) A re-employed teacher shall be eligible to draw emoluments equivalent to the last pay drawn minus pension as a consolidated amount which shall remain the same throughout the tenure of re-employment.

(b) The University may consider the re-employed teachers for campus housing on prevailing terms, if available, or compensate them to the extent possible towards the house rent.

(c) A re-employed teacher shall be entitled to casual/Special Casual/Duty leave on a par with teaching faculty in regular service.

(d) The institution shall provide all the essential academic facilities to the reemployed teacher.

5.7 Duties and Responsibilities:

(i) A re-employed superannuated teacher shall be treated on a par with regular teachers at the University and have the following duties and responsibilities, with no additional financial liability to the University:

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(a) Academic work, like teaching courses, conducting examinations and research guidance;

(b) Conducting research and/or taking up sponsored research projects;

(c) Launching continuing education programmes in new and emerging areas;

(d) Organizing/Attending national/international Conferences/Seminars/Symposia/Workshops;

(e) Undertaking knowledge-based advisoryconsultancy assignments;

(f) Accepting invitations and delivering Guest Lectures at other institutions;

(g) Participation in academic/research Committees at the Institution and elsewhere, when required.

(ii) However, a re-employed superannuated teacher shall not be eligible for holding administrative or financial responsibilities at the University or elsewhere.

5.8 Review:

The performance of a re-employed teachers shall be reviewed periodically, by the University. If the performance is found unsatisfactory, his/her services may be terminated by the appointing authority by giving one month notice.

6. No teacher (Reader/Lecturer) shall ordinarily be appointed by the University on probation for a longer period than twelve months, but in no case it shall exceed two years. If no letter about the confirmation is received by the teacher concerned on the expiry of first eleven months, he/she will automatically deemed to have been confirmed. However, there shall be no probation in the case of Professor.

7. A teacher may, wherever and whenever necessary, be required to participate in the teaching of day as well as night classes according to the work-load to be laid down by the UGC from time to time. A teacher will be expected to take part in the teaching and research programme of University (in any Department) and do such other work as may be assigned to him/her from time to time by the Vice-Chancellor.

8. Retired Teacher attached with the University under the University Grants Commission's Scheme of Utilization of Services of Retired Teachers, Pool-Officers of C.S.I.R. and Research AssociatesFellows and such other categories of persons, may from time to time assigned by the Vice-Chancellor, on the recommendation of the Head of the Department concerned, to participate in teaching as casual teachers. All such teaching will be deemed to be recognised teaching under the control of the Academic Council.

9. (1) All substantive posts of teachers shall be filled through advertisements and by open recruitment save in cases specified in the Statute 18 or in respect of the posts appointment to which may be required to be made urgently in the interest of organisation of teaching in the departments concerned for a period not exceeding six months at a time.

Provided that the University may appoint Professor and Readers under the Career Advancement Schemes (CAS) as accepted by the Executive Council in accordance with the eligibility conditions under the relevant scheme.

Provided further that the University may also promote Lecturers to Lecturers in Senior Scale/Lecturers in Reader's Grade (Selection Grade) under the CAS as accepted by the Executive Council in accordance with the eligibility conditions under the relevant Scheme.

10. (1-A) The Selection Committee for recommending promotion of Lecturer to Lecturer in Senior Scale under the relevant Merit Promotion Scheme, shall consist of the following :

1. Vice-Chancellor/Pro Vice-Chancellor (Chairperson);

2. Dean of the School concerned;

3. Head of the Department concerned;

4. Two members of the University Department in the subject concerned from amongst the Professors and Readers to be nominated by the Vice-Chancellor.

In case of non-availability of any internal experts, the Vice-Chancellor may nominate external experts.

Note : (1) At least 4 persons present at the meeting including the Chairperson and at least two persons from categories 2,3 and 4 shall form the quorum.

(2) The Selection Committee may at its discretion, require any candidate to appear for interview.

10. (1-B) The selection committee for the appointment of a Professor, Reader and Lecturer against open/substantive posts will be according to the Statute 18.

10. (1-C) (1) The Selection Committee (including requirement of quorum) for recommending promotion of Lecturer/Lecturer in Senior Scale to Lecturer in Reader's Grade (selection Grade) and for designating a Lecturer in Reader's Grade (Selection Grade) as Reader and for recommending promotion of a Reader as Professor shall be the same as provided under Statute.

18 for appointment to the post of Reader and Professor respectively.

Provided that in case the Selection Committee finds that a candidate is not suitable for promotion as Reader, it may consider him/her for promotion in Reader's Grade (Selection Grade). However, he/she can apply for being considered for Reader's designation after one year and in case of his/her promotion in the second attempt the applicant will be promoted w.e.f. the date of expiry of the one year period from the date of first attempt for promotion.

Every candidate will be required to appear for interview before the Selection Committee. However, on a request from any candidate the Selection Committee may agree to consider him/her in absentia.

(2) Nothing in sub-Clause (1) shall be deemed to prevent a Selection Committee from considering any other candidate who may not have applied for appointment to the teaching post in question.

11. In case members of the teaching staff are appointed on probation or on temporary basis, the employment may be terminated by giving one month's notice on either side or by payment of a sum equivalent to one month's salary by the party choosing to terminate such engagement, provided that where engagement is for a period of less than one month or where the duration of engagement has already been specified or notified to the teacher concerned in advance, and his/her engagement is terminated in accordance with terms so specified or notified, neither notice nor payment of salary in lieu of notice shall be necessary.

12 (1) The temporary or ad-hoc appointment of a teacher shall not be made to terminate before the end of the term in which it is made or continue.

(2) If a teacher has been in service in a Department of the University on or before the first day of its re-opening in the second term and has continued to be in service without any break, he/she shall be entitled to an ex-gratia payment equivalent to the amount of emoluments he/she would have received had his/her appointment continued till the end of the vacation, if he is not holding any salaried post elsewhere during the period. Such ex-gratia payment shall be made by the University.

(3) A teacher who has been in service up to the last day of the preceding session shall be entitled to vacation salary provided he has been reappointed and is in position on the reopening day after the vacation. In such case the vacation will not constitute a break in service.

10. The Seniority of a teacher in a particular discipline, for membership of the Committee of Courses, of Departmental Committees, and such other Committees shall be determined in, accordance with the following principles:

(i) Where two or more teachers are selected at the same time for appointment, then according to the ranking given by the Selection Committee provided that the date of joining in case of the teacher who has been ranked higher is not later than 3 months from the date of issue of the appointment letter to him.

(ii) Where no ranking has been indicated by the Selection Committee and two or more teachers join on one and the same date :

(a) in such case teachers are appointed from a lower post to a higher post, then according to their seniority interse in the immediate lower cadre, and

(b) in any other case, according to the age of the person's joining, the older person to be deemed senior to the younger one.

(iii) Save in the cases covered by sub-Clauses (i) and

(v) according to the date of joining of the teacher concerned.

ORDINANCE 32

Annexure to Ordinance:

FORM OF AGREEMENT OF SERVICE FOR ENGLISH AND FOREIGN LANGUAGES UNIVERSITY TEACHERS

Memorandum of Agreement made this the ……. day of…….. two thousand ……between Dr/Prof/…. (hereinafter called the 'Teacher') of the first part, and the English and Foreign Languages University being a body corporate constituted under Act No. 7, 2007, hereinafter called the University of the second part.

It is hereby agreed as follows :

1. That the University hereby appoints Dr/Prof/…. to be a member of the teaching staff of the University witheffect from the date the said ……..takes charge of the duties of his/her office and the said……..hereby accepts the engagement, and undertakes to take such part and perform such duties in the University as may be required by and in accordance with the Act, Statutes and Ordinances, for the time being in force, of the University, whether the same relate to organisation of instruction, or teaching, or the examination of students or their discipline or their welfare, and generally to act under the direction of the authorities of the University.

2. That the Teacher shall be on probation for a period of one year and this probationary period may further be extended by not more than 12 months by the Executive Council. The teacher shall be confirmed in this appointment on the expiration of his/her probationary period, unless not later than one month before the expiration thereof the University inform him/her in writing of its intention not to confirm him/her.

3. That the said…….. shall be a whole-time teacher of the University and subject to Clause 2 and unless the contract is terminated by the Executive Council or by the teacher as hereinafter provided, shall continue in the service of the University until he/she completes such age as may be prescribed by the Ordinance of the University.

4. That the University shall pay Dr/Prof/…….during the continuance of his/her engagement hereunder as a remuneration for his/her service salary of Rs……. per mensem, raising by annual increment of Rs…… to a maximum salary of Rs……. per mensem :

Provided that wherever there is any change in the nature of the appointment or the emoluments of the teacher, particulars of the change shall be recorded in Schedule 1 annexed hereto, under the signatures of both parties and the terms of this agreement shall apply mutatis mutandis to the new post and the terms and conditions attached to that post :

Provided further that no increment shall be withheld or postponed save by a resolution of the Executive Council on a reference by the Vice-Chancellor to it, and after the teacher has been given sufficient opportunity to make his written representation.

5. That the said……agree to be bound by the Ordinance and Regulations from time to time in force in the University, and in particular by those relating to Provident Fund, provided that no change in the Ordinances and Regulations in this regard shall be deemed to have adversely affected the teacher.

6. That the teacher shall devote his/her whole time to the service of the University and shall not without the permission of the University, engage, directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached, but this prohibition shall not apply to work undertaken in connection with the examinations of Universities or Public Service Commissions, and where the permission of the Vice-Chancellor has been obtained ; to any other examination work, nor shall the prohibition be applicable to any literary and critical work or publication.

7. That the teacher shall submit every year self appraisal report performance of previous year for reporting and reviewing of his/her performance.

8. (1) Notwithstanding anything hereinbefore contained, the Executive Council of the University shall be entitled summarily to determine the engagement of the teacher on the ground of misconduct in accordance with the provisions hereinafter set forth.

(2) The Vice-Chancellor may, when he deems it necessary, suspend the teacher on the ground of misconduct. When he suspends the teacher, he shall report it to the next meeting of the Executive Council. A teacher under suspension cannot hold any administrative position in the Department/University.

(3) The Executive Council shall investigate all matters reported to it by the Vice-Chancellor about the misconduct of the teacher whether he has been suspended or not. The Executive Council may appoint a Committee for the purpose. The teacher shall be notified in writing of the charges against him and shall be given not less than three week's time to submit his explanation in writing.

The Committee may hear the teacher and take such evidence as it may consider necessary. The Executive Council may determine the engagement of the teacher where it deems that the misconduct of the teacher deserves to be dealt within that manner, after it has considered the explanation and the evidence, if any and/or the report of the committee, if one has been appointed.

(4) Where the termination of the service on the ground of misconduct is after suspension by the Vice-Chancellor as aforesaid, the termination of service may be from the date of suspension, if the Executive Council so directs.

(5) The procedures to be followed in disciplinary case/s are as per CCS(CCA) Rules of the (Central) Government where rules have been laid down in detail with regard to Disciplinary Proceedings, Suspension, Subsistence Allowance, Penalties, Procedure to be followed in the case of Minor Penalties/Major Penalties; Appeal, Revision and Review; Reinstatement; Proceedings after Retirement etc., as indicated in detail in Rules 1.2 and 1.3.

9. The engagement under these provisions shall not, save as aforesaid be determined by the Executive Council except by a resolution passed by a vote of not less than a two-thirds majority of the members present at the meeting, provided that the two thirds majority is not less than half the total number of members of the Executive Council. The resolution shall state the reasons for the termination. Before a resolution, under this clause is passed the Executive Council shall give notice to the teacher of the proposal to determine the engagement and not less than three weeks' to make such representation as the teacher may like to make. Every resolution terminating service under this clause shall be passed only after consideration of representation, if any, of teacher. The teacher whose services are terminated under this clause shall be given not less three month's notice from the date on which he/she is notified of the resolution of the of service or not less than three months' salary in lieu of notice.

10. The teacher may, at any time, terminate his/her engagement by giving the Executive Council three months' notice in writing, or by payment of an amount equal to three months' salary in lieu of notice.

10. On the termination of this engagement from whatever cause the teacher shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.

SCHEDULE 1

Name of Teacher in full

……Address…… …… Designation…… Salary Rs..……..in the grade of ……

Note : The changes in the grade, salary or designation should be briefly described

Change of designation of grade

Signature of Teacher

Date of approval of E.C.

Date from which change takes effect

Signature of Officer for University.

ORDINANCE 33

Teachers

Work-load:

The workload of the teacher in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University for which necessary space and infrastructure should be provided by the University. The direct teaching hours should be as follows:

Lecturers/Sr. Lecturers Lecturers (Sel. Grade)

16 hours

Readers & Professors

14 hours

However, a relaxation of two hours in the workload may be given to the Professors who are actively involved in Research, Extension and Administration.

A. Ad-hoc Lecturer

(i) The practice of temporary appointments against permanent posts will be discontinued. In case of vacancies, as a stop gap arrangement – Visiting Professors/Visiting Fellows and Guest Teachers, will be appointed as per the UGC Guidelines.

(ii) The appointment of Visiting Fellow/Visiting Professor may be made as per UGC guidelines governing the scheme. The University also has its own scheme in addition to UGC Scheme.

B. Guest Lecturer

(i) Guest Lecturers may be appointed in exceptional circumstances in such specialised fields/subjects where professional expertise is required to strengthen and supplement the teaching, as also in cases where the workload does not justify the appointment of a full-time regular teacher throughout the academic year.

(ii) Guest Lecturers may not be treated like regular members of the Faculty for becoming member of Committee of Courses/Board of Research Studies and other statutory Committees.

(iii) Guest Lecturers will be paid an honorarium of Rs.250/- per lecture, subject to a ceiling of honorarium being Rs. 10,000/- p.m. The rates of honorarium may be changed in accordance with the directions of the UGC issued from time to time.

Joint appointment may be made in the case of teachers of one institution participating in the teaching and research programmes of another institution in the same town. Teachers of one institution may not be appointed as Guest Lecturers in another institution. Their participation may, however, be encouraged under the scheme of Visiting Fellow.

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ORDINANCE 34

Standing Committees/Special committees

1. Any authority of the University may appoint as many committees/standing committees/special committees as it may deem fit.

2. The Vice-Chancellor would appoint the Chairperson and the Secretary of the Committee. If no Chairperson is appointed for any committee, the Committee may elect a person to function as Chairperson. In such cases the Chairperson would keep the record of the Proceedings.

3. A written notice of every meeting shall be issued by the Chairperson/Secretary, indicating the venue, date and time of the meeting. Adequate notice may be given to the members, unless the meeting is convened as an emergent one.

4. Agenda may be circulated, if possible.

5. One third of the members present shall form the quorum for a meeting. Minutes of the meeting may be circulated among members and ratified in the subsequent meeting and the proceedings/recommendations submitted to the Vice-Chancellor.

ORDINANCE 35

LIBRARY COMMITTEE

1. There shall be a standing committee of the Academic Council called the Library Committee.

2. The Library Committee shall consist of the following

i. Vice-Chancellor or Nominee (Chairperson)

or

Dean, Library

ii. Deans of Schools

iii. Dean, Students' Welfare

iv. Proctor

v. One person from each of the Schools nominated by the Vice-Chancellor, but not necessarily members of the Academic Council.

vi. Two research Scholars, including M. Phil. students and two post-graduate students, to be nominated by the Vice-Chancellor.

vii. Librarian (Ex-officio Member and Secretary)

3. The nominated members under (v) and (vi) shall hold office for two years and one year respectively, and shall be eligible for reappointment.

4. One third of the members shall form a quorum.

5.Subject to the general control of the Academic Council the duties and functions of the Library Committee shall be:

a) to frame general rules for the management of the Library;

b) to advise the Librarian regarding general library development;

c) to prepare the annual budget estimates of the Library for submission to the Executive Council, through the Finance Officer;

d) to allocate funds, from the sanctioned annual budget of the library, to the Schools. Departments for the purchase of books journals and periodicals;

e) to arrange for the stock taking of the Library;

f) to prepare and submit to the Academic Council,through the Vice-Chancellor an Annual Report summarizing the activities and achievements of the library;

g) to perform such other duties as may be assigned to it by the Academic Council/Vice-Chancellor.

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ORDINANCE 36

Provident Fund Committee

1. There shall be a Provident Fund Committee consisting of the following:-

(i) Vice-Chancellor/Pro-Vice-Chancellor or Nominee (Chairperson)

(ii) Registrar

(iii) Two Members of the Executive Council from amongst its own members nominated by it

(iv) Two Members of the staff representing one each from Teaching and Non-Teaching staff of the University to be appointed by the Vice-Chancellor

(v) Finance Officer (Secretary)

2. The PF Committee shall advise the Executive Council in the matters relating to investments, payments and other matters in respect of the Provident Fund.

3. All members of the Provident Committee, other than ex-officio Members, shall hold office for a term of two years.

ORDINANCE 37

QUALIFICATIONS OF UNIVERSITY TEACHERS (DIRECT RECRUITMENT)

37.1 PROFESSOR

An eminent scholar with published work of high quality, actively engaged in research, with 10 years of experience in postgraduate teaching, and/or experience in research at the University/National level institutions, including experience of guiding research at doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

In exceptional cases, the teachers with 15 years of UG teaching/research experience could also be considered.

37.2 READER

Good academic record with a doctoral degree or equivalent published work. In addition to these, candidates who join from outside the university system, shall also possess at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E, and F at the Master's degree level.

Five years of experience of teaching and/or research excluding the period spent for obtaining the research degrees and has made a definite mark in the areas of scholarships as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

37.3 LECTURER

38.3.1 English, Humanities, Social Sciences, Education, Physical Education and Foreign Languages.

Good academic record with at least 55% marks or, an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E, and F at the Master's degree level, in the relevant subject from an Indian University, or, an equivalent degree thereto from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar tests accredited by the UGC.

37.4 Journalism and Mass Communication

Good academic record with at least 55% marks, or, an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E and F at the Master's degree level in communication/mass communication, journalism, from an Indian University, or an equivalent degree thereto from a foreign University.

At least 55% marks, or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E and F at the Master's degree level in English, Humanities, Social Sciences with at least a second class Bachelor's Degree, or Post- graduate Diploma in communication/mass communication or journalism, from a recognised Indian University/National Institute.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET)• for Lectures conducted by the UGC, CSIR, or similar tests accredited by the UGC.

• Qualifications and exemption from NET will be given as per the UGC guidelines/regulations issued from time to time.

"NET shall remain the compulsory requirement for appointment as Lecturer for those with post-graduate degree. However, the candidates having Ph.D. degree in the concerned subject are exempted from NET for PG level and UG level teaching. The candidates having M.Phil. degree in the concerned subject are exempted from NET fro UG level teaching only."

37.5 SEVEN POINT SCALE

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
'O'= Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0-0.49	0-24

37.6 INCENTIVES FOR Ph.D./M.Phil.

1. Four and two advance increments will be admissible to those who hold Ph.D. and M.Phil. degrees, respectively, at the time of recruitment as Lecturers. Candidates with D.Litt should be given benefit on par with Ph.D. and M.Litt. on par with M.Phil.

2. One increment will be admissible to those teachers with M.Phil. who acquire Ph.D., within two years of recruitment.

3. A Lecturer with Ph.D. will be eligible for two advance increments when he/she moves into Selection Grade/Reader.

4. A teacher will be eligible for two advance increments as and when he/she acquires a Ph.D degree in his/her service career.

Note: Protection of pay may be granted to senior person/s in case junior/s getting more pay consequent to the grant of such advance increment/s subject to fulfillment of all the conditions laid down in the MHRD letter No. F.1-4/99-U.I dated 22nd July,1999.

ORDINANCE 38

CAREER ADVANCEMENT SCHEME

38.1 Eligibility conditions

1. Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil., and six years for others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.

2. For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade).

3. A Reader with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.

4. The Selection Committee for Career Advancement shall be the same as those for Direct Recruitment for each category.

5. The existing scheme of Career Advancement for non- academic staff namely, Assistant Director of Physical Education, Assistant Registrar, Assistant Librarian would continue.

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38.2 LECTURER (SENIOR SCALE)

A Lecturer will be eligible for placement in a senior scale through a procedure of selection, if he/she has:

i. Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil. and Ph.D.

ii. Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission. (Those with Ph.D degree would be exempted from one refresher course).

iii. Consistently satisfactory performance appraisal reports.

38.3 LECTURER (SELECTION GRADE)

Lecturers in the Senior Scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfil the other criteria given above for the post of Reader, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which in this case will be the same as for promotion to the post of Reader. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D and/or fulfilling other requirements for promotion as Reader and, if found suitable, could be given the designation of Reader from the date of their receiving the Ph.D. degree.

38.4. READER (PROMOTION)

A Lecturer in the Senior Scale will be eligible for promotion to the post of Reader if he/she has:

i. completed 5 years of service in the Senior Scale;

ii. obtained a Ph.D. degree or has equivalent published work;

iii. made a definite mark in the areas of scholarship and research as evidenced e.g. by self-assessment, reports of referees, quality of publications, contribution to educational innovation, designing of new courses and curricula and extension activities.

iv. after placement in the Senior Scale participated in two refresher courses/summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission, and

v. possesses consistently good performance appraisal reports.

Note: Promotion to the post of Reader will be through a process of selection by a Selection Committee to be set up under the Statutes/Ordinances of the concerned University exactly in the same way and form as it is laid down in case appointment of a Reader against an open post.

38.5 PROFESSOR (Promotion)

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Reader to that of a Professor after 8 years of service as Reader.

The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Reader to Professor, the following method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee with some of the following:

a) self-appraisal reports (required).

b) any other academic contributions.

The best three written books or research papers of the teacher (as defined by him/her) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit such published works in 3 sets with the application.

c) Seminars/Conferences attended.

d) contribution to teaching/academic environment/institutional corporate life.

e) extension and field outreach activities.

38.6 PRE-CONDITIONS

38.6.1. The requirement of participation in orientation/refresher courses/summer institutes, each of at least 3 to 4 weeks duration, and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (senior scale) and from Lecturer (senior scale) to Lecturer (selection grade); wherever the requirement of orientation/refresher courses has remained incomplete, the promotions would not be held up but these must be completed in the nearest future to be specified by the Vice-Chancellor in individual case/s.

The requirement for completing these courses would be as follows:

i. For Lecturer to Lecturer (senior scale), one orientation course would be compulsory for University and college teachers. Those without Ph.D. would be required to do one refresher course in addition.

ii. Two refresher courses for lecturer (senior scale) to Lecturer (selection Grade).

iii. The Senior teachers like Readers/Lecturers (selection grade) and Professors may opt to attend two seminars/conferences in their subject area and present papers with a view to fulfilling one of the conditions for their promotion/selection to higher level or attend refresher courses to be offered by Academic Staff College/s for this level.

If the number of years required in a feeder cadre are less than those stipulated in this ordinance, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years. This situation is likely to arise as, in the earlier scheme, the number of years required in a feeder cadre was more than the one envisaged under this ordinance.

38.7 COUNTING OF PAST SERVICE

38.7.1 Previous service, without any break as a Lecturer or equivalent, in a university, college, national laboratory, or other scientific organisations, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as a UGC Research Scientist, should be counted for placement of lecturer in senior scale/selection grade provided that;

a) the post was in an equivalent grade/scale of pay as the post of a Lecturer;

b) the qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer;

c) the candidates who apply for direct recruitment should apply through proper channels;

d) the concerned Lecturers possessed the minimum qualifications prescribed by the UGC for appointment as Lecturers;

e) the post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/CentralGovernment/Institution's regulations;

38.7.2 The appointment was not ad-hoc or in a leave vacancy of less that one year duration. Ad-hoc service of more than one year duration can be counted provided:-

a) the ad-hoc service was of more than one year duration;

b) the incumbent was appointed on the recommendation of duly constituted selection committee; and

c) the incumbent was selected to the permanent post in continuation to the ad-hoc service, without any break.

38.8 MERIT PROMOTION

Merit promotion Scheme of 1983 which was terminated in 1987 for those who did not opt for it, stands abolished. However, Professors who were governed by the old merit promotion scheme of 1987 would be eligible for full scale of Professor w.e.f. 01.01.1996. The University may discuss in its academic body and decide inter-se-seniority between the merit promotees and direct recruits, based on the date of selection, and as per the existing/amended Acts and Statutes of the University.

38.9 ACCOUNTABILITY

The self-appraisal of performance is a mandatory part of the Career Advancement Scheme. The evaluation of teachers by students as a method of assessment of the teacher will be implemented according to the stipulations laid down in the ordinance/s

38.10 ANOMALIES

Anomalies, if any, will be brought to the notice of the UGC which could consider them with the help of a Committee to be constituted by it.

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ORDINANCE 39

University Hostels

1. The University may maintain such and so many Hostels as it may determine from time to time, for the residence of the graduate, P.G. and research students of the University.

2. Each of the Hostels may be given such name as the University may think proper; the name may be changed whenever the University desires to do so.

3. The internal administration and discipline of the Hostels shall be vested in a Provost.

The Provost shall be appointed by the Executive Council for a period of two years. The person appointed as Provost shall be eligible for re-appointment.

The Provost may be assisted by a Warden and a Deputy Warden. The Warden and the Deputy Warden shall be appointed by the Executive Council. They shall hold office for a period of two years and shall be eligible for re-appointment.

4. Every Hostel maintained by the University shall be managed by a Managing Committee constituted as follows:

i. One Professor, Chairperson

ii. Two persons nominated by the Executive Council, Members.

iii. The Provost who shall be ex-office Secretary

iv. The Warden who shall be the Assistant Secretary of the Managing Committee.

v. The Deputy Warden, Member (ex-officio)

vi. The Proctor (ex-officio)

vii. The Dean, Students' Welfare (ex-officio)

viii. The President of the Resident Students' Union of Hostel (ex-officio)

ix. Chairperson/Secretary, whosoever designated, of the Hostel Mess Committee (ex- officio) as long as he/she continues to be a resident of the Hostel.

The Chairperson, of the Managing Committee shall be a person nominated by the Vice-Chancellor from among its members. He/she/she shall hold office for a period of two years.

5. The members of the Managing Committee, other than the ex-officio members, shall hold office for a term of two years.

6. Subject to the control of the Executive Council, the Managing Committee shall have the following powers and duties:

(a) to prescribe rules for admission of students to the hostel concerned, the fees to be paid and the mode of payment and the residence and discipline of the residents of the Hostels;

(b) to lay down rules of residence for Students;

(c) to lay down terms and conditions in respect of Provost, Warden and Deputy Warden taking in to account the fact that the Residence of Provost, Warden, Deputy Warden will be treated as office- cum-Residence;

(d) to submit to the Executive Council an estimate of the income and expenditure of the Hostel other than the one relating to the mess of the Hostel Non-Formal- Funds raised by the Hostel and to incur expenditure within the limits fixed in the budget approved by the Executive Council;

(e) to consider the Annual Accounts along with the Audit Report and after approval to submit the same to the Executive Council for information along with its comments;

(f) to grant leave to the staff according to the rules framed for the purpose;

(g) to exercise administrative control over the staff of the Hostel;

(h) to do such other acts as may be necessary for the exercise of the above functions;

(i) to deal with such matters relating to the Hostel as may be assigned to it by the Executive Council;

(j) to write off losses and to exempt the payment of late fee fine;

7. Every Hostel shall comply with the relevant Statutes, Ordinances and Regulations of the University.

8. Every Hostel 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.

9. Every Hostel shall submit each year by a date to be fixed by the University, a report on the working of Hostel for the previous year, the number of residents and a statement of income and expenditure and such further information as may be required.

10. The University may also hire private accommodation for lodging Indian and Foreign students whenever there is a need.

ORDINANCE 40

Prohibition of and Punishment for Ragging

1. Ragging in any form is strictly prohibited, within the premises of Hostel/Department or Institution and any part of the University system.

2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.

3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practice which :-

a) Involve physical assault or threat to use of physical force;

b) Violate the status, dignity and honour of women students;

c) Violate the status, dignity and honour of students belonging to the Schedules Castes and Tribes;

d) expose students to ridicule and contempt and affect their self esteem;

e) entail verbal abuse and aggression, indecent gestures and obscene behavior.

The Dean/Head of the Department or Director RegionalCampuses, Warden, University Hostel or Hostels in consultation with the Proctor/Dean of Students Welfare/Vice-Chancellor shall take immediate action on any information of the occurrence of ragging.

4A Anti-ragging Committee shall consist of Head of the Department, Proctor, Dean Students Welfare, Provost, Warden, One Teacher nominated by the Vice-Chancellor, one representative from N.G.O. and One parent of the fresher.

4B Anti-ragging squad shall consist of Proctor, Provost, Warden/Deputy Warden and Dean of Students' Welfare.

4C Mentoring Cell consists of:

1. A Professor to be appointed as Chairperson

2. Dean of Students' Welfare

3. Provost/Warden/Deputy Warden

4. Two Senior Students, one of whom a representative of SC/ST students

5. Notwithstanding anything in Clause (4) above, the Proctor may also suo-moto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.

6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.

7. If the Dean/Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.

8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.

9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under Clause (7) disclosing the occurrence of ragging incidents described in Clause 3 (a), (b) and (c) the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.

10. The Vice-Chancellor may in other cases of ragging, order or direct that any student or students be expelled or be not, for a stated period, admitted to a course of study in a Department, Departmental examination for one or more semesters or that the results of the student or students concerned in examination or examinations in which they appeared be cancelled. The Vice-Chancellor may also award one or more of the following punishments: cancellation of admission, suspension from attending the classes, with- holding/withdrawing Scholarships/Fellowships and other benefits, individual or collective fines, debarring from representing the Institution in any national and international meet, tournament, youth festival etc., suspension/expulsion from the hostel.

11. In case any student who has obtained degrees of EFL University is found guilty under this Ordinance appropriate action under Statute for withdrawal of degrees conferred by the University shall be initiated.

12. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.

13. All institutions within the University system shall be obligated to carry out instructions/directions issued under this Ordinance, and to give implementation of the Ordinance.

ORDINANCE 41

Disorderly conduct and use of unfair means in examinations.

1. For the purposes of this Ordinance-

(a) Examination means an examination conducted by the English and Foreign Languages University, its campuses and other Examination centres.

(b) The year means the academic year.

(c) Candidate includes an examinee taking any examinations in a particular year/semester and, wherever the context so permits, every student on the rolls of the University.

(d) The use of dishonest or unfair means in the examination includes:

(i) assisting in any manner whatsoever any other candidate in answering the question paper during the course of the examination;

(ii) taking assistance from any other candidate or any other person or from any book, paper notes or other material in answering the question paper during the course of the examinations;

(iii) carrying into the examination room any book, paper, notes, or other material whatsoever likely to be used directly or indirectly by the candidate in connection with the examination;

(iv) smuggling in an answer book or a continuation sheet;

(v) taking out or arranging to send out an answer book or its any page or continuation sheet;

(vi) replacing or getting replaced an answer book or its any page or continuation sheet during or after the examination;

(vii) getting impersonated by any person in examination;

(viii) deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose;

(ix) communicating with or talking to any other candidate or unauthorized person in or around the examination room during the course of the examination;

(x) communicating or attempting to communicate directly or through a relative, guardian and friend with an examiner with the object of influencing him in the award of marks;

(e) Disorderly conduct in the examinations includes:

(i) misbehavior in connection with the examination,with the Superintendent, the Invigilator on duty or the other staff working at the Examination Centre, or with any other candidate, in or around the examination centre, before, during or after the examination hour;

(ii) leaving the examination room before the expiry of half an hour or without handing over the answer book to the Invigilator -in-charge or without signing the attendance sheet;

(iii) intentionally tearing off the answer book or a part thereof or a continuation sheet;

(iv) disturbing or disrupting the examination;

(v) inciting others to leave the examination room or to disturb or disrupt the examination;

(vi) carrying into the examination centre mobile phones, un-authorised electronic gadgets or any weapon of offence.

2. No candidate shall make use of any dishonest or unfair means or indulge in disorderly conduct in the examinations.

3. A candidate found guilty of the use of dishonest or unfair means or disorderly conduct in the examination may be disqualified from passing the examination for which he was a candidate, and may, in addition, be debarred from appearing at any future examination of the University for a further period to be stated or be expelled from the University and declared not a fit and proper person to be admitted to any further examinations of the University.

4. (a) Any candidate who, in the opinion of the Invigilator on duty or the Examiner conducting a practical or oral examination or the Superintendent of the Examinations Centre, contravenes or is suspected of contravening the provisions of clause 2 in the examinations room, shall be forthwith challenged by such Invigilator, Examiner or Superintendent who shall ask for a signed statement from the candidate.

The candidate may be subjected to a search of his person to recover any incriminating material from him by the examination staff on duty.

(b) Without prejudice to the provision contained in sub-clause (a) above the Superintendent of an Examination Centre or the Examiner conducting practical or oral examination shall also have the power to expel a candidate who in his/her opinion, has contravened the provisions of clause 2, from the examination centre for the remaining duration of the paper.

5 (a) The Superintendent of the examination centre or the Examiner or any officer of the University, as the case may be, shall report in writing to the Controller of Examinations the case of every student who has contravened the provision of clause 2.

(b) The reporting authority shall give full facts of the case in his/her report and forward with it the statements, if any, made on the occasion by the candidate and the Invigilator on duty and papers, books and other material recovered form the candidate, if any.

6. There shall be one or more Examinations Disciplinary Committee. Each such Committee, hereinafter refered to as the Examination Disciplinary Committee shall be constituted as under:

(a) On the recommendation of the Vice-Chancellor, the Executive Council shall, at the beginning of each year, draw up a panel of teachers of the University to be nominated on the Examination Disciplinary Committee.

(b) Each Examination Disciplinary Committee shall consist of two teachers to be nominated by the Vice-Chancellor from amongst the panel, one of them being of the status of at least a Reader.

(c) The Controller of Examinations or any person authorised by him, of the rank of not less than an Assistant Controller of Examinations/Assistant Registrar will function as non-member Secretary of the Examination Disciplinary Committee.

7. The Vice-Chancellor shall determine from time to time the number of Examination Disciplinary Committees.

8. (a) The Controller of Examinations or any person authorised by him/her in this behalf shall communicate to the candidate, in respect of whom a report has been received pursuant to clause 5(a) the precise nature of allegations against him/her and shall require him/her to furnish his/her written explanation within a stipulated period.

(b) On receipt of the explanation from the candidate or on the expiry of the period stipulated for submitting explanation if no explanation is received from him the Vice-Chancellor shall assign his case for consideration to the Examination Disciplinary Committee and, where there are more Committee than one, such Examination Disciplinary Committee as he may deem fit.

9. After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Disciplinary Committee if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, shall recommend to the Executive Council the punishment that may be imposed on the candidate as per clause 3 according to the nature of the offence.

10. The Executive Council may, after considering the report, of the Examination Disciplinary Committee, take such action against the candidate under clause 3 as it may deem fit.

11. A candidate on whom any punishment has been imposed under clause 3 may, within 30 days from the date of the receipt of the communication in that behalf, make a representation to the Vice-Chancellor for review of his case and the Vice-Chancellor, if satisfied that the case is fit for reconsideration, refer the same to the Executive Council. The Executive Council may thereupon review the case and pass such orders as it may consider fit.

12. In the case of a candidate who has been expelled from the University in terms of provisions of Clause 3, the Executive Council may, on the recommendation of the Vice-Chancellor, on the expiry of three years after such expulsion including the examination in connection with which he was punished, exempt a candidate from further operation of the punishment awarded.

13. If within four months of the publications of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examinations in respect of which his result was declared, the provisions of this Ordinance shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty including of cancellation of his result, he shall be given another opportunity, to show cause against the proposed punishment and his explanation, if any, shall be considered by the Executive Council.

14. A candidate against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That examination will stand cancelled and his result thereof would not be declared if on account of the punishment imposed on him as a result of the said enquiry or action, he would not have been entitled to take that examination but for his provisional admission thereto.

15. If a person, not otherwise covered by these provisions, is found guilty of having impersonated a candidate or of having written, outside the examination hall, an answer book or its any page or a continuation sheet which he knows or has reason to believe will be smuggled into the examination hall for the benefit of any candidate, or of having managed otherwise to replace the answer book or its any page of the candidate after the examination, he shall be disqualified from appearing in any University examination for a period to be stated. The provisions of this Ordinance relating to the manner of imposition of penalty shall, in so far as they may be applicable, apply to the case of such a person.

ORDINANCE 42

Writer/Critic/Scholar in Residence

1. With a view to achieving the blending of theory with practice, experience of practical work with what is being taught and learnt in the class rooms and lecture halls of the University, EFL University may invite distinguished writers to come, stay at the Campus for a mutually agreed- upon period of time and interact with the University students and faculty in informal as well as formal contexts. The purpose for having this kind of provision is: The appointment/Award of Writer in Residence status may be made on a semester or yearly basis so that an interface with the Writer/s in respect of his/her creative works and other innovative experiments could be organized for the benefit of students, researchers, faculty and University community in general. A series of public readings and renderings on specific recommendations of the Head of the Department might also be organized for the benefit of the general public.The Writers would demonstrate to their interlocutors the technique/s and tools of their creative writing/work. The entire process should become a live and vibrant interaction between a practicing Writer/Critic or a scholar-in-Residence and the budding scholars, creative writers and critics would be exposed to the experience and/styles of different writers being invited to the University.

2. The writers/critics/scholars-in-residence will be provided full boarding and lodging facilities at a level that would match the international standards.

3. The writers/critics/scholars-in-residence would be given a reasonable amount of honorarium per day/month to be decided by the Vice-Chancellor. The funding of the "Writers/critics/scholars-in-residence can be done out of budget head of the University provided for special appointments laid down in the Statutes. Provision shall be made in the annual budget of the University for implementing this Ordinance. If, need be, with the approval of the Vice-Chancellor the financial commitment for running this programme could be met from out of the Non-Formal Funds provided under the rubric "Academic updating".

ORDINANCE 43

Associate Membership of Departments

Faculty Members are appointed in a particular Department. Many-a-time, Faculty Member/s of one Department is/are required to be associated with other Department/s to meet the special needs. It is particularly so, in the case of teachers belonging to the areas of inter-disciplinary and inter-cultural studies.

A teacher will belong to his/her parent department for the purpose of staff strength, payment of salary etc, s/he could also be associated with other Departments for teaching/research. Such teachers shall be designated as Associate Members of the Department concerned. The Vice-Chancellor may approve the proposal of a department or an individual for making/becoming an Associate Member of another Department. If need be, the Vice-Chancellor may suo-motu appoint a Teacher as an Associate Member of another Department.

To formalise this, while issuing appointment letters, it shall be indicated that "You will be expected to take part in the teaching and research programme of the University (in any Department) and do such/other work as may be assigned to you from time to time''. The Associate Membership or the work involved in being an associate member of another department shall not be considered as additional charge/work and ordinarily no financial benefit will accrue to the teacher on account of his/her associate membership of another department except in those situations when the work carried out in the capacity of an Associate Member of another Department is over and above the full work load carried out by Member concerned in his/her parent department. The Vice-chancellor shall have the power of appointing/removing a teacher from the position of Associate Membership of another department at his discretion. The Vice-Chancellor will decide the quantum of remuneration/honorarium/incentive in respect of each individual case of an Associate Member on the recommendation of the Head of the addressee department.

An Associate Member shall not hold any statutory position in the department where he/she is an Associate Member.

ORDINANCE 44

Memorandum of Understanding

1. The EFL-University shall sign Memorandums of Understanding with universities/Institutions in India and abroad.

2. Memorandums of Understanding shall be in line with the objectives of the University

3. Memorandums of Understanding shall facilitate exchange of Teachers and Students and joint research project, conferences, seminars, symposia etc. between the two Institutions.

4. The two sides could provide teaching/research facilities to each others students and teachers on mutually agreed upon terms and conditions.

5. Two sides could execute the projects of writing books, monographs, text-books etc.

6. The forms of collaboration and co-operation between the sides could change from time to time through mutual consultations and negotiations.

7. The sides signing the Agreement/MoU could have an exchange literature on reciprocal basis or in any other mutually agreed upon form.

8. The Vice-Chancellor or his/her nominee shall sign the Memorandum of Understanding on behalf of EFL-University.

9. The expenses on negotiating, signing and execution of Memoranda of Understanding will be met out of International Collaboration Fund.

10. Memorandum/s of Understanding signed by the Vice-Chancellor shall be reported to Executive Council from time to time.

ORDINANCE 45

Guidelines for Appointment of Consultants/Specialist

The appointment of Consultants/Specialists will be made according to the Govt. of India rules.

ORDINANCE 46

Medical facilities to Retired employees of the English and Foreign Languages University

The medical facilities to retired employees of the English and Foreign Languages University will be provided according to the Govt. of India rules.

ORDINANCE 47

Guest House

1. There will be a number of Guest Houses, both national and International, in different Campuses of the University

2. The Management of the Guest House system shall be administered by a Managing Committee to be appointed by the Vice-Chancellor as given below:

I. A Professor to be nominated by Vice-Chancellor (Chairperson)

II. Proctor

III. Dean Students' Welfare

IV. One Dean } to be nominated by

V. One Teacher} Vice-Chancellor

VI. Registrar's/nominee

VII. Finance Officer's/nominee

VIII. Dean, Guest House – Member Secretary

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3. The Guest House system may frame its rules and regulations for its smooth functioning

4. The Guest House will function on Self-Financing basis. The Managing Committee shall open an account with the State Bank of Hyderabad. The account shall be operated by any two members of the following: Chairman, Managing Committee and Assistant Registrar (Accounts)

5. The profit generated, if any, shall be used for its improvement of the Guest House and rest will be credited to different Non-Formal Funds in the stipulated proportion.

6. The Managing Committee shall send a brief report annually to the Executive Council, through the Vice-Chancellor

ORDINANCE 48

Assessment of Teachers by Students

With a view to making teaching-learning processes more vibrant it is imperative that there be a provision for continuous Assessment of Teachers by their students. The Assessment shall be done in the prescribed proforma and shall be submitted by all students compulsorily in a confidential cover directly to the Vice-Chancellor before the semester examinations.

1. A special cell in the Vice-Chancellor's office will handle the confidential Assessment Reports under the direct supervision of the Vice-Chancellor.

2. The Assessment Reports will remain confidential and shall be kept in a sealed cover in the Assessment Report Cell in the Vice Chancellor's office.

2. The confidential Assessment Reports will be opened personally by the Vice-Chancellor for the following purposes only:

a. For communicating to the teachers concerned in confidence annually without disclosing the identity of the student.

b. while considering a teacher's case for re- employment etc.;

c. while considering a teacher for some special awards, important assignments and conferment of the status of "Professor Emeritus" and the like.

PROFORMA

The proforma for submission of Assessment Reports in respect of teachers to be submitted by students attending the respective course/s conducted by the teachers shall be as given below:

1. Name of the teacher:

2. Course:

3. Subject/Paper taught/M.Phil/Ph.D. research guided:

4. Semester and year in which the course was conducted:

5. Assessment along the following parameters:

5.1 Quality of the content of lectures: A/B/C/D

5.2 Quality of delivery: A/B/C/D

5.3 Degree of updating the materials/content delivered: A/B/C/D

5.4 Promptness in checking papers/chapters drafts Assignment: A/B/C/D

5.5 Regularity and punctuality in meeting the classes: A/B/C/D

5.6 Empathy for the problems faced by students: A/B/C/D

5.7 Overall Assessment: A/B/C/D

5.8 Any remarks/suggestions for the teachers given by the student.

6. Quality of research guidance: A/B/C/D

7. Dummy No. of the student (to be given by Vice-Chancellor's Teachers' Assessment Cell);

8. In case of a teacher feels aggrieved on account of a biased report allegedly filed against him/her, the Vice-Chancellor shall refer the written appeal by the teacher concern to an Appellate committee consisting of the following person:

1. Dean of the School concerned Chairperson

2. Senior-most woman teacher

3. SC/CT representative

The decision of the Committee will be final

9. A will mean Outstanding/B will mean Good C will mean Satisfactoryd will mean Poor

ORDINANCE 49

Programmes Conducted under Ford Foundation and other Grants.

1. The University will enter into such arrangements with different foundations from time-to-time in the interest of the University.

2. For running the programmes defined under such agreements the Vice-Chancellor will appoint a Co-ordinator from amongst the professors of the University.

3. The Co-ordinator will be assisted by an Advisory Committee to be constituted by the Vice-Chancellor.

4. All policy decisions, financial transactions and academic programmes will be discussed by the Advisory Committee which will make recommendations to Vice-Chancellor for approval.

5. Any long-term or short-term appointments will be recommended by the Advisory Committee for approval by the Vice-Chancellor.

6. Scholarships, fellowships, if any, will be recommended by a Selection Committee to be appointed by the Vice-Chancellor.

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7. The day-to-day correspondence in respect of the issues related to the scheme or programme will be carried out by Co-ordinator under intimation to Vice-Chancellor.

However, any major commitment to be made on behalf of the University will be done with prior approval of the Vice-Chancellor.

8. Proposals to hold conferences/seminars/symposia/workshops can be organized with the approval of the

Vice-Chancellor on the recommendation of Advisory Committee.

9. All purchases under the scheme will be made as per the procedures of the University.

10. Travel abroad under the scheme will be approved by the Vice-Chancellor on the recommendation of the Advisory Committee.

11. Publications, if any, will be authorised by the Vice-Chancellor on the recommendation of the Advisory Committee.

ORDINANCE 50

Programmes Sponsored by ITEC Division of Ministry of External Affairs, ICCR of (MEA) and other Government and Non-Governmental Organisations.

1. The University has been conducting short-term English language teaching courses for learners sponsored by ITEC Division of Ministry of External Affairs.

2. Similarly the University has been admitting students sponsored by ICCR.

3. The University will continue implementing formal or non-formal academic/teaching programmes on being commissioned by government and non-government organisations.

4. The programmes will be conducted by the University on the terms and conditions that will be agreed upon through mutual discussions with the sponsoring organisations from time to time.

5. The Vice-Chancellor shall appoint a Chief Co-ordinator for a period of two years (renewable) from amongst the professors of the University. The Chief Co-ordinator may recommend the appointment of a hospitality co-ordinator for approval by the Vice-Chancellor for a period of two years (renewable).

6. The University will provide good quality hospitality to the learners coming under the programmes in terms of the agreement with the sponsoring organisation/s.

7. Chief Co-ordinator will carry out day-to-day correspondence in respect of the programme under intimation to Vice-Chancellor.

8. Chief Coordinator will organise the teaching programme in consultation with an Advisory Committee to be appointed by the Vice-Chancellor.

9. All major policy decisions will be taken and recommended for approval to the Vice-Chancellor by the Advisory Committee.

10. All purchases will be made as per procedure/s prevalent in the University in this regard.

11. Chief Co-ordinator will be responsible for efficient conduct of teaching programme. Similarly, all the conditions or stipulations laid down by the sponsoring organisation will be implemented by Chief Co-ordinator meticulously.

12. The learners of the programme will be issued appropriate certificates.

ORDINANCE 51

Short/Long Term Need-based Teaching Programmes for Foreign Learners.

1. The University will organise short/long term need based programmes for foreign learners.

2. The fees for undergoing a short/long term programmes by foreign learners will be approved by the Vice-Chancellor from time-to-time on the recommendation of an Advisory Committee to be constituted by Vice-Chancellor for running such programmes.

3. The Advisory Committee of the programme will be headed by a Chief Co-ordinator to be appointed by Vice-Chancellor for a period of two years (renewable).

4. Chief Co-ordinator will organise the teaching programme in consultation with the Advisory Committee to be appointed by Vice-Chancellor.

5. All major policy decisions will be taken and recommended to Vice-Chancellor by the Advisory Committee.

6. Chief Co-ordinator will be responsible for the efficient conduct of the teaching programme. Similarly, all the conditions or stipulations laid down by the sponsoring organisation will be implemented by Chief Co-ordinator meticulously.

7. The learners of the programme will be issued appropriate certificates by the University.

8. In case of incompetent handling of the programme, Vice-Chancellor may replace the Chief Co-ordinator and the Advisory Committee before the expiry of their term.

9. Chief Co-ordinator will carry out day-to-day correspondence in respect of the programme under intimation to Vice-Chancellor.

10. All Purchases will be made as per procedure prevalent in the University in this regard.

ORDINANCE 52

Conduct of English Language Teaching Abroad under Agreement with MEA and other Government and Non- Government Organisations.

1. The University is presently engaged in creating English Language Teaching Centres in ASEAN countries under agreement with MEA(Indo-ASEAN Co-operative Fund).

2. The University will continue implementing formal or non-formal academic/teaching programmes on being commissioned by government and non-government organisations.

3. The programmes will be conducted by the University on terms and conditions that will be agreed upon through mutual discussions with sponsoring organisations from time-to-time.

4. Vice-Chancellor shall appoint a Chief Co-ordinator for a period of two years (renewable) from amongst the professors of the University. The Chief Co-ordinator may recommend the appointment of a Co-ordinator for approval by the Vice-Chancellor for a period of two years (renewable). The Vice-Chancellor will appoint an Advisory Committee that will assist the Chief Co-ordinator in conducting the programmes.

5. Chief Co-ordinator will carry out day-to-day correspondence in respect of the programme under intimation to Vice-Chancellor.

6. Vice-Chancellor/nominee and/or the Chief Co-ordinator will visit the host country under sponsorship of MEA/ASEAN Secretariat for an on the spot study of conditions for conducting the programme in the host country.

7. Vice-Chancellor will select the teachers on the recommendation of the Advisory Committee for being deputed to run the teaching programme in the host country.

8. Terms and conditions for the teachers being deputed for the programme will be to the satisfaction of the University. The teachers so deputed will be given adequate foreign allowance, two-way travel cost twice in 2 years, satisfactory accommodation, medical facilities and incidental charges during their stay and work in the host country. The teachers will continue to get their salary (basic pay + D.P.) from the University. The University shall deduct @ $500 (fine hundred US dollars) p.m. from the foreign allowance of teachers being deputed with a view to partially meet the expenditure on substitute teacher/s. This amount may change under approval of the Vice-Chancellor, to be ratified by the Executive Council subsequently, from time to time. The teacher/s so deputed shall have the right to retain the University accommodation, if any, on the existing terms and conditions.

9. The University shall get at least the salary for substitute teachers to be appointed in place of teachers deputed to the host country for the entire period of their deputation.

10. The teachers deputed for organising the teaching programmes abroad shall function as goodwill ambassadors of the University in the host country. They will carry out any assignment aimed at disseminating information about the academic programmes of the university given to them by the Vice-Chancellor in the interest of University.

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ORDINANCE 53

Short/Long Term Need-based Courses of Proficiency/Preparatory Courses in English and Foreign Languages.

1. The University will organise need-based short or long- term courses for learners who wish to either improve their existing knowledge of the language concerned or for those who want to learn a language from scratch.

2. The responsibility to run such courses will be entrusted to Dean, Non-Formal Courses and Resources who would be assisted by an Advisory Committee to be appointed by the Vice-Chancellor for a term of 2 years.

3. The course content, the teaching materials, the teachers, the class rooms and other infrastructural facilities etc. will be taken care of by Dean, Non-formal Courses and Resources or by a person to be appointed by her/him from and amongst the Advisory Committee Members or any other person from the University under intimation to the Vice-Chancellor.

The teachers appointed to teach Non-formal Courses should be adequately equipped both in terms of methods and competence for conducting such courses.

4. If the teachers commissioned to teach in Non-Formal Course undertake this work over and above their officially stipulated work-load, they will be paid an honorarium/conveyance charges to be fixed by the Dean (in Committee), Non-Formal Courses and Resources with the approval of Vice-Chancellor.

Non-University teachers, retired or otherwise, could also be commissioned for carrying out the teaching in Non-Formal Courses. Competent Ph.D. and M.Phil. scholars could also be assigned such a job. Such teachers/scholars will be paid an honorarium and or conveyance charges to be fixed by the Vice-Chancellor on the recommendation of the Dean, NFC&R..

5. All major policy decisions will be taken and recommended to the Vice-Chancellor by the Advisory Committee.

6. The learners of the programme will be issued appropriate certificates by the University.

7. The Dean, Non-Formal Courses and Resources may be entrusted with the task of getting the Remedial teaching organised for foreign students or teaching of foreign languages (including preparatory course) for Indian students or learners going abroad for different purposes. The Dean, NFC&R will be assisted by the Department concerned most positively in this assignment. However, depending on a whole gamut of circumstances the Vice-Chancellor may appoint a separate Co-ordinator for each need based/Preparatory/Remedial Teaching Course on terms and conditions to be approved by the Vice-Chancellor from time-to-time. The teaching materials and aids to be used for such courses will be provided by an Advisory Committee to be constituted by the Vice-Chancellor to assist the Dean, NFC and R/Co-ordinator under intimation to Vice-Chancellor.

8. The fee/charges to be paid by the learners for the courses under reference will be approved by the Vice-Chancellor on the recommendation of the Dean Co-ordinator in committee.

9. University will provide adequate classroom space and other infrastructural facilities for conducting the course at an optimum level.

10. The University will carry out an appropriate publicity campaign both in Indian and abroad with a view to attract foreign students in good number.

Appropriate publicity materials should be prepared and disseminated for this purpose. If need be, the university may commission its representative/s on short or long term basis on terms and conditions to be approved by the Vice-Chancellor.

The officials/teachers of the University may undertake lecture-cum-publicity tours to foreign countries with a view to attract more foreign students. The expenses for such tours and campaigns will be met out of the Non-Formal Fund "International Collaboration". The officials abroad will be entitled to TA/DA/Diem as per rules.

ORDINANCE 54

Agreement on Writing Academic Books with Private Publishers and other Organisations:

1. The University may enter into agreement/s with different publishing houses in the interest of the University.

2. The agreement with publishing houses may be signed by the Vice-Chancellor subject to the following broad guidelines:

a) that The English and Foreign Languages University (EFL-U) will form a single author/collective from amongst its teachers, who will prepare the manuscript of the proposed work. This author/group will be paid a definite amount as an incentive along with a certain percentage of royalty.

b) the authors so appointed will be responsible for writing the manuscripts of books.

c) if need be, the manuscripts will be edited by an Editorial Board to be constituted by EFL University. The Members of the Editorial Board will get a definite amount as remuneration for editing.

d) production of each one of such works in the book form will be undertaken either by EFL University or by the publisher or else EFL University will handover a camera ready copy of the manuscript of each work to the publisher.

e) all expenses upto the stage of production of the book will be shared by EFL University and the publisher on equal footing.

f) the Contract for distribution of the book/s will automatically be given to the publisher/distributor on specific terms and conditions to be agreed upon between the two sides.

g) two sides will share equally the profits to be made from sale proceeds of the book/s.

h) the copyright will vest witheFL University.

3. Dean, Publication will be in-charge of such projects. If need be, for specialised projects the Vice-Chancellor may appoint a separate Co-ordinator.

4. University may also enter into text-book/s writing projects with government and non-govt. organisations.

5. The Vice-Chancellor will appoint a Co-ordinator for each such project.

6. The Chief Co-ordinator will carry out day-to-day correspondence in respect of the programme under intimation to Vice-Chancellor.

7. The Chief Co-ordinator will be responsible for the successful execution of the project agreed upon.

ORDINANCE 55

Direct Admission of Foreign Students to Regular Courses

Leading to University Degrees.

1. Foreign students can be admitted to different courses of the University directly according to the admission procedure laid down in the ordinances.

2. The fees, lodging and other charges to be paid by foreign students will be decided by the Vice-Chancellor on the recommendation of Dean (in committee), International Relations.

3. The foreign students will be admitted to courses against seats that will be over and above the number of seats earmarked for Indian students.

4. Depending on the number of foreign students taking admission to a course, a class may consist entirely of foreign students. The number of seats in such a case will not be restricted.

5. For conducting the teaching exclusively for foreign students teachers will be commissioned either from the University or from outside (retired teachers, teachers of other organisations), M.Phil./Ph.D. students of the University etc.

6. Teachers of EFL University, teaching the groups of foreign learners over and above their stipulated work load will be paid appropriate honorarium/conveyance charges to be approved by the Vice-Chancellor on the recommendation of Dean (in committee), International Relations.

7. The Vice-Chancellor may appoint a Co-ordinator for an efficient conduct of programmes for foreign students leading to the regular degrees of the University.

8. If need be, there will be hospitality Co-ordinator/s who would be entrusted with the job of looking after all the aspects of the stay (including the registration, with FRO, Visa, travel and other aspects).

9. The Co-ordinator, Hospitality Co-ordinators and other personnel working for such programmes may be paid appropriate emoluments/honorarium/contingent charges to be approved by the Vice-Chancellor of the University.

10. The course content and Examination scheme of courses run for foreign students leading to the University degrees will be the same as for regular courses meant for Indian students. However, in case of need, special/remedial/reinforcement programmes could be conducted for foreign learners with a view to help them in the successful pursuance of their studies.

11. Board and lodging facilities would be provided to foreign student will be of international standards. The hostel room should be equipped with air-conditioners, if need be. The cuisine would be organised taking into account the

specificity of food habits of foreign students. While dealing with foreign students due consideration would be given to their cultural background and traditions.

12. If need be, support staff could be augmented adequately from the earnings accruing from foreign learners for providing the most efficient handling and care of the foreign guests.

13. Foreign students will be subject to the discipline of the university and law of the land.

14. The University will carry out an appropriate publicity campaign both in India and abroad with a view to attracting foreign students in good number.

Appropriate publicity materials should be prepared and disseminated for this purpose. If need be the university may commission its representative/s on short or long term basis on terms and conditions to be approved by the Vice-Chancellor.

Under approval of the Vice-Chancellor the officials/teachers of the University may undertake lecture-cum-publicity tours to foreign countries with a view to attract more foreign students. The expenses for such tours and campaign will be met out of the Non-Formal Fund "International Relations". The officials abroad will be entitled to TA/DA/Diem as per rules.

ORDINANCE 56

All India English Language Testing Authority" (AIELTA)

"One of the objectives of EFL University as laid down in "The English and Foreign Languages University Act, 2006" is "to evolve indigenous ways of testing of language proficiency". With a view to realise this objective, the Executive Council of The English and Foreign Languages University at its first meeting held on 19.09.2007 had resolved that the proposal with regard to the institution of the All India English Language Testing Authority as part of the academic programmes of the University be approved and the same be instituted at the earliest. Accordingly, in terms of Statute 15(5)(a) there shall be an "All India English Language Testing Authority" (AIELTA) which will function as given below:

There will be an AIELTA unit and a teacher appointed by the Vice-Chancellor of the University will be its Coordinator for a term of two years. The Coordinator will be assisted by an Advisory Committee to be appointed by the Vice-Chancellor. The teachers associated with AIELTA will get credit to be counted towards official teaching work load to be defined by the Vice-Chancellor from time to time in lieu of the work done by them for AIELTA. The teachers working for AIELTA will be its Associate Members.

The AIELTA unit of the university shall conduct general proficiency tests in English with a view to determine how well an individual can use English for communication by assessing a candidate's proficiency in reading, writing, grammar and vocabulary.

The Coordinator of AIELTA and other experts to be commissioned by the Coordinator with the approval of the Vice-Chancellor will design tests, prepare necessary material, market and conduct the tests and the evaluation of examinees with the help of specialists drawn from different departments.

The AIELTA Coordinator will ensure the tests are adequately publicised in India and abroad with a view to attract learners of English to take the tests organised by AIELTA.

The fee to be charged from applicants would be approved by the Vice-Chancellor on the recommendation of the AIELTA Coordinator.

The AIELTA will be a self-financing programme. After meeting the expenditure on paper setting, conducting tests and evaluation etc, surplus funds generated, if any, will be deposited into various accounts created under the rubric "Non- formal Funds".

The AIELTA Coordinator will conduct tests at centres other than EFL University headquarters provided there is sufficient number of students appearing in the examination at these centres.

The Vice-Chancellor may approve the proposal/s of the Coordinator AIELTA for granting suitable remuneration to teachers of the University carrying out AIELTA work over and above their official teaching work load. With the permission of the Vice-Chancellor the Coordinator AIELTA may engage experts/personnel for organizational/evaluation work to be done by persons not belonging to the University on terms and conditions to be approved by the Vice-Chancellor."

ORDINANCE 57

Research and Creative Sources Generation Centre

1. An enormous amount of valuable Research and Creative output is being done through the medium of different foreign languages. However, owing to the language barrier, valuable research sources and creative works (published books, papers, etc) in foreign languages, such as Russian, cannot be accessed by our scholars. It is with a view to overcome such a handicap it has been conceived that there will be a Centre "Research and Creative Sources Generation Centre" in terms of Statute 15(5)(a) the centre will translate such sources into English and Indian Languages and the same will be made available to researchers.

2. The Centre will have Resource persons who would be experts in foreign, English and some Indian Languages and who would be responsible for acquiring, translating/getting the translation done of the latest research sources/monographs, papers and creative and scholarly works into English and Indian Languages as far as it would be possible.

3. The Centre will create mechanisms for disseminating the translated literature among different users on the following terms

i. on subsidised rates to Government and University scholars or research organizations

ii. on viable commercial terms to private and foreign personnel and organizations

4. The translation work will be done either by the personnel of the Centre or it can be got done by private translators on terms and conditions to be approved by the Vice-Chancellor on the recommendation of the Head of the Centre from time to time and on case to case basis.

5. The Centre will create an elaborate mechanism (website etc.) for disseminating the information about the translation of the sources and availability of the same for sending/selling to its clients both in India and abroad.

6. The Centre will be provided with initial support in terms of personnel and infrastructural facilities by the University. However, gradually it should develop not only into a self-financing and self- sustaining unit, but also into a resource generation centre as well for the University.

7. The staff structure of the Centre will be decided by the University from time to time with the approval of the UGC.

ORDINANCE 58

Medical Attendance and Treatment Rules in respect of the University Employees, Teachers, Members of their Families and students of the University.

1. Definitions

1.1. "Hospital" means a Government hospital and includes:

a. Hospitals approved by the University for the purpose of these rules including hospitals maintained by a local body situated within the limits of District Tehsil/State within the vicinity where the beneficiary is ordinarily reside.

Note: Local Body means a Municipal Committee or a District Board.

b. Hospitals/polyclinics (including private hospitals) recognized by the Government of India under the CGHS. However, treatment in the recognized hospitals will be for the diseases as approved under the CGHS.

c. Health Centre of the English and Foreign Languages University

d. Any other hospitals, which may be recognized by the government under its CGHS or by the University from time to time for the purpose.

1.2. "Family" means wife or husband of a member of staff, as the case may be, and parents, children and step-children wholly dependent on the member.

1.3 "Government" means the Government of India or the State Government, as the case may be.

1.4. "Student" means a candidate enrolled for study in regular course and not part-time course.

1.5. "Leave" includes vacations.

1.6. "Medical Treatment" means the use of all medical and surgical facilities available to private individuals at the Hospital in which the patient is treated as an indoor or outdoor patient, as well as supply of drugs prescribed (strictly as per the CGHS formulary) by the Authorised Medical Attendant who considers' them to be essential for the recovery or prevention or deteroration in the condition of the patient..

1.7 "Employee" Regular serving employee of the University.

1.8 "Patient" means a beneficiary taking medical treatment under these rules.

1.9 "Medical Attendance" means consultation with the authorised Medical Attendant including the consultation at the private clinic of the Medical officers of the University and the bills will be regularized as per rules.

1.10."Authorised Medical Attendant" CMO of the Health Centre of the EFL University and in his/her absence a medical officer or a Specialist of a Hospital where the patient is under medical treatment.

1.11 "Specialist" Means any one employed and working in a Hospital including a Specialist officer and for the time being attached to any polyclinic or Specialist Department of a Government Hospital

Note: "Specialist" does not include any intern, resident, house surgeon or Registrar attached to any Government hospital.

1.12. "Medical Treatment" means the use of all medical and surgical facilities available to private individuals at the Hospital in which the patient is treated as an indoor or outdoor patient, as well as supply of drugs prescribed (strictly as per the CGHS formulary) by the Authorised Medical Attendant who considers' them to be essential for the recovery or prevention or deteroration in the condition of the patient.

1.13. "Residence" means the place of residence where the employee or members of his family ordinarily reside.

1.14. "Scheme" means the facilities available under these Rules.

2. Applicability

2.1.These rules shall apply to all the employees, teachers and students of the University.

2.2.These rules are also applicable to the employees who are residing in area which are not covered under the CGHS Scheme. Validity of Rates the rates will remain in force till such time the same are not revised by the Govt. of India, MH&FW. Further, any changes made in the rates will be adopted by the University w.e.f. the date these are implemented by the Government.

3. Authorised Medical Attendant

The Medical Officer of the Health Centre of the University, or in his absence the Medical Officer or the Officer-in-Charge of the CGHS Dispensary concerned will act as the Authorised Medical Attendant for certifying that the staff member concerned needs hospitalization. This certificate should ordinarily be obtained before actual hospitalization and will have to be submitted along with the medical reimbursement claim.

4. Commencement:

4.1 These Rules shall come into force witheffect from the date these are approved by the Executive council of the University.

5. Admission to the Scheme:

5.1 Admission to the scheme is automatic for the serving employees and students.

6. Income of Dependents:

6.1 The declaration about income of dependent members of the family as per government of India rules shall be furnished by the Members to the Registrar.

7. Approved Facilities – The following shall be the approved facilities:

7.1 Approved X-Ray Laboratory and other diagnostic facilities, which are provided at a Government laboratory or hospital recognized under the CGHS, or recognized by the University.

7.2 Administration of injections, dressing wounds and minor surgical procedures in which facilities exist in the dispensary or specialist centres and or polyclinics approved under the CGHS.

7.3 Hospitalization facilities, including surgical facilities, whenever referred by an AMA to another recognized hospital for hospitalization.

7.4 Any treatment at a specialized Government hospital or any other specialized institution recognized by the University which is considered essential for the recovery or prevention of deterioration in the condition of the patient.

7.5 Special facilities for disease like coronary by-pass surgery, complicated Heart Surgery, Kidney Transplantation, Bone Marrow Transplantation, T.B., Cancer, Poliomyelitis etc:

Provided that the medical treatment shall not include treatment in non-recognised hospitals/private nursing homes.

8.Reimbursable Items in accordance with the CCMA (Rules)

8.1 Cost of appliances purchased by the beneficiary for treatment on the advice of a Specialist (in case of any doubt, the chief Medical officer, Health Centre shall be consulted who may, if required, obtain advice from the Director General of Health Services, Government of India).

8.2 Cost of heart pacemaker and replacement of its pulse generator and cost of replacement of diseased heart valves as per the rules of the Government of India in force or as may be amended by it from time to time.

8.3 Cost of Pathological tests, X-ray and other examinations conducted at the hospital for diagnosis on the advice of the Specialist attached to the Hospital.

9. Reimbursement of Expenses

9.1. All claims for reimbursement of medical expenses incurred by the employee on medical attendance and/or treatment for themselves and their families should be preferred on the standard form obtained from the Accounts Section/Health Centre EFLU.

9.2. Medical, Surgical and other facilities under the medical treatment available to employees at the hospital shall include:

(a) Employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the authorised medical attendant or the medical authorities in the hospital during hospitalisation;

(b) The supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital;

(c) The supply of such medicines, vaccines, sera or other therapeutic substances which are considered to be essential by the medical authorities in the hospital, but are not available in the hospital;

(d) Such accommodation as is ordinarily provided in the hospital and is suited to the status of the employee;

(e) Such nursing as is ordinarily provided to in-patients by the hospital; and

(f) Specialist consultation on the advice of the authorised medical attendant or medical authorities in the hospital during hospitalisation.

9.3. Reimbursement of charges for special nursing facility will be admissible provided it is certified by the Medical Superintendent of the hospital that such a facility was absolutely essential.

NOTE: Cases of special nursing shall be decided on merits of each case having regard to the nature of the disease and where hardship is involved. The amount to be reimbursed to the employee in respect of such special nursing shall be limited to the amount which is in excess of 25% of the pay (Basic Pay in VIth Pay Commission Pay Scale) of the employee for the period for which special nursing was necessary.

The ceiling rate of special nurse and ayah/attendant for re-imbursement are:

Special Nurse : Rs.150 per shift of 12 hours *

Ayah/Attendant : Rs. 75 per shift of 12 hours *

* May be changed with the approval of the Vice-Chancellor ordinarily to be given on the recommendation of Health Advisory Committee.

9.4. Registrar of the University will decide the cases of re-imbursement of medical claims in respect of treatment obtained in emergency at Private hospital/private nursing home/private clinic subject to itemwise ceiling as per the rates prescribed for the C.G.H.S. beneficiaries without financial limit on the total amount to be reimbursed. (Deptt. of Health O.M. No.S-12020/4/97/CGHS(P) dated 7.3.2000).

10. OPD Services

1. Full-time or empanelled doctors of the University Health Centre provide primary health care. The students can just walk in for consultations and treatment.

2. Specialists: Consultations with the specialists in the faculties of internal medicine, ophthalmology, dentistry, psychiatrist and skin are available at the U.H.C. Prior appointments are required.

3. Homoeopathic physician provides services in homoeopathic system of medicine.

4. Medicines are provided free of cost from the pharmacy of the Health Centre.

5. Laboratory facility provides moderate spectrum of routinely available hematological and biochemical tests to students and employees.

6. Routine Immunizations.

7.Referral services to public hospitals for specialists' treatment/hospitalization and other services which are not covered by the U.H.C.

8. Medical examinations for academic pursuits in the university.

9. The families (wife and children only) of married students can avail of such medical facilities as are available at the Health Centre on payment of medical fees for the family fixed from time to time. The Students may contact the Health Centre to get further information.

11. Services not Covered:

1. Dental services like making of denture, root canal treatment etc.

2. Medical examination certifications for employment, insurance, legal and other non-academic purposes.

3. Laboratory tests and X-rays for purposes other than diagnosis and treatment.

4. Transportation by ambulance taxi unless emergent or authorized by doctors for chronic disabling diseases.

12. Item/treatment not permissible:

The following shall be the items/treatments not permissible:

12.1 . Treatment outside India

12.2. Any medicine for which cheaper substitutes of equal value are available, unless otherwise considered essential by the A.M.A.

12.3. Spectacles, contact-lens, and artificial denture,

12.4. Treatment taken in a private hospital/nursing home, not approved under these Rules;

12.5. Orthodontic treatment;

12.6. Treatment for obesity due to inopenous factors;

12.7. Medicines and preparation exclused from the Central Government compilation of Medical Attendance Rules and orders in forces and as may be amended by the Government from time to time.

12.8. Diet or provision therefore or accommodation superior to the statues of the employee.

Note: Reckoning of diet charges where hospital charges are all inclusive. In the case of hospitals the tariffs of which indicate a flat inclusive charge per diet, the diet charges should be regulated as follows;

12.8.1. Where the flat charges made by the hospital include (1) diet (2) accommodation (3) ordinary nursing and (4) medical and surgical services, 20% (twenty percent of the flat charges will be reckoned as diet charges.)

12.8.2. Where the flat charges made by the hospital include (1) diet (2) accommodation and (3) ordinary nursing,

50% (fifty per cent of the flat charges will be reckoned as diet charges.)

12.9. Items, which are not medicines but are primarily foods, tonics, toilet preparations or disinfectants.

12.10. Medicines, which may be declared inadmissible by the Government of India/University from time to time.

13. Non-Reimbursement of Expenses

Reimbursement of expenses in respect of the following items shall not be permissible:

(a) Medicines and preparations excluded from the Central Government Compilation of Medical Attendance Rules and Orders, as amended from time to time.

(b) 'Diet' or provision therefore or accommodation superior to the status of the employee.

NOTE: In the case of hospitals the tariffs of which indicate a flat inclusive charge per diet, the diet charges should be regulated as follows:

(i) where the flat charges made by the hospital include (1) diet, (2) accommodation, (3) ordinary nursing and (4) medical and surgical services,20% (twenty per cent) of the flat charge will be reckoned as diet charges; and

(ii) Where the flat charges made by the hospital include (1) diet, (2)accommodation and (3) ordinary nursing only, 50% (fifty per cent) of the flat charge will be reckoned as diet charges.

(c) Preparations which are not medicines but are primarily foods, tonics, toilet preparations or disinfectants.

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(d) Expensive drugs, tonics, laxatives or other elegant and proprietary preparations for which drugs of equal therapeutic value are available.

14. Accommodation on Hospitalization:

14.1 The type of accommodation in a hospital shall depend upon the status of the employee. The entitlement in case of hospitalization shall be as per GOI/CGHS, CCMA(Rules):

15. Submission of Bills

15.1 All medical claims shall be submitted on the prescribed claim form available in the Accounts Section/Health Centre, EFLU.

15.2. It should be ensured that medical claim bills for treatment in a hospital as an indoor and/or outdoor patient are submitted in respect of the admissible items only.

15.3 It should be ensured that hospital bills for treatment as in-patient show the allocation of charges under

a. Medical attendance b. bedding

c. nursing

d. special nursing

e. medicine and diet

15.4. The bills should be duly supported by receipts, cash memos, prescriptions, essentiality certificate and other relevant documents as prescribed by the University from time to time in respect of claims for reimbursement. All the supporting documents should be signed (with official stamp) by the Medical officer incharge of the case in the hospital and countersigned by the Medical Superintendent.

15.5. No medical claim shall be considered for reimbursement if it is submitted after three month from the date of discharge from the hospital.

15.6. For out-door treatment, the medical claims shall be submitted at the end of the 3 month period where the treatment is likely to continue beyond 3 months.

16. Controlling Officer: The Registrar shall be the controlling officer for pass claims for reimbursement of medical expenses in respect of all employees except Vice-Chancellor, Pro-Vice-Chancellor, Deans, Registrar, Controller of Examinations, Librarian and Finance Officer for whom the Vice-Chancellor shall be the Controlling Officer.

17. Interpretation of Rules: If any question arises regarding the interpretation of these Rules, the controlling officer may refer such cases to the Vice-Chancellor whose decision shall be final.

18. Central Services (Medical Attendance) Rules shall be applied to all University employees in full except otherwise specified as amended by the Govt. of India, Ministry of Health & Family Welfare, Information Booklet on CGHS, and other directives issued from time to time in this regard.

Medical Forms

1.CGHS CARD NO (if any). :

2. RTD. EMP. MED. CARD :

3.VALIDITY OF CARD : FROM TO

3.NAME OF THE CARD HOLDER :

4. The following documents are submitted Please tick ( ) the relevant columns;

(a) Medical 2004 Form : YES /NO

(b) Photocopy of CGHS/I CARD : YES/NO

(c) Essentiality Certificate : YES/NO

(d) No. of Original Bills :

(e) Whether Original Bills/Vouchers

(i) Original papers have been lost the following documents are submitted:

(i) photocopies of claim papers : YES/NO

(ii)Affidavit on Stamp Paper : YES / NO

(j) In case of death of card holder, the following documents are submitted :

(i)Affidavit on Stamp Paper by Claimant : YES/NO

(ii)No objection from other legal heirs on Stamp Papers : YES/NO

(iii) Copy of death Certificate : YES/NO

MEDICAL FORM FOR REIMBURSEMENT OF MEDICAL CLAIMS AS WELL AS FOR RETIRED EMPLOYEE

1.CGHS CARD NO.(if any) :

2. RETIRED EMP. MEDICAL CARD NO:

2.VALIDITY OF CARD : FROM TO

3.ENTITLEMENT : Pvt./Semi Pvt./General Ward

4.NAME OF THE CARD HOLDER :

5.FULL RESIDENTIAL ADDRESS :

6.TELEPHONE NO. :

7.E-MAIL ADDRESS IF ANY :

8. STATUS TICK(-/) : IN SERVICE /RETIRED

9.BASIC PAY/BASIC PENSION :

7.NAME OF THE HOSPITAL WITH ADDRESS :

(a)OPD TREAMENT AND

INVESTIGATIONS :

(b)INDOOR TREATMENT :

8.DATE OF ADMISSION : DATE OF DISCHARGE :

9.TOTAL AMOUNT

CLAIMED :

(A) OPD TREATMENT :

(B) INDOOR TREATMENT :

10.DETAILS OF MEDICAL ADVANCEIF ANY :

DECLARATION

I hereby declare that the statements made in the application are true to the best of my knowledge and belief and the person for whom medical expenses were incurred is wholly dependent on me. I am a CGHS/RETIRED EMPLOYEES MEDCIAL FACILITY beneficiary and the card was valid at the time of treatment. I agree for the reimbursement as is admissible under the rules.

DATED: SIGNATURE

NAME Designation: Department:

ESSENTIALITY CERTIFICATE-CUM-STATEMENT OF EXPENDITURE CERTIFIED BY TREATING SPECIALIST FOR OPD TREATMENT

1.Name of the patient and relationship with card holder : _____

2. Details of expenditure : _____

(A) OPD Treatment Diagnosis : _____

1. Name of the Hospital : _____

2. Total No. of Vouchers : _____

3. Total Amount Claimed : _____

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a Medicines : _____

b. Consultation fees (Nos.) : _____

c. Laboratory Charges : _____

d. Disposable Surgi-surendries : _____

e. Artificial Appliances : _____

f. Miscellaneous : _____

1. Certified that the relevant bills/vouchers have been verified by me and the expenditure shown above is correct and the treatment services provided are essential and minimum that is required for the recovery of the patient.

2. Certified that the services of special Nurse/Ayah were required from ——— to ——— that were absolutely essential for the recovery of the patient.

3. The paitient was suffering from ————————— and Specific procedure/Operation performed on ——————

.

Signature of the Treating Specialist with official seal

Countersigned by Medical Superintendent of the Hospital with seal

ESSENTIALITY CERTIFICATE-CUM-STATEMENT OF EXPENDITURE CERTIFIED BY TREATING SPECIALIST FOR INDOOR TRETMENT

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A. INDOOR TREATMENT DIAGNOSIS : _____

a) Name of the Patient and relationship with card holder : _____

b). Name of the Hospital with Address : _____

c). Period of Bill : From to _____

d). Total Amount Claimed : _____

(i) Room Rent (ICU/ICCU/Ward) : _____

(ii) Charges for

a) O.T : _____

b) O.T. Consumables : _____

c) Anesthesia : _____

d) Procedure : _____

(iii) Medicines : _____

(iv) Implants like Pacemaker, Joint replacement, Coronary Stent, etc. : _____

(v) Artificial Devices : _____

(vi) Lab charges : _____

(vii) Special Nurse/Ayah if any : _____

(viii) Miscellaneous : _____

Total Amount Claimed : _____

1. Certified that the relevant bills/vouchers have been verified by me and the expenditure shown above is correct and the treatment services provided are essential and minimum that is required for the recovery of the patient.

2. Certified that the services of special Nurse/Ayah were required from to that were absolutely essential for the recovery of the patient.

3. The patient was suffering from ———— and Specific procedure/Operation performed on————————

.

Signature of the Treating Specialist with official seal

Countersigned by Medical Superintendent of the Hospital with seal

ORDINANCE 59

Medical Attendance and Treatment Rules (2009) for Retired Employees and Teachers of EFL University and erstwhile CIEFL

1. These rules may be called the Medical Attendance and Treatment Rules (2009) for Retired University Employees and members of their families.

2. Applicability

2.1 These rules shall apply to all the retired employees except:

a. The retired employees drawing salary and/or covered under a medical or reimbursement scheme elsewhere by virtue of the office, which they are holding after retirement from the University;

b. The retired employees who are re-employed by the University in continuation of regular employment (because they will remain under the Central Government Health Scheme (CGHS) till such re- employment expires)

c. Those retired employees whose spouses or children are serving the University or any other Government department/organisation and are covered under the CHGS or any other medical or reimbursement scheme.

3. Definition: Under these Rules unless the Context otherwise require:

3.1 "Hospital" means a Government hospital and includes:

a. Hospitals approved by the University for the purpose of these rules including hospitals maintained by a local body situated within the limits of District Tehsil/State within the vicinity where the beneficiary is ordinarily reside.

Note: Local Body means a Municipal Committee or a District Board.

b. Hospitals/polyclinics (including private hospitals) recognized by the Government of India under the CGHS. However, treatment in the recognized hospitals will be for the diseases as approved under the CGHS.

c. Health Centre of the English and Foreign

Languages University

d. Any other hospitals, which may be recognized by the government under its CGHS or by the University from time to time for the purpose

3.2 "Government" means the Government of India or the State Government, as the case may be.

3.3 "Retired employee" means a retired University/erstwhile CIEEL employee who has retired with contributory/General Provident Fund, but shall not include an employee of the University who has been re-employed after the age of superannuation in continuation of regular employment in the University

3.4. "Family" includes only wife (or husband) and children and parents wholly dependent on the employee.

3.5 "Patient" means a beneficiary taking medical treatment under these rules.

3.6. "Medical Attendance" means consultation with the authorised Medical Attendant including the consultation at the private clinic of the Medical officers of the University and the bills will be regularized as per rules.

3.7. "Authorised Medical Attendant" CMO of the Health Centre of the EFL University and in his/her absence a medical officer or a Specialist of a Hospital where the patient is under medical treatment.

3.8 "Specialist" Means any one employed and working in a Hospital including a Specialist officer and for the time being attached to any polyclinic or Specialist Department of a Government Hospital

Note: "Specialist" does not include any intern, resident, house surgeon or Registrar attached to any Government hospital.

3.9 "Medical Treatment" means the use of all medical and surgical facilities available to private individuals at the Hospital in which the patient is treated as an indoor or outdoor patient, as well as supply of drugs prescribed (strictly as per the CGHS formulary) by the Authorised Medical Attendant who considers' them to be essential for the recovery or prevention or deteroration in the condition of the patient.

3.10 "Dependent" means a family member, other than husband and wife, as the case may be, having income of not more than Rs. 2000/- p.m. from all sources, and that he/she normally resides with the beneficiary. This ceiling of Rs. 2000/- p.m. is subject to revision as may be notified by the Government of India from time to time and that such revision shall be effective from a date notified by the Government.

3.11 "Residence" means the place of residence where the retired employee or members of his family ordinarily reside.

3.12 "Scheme" means the facilities available under these Rules.

4. Commencement:

4.1 These Rules shall come into force witheffect from the date these are approved by the Executive council of the University.

5. Admission to the Scheme:

5.1 Admission to the Scheme is not automatic for retired employee. They shall have to make a request in writing for admission to the scheme. No expenses incurred by the retired employee on treatment prior to his admission to the Scheme shall be reimbursed under these Ruses.

a. Application in the prescribed form for admission to the Scheme shall be submitted by the retired employee to the Registrar of the University either personally or by Registered post.

5.3.The retired employee shall furnish separately a certificate (in the prescribed format) in duplicate in respect of dependent members of his family as defined in Rule 3.10.

5.4 He shall also inform the University of any change in the statues of dependence of his family members as well as change in his residential address as soon as it occurs.

5.5 Each retired employee admitted to the Scheme shall be issued an Identity Card by such an officer of the University under his signature and official

seal as may be empowered by the Registrar in this behalf.

5.6The medical facilities under these Rules shall be provided to the beneficiaries only on the authority of the Identity Card issued by the University.

b. If both husband and wife were employees of the University before retirement and are entitled to the benefits under these Rules, the Card will be issued in the name of the one whose last pay or pension is more.

6. Contribution: The retired employees shall have to pay the contribution per month as indicated below which is subject to the revision as deemed fit by the University as and when required.

Pay Range/Pension/Family Pension Rate of Contribution*

(6 Pay Commission)

Upto Rs. 3000/-

Rs. 15/- p.m.

Rs. 3001/- to Rs. 6000/- Rs. 40/- p.m.

Rs. 6001/- to Rs. 10000/- Rs. 70/- p.m.

Rs. 10,000/- to Rs. 15,000/- Rs. 100/- p.m.

Rs. 15,000/and above

Rs. 150/- p.m.

*subject to change with the approval of the Vice-Chancellor to be ordinarily done on the recommendation of a Health Advisory Committee.

6.2 The contribution shall be deducted in advance from the pension of the retired employees on a financial year basis. However, those employees who retire or opt to become members of the Scheme w.e.f. a month other than the

month of April in a financial year, the amount for the remaining months of such financial year shall be deposited in lump-sum by the retired employee along with his application for admission to the Scheme.

6.3 The employees who retired under the C.P.F. shall deposit their contributions as under Clauses 6.1 through crossed Bank drafs payable to the Finance Officer of the University and forwarded to the Registrar.

6.4 No retired employee shall be admitted to the Scheme witheffect from a retrospective date even paying arrears.

7. Income of Dependents:

7.1 The declaration about income of dependent members of the family as defined in Rule 3.10 shall be furnished along with the application for admission to the scheme and shall be renewed thereafter in the month of April every year.

7.2 Recurring monthly income from all sources such as house. Land holdings, etc., shall be taken into account for the purpose of assessing income. Lump-sum non-recurring income e.g. contributory provident Fund benefits, Gratuity/Commuted Gratuity, Insurance benefits, etc. shall not be regarded as income for this purpose.

8. Approved Facilities – The following Shall be the approved facilities:

8.1 Approved X-Ray Laboratory and other diagnostic facilities which are provided at a Government laboratory or hospital recognized under the CGHS, or recognized by the University.

8.2 Administration of injections, dressing wounds and minor surgical procedures in which facilities exist in the dispensary or specialist centres and or polyclinics approved under the CGHS.

8.3 Hospitalization facilities, including surgical facilities, whenever referred by an AMA to another recognized hospital for hospitalization.

8.4 Any treatment at a specialized Government hospital or any other specialized institution recognized by the University which is considered essential for the recovery or prevention of deterioration in the condition of the patient.

8.5 Special facilities for disease like coronary by-pass surgery, complicated Heart Surgery, Kidney Transplantation, Bone Marrow Transplantation, T.B., Cancer, Poliomyelitis etc:

Provided that the medical treatment shall not include treatment in non-recognised hospitals/private nursing homes

9. Reimbursable Items in accordance with the CCMA (Rules)

9.1 Cost of appliances purchased by the beneficiary for treatment on the advice of a Specialist (in case of any doubt, the chief Medical officer, Health Centre shall be consulted who may, if required, obtain advice from the Director General of Health Services, Government of India).

9.2 Cost of heart pacemaker and replacement of its pulse generator and cost of replacement of diseased heart valves as per the rules of the Government of India in force or as may be amended by it from time to time.

9.2 Cost of Pathological tests, X-ray and other examinations conducted at the hospital for diagnosis on the advice of the Specialist attached to the Hospital.

10. Item/treatment not permissible:

The following shall be the items/treatments not permissible:

a. Treatment outside India

b. Any medicine for which cheaper substitutes of equal value are available, unless otherwise considered essential by the A.M.A.

c. Spectacles, contact-lens, and artificial denture,

d. Treatment taken in a private hospital/nursing home, not approved under these Rules;

e. Orthodontic treatment;

f. Treatment for obesity due to inopenous factors;

g. Medicines and preparation exclused from the Central Government compilation of Medical Attendance Rules and orders in forces and as may be amended by the Government from time to time.

h. Diet or provision therefore or accommodation superior to the statues of the employee.

Note: Reckoning of diet charges where hospital charges are all inclusive. In the case of hospitals the tariffs of which indicate a flat inclusive charge per diet, the diet charges should be regulated as follows;

i. Where the flat charges made by the hospital include (1) diet (2) accommodation (3) ordinary nursing and (4) medical and surgical services, 20% (twenty percent of the flat charges will be reckoned as diet charges.)

ii. Where the flat charges made by the hospital include (1) diet (2) accommodation and (3) ordinary nursing,50% (fifty per cent of the flat charges will be reckoned as diet charges.)

i. Items, which are not medicines but are primarily foods, tonics, toilet preparations or disinfectants.

j. Medicines, which may be declared inadmissible by the Government of India/University from time to time.

11. Accommodation on Hospitalization:

11.1 The type of accommodation in a hospital shall depend upon the status of the retired employee. The entitlement in case of hospitalization shall be as prescribed under CCMA (Rules) GOI/CGHS:

11.2. On the recommendation of the Health Advisory Committee the Vice-Chancellor may modify the provision from time to time.

11.3. All patients suspected to be suffering from pulmonary tuberculosis shall take treatment in the local approved T.B. clinic/Hospital. Antetuberculosis treatment in such cases shall be carried out only under the guidance and instructions of a T.B. specialist.

12. Submission of Bills

12.1 All medical claims shall be submitted on the prescribed claim form available in the Accounts Section/Health Centre, EFLU.

12.2. It should be ensured that medical claim bills for treatment in a hospital as an indoor and/or outdoor patient are submitted in respect of the admissible items only.

12.3 It should be ensured that hospital bills for treatment as in-patient show the allocation of charges under

a. Medical attendance b. bedding

c. nursing

d. special nursing

e. medicine and diet

12.4. The bills should be duly supported by receipts, cash memos, prescriptions, essentiality certificate and other relevant documents as prescribed by the University from time to time in respect of claims for reimbursement.

All the supporting documents should be signed (with official stamp) by the Medical officer incharge of the case in the hospital and countersigned by the Medical Superintendent.

12.5. No medical claim shall be considered for reimbursement if it is submitted after three month from the date of discharge from the hospital.

12.6 For out-door treatment, the medical claims shall be submitted at the end of the 3 month period where the treatment is likely to continue beyond 3 months.

13. Controlling Officer: The Registrar shall be the controlling officer for passing claims for reimbursement of medical expenses of any amount.

14. Interpretation of Rules: If any question arises regarding the interpretation of these Rules, the controlling officer may refer such cases to the Vice-Chancellor whose decision shall be final.

ORDINANCE 60

The Health Advisory

1. The Health Advisory Committee will be constituted by the Vice-Chancellor as given below:

1.1 Pro Vice-Chancellor ..Chairperson

1.2 Registrar .. Member Secretary

1.3 Finance Officer

1.4 Dean, Campus Development

1.5 Dean, Hostels

1.6 Dean, Foreign Students

IndiaCode

1.7 Dean, Students Welfare

1.8 President, Students Council

1.9 One Teacher Representative

1.10 One Representative of Non-Teaching staff

1.11 One SC/ST representative to be nominated by the Vice-Chancellor

2. The Health Advisory Committee will perform the following functions:

2.1 It will advise the Vice-Chancellor on all matters concerning in respect of the functioning of Health Centre of the University.

2.2 It will constitute a Purchase Committee for the purchase of medicines and other items.

2.3 It will supervise the work of different functionaries in the Health Centre.

2.4 It will do the necessary planning for the future development of the Health Centre.

It will carry out the directions to be given by the Vice-Chancellor from time to time regarding all matters concerning the Health Centre.

ORDINANCE 61

Rules of Discipline and Proper Conduct of Students of the English and Foreign Languages University*

PREAMBLE

Whereas by virtue of article 29 (1)* ''of the Statutes: English and Foreign Languages University 2006, No.7 of 2007, the Vice-Chancellor has been vested with all the powers relating to discipline and disciplinary action and in relation to the students and whereas Statute 29 (6)**" empowers the University to frame detailed rules of discipline and proper conduct, and now in pursuance of the same, the Executive Council approved the following rules of discipline and proper conduct among the students of the University.

India Code

1. SHORT TITLE AND COMMENCEMENT

(i) These Rules shall be called. "The EFL-University Students' Discipline and conduct rules", hereafter referred to as the "Rules".

(ii) These rules shall come into force witheffect from the date of approval by the Executive Council of the University.

2 APPLICATION OF RULES

(1) These rules shall apply to all students of the University (including part-time students) whether admitted prior to the commencement of these Rules or after the commencement of these Rules.

(2) Any breach of discipline and conduct committed by a student inside or outside the EFL-University campus shall fall under the purview of these Rules.

(3) Without prejudice to the generality of the power to enforce discipline under Article 29 of the Statute of the

EFL-University, the acts mentioned in Rule 3 shall amount to act of misconduct or indiscipline or both.

3. CATEGORIES OF MISCONDUCT AND INDISCIPLINE CATEGORY – I

(i) All acts of violence and all forms of coercion such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the University and/or any act which incites or leads to violence.

(ii) Gherao, laying siege or staging demonstrations around the residence of any member of the University Community or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.

(iii) Sexual Harassment: (Refer Ordinance No.9 of the EFL University)

CATEGORY -II

iv. Committing forgery, tampering with the Identity Card or Universit records, impersonation,misusing University property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material.

v. Hunger strikes, dharnas, group bargaining and any other form of protest by blocking entrance or exit of any of the academic and/or administrative complexes or disrupting the movements of any member of the University Community.

vi. Furnishing false certificates or false information in any manner to the University.

vii. Any act of moral turpitude.

viii. Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member visitor.

ix. Arousing communal, caste or regional feeling or creating disharmony among students.

x. Use of abusive, defamatory, derogatory or intimidatory language against any member of University Community, through speeches, posters, pamphlets or any other means.

xi. Pasting of posters or distributing of pamphlets or handbills of an objectionable nature or writing on walls and disfiguring buildings.

xii. Causing or colluding in the unauthorized entry of any person into the Campus or in the unauthorized occupation of any portion of the University premises, including halls of residences, by any person.

xiii. Unauthorised occupation of the hostel room or unauthorized acquisition and use of University furniture in one's hostel room or elsewhere.

xiv. Indulging in acts of gambling in the University premises.

xv Save with the permission of the appropriate authority, use of the title of the University or the title of any body which includes the name of EFL-University when sending any letter or communication to the press or when distributing any document other than academic work outside the University for any purpose.

xvi Consuming or possessing dangerous drugs or other intoxicants in the University premises.

xvii. Damaging or defacing in any form, any property of the University or the property of any member of the University Community.

xviii Not disclosing one's identity when asked to do so by a faculty member or employee of the University who is authorized to ask for such identity.

Indiacode

xix Improper behavior while on tour or excursion.

xx Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behavior in the Health Centre.

xxi Non-payment of University and other dues including mess charges.

xxii. Blockade or forceful prevention of any normal movement of traffic, violation of security, safety rules notified by the University.

xxiii. Any other offence under the law of the land. xxii Ragging in any form.

xxiv (i) "The word 'ragging' means the action of teasing, playing a practical joke upon someone or holding comic parades and other activities. Ragging includes display of noisy, disorderly conduct, teasing excitement by rough or rude treatment or handling, including in rowdy in disciplined activities which cause or likely to cause annoyance undue hardship, physical or psychological harm or raise apprehension or fear in a fresher or asking the students to do any act or perform something which cause him/her shame or embarrassment or danger to his/her life; Insisting or forcing freshers to address seniors as 'Sir'; to perform mass drills; to copy class notes for the seniors; to serve various errands; to do menial jobs for the seniors; to ask/answer vulgar questions; to force to look at pornographic pictures; to drink alcohol; scalding tea, etc.; to do acts which can lead to physical injury, mental torture or death; to strip kiss or indulge in other obscenities.

xxv. Accommodating unauthorized guests or other persons in the halls of residence.

xxvi. Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the campus.

xxvii. Refusal to obey the direction of officers of the University proctorial staff and the academic staff.

xxviii. Any intimidation or insulting behavior towards a student, staff, or faculty or any other person.

xxix. Unauthorised collection of funds for any students programme, project or activity without the permission of the appropriate authority.

xxx. Any other act which may be considered by the VC or any other competent authority to be an act of violation of discipline and conduct.

4. PUNISHMENT

The competent authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned in Category – I or Category – II, as the case may be, in rule 3.

CATEGORY I:

(i) Cancellation of admission or withdrawal of degree or denial of registration for a specified period.

(ii) Rustication• upto four semester period and/or declaring any part or the entire EFL-U Campus out of bounds.

(iii) Expulsion*•.

CATEGORY II

1. Admonition reprimand.
2. Fine upto Rs. 20,000/-
3. Recovery of any kind, such as scholarship fellowship, any dues, cost of damages etc.
4. Withdrawal of any or all facilities available to a student as per EFL-University rules (such as Scholarship/Fellowship, hostel etc.).
5. Stoppage of any or all academic processes.
6. Declaring any Halls of Residences, premises, building or the entire EFL-University Campus out of bounds.
7. Rustication upto two semesters.

5. GENERAL

(1) No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by a proctorial or any other inquiry after following the normal procedure and providing due opportunity to the student charged for the offence to defend himself.

(2) In case the Vice-Chancellor or any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, he may order suspension of the student including withdrawal of any or all facilities available to a bona fide student pending proctorial or any other inquiry.

(3) Notwithstanding any punishment mentioned in Rule 4, the Vice-Chancellor may, keeping in view the gravity/nature of misconduct/act of indiscipline, the manner and the circumstances in which the misconduct/ indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned thereon for reasons to be recorded.

6. INTERPRETATION

In case any dispute arises with regard to the interpretation of any of these rules the matter shall be referred to the Vice-Chancellor, whose decision thereon shall be final.

ORDINANCE 62

CONTEXTURES: A Journal of Literature and Culture

The Department of Literature, Department of Culture and Departments of School of Inter-disciplinary Studies will publish a journal of literary and culture studies as defined below:

1. The title of the Journal: CONTEXTURES: A Journal of Literature and Culture.

2. Periodicity of the journal: two issues of the Journal will be brought out every year.

3. The Advisory Board of the Journal will consist of all teachers of literature as members and their names will be printed on the inside back-cover.

• Rustication means debarring the student from studying in any University, college or educational institution.

*• Expulsion means debarring the student from studying in EFL- University.

The Editorial Board will consist of one teacher from each Department of Literature, Department of Culture Studies, Department of Comparative Literature and one teacher of literature each, if any, from the Departments of School of Inter-disciplinary Studies. The members of the Editorial Board will be appointed in order of seniority for a period of two years. The names of the members of the Editorial Board will be printed on the inside front-cover.

In case the Editorial Board is not in a position to adhere to the stipulations of the Ordinance-14(A) in terms of periodicity and other aspects, the Vice-Chancellor may change the Editorial Board fully, or partially by appointing new members of the Editorial Board from

amongst the teachers of Literature and Culture of the University.

4. The copyright for all contributions will rest with the University. The views expressed by the contributors need not necessarily be similar to those of the University.

5. CONTEXTURES will be a refereed journal. A panel of referees will be prepared by the Advisory Board at the earliest.

6. Contributions will not be paid for. However, a contributor will receive two free copies of the issue and 25 reprints in which their article appears. Referees will be paid an honorarium of Rs. 2000/- for a round of refereeing.

7. The journal will be published by the Publication Unit of the University as an official publication of the University.

8. The subscription rates of the journal will be fixed by the Vice-Chancellor on the recommendation of the Advisory Board of the journal from time to time.

ORDINANCE 63

LANGUAGING: Journal of Languages and Linguistics

1. **Preamble** : LANGUAGING is a scholarly journal intended to serve as a lively forum for the exchange of critical ideas in the study of English and Foreign Languages. It will include research articles, book reviews, reports of research projects, and transcribed interviews, dealing with developments in language education and language acquisition. To ensure a wide readership, a recurring theme of the major articles will be the illumination of valuable classroom practices that have tangible benefits for the language teacher.

2. **Periodicity** : LANGUAGING will be published twice a year, in January and July.

3. Advisory Board : Twenty EFL U faculty members (drawn from the pool of specialists in language teaching and language sciences at the University) as well as five non-EFL U academics (preferably those teaching in local universities) will comprise the Advisory Board. The Shillong and Lucknow Campuses of the University should be represented on the Advisory Board.

4. **Editorial Board**: One faculty member each from the language teaching and language sciences department in English and Foreign Languages at the University will constitute the Editorial Board, One-third of the members, by rotation, should function as members of Executive Editors for each issue of the journal.

In case the Editorial Board is not in a position to adhere to the stipulations of the Ordinance in terms of periodicity and other aspects the Vice-Chancellor may change the Editorial Board fully, or partially by appointing new members of the Editorial Board from amongst the teachers of Languages and Linguistics of the University.

5. **Editor :** The Editorial Board will nominate one of its members as Editor. The Editor will have a term of two years.

6. **Guest Editor** : The Editorial Board may request a member of the Advisory Board or the faculty to edit a special issue of the journal.

7. **Quality control** : To maintain high standards with regard to the contents, all contributions will be refereed. The Editorial Board will constitute a panel of referees for the purpose.

8. **Subscription rates :** The Editorial Board will decide the cost of the journal for individual and institutional subscribers.

9. **Honorarium :** Contributions will not be paid for.

However, a contributor will receive two free copies of the issue in which their article appears. Referees will be paid an honorarium of Rs.2000/- for a round of refereeing.

10. **Publication :** The journal will be published by the Publications Unit of the University. It will be an official publication of the University.

11. **Copyright** : The copyright for all contributions will rest with the University. The views expressed by the contributors though need not necessarily be similar to those of the University.

ORDINANCE 64

The English and Foreign Languages Journal

(The EFL Journal)

1. **Preamble:**

It is imperative that The English and Foreign Languages University, the only Central University in the fields of English and Foreign Languages, publishes a journal which could synthesise the research efforts of two main academic streams of the University, i.e., literature and culture on the one hand and languages and linguistics on the other. Moreover, the journals: "Contextures" and "Languaging" do not cover several aspects of university's academic programmes, e.g. exclusion studies, philosophy and so on. Accordingly, it will be in the fitness of things that University publishes a journal titled: "The English and Foreign Languages Journal" ("The EFL Journal").

2. **Periodicity :** "The EFL Journal" will be published twice a year, in January and July.

3. **Advisory Board :** Twenty teachers drawn from all the academic streams of the University.

4. **Editorial Board :** The Vice-Chancellor will appoint the Editorial Board from amongst the faculty of the University.

5. **Editor :** The Vice-Chancellor will nominate one of the members of the Editorial Board as Editor. The Editor will have a term of two years.

6. **Guest Editor :** The Editorial Board may request a member of the Advisory Board or the faculty to edit a special issue of the journal.

7. **Quality control :** To maintain high standards with regard to the contents, all contributions will be refereed. The Editorial Board will constitute a panel of referees for the purpose.

8. **Subscription rates :** The Editorial Board will recommend the cost of the journal for individual and institutional subscribers to the Vice-Chancellor for approval.

9. **Honorarium :** Contributions will not be paid for.

However, a contributor will receive two free copies of the issue and 25 reprints in which their article appears. Referees will be paid an honorarium of Rs.2000/- for a round of refereeing.

10. **Publication :** The journal will be published by the Publications Unit of the University. It will be an official publication of the University.

11. **Copyright :** The copyright for all contributions will rest with the University. The views expressed by the contributors though need not necessarily be similar to those of the University.

ORDINANCE 65

Work of Controller of Examinations in terms of Statute- 8(5).

In accordance with the Statute-8(5) the functioning of the Controller of Examinations is to be governed as prescribed by the Ordinances.

The following Ordinance is proposed stipulating the functions of the Controller of Examinations (CoE) and the manner in which the functions should be carried out by him/her.

1. All the matters pertaining to items of Academic and Examinations. conduct of Academic Council's meetings, conduct of the meetings of Central disciplinary-cum- Grievances committee for students related to academic issues, conduct of committees constituted by the Vice-Chancellor for preparing a draft Academic Calendar, conduct of University Convocations, processing of Project Reports/Research Reports of the students, furnishing of information to UGC/MHRD, information required for academic functioning, issuance of official transcripts to the students, issuance of degrees, printing of prospectus and submission of forms every year for admission to all programmes and bringing out year book concerning students.

2. The CoE will perform the above specified and other functions as laid down below:

(i) He will keep the record of the attendance of students, wherever applicable. However, the attendance in different Departments and Schools will be maintained by the Heads of Departments/Deans of Schools, (in case

the course is jointly conducted by the constituent Departments of a School) or Programme Course Coordinators. A copy of monthly attendance will be sent to the CoE. The offices of HoDs/Deans/Course Coordinators will circulate the attendance on monthly basis and communicate the same to students by displaying it on notice boards.

(ii) The CoE will ensure the filling in of examination forms and issuance of Admit Passes for each semester in time through HoDs/Deans/Programme Coordinators by following the procedure of "No Dues"certificate to be issued by concerned Department/Hostels etc.

(iii) The CoE will ensure the conduct of semester-end exams (according to the rules prevalent in this regard). He shall also ensure in-course examinations aimed at an internal assessment to be conducted by the Departments/Schools/Programme Coordinators as per the rules and procedures of the University.

(iv) The Controller, after receiving answer scripts of different examination from Departments/Schools/Campuses will hand them over to the examiners appointed by the Vice Chancellor.

(v) The CoE, after the receipt of the award sheets from the examiners, will get the results tabulated in his office and forward them to the respective School/Department boards for their consideration. He will then place the results before the Examination Committee appointed by the Vice-Chancellor from time to time. He will announce the results after the approval to be given by a competent authority.

(vi) The Entrance Tests for admission to various programmes/courses for all the Campuses will be planned and executed fully by the Controller of Exams with the help of the teachers and non- teaching staff of the University. He shall apprise the Vice-Chancellor of the progress of such work on day-to-day basis, as far as possible.

(vii) The AIELTA tests will be conducted by the Controller of Exams in coordination with AIELTA centre, its staff and AIELTA Committee. The CoE will ensure that the AIELTA Tests become fully successful by planning and executing them meticulously.

(viii) He/she shall be responsible for the evaluation of M.Phil. dissertations and Ph.D. theses once they are submitted in his/her office. He/she shall follow all the procedures prescribed in the Ordinances for the award of research degrees in coordination with Dean, Research.

(ix) He/she should carry out all tasks or responsibilities to be assigned by the Vice-Chancellor from time to time.

ORDINANCE 66

SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT (SPARSH)

Sensitization, Prevention, and Redressal of Sexual Harassment (SPARSH) (formerly known as GSCASH) as a body was set up in EFL University in the year 2014.The body was constituted under the recommendations and guidelines laid down by the historic judgment of Supreme Court of India in the writ petition Vishakha vs. State of Rajasthan.

The EFL University maintains a 'zero-tolerance' on the policy on Sexual Harassment, discrimination of women and seeks to maintain and wishes to create an academic and work environment free of sexual harassment for women associated with the University as students, teaching and non-teaching staff members.

SPARSH has two committees devoted to these two-fold purposes:

• the University Complaints Committee (UCC)

and

• the Apex Body of SPARSH (ABS)

1. University Complaints Committee (UCC)

The UCC considers complaints regarding sexual harassment, and conducts enquiries, suggesting suitable action.

Constitution of the UCC

The following is the constitution of the members of UCC:

i. Five (at least three women) teacher representatives.

ii. One non-teaching staff representative of the University.

iii. One person, with known contribution to women's issues, to be co-opted from outside the University, who could be an NGO representative.

iv. The chairperson elected from amongst the above-mentioned members.

v. One member-secretary elected from amongst the above-mentioned members.

The (iii) representative on SPARSH-UCC is Dr. Sarah Mathews who heads an NGO called 'SANKALP' which is dedicated to supporting women who have suffered sexual violence with comprehensive counselling, medical and legal support and to creating social change in community through advocacy, education and training. Functions, powers and duties of UCC.

(a) To fulfil the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.

(b) To evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender-based violence.

2. Apex Body of SPARSH (ABS)

The Apex Body of SPARSH (ABS) aims to sensitize and work to prevent sexual harassment in the university.

Constitution of ABS

The ABS committee has the following members:

i. The Chairperson, a woman nominated by the Vice Chancellor, English and Foreign Languages University from amongst the faculty members.

ii. Five members representing various faculties/centers of the University, of which at least three shall be women.

iii. Two student representatives of which at least one be girl student

iv. Two members from non-teaching staff, of which at least one should be woman.

v. One woman NGO representative

vi. One woman counselor.

vii. Legal Advisor (special invitee) Functions of the ABS

Functions of the ABS

(a) to uphold the commitment of The English and Foreign Languages University to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.

(b) to promote a social and psychological environment which will raise awareness about gender based discrimination and prevent sexual harassment and other acts of gender based violence.

(c) to generate awareness about gender based discrimination, sexual harassment and other acts of gender based violence.

Information about committee members was made available on all notice boards and the university webpage.

SPARSH members (2014-2016)

1.	Prof.Jayashree Mohanraj	Chairperson (July 2015 onwards)
2.	Prof. Malathy Krishnan	Chairperson (Nov 2014 to May 2015)
3.	Prof. Surabhi Bharati	Dean, Students' Welfare
4.	Dr. Anjali V Bagde	Teaching staff representative
5.	Dr. Shruti Sircar	Teaching staff representative
6.	Dr. Sujatha Mukiri	SC/ST representative
7.	Dr. Mathew John	Warden representative
8.	Mr. T. Vijay Suryakanth	Warden representative
9.	Mrs. Jayashree	Non teaching staff representative
10.	Ms. Amrutha	Non teaching staff representative
11.	Ms. Jyothi Priya	PhD student representative
12.	Ms. Sinchana	MA student representative
13.	Dr. Sarah Mattews	NGO, SANKALP (for rape victims)
14.	Dr. Uma Rangan	Counsellor
15.	Ms. Rachna Reddy	Advocate (Special Invitee)

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Office Staff

Ms. Bhavana, Secretarial Assistant

Mr. Sathaiah, Office Assistant

Mr.G Praveen Kumar, Peon

4. **SPARSH meetings, activities, and programmes**

Meetings

S.No.	Committee's Meeting held on
1	11 March 2014
2	4 December 2014
3	25 February 2015
4	25 March 2015
5	10 April 2015
6	22 July 2015 (to be held)

Gender Sensitization Activities and Programmes

A week-long sensitization programme (March 11-15, 2015) was organized by the members of SPARSH covering almost the entire student community in different sessions. The orientation involved participation and a small discussion with SPARSH members and other faculty members of the University. The discussions were led by Dr. Sarah Mathew, Dr. Uma Rangan, and Ms. Rachna Reddy. This was followed by videos provoking discussion around stereotypes and stigma in society. Activities were planned so that there is discussion about stereotypes, harassment and taboos with respect to women.The sessions were attended by both male and female students of the University.

Intrade

Lecture

A talk by Carolyn Danckaert and Aaron Smith on "Using Textbooks and Videos to achieve Gender Inclusiveness" was organized for research scholars and faculty on March 18, 2015.

Street plays

Two street plays written and dramatized by students was organized as part of the Gender Sensitization Week.

Poster Competition

A poster competition was held where student were engaged portraying positive directions in the face of violence against women.

3. Formal Enquiry and Redressal of Complaints

A rape case reported on 2 November 2014 and the case was forwarded to police without delay by the University.

Following is a summary of the cases received and acted on by the UCC.

S.No.	**Name**	**Date of filing**	**Allegation**	**Status of complaint**
1	Student vs Ex-student	7 March 2014	Misbehaviour	Inquiry completed
2	Students vs Outsider	15September 2014	Lewd comments and sexual remarks	Complaint withdrawn
3	Students (F &M) vs Teacher (M)	4 December 2014	Use of obscene and pornographic language in class	Inquiry completed

4	Student (F) vs Retd. Faculty (M)	25 February 2015	Sending indecent and unwelcome text messages, calls at odd hours, calling the student by an indecent name	Inquiry Completed
5	Student (F) vs Faculty (M)	6 April 2015	Sexual advances and physical contact	Inquiry completed

The following actions were taken in respective cases wherever applicable:

a. Warning

b. Written apology

c. Bond of good behaviour

d. Adverse remarks in theconfidential report e. Debarring from supervisoryduties

f. Denial of membership ofstatutory bodies

4. Other facilities for women on campus

1. Counselling centre

Confidential counselling service is an important service at the University as it provides a safe space to speak about the incident and how it has affected the victim because sexual harassment cases are rarely reported and is a sensitive issue.

Dr. Uma Rangan is the University counsellor who visits the campus twice a week and as is on call 24/7, even during vacations. All communication with her is strictly confidential.

In the case of the rape case registered with the police, the rape victim was counselled for a period of three months.

2. Proctor (Woman)

The University has a Proctorial system where administration of student related matters pertaining to all acts of indiscipline are delegated to the Chief Proctor. The Proctor is assisted by three additional deputy proctors; one of the proctors is a woman. The Lady Proctor is available on call 24/7 and resides on the campus.

3. Woman staff in Health Clinic

There is a permanent woman staff in the University Health clinic to address medical issues for women.

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