# PONDICHERRY UNIVERSITY

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# ORDINANCES GOVERNING ACADEMIC MATTERS

*(Modified upto July 2012)*

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# CHAPTER – I

## COLLEGES / INSTITUTIONS ADMITTED TO THE PRIVILEGES OF THE UNIVERSITY

**[Sections 5 (17) of the Act read with Statute 32 ]**

1. The following colleges/institutions stand admitted to the privileges of the Pondicherry University

*Colleges/ Institutions admitted to the privileges Of the University*

**ARTS & SCIENCE COLLEGES**

1. Tagore Arts College, Puducherry
2. Arignar Anna Government Arts College, Karaikal
3. Jawaharlal Nehru Rajkeeya Mahavidyalaya, Andaman & Nicobar Islands
4. Bharathidasan Govt. College for Women, Puducherry
5. Mahatma Gandhi Govt. Arts College, Mahe
6. Avvaiyar Govt. College for Women, Karaikal
7. Dr. S.R.K. Govt. Arts College, Yanam
8. Kanchi Mamunivar Centre for PG Studies, Puducherry
9. Mahatma Gandhi Government College, Mayabunder, Andaman & Nicobar Islands
10. Rajiv Gandhi Arts and Science College, Puducherry
11. Perunthalaivar Kamarajar Govt. Arts College, Puducherry
12. Divine Mother College, Puducherry
13. Indira Gandhi College of Arts & Science, Puducherry
14. Saradha Gangadharan College, Puducherry
15. Achariya Arts and Science College, Puducherry
16. Idhaya College of Arts and Science for Women, Puducherry
17. Kasthurba College for Women, Puducherry
18. Rathnavel Subramaniam College of Arts and Science, Karaikal
19. Mahe Co-operative College of Higher Education & Technology, Mahe

**EDUCATION COLLEGES**

1. Pope John Paul II College of Education, Puducherry.
2. Tagore Government College of Education, Andaman & Nicobar Islands.
3. Sree Narayana College of Education, Mahe.
4. Immaculate College of Education for Women, Puducherry.
5. Usha Latchumanan College of Education, Puducherry.
6. Achariya College of Education, Puducherry.
7. Perunthalaivar Kamarajar College of Education, Karaikal.
8. Alpha B.Ed. College, Puducherry.
9. Arutperunchothi Ramalingasammy College of Education, Puducherry.
10. Don Bosco College of Education and Research Institute, Karaikal
11. Dr. Anbu Paul College of Education, Puducherry
12. Loyola Institute of Teacher Education, Puducherry
13. Krishnasamy College of Education for Women, Puducherry
14. Mahe Co-operative College of Teacher Education, Mahe
15. Nehru College of Education, Puducherry
16. Regency College of Education, Yanam
17. Vasavi College of Education, Puducherry
18. Venkateswara College of Education, Moolakulam, Puducherry.

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19. Venkateswara College of Education, Madagadipet, Puducherry
20. Vivekananda College of Education, Puducherry
21. Co-operative College of Education, Puducherry
22. Senthil College of Education, Puducherry
23. Sabari College of Education, Puducherry
24. Amarnath College of Education, Karaikal
25. Sri Sai Ram College of Education, Puducherry
26. St. Anne's College of Education & Research Centre, Puducherry
27. TVR College of Education, Puducherry
28. Dr. Kalaikannan College of Education for Women, Puducherry
29. RVS College of Education, Karaikal
30. Sri Venkateswara College of Education, Karaikal

**ENGINEERING COLLEGES**

1. Pondicherry Engineering College, Puducherry
2. Bharathiyar College of Engineering and Technology, Karaikal
3. Rajiv Gandhi College of Engineering & Technology, Puducherry
4. Sri Manakula Vinayagar Engineering College, Puducherry.
5. Regency Institute of Technology, Yanam
6. Christ College of Engineering & Technology, Puducherry
7. Perunthalaivar Kamarajar Institute of Engineering & Technology, Karaikal
8. Manakula Vinayagar Institute of Technology, Puducherry
9. R.V.S. College of Engineering & Technology, Karaikal
10. R.V.S. College of Computer Applications, Karaikal
11. Dr. S.J.S Paul Memorial College of Engineering and Technology, Puducherry
12. R.V.S. Institute of Management Studies and Computer Application, Karaikal
13. Sri Ganesh College of Engineering & Technology, Puducherry
14. Dr. B.R. Ambedkar Institute of Technology, Andaman & Nicobar Islands
15. Achariya College of Engineering Technology, Puducherry
16. Alpha College of Engineering & Technology, Puducherry.

**MEDICAL COLLEGES**

1. Pondicherry Institute of Medical Sciences, Puducherry
2. Sri Manakula Vinayagar Medical College and Hospital, Puducherry
3. Sri Venkateshwaraa Medical College Hospital and Research Centre, Puducherry
4. Indira Gandhi Medical College & Research Institute, Puducherry
5. Rajiv Gandhi Ayurveda Medical College, Mahe.

**PARAMEDICAL / NURSING COLLEGES**

1. Mother Theresa Post Graduate and Research Institute of Health Sciences, Puducherry
2. College of Nursing, PIMS, Puducherry
3. Sabari College of Nursing, Puducherry.
4. Sri Manakula Vinayagar Nursing College, Puducherry.
5. Indirani College of Nursing, Puducherry.
6. Sri Venkateshwara College Paramedical Sciences, Puducherry
7. College of Nursing, East Coast Institute of Medical Sciences, Puducherry
8. Raak Nursing and Para Medical College, Puducherry.

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**DENTAL COLLEGES**

1. Mahatma Gandhi Post Graduate Institute of Dental Sciences, Puducherry
2. Mahe Institute of Dental Sciences & Hospital, Mahe

**VETERINARY COLLEGE**

1. Rajiv Gandhi College of Veterinary and Animal Sciences, Puducherry

**ART & CULTURE COLLEGE**

1. Bharathiar Palkalaikoodam, Puducherry

**LAW COLLEGE**

1. Dr. B.R. Ambedkar Govt. Law College, Puducherry
2. Sri Balaji Law School, Puducherry

**RESEARCH INSTITUTES**

1. Vector Control Research Centre (ICMR), Puducherry
2. Regional Medical Research Centre (ICMR), Andaman & Nicobar Islands
3. Zoological Survey of India, Port Blair, Andaman & Nicobar Islands
4. French Institute of Pondicherry, Puducherry.

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In addition to the above, the Vector Control Research Centre, Pondicherry, in so far as it relates to the courses conducted in M.Sc. (Medical Entomology) and Ph.D., (Botany, Zoology) also stands affiliated to the University.

Provided that students now pursuing various courses in these colleges/institutions shall be permitted to complete their courses for the Diploma/Degree or Certificate from the University of Madras, University of Calicut or Andhra University, as the case may be, and such colleges/institutions shall provide for instruction and examination of such students in accordance with the syllabus of study under which a student was admitted to that course as contemplated in section 43.

Provided further that if these colleges/institutions propose to start any fresh course for any Degree/Diploma of the Pondicherry University as an affiliated college/institution, the provisions as contained in Statute 32(1) of the Pondicherry University Act (No.53 of 1985) shall apply.

2. The college/institutions admitted to the privileges of the University shall not, without the prior permission of the Executive Council and Academic Council of the University, suspend instruction in any subject or course of study which the said college/institution is authorized to teach. [Statute 32(1)(v)].

CHAPTER – II

## SCHOOL BOARD

[Statute 16(2)]

*Functions*

1. The functions of the School Board shall be:

   a. to co-ordinate the teaching and research work in the department assigned to the school.

   b. to appoint Committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any department in the school and supervise the work of such Committees.

   c. to approve the courses of study of various programmes including research degrees offered by the Departments.

   d. to recommend to the Executive Council the names of examiners for the evaluation of thesis for Ph.D. and other research degrees.

   e. to recommend to the Academic Council, creation or abolition of teaching posts after considering proposals received from the Departments /Centres.

   f. to recommend the suggestions of the Board of Post-graduate Studies to the Academic Council regarding the award of research degrees to candidates who have been adjudged to be fit to receive such degrees.

   g. to frame the general time-table of the school.

   h. to consider and act on any proposal regarding the welfare of the students of the school.

   i. to consider schemes for the advancement of the standards of teaching and research and to submit proposals in this regard to the Academic Council.

   j. 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.

   k. 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.

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2. Meetings of the Board shall either be ordinary or special. Ordinary meetings shall be held twice in a year of which one shall be held in the first quarter of the academic session. *Meetings*

3. Special meetings may be called by the Dean on his own initiative or shall be called at the suggestions of the Vice-Chancellor or on a written request from at least one-fifth of the members of the Board.

4. The quorum for a meeting of the Board shall be one-third of its total membership. *Quorum*

5. Notice for the ordinary meeting of the Board shall be issued at least ten days before the date fixed for the meeting, and for the special meetings, at least five days before the date fixed for the meeting. *Notice*

6. Rules of conduct of the meetings shall be as prescribed by the regulations to be framed in this regard. *Rules of Business*

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## CHAPTER – III
## DEPARTMENTS
[Section 2(g) read with Statute 16 (5) (c)]

*Constitution*

1. (a) In addition to the members enumerated under Statute 16(5) (c) (i) to (iv), the following shall also be the members of the department under Statute 16(5) (c) (v):

   (i) One teacher of the University who is an expert in allied or cognate subjects dealt within the Department or Centre to be nominated by the Vice-Chancellor for the period of three years.

   Provided that no such teacher shall be nominated as a member of more than two Departments or Centres.

   (ii) In addition, the Head of Department may nominate two students – one from research students and the other from Post-Graduate Students – to be co-opted as member.

1 (b) The implementation of the Choice Based Credit System shall be the responsibility of the Department in terms of the Choice Based Credit System Regulations.

1 (c) For the purpose of finalization of grades after end semester examinations, the programme committee shall exclude the student members but may include the external examiners, if any.

*Heads of the Departments Appointment and their functions (Statute 7(1) to (5) of the Statutes of the University)*

2. The Head of the Department shall convene and preside over the meetings of the Department.

3. The Head of the Department, under the general guidance of the Dean of the School, shall,

   (a) Organise the teaching and research work in the Department / Centre:

   (b) Frame the time-table in conformity with allocation of the teaching work by the Department/Centre.

   (c) Maintain discipline in the class rooms and laboratories through teachers.

   (d) Assign to the teachers in the Department/Centre such duties as may be necessary for the proper functioning of the Department or Centre: and assign work to and exercise control over the non-teaching staff in the Department / Centre: and

   (e) Perform such other duties as may be assigned to him by the Dean, the Academic Council, the Executive Council and Vice-Chancellor.

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CHAPTER – IV

## BOARD OF POST-GRADUATE STUDIES

[Statute 17]

1. There shall be a Board of Post-graduate Studies for each department. *Constitution*

2. The Board of Post-graduate Studies shall consist of the following members:

   (i) Head of the Department

   (ii) All Professors of the department.

   (iii) Two Readers and two Lecturers, by rotation according to seniority, to be appointed by the Vice-Chancellor.

   (iv) One teacher each from other departments within the School having common courses with the department concerned.

   (v) Not more than four teachers teaching the subject at Post Graduate Level in the affiliated colleges / institutions, to be nominated by the Vice-Chancellor, due representation to be given to the Heads of Departments and other senior teachers of the Departments by turn.

   (vi) Not more than three persons, nominated by the Board of the School, who have special knowledge in the discipline of the concerned department and who are not employees of the University or of any of the affiliated colleges / institutions.

   (vii) In respect of the professional colleges, the Principal or the Head of the Department of the concerned discipline, as the case may be, shall be the *ex-officio* Chairman of the Board of Studies.

   (viii) The chairman shall have the power to co-opt experts to attend as observers at its specific meetings, as and when necessary, with the prior permission of the Vice-Chancellor.

3. The term of office of the members of the Board of Studies shall be for a period of three years and they shall be eligible for re-appointment. *Term of Office*

4. The functions of the Board shall be- *Powers and functions*

   (a) to approve subjects for research for various degrees and other requirements of research degrees;

   (b) to recommend to the School Board, courses of studies for post-graduate courses offered by department or college/institution;

(c) to recommend to the School Board, appointment of examiners to the Post-graduate courses, other than research degrees, in accordance with the provisions of the regulations governing examinations of the University;

(d) to consider and recommend to department(s) concerned applications for admission to the M.Phil. Course, Ph. D. and other research programmes and also to recommend the appointment of supervisors of Research Scholars to the School Board;

(e) to recommend to the School Board measures for the improvement of Post-graduate teaching and research in the department, affiliated colleges / institutions; and

(f) to perform such other functions as may be assigned to it by the School Board, the Academic Council, the Executive Council and the Vice-Chancellor.

*Quorum*

5. The Quorum of a meeting of the Board shall be one-third of the total membership of the Board.

*Notice*

6. Notice of the meetings of the Board shall be issued at least 14 days before the date fixed for the meeting.

*Minutes*

7. The Chairman of the Board shall keep the Minutes of the Meetings of the Board.

*Rules and Business*

8. The Rules of conduct of the meeting shall be as may be prescribed by regulations in this regard.

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## CHAPTER – V
## BOARD OF UNDER-GRADUATE STUDIES
[Statute 17(1) and (4)]

1. There shall be a Board of Under-graduate Studies for each subject / discipline taught at the degree level.

2. Each Board shall comprise not less than nine members. The Constitution of Board shall be as follows: *Constitution*

   (i) The Head of the University department teaching the subject shall be the *ex-officio* Chairman.

   (ii) Professors in the Department

   (iii) One Reader in the Department by rotation as per seniority

   (iv) One Lecturer in the Department by rotation as per seniority

   (v) Not more than six teachers teaching the subject at Under Graduate level in the affiliated colleges / institutions, to be nominated by the Vice-Chancellor, ensuring due representation to the Heads of Departments and other senior teachers of the Departments by turn.

   (vi) Two outside experts nominated by the Vice-Chancellor in consultation with the Head of the Department:

   Provided that in respect of subjects / discipline not taught in the University Departments/Schools, e.g. Engineering, Medicine, Law, Education, etc., the Board of Studies shall consist of the following:

   (i) The Principal or the Head of the Department of the concerned discipline, as the case may be, shall be the *ex-officio* Chairman of the Board of Studies.

   (ii) Not more than six teachers teaching the subject in affiliated colleges / institutions, to be nominated by the Vice-Chancellor ensuring due representation to various branches of studies.

   (iii) Not more than three outside experts who have special knowledge in the discipline, to be nominated by the Vice-Chancellor.

3. Members of the Board of Under-graduate Studies shall hold office for a period of 3 years and they shall be eligible for reappointment: *Term of Office*

4. The powers and functions of the Board shall be: *Powers and functions*

   (a) to recommend to the Executive Council panel of names suitable for appointment as examiners, paper setters, etc., in a subject with which it deals in accordance with the provisions of Regulations about the examinations of the University;

(b) to recommend text-books where necessary;

(c) to consult specialists who are not members of the Board, as and when necessary;

(d) to make recommendations to the Academic Council in accordance with the syllabi of the courses of study and examinations in the subject with which it deals;

(e) to recommend to the School Board, steps / measures for improvement of the standards of under-graduate courses and teaching in the subject for making necessary recommendations to the Academic Council and to consider and report on any matter referred to it by the Executive Council, the Academic Council and the Dean of the School.

The Chairman shall have the power to co-opt experts to attend as observers at its specific meetings, as and when necessary, with prior permission of the Vice-Chancellor.

*Meetings*

5. Meetings of the Board shall be convened by the Chairman of the Board.

6. Special meetings may be called by the Chairman on his own or on the request of the Dean of the School or at the suggestion of the Vice-Chancellor or on written request from at least four members of the Board.

*Notice*

7. Notice of the meetings of the Board shall be issued by the Registrar's Office at least 3 weeks before the date fixed for the meetings.

*Quorum*

8. Four members of the Boards shall form quorum.

*Rules of Business*

9. The rules of conduct of the meetings shall be as may be prescribed by the Regulations in this regard.

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CHAPTER – VI

## RESPONSIBILITIES OF THE DEANS OF SCHOOLS

[ Statute 6(3) ]

1. The Dean of each School shall have an exclusive office with substantial administrative support staff in proportion to the size of the School, number of Departments / Centres and Students.

2. A Dean should be a motivator and inspiring and driving force to all the faculty, scholars and students. He should be an innovator who brings in new ideas to constantly improve the teaching and research in the School.

3. The Dean shall be totally responsible for a close monitoring of Academic and Administrative functioning of his School, all Departments and Centres and all issues relating to School Boards, Board of Studies and any other body with which he is associated as per Statutes and Regulations.

4. The Dean shall be responsible for the preparation of Entrance Examination question papers for the Departments and Centres and submit them to the Administration for conduct of Entrance Examinations.

5. The Dean shall ensure that the score of all students who wrote the exams are notified by the Administration in the order of merit and categories and that the Departments start the admission process without any delays.

6. Any clarifications on contentious issues or issues which require the Vice-Chancellor's decision should be submitted to the Office of the Registrar as a priority file.

7. The Dean shall be responsible for allotment of accommodation to students / scholars into the Hostels allocated to their Schools.

8. The Dean shall also appoint Wardens for the Hostels under their charge.

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9. All day-to-day issues relating to students, faculty and the staff working in the respective School shall be dealt with by the Office of the Dean and in full co-operation of the Department staff.

10. The Dean is expected to work without prejudice and bias and shall not identify himself with any Group or Association. A Dean cannot hold the office of the Teachers' Association in any executive capacity.

11. All HODs are expected to fully co-operate with the Deans and support them as a team for smooth functioning of the Departments and the School.

12. A Dean, though normally chosen by rotation shall be assessed for his performance at the end of each year through a set of parameters (to be notified separately) including confidential assessment by all the faculty of his School.

13. A non performing Dean or a person with moral turpitude shall not be appointed as Dean and he can be replaced at any time of the tenure without notice.

14. These regulations on the duties and responsibilities of Deans are laid to ensure that a constructive competition among the Schools enhances overall quality of Teaching and Research.

15. The Deans shall be responsible to collect and compile the Annual Report of their Schools in the prescribed format for final compilation by the University for printing and submission to Parliament after due approval of the University bodies.

16. The Dean shall convene the School Board Meetings once in every three months without fail and maintain the records of all proceedings and actions taken.

17. The Dean shall also be responsible for the maintenance of the School Library, School Computer Unit and all common facilities of his School.

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18. The Dean shall maintain a Bank Account of the School and he shall have an imprest amount of Rs.10,000/- at his disposal for his office and contingency expenditure.

19. All the HODs and Centre Heads and faculty shall work harmoniously with Deans Offices. The Deans shall set an example to all through their conduct, punctuality, team spirit and leadership qualities.

20. Shall be responsible for the observance of the provisions of the Act / Statutes / Ordinances and Resolutions relating to the Centres, Departments and the School.

21. Shall perform such other duties as may be assigned to him by Academic Council, the Executive Council or the Vice-Chancellor.

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CHAPTER – VII

## ADMISSION OF COLLEGES / INSTITUTIONS TO THE PRIVILEGES OF THE UNIVERSITY

[ Section 5(17) of the Act read with Statute 32 ]

*Definition* 1.

a) 'College' means any college or any institution maintained or recognised by the University or admitted to the privileges of the University and providing courses of study for admission to the examinations of the University.

b) 'Affiliated college/institution means any college/institution not maintained by the University and admitted to the privileges of the University and providing course of study for admission to the examinations for Degree/Diploma/Certificate of the University under the Pondicherry University Act, 1985.

c) 'Post-graduate College' means a University institution or an affiliated college/institution providing post-graduate courses of study leading to the post-graduate degree of the University.

d) 'Government College' means any college/institution maintained by the Government (State or Central) or a Union Territory Administration.

e) 'Private College' means any college/institution maintained by the University or a Government Agency.

2. An "autonomous college/institution" means any college/institution designated as an 'autonomous college/institution' by the statutes of the University.

3. The Executive Council shall prescribe, in consultation with the Academic Council, the manner in which and the conditions subject to which a college/institution may be designated as an autonomous college and for withdrawal of such designation.

4. The Executive Council shall not propose the draft of any statute or amendment to a statute affecting the conditions of affiliation or approval of affiliated or approved college/institution with the University or by the University, as the case may be, or affecting the conditions of designation of any college/institution as an autonomous college/institution except after consultation with the Academic Council.

*Procedure for granting affiliation to College/ Institution*

5. (a) Wherever a proposal to start a new college is made, the sponsoring body, or in the case of a Government College, the Department of the Government concerned, shall submit an application to the Registrar in the prescribed form not later than October 1st of the preceding year in which it is intended to start

the college. Applications should be accompanied by detailed report of the infrastructure and physical, financial and other facilities available to start such a college.

(b) The Colleges for the purpose of this Ordinance will be grouped into two categories; Under-graduate Colleges and Post-graduate Colleges. The procedure for admission to the privileges of the University for these two categories is dealt with herebelow:

(c) An Under-graduate College or a Post-graduate College, as the case may be, shall ordinarily be admitted to the privileges of the University, in the first instance, for providing instruction for the first year of the course. Such a college may be admitted to the further privilege of providing instruction at the subsequent years of study in accordance with the procedure and conditions prescribed by the University for the purpose.

(d) On receipt of the application, the Affiliation Committee constituted by the Academic Council shall scrutinize the application and where needed, seek further clarification from the sponsoring body. The Committee thereafter shall make its recommendations to the Academic Council.

(e) The Academic Council, after considering the report of the Affiliation Committee, shall appoint a Committee of Inspection of not less than three members of whom one shall be the Director of Studies, Educational Innovations and Rural Reconstruction.

(f) (i) The Committee of Inspection may take necessary steps to examine the request, inspect the site and submit its report to the University on the need and feasibility of the proposed College / Course, the suitability of the site, the adequacy of the physical facilities and financial resources and then make suitable recommendations.

(ii) While making recommendations for provisional affiliation to a college and the courses to be offered by it, the Committee of Inspection should satisfy itself about the following:

(a) No Objection certificate (NOC) issued from the Government for establishment of such college:

(b) Permission granted by the concerned Statutory Council in respect of Professional colleges / courses and the norms prescribed by the said Councils for establishment of new colleges / courses.

(c) Norms prescribed by the University in respect of infrastructure, physical, financial and other facilities, staff requirements – both academic and other administrative and technical staff, equipment, library and laboratory facilities, accommodation etc. in respect of each category of colleges / courses as detailed in **Appendix I.**

(iii) The Committee of Inspection shall submit its report in the Proforma prescribed for each category of colleges / courses incorporating norms prescribed.

(iv) The above report may be examined by the Affiliation Committee. The report along with the observations of the Affiliation Committee may be submitted to the Academic Council for its consideration.

(g) The University shall make necessary arrangements to complete the process and intimate the decision to the sponsoring Body / Government Department concerned and college/institution concerned normally two months prior to the commencement of the next academic session.

(h) (i) On receipt of the permission to start the college/institution the sponsoring Body shall constitute the Governing Body / Advisory Committee and proceed to make appointment for the posts of Principal and other academic staff in accordance with the provisions of the Statutes, Ordinances and Regulations of the University about their Composition, minimum qualifications, procedure for appointment, etc.
(ii) Further, the Governing Body / Advisory Committee shall make necessary arrangements to fulfil all the conditions and recommendations made by the Committee of Inspection in this regard.

(i) No person, who is not fully qualified as per the norms laid down by the University for the purpose, shall be appointed on the staff of the college or as Principal. In exceptional cases, however, if a fully qualified Principal is not readily available, one of the members of the staff, if existing, having the longest teaching experience, at college level, may be designated as Vice-Principal and post of Principal may be kept vacant until such time a fully qualified person is appointed as Principal.

(j) In the case of affiliation to start new courses, the provisions contained in the foregoing clauses (a), (c), (d), (e) and (g) shall be observed.

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(k) The Governing Body / Advisory Committee of a college/institution or the Government Department, as the case may be , shall, at the earliest, but not later than 15 days from the date of the commencement of the academic session, inform the University about the staff in position with full particulars and also a clarification / acceptance regarding the fulfillment of the conditions, recommendations prescribed by the University.

(l) The Affiliation Committee shall consist of the following:

| | |
|---|---|
| (i) Vice-Chancellor or his nominee | ...Chairman |
| (ii) Two nominees of the Academic Council | ...Members |
| (iii) Registrar or any other officer nominated by the Vice-Chancellor | ...Member Secretary |

(m) Provisional affiliation of a college / course shall be granted for a period of one year initially which may be extended to a further period as the University may deem fit and proper. Requests for renewal shall be submitted on or before 7th January of the preceding academic year.

(n) The University may arrange for a review of the progress of the college/institution, its performance in general with particular reference to the course(s) started and then permit the renewal and the fact be reported to the Academic Council.

(o) The college/institution, which has been granted provisional affiliation for any course, after the lapse of three academic years may apply for permanent affiliation which may be granted on the recommendation of the Committee of Inspection appointed for the purpose. The college/institution shall submit a detailed report well before the time of inspection to facilitate the work of the Committee of Inspection.

Provided that in exceptional and outstanding cases, this condition may be waived by the Executive Council on the recommendation of the Academic Council and permanent affiliation granted earlier to any college/institution as per usual procedure governing such permanent affiliation as special categories.

(p) No college shall be dissolved or abolished by its Governing Body / Advisory Committee without making prior arrangement for admission of students in another affiliated college or colleges and without making alternative arrangements for employment of the permanent members of the teaching staff and also without obtaining prior approval of the Government concerned, the University, the University Grants Commission, as may be necessary, regarding final settlement of any property including library books and laboratory equipment which might have been

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acquired by such a college with financial assistance from the University Grants Commission and / or Government.

Provided that no college shall be dissolved or abolished under any circumstances in the midst of an academic session.

(q) The Executive Council may lay down new conditions of affiliation, general or specific, regarding staff, buildings, equipment, library, laboratories, finance or other relevant matters and specify the date by which the conditions so stipulated be satisfied, failing which the college/institution may not be allowed to enjoy the privileges of the University.

(r) The report of the Inspection Committee of a college/institution shall not be communicated to the college/institution but shall be regarded as a confidential document until it has first been considered by the University. After a decision regarding affiliation has been taken, copies of the report may be sent, unless withheld under the orders of the Vice-Chancellor for any reason, to the college/institution and to the Director of Education / Department of the Government concerned for information, guidance and necessary action.

*Inspection / Affiliation fee and creation of Endowments*

6. A sponsoring body / Government Department seeking permission to open a new college/institution or colleges / institutions seeking to start new courses shall pay the fees / create the endowment at the rates as specified in the Appendix – I to this Chapter.

However, the provision relating to the creation of endowment shall not apply in the case of colleges / institutions maintained by a Government (State or Central) or a Union Territory Administration.

7. Such affiliated colleges / institutions may levy such fees from students towards tuition fee etc., payable to the College and also to the University as may be prescribed / approved by the University from time to time, with the prior concurrence of the University.

*Withdrawal of affiliation*

8. The Executive Council shall have power to withdraw any affiliation or permission from a college/institution at any time whenever, in the opinion of the Executive Council, such college/institution has failed to comply with the Rules, Regulations, Statutes, Ordinances or any other directives of the University, or if the college/institution authorities have failed to maintain order and discipline in the college/institution or the normal, regular and proper functioning of the college/institution has become impossible due to mismanagement of the affairs of the college/institution or any other valid reason.

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9. Work load of the teachers in such affiliated Colleges shall be as prescribed by the Regulations.

10. The time-table of a college/institution shall provide for the minimum number of classes per week in each subject taught as prescribed by Regulations.

11. The minimum staff requirement of a college/institution shall be as provided in the Regulations. No college/institution shall be granted affiliation if it fails to satisfy such minimum requirement.

12. Every college/institution shall provide suitable accommodation for class rooms, laboratories, library and administration, as prescribed by the University.

13. Every college/institution must have a well-equipped Library as per provisions of the Regulations in this regard.

14. Every college/institution should follow the norms laid down by the University about the size of classes which may be prescribed by Regulations.

15. Any difficulty arising in interpretation of, or giving effect to any provisions of this Ordinance, shall be referred to the Vice-Chancellor, whose interpretation or decision thereon, shall be final.

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CHAPTER – VIII

## ADMISSION OF STUDENTS TO THE UNIVERSITY AND TO THE COLLEGES / INSTITUTIONS ADMITTED TO THE PRIVILEGES OF THE UNIVERSITY

[ Sections 5(19) and 27(1) (a) ]

*Eligibility and Admission*

1. Without prejudice to the provisions of the Act and the Statutes, and other Rules of the University, no student shall be eligible for admission to any under-graduate or post-graduate course of study in the University unless he/she has passed the examination or examinations prescribed by the University for admission to the concerned course or courses.

2. Application for admission to the University shall be made to the Dean of the concerned School in such form as may be prescribed and within the last date fixed in respect of each course.

3. The applications so received shall be forwarded by the Dean to the Admission Committee of the Schools / Departments concerned as may be constituted by the Vice-Chancellor.

4. The processing of admission in respect of each course may be completed by the Admission Committee concerned as per prescribed procedure and the list of candidates recommended for admission shall be forwarded to the Vice-Chancellor for approval.

5. All admissions shall be provisional in the first instance and may be finalised within a time limit as may be fixed by the Vice-Chancellor. No candidate shall claim admission as a matter of right.

6. Admission to the various courses in the colleges / institutions admitted to the privileges of the University shall be processed by the Admission Committee constituted by the colleges / institutions concerned and finalised subject to regulations prescribed in this regard.

*Admission of French Nationals*

7. French nationals of Indian origin who have been permitted long term residence in the Union Territory of Pondicherry under the provisions of the Treaty of Cession, shall be treated on par with Indian nationals for admission to the courses in the University and in colleges / institutions admitted to the privileges of the University.

*Admission of Foreign Nationals*

8. Admission of foreign nationals, other than those stipulated in para 7 above, shall be regulated in accordance with the guidelines issued from time to time by the Government of India.

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9. The University may make admission/enrollment of students for Ph.D. Programmes in various subjects / disciplines both on part-time and full-time basis including external registration for the Ph.D. Degree, details of which shall be prescribed through regulations from time to time.

*Enrollment of students to the Doctor of Philosophy Degree in the University*

Normally, registration for Ph.D. Degree shall be done twice in a year (in April and October).

10. (a) The reservation in student admission shall be made as per reservation policy of UGC / Government of India as communicated by UGC from time to time.

(b) Students who have discontinued their studies but have not got their Transfer Certificates will be eligible for re-admission in the eligible semester/class provided the total period of break in studies has not exceeded two academic years.

NOTE: For those students who have taken their Transfer Certificates, fresh admission / eligibility procedure will apply.

*Admission of students*

11. (1) The University may admit students from any part of India or abroad to its Regular as well as distance Education programmes.

(2) The University may enter into MoU with Academic / Research institutions in India or abroad for research purposes with the approval of the Academic and Executive Councils of the University. The scholars of such institutions shall also be eligible for registration for Ph.D programme with the University.

(3) The University may do all such acts and things as may be necessary and incidental to the above.

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CHAPTER – IX

## REGISTER OF MATRICULATES

*Maintenance of Register of Matriculates Enrollment*

1. The University shall maintain a Register of Matriculates in which the names of the following classes of persons shall be registered:

a) Candidates who have passed the Higher Secondary, Intermediate, Pre-Degree, S.S.C. of the respective Boards or any other examinations approved as equivalent thereto, when admitted to a Course of Study in the University.

b) Holders of any degree, title, diploma or certificate, other than those specified in (a) above on first admission to the University Course of Study.

c) Persons, other than those specified in (a) or (b), who with or without exemption from attendance certificates, are permitted to appear for the first time for any examination of the University.

d) Persons other than those specified in (a), (b) or (c) and who are candidates for admission to a Research Degree of the University.

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CHAPTER – X

## MIGRATION AND TRANSFER OF STUDENTS

1. It shall be open to the Principal of a college/institution to admit a student who has put in part attendance in another college within the University area and who seeks admission in the college/institution during the course of an academic year subject to the following conditions: *Combination of attendance*

   i) The subjects and the medium of instruction offered in both the colleges / institutions are the same.

   ii) There must be a vacancy in the college/institution in the course of study concerned.

   iii) The prescribed fees for such combination of attendance shall be collected from the students.

   iv) A no objection certificate from the college/institution concerned shall be produced.

   v) A certificate from the Principal of the college/institution in which last studied testifying to the record of attendance and conduct of the student shall be produced.

   Note: Combination of attendance cannot be granted:

   a) if there is change either in the language under Foundation course, or, in the optional subject under core course, and

   b) If the sanctioned strength is exceeded by such admission.

2. Students transferred from other Universities and seeking admission in the University may be permitted to be admitted to the corresponding branch of the concerned course provided, however,- *Inter University transfer migration*

   a) Equivalence of the course concerned is approved by the University,

   b) They shall produce from the Head of the Institution in which they have last studied

      (i) a certificate stating that they have earned necessary attendance and progress as prescribed by the University concerned till the date of their leaving that institution;

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(ii) a Transfer Certificate; and
(iii) a Conduct Certificate.

c) They shall have passed all the examinations prescribed by the parent University for the duration of the course of study already put in an shall have to produce documentary evidence to that effect along with the application for admission.

d) They shall pay the prescribed fees for such Migration to the University.

e) They Shall undergo the remaining course of study and pass the examinations prescribed thereof in the University and satisfactorily fulfil such other requirements as prescribed by the University.

They shall be eligible for classification but not for ranking in the University Examination concerned.

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CHAPTER – XI

## MEDIUM OF INSTRUCTION

[ Section 27 (1) (c)]

The medium of instruction in respect of all courses conducted in the schools and in the colleges/ institutions admitted to the privileges of the University shall be English, except in cases of studies/ research in Languages. It would be Tamil (in respect of Madagadipet Govt. College, Pondicherry alone) and Telugu (in respect of Regency College of Education, Yanam alone):

Provided that the Vice-Chancellor may permit a student to write any examination in English or the regional language or the mother tongue of the student.

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CHAPTER – XII

## FEES PAYABLE BY THE STUDENTS OF THE UNIVERSITY AND THE AFFILIATED COLLEGES / INSTITUTIONS

[ Section 27 (1) (e)]

*Fees*

1. Fees payable by the students of the University and the affiliated colleges / institutions, as the case may be, for various purposes, shall be as prescribed in Appendix-II which may be modified by the Executive Council from time to time.

*Due date and Mode of payment*

2. (1) All the students including M.Phil/Ph.D Scholars shall pay all the fees to the University at the time of admission and for the subsequent semesters within ten days from the beginning of each semester which shall be notified in the information brochure. Examination fees shall be payable on or before the last date prescribed in this regard.

(2) Fees shall be payable in cash or through money order or by a crossed bank draft drawn in favour of "The Finance Officer, Pondicherry University" or in any other manner as may be decided by the University.

*Delay or default in payment*

3. (1) If a student does not pay the fee in time, fine shall be levied for the belated payment as follows:

(i) @ 3.00 rupee per day for the first 10 days
(ii) @ 10.00 rupees per day thereafter upto the last day of the month in which the fee is due

(2) The Vice-Chancellor or on his behalf any other officer to whom this power has been delegated may relax any of the conditions for payment of fees in special cases on recommendation of Dean's Committee.

(3) Names of the defaulters shall be removed from the rolls of the University with effect from the first day of the following month.

(4) A student whose name has been struck off the rolls of the University, under the above clause, may be re-registered on the recommendation of the Dean/HOD/Co-ordinator of the School/Dept./Centres concerned and on payment of arrears of fees in full and other dues together with a re-admission fee of Rs.1000/- plus University Development Fund of Rs. 500/-

(5) Whenever a student proposes to withdraw from the University, 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. If he / she fails to do so, his / her name shall continue to be kept on the rolls of the University for a maximum period of one month, following the month upto which he / she has paid the fees. He / she shall also be required to pay all fees / charges that may fall due during this period.

4. Blind students shall be exempted from payment of tuition fees. *Blind Students exempted*

5. (1) A committee constituted for the purpose, consisting of the following, shall recommend grant of free ships upto a percentage which may be prescribed as per the guidelines of the University Grants Commission from time to time in this regard: *Concession in fee Award of constitution of University level Committee*

| | | |
|---|---|---|
| i) | One of the Deans in the University, to be nominated by the Vice-Chancellor | ..Chairman |
| ii) | Three Heads of Departments / Centres nominated by the Executive Council | ..Members |
| iii) | Three students of the University nominated by the Vice-Chancellor | ..Members |

(2) If the number of applicants for free ships is more than the number of free ships available, the Committee referred to in sub-Clause (1) may recommend half free ships to some of the applicants ensuring at the same time that the total number of free ships does not exceed the prescribed limit.

(3) Applications for concession in fees shall be submitted in the prescribed form to the Dean of the School concerned through the Head of the Department / Centre by 31st August or by such other date as may be specified by the Dean. Applications received after that date shall not ordinarily be entertained.

(4) Each school shall forward the applications thus received to the Registrar, who shall further process the same and place them before the Committee referred to under Clause 5(1) above for making necessary recommendations.

(5) The following factors shall be taken into account while making recommendations on the applications of students for grant of free ships:

(i) Academic record of the student;
(ii) His/her financial position;
(iii) Any other relevant factor relating to the financial position of the student or of his/her parents/ guardian.

The list of the students to whom concessions have been awarded shall ordinarily be notified by 30th September.

(6) Free ships granted during the preceding academic year shall not be renewed automatically in the following year. The student in need of such concession shall submit fresh applications every year which shall be considered along with new applications received in that year.

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(7) A free ships granted to a student may be cancelled if his / her conduct or progress in studies is found to be unsatisfactory or if his/her financial condition improves and he/she is no longer in need of such fee concession.

*Refund of fees, security deposits. etc.*

6. (i) Security deposits, library caution money are refundable, on an application from the student on his/her leaving the University, after deducting all dues against him/her.

(ii) If any student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her leaving the University, it shall be deemed to have been donated by him/her to the Students' Aid Fund.

*Explanation*

The period of one year shall be reckoned from the date of announcement of the result of the examination due to be taken by the student or the date from which his/her name is struck off from the rolls of the University whichever is earlier.

(iii) If, after having paid the fees a candidate desires to leave the University, he/she shall be refunded all the fees and deposits except Registration, Matriculation, Recognition & University Development Fund provided his/her application for withdrawal is received by the Registrar within 45 days after the starting of the semester.

(iv) Application for withdrawal received after 45 days from the starting of the semester would entitle a student for the refund of security deposit / caution money only.

(v) If a student owes any money to the University on account of any damage he/she may have caused to the University property, it shall along with outstanding tuition fees and fines, if any, be deducted from the security deposit due to him/her.

Provided that these provisions shall not apply to students in the affiliated colleges.

7. Students shall not be issued hall tickets or allowed to appear at the examination unless they have cleared their dues, paid the prescribed examination fee, and produced a "No-dues" certificate.

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CHAPTER – XIII

# AWARD OF SCHOLARSHIPS, STUDENTSHIPS, FELLOWSHIPS, MEDALS, PRIZES, ENDOWMENTS, ETC.

[ Section 5(14) ]

1. In order to encourage meritorious and deserving students to pursue courses of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of scholarships, fellowships, studentships and free-ships, for financial help, and also provide for award of Medals and Prizes on the pattern obtaining in other Central Universities in the country.

2. The University shall institute scholarships in every subject to be awarded to the students of the University / Affiliated Colleges. *Award of Scholarship*

   There shall be fee concession in the form of half and full freeships of tuition fees in each School and teaching departments as per norms of the UGC. *Freeship*

   There shall also be a scheme of merit scholarship where the first and second rank holders in every subject will be awarded scholarship the quantum of which shall be decided by the University from time to time.

   All types of Scholarships and Freeships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor and referred to under Chapter XII.

3. There shall be fellowships instituted in the University for studies or research as approved under the norms of UGC or other funding Agencies from time to time. *Fellowship*

4. There shall be a scheme to award medals / prizes to the meritorious students of the University and Affiliated Colleges / Institutions for their best performance in various University Examinations. *Studentship*

5. The University shall have power to institute endowments from time to time in accordance with the Pondicherry University Act. *Endowment vide Section 5 (25)*

   There shall also be a Committee constituted by the Vice-Chancellor for administration of each endowment and implement the objects of the endowment,

   Detailed guidelines shall be framed from time to time by the Executive Council governing the administration of such endowments created in the University.

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CHAPTER – XIV

## DISCIPLINE OF STUDENTS

[ Statutes 30 and 31 ]

*Of University Students*

1. All powers relating to discipline and disciplinary action in relation to students of the University shall vest in the Vice-Chancellor.

*Of Students of affiliated Colleges /Institutions*

2. All powers relating to the discipline and disciplinary action in relation to students of a College or an Institution not maintained by the University shall vest in the Principal / Head of the Institution as the case may be.

3. All disciplinary action in relation to the students of the University shall be taken in accordance with the procedure outlined in the Act and Regulations made from time to time.

4. A student of an affiliated college/institution would come within the disciplinary jurisdiction of the University / Institution at the time of conduct of University Examinations or any other University activity and he / she shall be subject to any penalty that may be imposed by the competent authority of the University for having committed such indisciplinary act.

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5. All acts unbecoming of a student of the University or a College or Institution would make such student(s) liable for disciplinary action.

6. There shall be a Discipline Committee to be constituted by the Vice-Chancellor which shall perform such functions and exercise such powers as may be delegated to it by the Vice-Chancellor from time to time.

7. The Principal or Head of the Institution may inflict the following punishment:

    1. Suspension
    2. Expulsion
    3. Rustication for a specified period
    4. Denial of admission to courses of study in the college/institution concerned
    5. Denial of admission to the hostel maintained by the University / College or Institution
    6. Withdrawal of scholarship or freeship
    7. Fine for an amount to be specified by order or any other amount which the competent authority deems fit and proper in the circumstances of the case.

Provided that the Principal / Head of the Institution shall not inflict any such punishment before satisfying himself as to the necessity of the penalty after giving the student(s) concerned an adequate opportunity for being heard and considering such representation as may be made on behalf of the student(s)

8. PROHIBITION OF AND PUNISHMENT FOR RAGGING.

1. 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 practices 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 scheduled castes and tribes;
    (d) expose students ridicule and contempt and affect their self esteem;
    (e) entail verbal abuse and aggression, indecent gestures and obscene behaviour

2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.

3. Ragging in any form is strictly prohibited, within the premises of College/Department or Institution and any part of Pondicherry University system as well as on public transport.

4. The Principal of constituent College or the Head of the Department of the University or the authority of affiliated college/institutions or warden of the University hostel shall take immediate action on any information of the occurrence of ragging and submit a report on the incident to the Vice-Chancellor.

5. The concerned authority mentioned in para 4 above may also conduct *suo moto* enquiry 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. If the Principal of a constituent College or Head of the Department or Institution the authorities of college, or of University hostel 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.

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7. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, he may take a decision based on the available facts and circumstances and that his decision shall be final.
8. On the receipt of a report under Clause (4) or (5) or a determination by the relevant authority under Clause (6) disclosing the occurrence of ragging incidents described in Clause (1), the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.

9. 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 college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.

10. In case any students who have obtained degrees of Pondicherry University are found guilty under this Ordinance appropriate action under Statute 15 for withdrawal of degrees conferred by the University shall be initiated.

11. 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.

12. All institutions within the Pondicherry University system shall be obligated to carry out instructions/directions issued under this Ordinance, and to extend assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

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CHAPTER – XV

**EXAMINATIONS**

[ Section 27(g) ]

1. Examinations of the University other than the doctorate examinations, shall be open to regular students, i.e. candidates who have undergone a regular course of study in the University or in a college or institution admitted to the privileges of the University for a period specified for that course of study. *Eligibility*

2. A candidate shall be deemed to have undergone a regular course of study for the period specified for the course if he/she has fulfilled the requirement as given below: *Attendance/ Condonation of shortage in attendance*

   a) All candidates must put in 75% of attendance in Arts (Humanities), Science, Commerce and Law and 80% in Medical and Technological Courses for each semester / year as the case may be. The attendance should be reckoned in terms of number of working days only and not subject-wise.

   b) The Principals of affiliated colleges / institutions and the Heads of Departments of University are authorized to condone deficiency in attendance upto a maximum of 10% of the number of days for each semester/year, as the case may be, it being assumed that colleges / institutions / University Departments will normally put in not less than 90/180 working days per semester / year, as the case may be.

      The prescribed fees for condonation of shortage in attendance shall be collected by the Principal of the college/institution and the Deans / Heads of the Departments of the University, as the case may be, and remitted to the University.

   c) All candidtates prior to their permission to appear at the examination should produce a certificate of attendance, certificate of satisfactory conduct, certificate of progress, clearance of dues from the Dean of the School or Head of the college/institution concerned, as the case may be.

3. The following candidates may also be permitted to appear at the examinations of the University, after private study, subject to their being eligible for admission to the course of study concerened and on payment of the prescribed exemption fees. *Private candidates*

   I.***Bona fide*** *teachers:*

   Candidates who have completed not less than three years of service as whole-time teachers on 31st July of the relevant year in –

(i) Colleges recognised by the Pondicherry University,

(ii) Elementary or Middle or High or Higher Secondary or Oriental Schools recognised by the State Government.

OR

(iii) Junior Technical Schools or Technical Higher Secondary Schools or Polytechnics recognised by the State Government;

(iv) Schools situated in the University area and recognised by the Central Board of Secondary Education, New Delhi.

OR

(v) Schools situated in the University area and recognised by the Council for Indian School Certificate Examination, New Delhi, situated with the jurisdiction of Pondicherry University.

II. ***Bona fide*** *Librarians:*

*Bona fide* Librarians holding a certificate or diploma in Librarianship of the University of Madras or an equivalent qualification and duly recognised by the University and employed in the Institutions mentioned under (I) above, and in Branch / Central Libraries in the Union Territory of Pondicherry provided that they have completed three years of service as on 31st July of the relevant year as whole-time Librarians or are working as whole-time Librarians in any one of said institutions situated in the area of jurisdiction of the Pondicherry University.

III. **Defence service Personnel:**

Teachers serving the in the Indian Army Educational Corps and persons employed in Defence Departments anywhere in the Indian Union (irrespective of the place of employment) provided that they have completed not less than three years (36 months) of service in Indian Army Educational Corps or in a Defence Department as on 31st July.

The above three categories of candidates are eligible to apply for exemption from the production of Attendance Certificates to appear at the B.A., B.Sc., B.Com., M.A., M.Sc., and M.Com. degree examinations after private study in subjects not involving practical . Lab. work.

IV. ***Bona fide*** *Blind Candidates:*

*Bona fide* blind candidates, duly declared so by a competent medical officer, who are ordinarily residents in the area of jurisdiction of Pondicherry University for a period of not less than three years may also apply for exemption from the production of attendance certificate to appear at the B.A.., B.Sc., and M.A., Degree Examinations in subjects not involving practical / Lab. work subject to their eligibility

for the course of study concerned. Applicants of this category should submit the following Certificates / Documents in original.

a) Certificates of the qualifying examinations

b) Certificate from a Medical Officer not below the rank of a Civil Surgeon stating that the applicant for the examination is a *bona fide* blind candidate.

c) A certificate of residence issued by an Officer of the Revenue Department not below the rank of a Tahsildar stating that the applicant is ordinarily a resident in the area of jurisdiction of Pondicherry University for a period of not less than three years.

Such blind candidate may be allowed a writer to answer the question paper as per practice in other Universities.

4. The Conditions regarding manner of applying, certificates / testimonials to be sent along with the application, exemption / examination fees etc., shall be as may be prescribed from time to time.

5. Application for permission to appear at an examination shall be submitted along with such fees, testimonials, etc., within the time limit as may be prescribed. Candidate who fails to appear at an examination shall not be entitled to refund of the examination fees paid by him/her.

6. A candidate whose application has been accepted shall be given a hall ticket. Admission to the examination hall shall be only on the production of the above mentioned hall ticket.

7. Question papers of all examinations shall be set and answered in English language subject to the following conditions:

   Question papers of all examinations in languages shall be set and answered in the respective languages.

   Provided that candidates appearing at an examination in languages other than English may be permitted to answer a part of the question paper in English and the rest in the language concerned.

   Provided also that the Vice-Chancellor may permit the students to write any examination in English or the regional language or the mother tongue of the students.

8. All examinations of the University shall be held at various centres approved by the University within local limits of the University.

9. The schedule of various examinations, probable dates of such examinations, publication of results thereof, shall be as indicated in Appendix-III.

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CHAPTER XV (A)

## DISCIPLINE AMONG STUDENTS IN UNIVERSITY EXAMINATIONS

(Under Statute 30 of the Statutes of Pondicherry University Act 1985)

1. Disciplinary Control of Chief Superintendent of an Examination.

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

    b) The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The Committee will make recommendations for disciplinary action as it may deem fit to the Vice-Chancellor as provided under Clause 7.

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

3. Use of Unfair means:

A candidate shall not use unfair means in connection with any examination. The following shall be deemed to unfair means:

a. Found in possession of incriminating material related /unrelated to the subject of the examination concerned.
b. Found copying either from the possessed material or from a neighbour.
c. Trying to help other candidates.
d. Found consulting neighbours
e. Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks with or without a promise of any form of consideration.

f. Writing his/her name in the answer script. Writing his/her registration number / college name in places other than specified in the answer script. Any special marking / irrelevant writing in the answer script.

g. Possession of mobile phones, i-pods, electronic storage device(s)/any other electronic gadgets (whether used or not).

h. Inter-changing of answer scripts

i. Change of seat for copying.

j. Exchange of answer sheets or relevant materials.

k. Writing some other candidate's register number in the main answer paper.

l. Consulting the invigilator for answering the questions in the examination.

m. Vulgar/ offensive writings by the candidate in the answer script.

n. Insertion of pre- written answer sheets (Main sheets or Additional Sheets).

o. Threatening the invigilator or insubordinate behavior as reported by the Chief Superintendent and /or Hall Superintendent.

p. Cases of impersonation.

q. Mass copying.

The Executive Council may declare any other act of omission or commission to be unfair means in respect of any or all the examination.

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

**Note:** Where the invigilator incharge is satisfied that one third (1/3) or more students were involved in using unfair-means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying.

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

b) A candidate shall not be forced to give a statement but the fact of his / her having refused to make a statement shall be recorded by the Chief Superintendent and shall be got attested by two other members

of the supervisory staff on duty at the time of occurrence of the incident.

c) The answer book of the candidate detected or suspected of using unfair means shall be seized by the Chief Superintendent and forwarded to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.

d) All cases of use of unfair means shall be reported immediately to the Controller of Examinations by the Centre Superintendent, examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examination as the case may be, with all the relevant material

6. Examination Discipline Committee

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

b) The Committee shall consist of five members drawn from amongst the teachers and officers of the University.

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

d) Three members present shall constitute the quorum.

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

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

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

7. The Examination Discipline Committee may recommend one of the following punishment for cases of unfair means.

| Nature of unfair means | Scale of Punishment |
|---|---|
| If the candidate has used unfair means specified in sub-Clause (a) to (g) of Clause 3 | (i) Cancel the University Examination of the particular paper only written by the candidate.. |

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| | |
|---|---|
| If the candidate has repeated the unfair means shown at 3(a) to (g) a second time. | (ii) Cancel the University Examination of all subjects registered (theory & practicals) by the candidate in that session and debar him / her for the next examination session (i.e. all University Examinations in the subsequent session) |
| If the candidate has repeated the unfair means shown at 3(a) to (g) a third time. | (iii) Cancel the University Examinations of all subjects registered (theory & practicals) by the candidate for that session and debar him / her for two years from registering and appearing for the University Examinations. |
| If the candidate used unfair means in sub Clause (h) to (m) of Clause 3. | (iv) Cancel the University Examinations of all subjects registered (theory & practicals) by the candidate during that semester only. |
| If the candidate used unfair means in sub Clause (n) of Clause 3. | (v) Cancel the University Examinations of all subjects registered (theory & practicals) by the candidate for that session and debar him / her for two subsequent examination sessions. |
| If the candidate used unfair means in sub Clause (o) of Clause 3. | (vi) Cancel the University Examinations of all subjects registered (theory & practicals) by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination. |
| If the candidate used unfair means in sub clause (p) of Clause 3. | (vii) Cancel the University Examinations of all subjects registered (theory & practicals) by the candidate for that session and debar him/her for two years from registering and appearing for the examination sessions. Moreover, relevant legal action shall be initiated if an outsider is involved. |
| If the candidate used unfair means in sub Clause (q) of Clause 3. | (viii) a) In the Single Hall: Cancel the relevant examination taken by the students of that Hall. Debar the concerned Hall Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation, etc., for the next six examination sessions.<br>b) In a Centre: Cancel the relevant examination taken by the students of the centre. Debar the Hall Superintendents and the Chief Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation etc., for the next six examination sessions and cancel the examination centre for two years. |

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# CHAPTER XVI
# EXAMINERS
[ Section 27 (g)]

*Appointment*

1. Appointment of Examiners shall be made by the Executive Council in accordance with the rules as may be framed by the Executive Council from time to time for selection and appointment of Examiners.

2. The Executive Council may at any time cancel the appointment of any examiner.

3. The Examiners appointed by the Executive Council may be of the following categories:

   (i) Examiners (Question paper-setters) who will set the question papers for various examination;

   (ii) Examiners for the purpose of carrying out valuation of answer books;

*The Chief Examiner*

   (iii) His duties shall be-

   a) to distribute the work of valuation;
   b) to set standard of valuation;
   c) to value answer papers;
   d) to set the papers for and to conduct practical examination, if any;
   e) to report upon the result of examinations;
   f) to supervise the work of the Examiners; and
   g) such other work as may be assigned to him by the Executive Council.

*Boards*

4. There shall be two Boards of Examiners, one for setting and moderating the question paper (Board of paper-setters) and the other, for valuation of answer books and tabulating the result (Boards of valuers).
Each Board shall have a Chairman.

   The Board of Examiners shall forward the consolidated results to the Controller of Examinations.
   The Controller of Examinations shall place such consolidated results before the Examination Committee.

*Question paper-setters*

5. Question paper-setters shall ordinarily be from outside the University area and who are not working in the affiliated colleges / institutions in respect of the subjects for which they set papers.

   Question paper-setters shall be appointed for one year and shall be eligible for re-appointment.

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6. The following persons shall not ordinarily be eligible for appointment as Examiners: *Persons not eligible to be Examiners*

   a) Persons with less than four years teaching experience in a college/institution, to any examinership in Arts (Humanities) and Science subjects;

   b) Persons with less than seven years teaching experience in College/institution, and without previous experience in examining to the conducting Boards in Arts (Humanities) and Sciences; and

   c) Members of the Executive Council except for special reasons which shall be recorded in writing.

   Examiners shall be appointed for one year and shall be eligible for re-appointment.

   A list shall be prepared annually by the Registrar / Controller of Examinations showing those who have been Question Paper-Setters and Examiners during the preceding five years subject / discipline-wise.

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7. The remuneration and allowances payable to the Examiners and Chairmen of Boards appointed under Clause 1 of this Chapter shall be as indicated in the Appendix IV and as modified by the Executive Council from time to time. *Remuneration*

   The total remuneration payable to any single person for all the examination work done in an academic year (July to June) shall not be less than Rs. 30 and not more than Rs. 2000.

   The above maximum does not include remuneration for setting question papers. The Chairmen's fee shall not be taken into account towards the maximum admissible.

   All Examiners shall carry out the instructions which the Executive Council may issue from time to time.

CHAPTER XVII

## EXAMINATION COMMITTEE

[ Section 32 (1) ]

*Constitution and Composition*

1. There shall be an Examination Committee in the University.

2. The Committee shall consist of the following persons:

| | | |
|---|---|---|
| (i) | The Vice-Chancellor or his nominee | - Chairman |
| (ii) | The Director of Studies, Educational Innovations and Rural Reconstruction Member (Ex-officio) | - Member (Ex-Officio) |
| (iii) | Director of Physical Education, sports, National Service and Students Welfare | - -do- |
| (iv) | Three Deans of Schools, to be appointed By the Vice-Chancellor | - -do- |
| (v) | Three Principals of affiliated Colleges / Institutions to be nominated by the Vice-Chancellor | - -do- |
| (vi) | Two persons appointed by the Academic Council | - -do- |
| (vii) | The Controller of Examinations | -Member Secretary (Ex-Officio). |

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*Term of Office*

3. The nominated members and the members appointed by the Academic Council shall hold office for a period of three years and shall be eligible for re-nomination / re-appointment.

*Quorum powers and functions*

4. Four members shall form quorum for a meeting of the Committee.

5. The Committee shall consider the consolidated results forwarded by the various Boards of Examiners, approve the same and arrange for the declaration of all examination results in the University.

6. The Committee shall have power to award grace marks in deserving cases according to the rules framed in this regard.

7. The Committee shall submit a report every year to the Academic Council on the working of the University examinations and make recommendations for effecting improvement.

8. The Committee shall also make recommendations regarding disciplinary action to be taken against candidates using unfair means in examinations or contravening in any manner the rules for the conduct of examinations.

9. It shall perform such other duties and functions as may be assigned to it by the Academic council:

   Provided that the Examination Committee may delegate any or all of its powers mentioned above to any officer of the University.

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CHAPTER XVIII

## AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER DISTINCTIONS

[ Section 5 (5), Section 27 (1) (d) read with Statute 28 ]

1. Degrees, diplomas, certificates and other academic distinctions shall be conferred by the University on students who have been duly certified to be qualified for such award by the Academic Council.

2. The Executive council may, on the recommendation of the Academic Council and by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of honorary degrees:

   Provided that in case of emergency, the Executive Council may on its own, make such proposals. The following honorary degrees 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(s):

   Doctor of Laws (L.L.D)
   Doctor of Literature (D.Lit)
   Doctor of Letters
   Doctor of Science (D.Sc.)

3. Honorary Degrees shall be conferred only at a convocation and may be taken in person or in *absentia.*

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CHAPTER XIX

## CONVOCATION FOR CONFERRING DEGREES

[ Statute 33 ]

1. a. A Convocation for the purpose of conferring degrees shall ordinarily be held once in a year on such date and place as may be fixed by the Vice-Chancellor with prior approval of the Chancellor. *Annual Convocation*

   b. At the beginning of each academic year, the University shall announce its academic calendar, giving the schedules for all its activities during the year;

   c. The academic calendar of the University shall in addition to the schedules for academic activities like courses and Examinations, the calendar shall also include the date/s for degree awards ;

   d. If necessary, the University may schedule Degree awards more often than once in a year and the same shall be included in its academic calendar ;

   e. The Degree award date/s shall be within 180 days of the date/s by which the students are expected to qualify and become eligible for them ;

2. A special convocation for the purpose of conferring Honorary degrees may also be held at such time as may be decided by the Executive Council. *Special Convocation*

3. The Convocation shall consist of the body corporate of the University.

4. The Chancellor shall, if present, preside at the Convocations of the University for conferring degrees. In the absence of the Chancellor, the Vice-Chancellor shall preside at the Convocation.

5. Not less than four weeks notice shall be given by Registrar of all meetings of the Convocation. *Notice*

6. The Registrar shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat.

7. The candidates who have passed their examinations in the year for which the Convocation is held shall be eligible to be admitted to the Convocation.

   Provided that this will not be applicable to the First Convocation at which candidates of all the preceding years shall also be admitted to their respective degrees.

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Provided also that in case the Convocation could not be held in a particular year, the Vice-Chancellor shall be competent to admit candidates to the respective degrees without waiting for formal Convocation but on payment of prescribed fees.

Such recipients of degree shall, however, sign the usual exhortation which they are required to do while Convocation ceremony is normally held.

Provided also that in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorise admission of all those eligible candidates who so wish to obtain their degrees through a Convocation to the next Convocation and confer on them the respective degrees on payment of the prescribed fees.

Provided further that those who wish to obtain their degree ***in absentia*** when Convocation is held regularly, may also do so after payment of usual fees.

*Application*

8. a. A candidate for the degree must submit to the Registrar his/her application on or before the date prescribed for the purpose, for admission to the degree at the Convocation in person, along with the prescribed fees.
   b. The University shall notify a programme for Degree awards at least 30 days before the date/s so fixed, so that the candidate can apply for the same ;

9. Such candidates as are unable to present themselves in person at a Convocation shall be admitted to the degree ***in absentia*** by the Chancellor or in his/her absence by the Vice-Chancellor and their Diplomas shall be given by the Registrar on application and payment of the prescribed fees.

*Fees*

10. The fees for admission to the degree at the Convocation in person shall be as prescribed from time to time.

*Honorary Degree*

11. Honorary degree shall be conferred only at a Convocation and may be taken in person or ***in absentia***.

12. The presentation of the persons at the Convocation on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or his nominee.

13. Candidates at the Convocation shall wear gowns and hoods appropriate to their respective degrees as may be specified by executive orders. No candidate shall be admitted to the Convocation who is not in proper academic dress as prescribed by the University.

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*Convocation Procedure*

14. For the award of degrees at the Convocation, candidates present shall be formally presented to the Chancellor or in his/her absence to the Vice-Chancellor for admission to their respective degrees as follows: The Heads of respective post-graduate Departments will present the Master of Arts and Master of Science Candidates. The principals of affiliated Colleges / Institutions, nominated for the purpose by the Vice-Chancellor will present, in the following order, the candidates for the degrees of LL.B., B.Ed., B.A., (Honours and pass) B.Sc., (Honours and Pass) and B.Com., (Honours and pass).

    The name of the recipients of medals and prizes shall be read by the Registrar or the person nominated by the Vice-Chancellor.

    The Registrar or the person appointed for the purpose, will present the candidates for conferment of degrees in absentia

    Degree certificates shall be supplied to the candidates in a manner prescribed by the Vice-Chancellor after the Convocation is over.

15. The Chancellor, the Chief Rector, the Chief Guest, the Vice-Chancellor, the Director, the Registrar, the Finance Officer, the Controller of Examinations, the Deans of Schools, the Heads of the Departments and the members of the University authorities shall wear their special robes prescribed by the University and further procedure for the conduct of the Convocation shall be prescribed by the executive orders.

16. Any Minister of the Indian Union, Minister of State Governments, Minister of the Union Territories, Speaker of LOK SABHA / State Legislatures / Union Territory Legislatures, whenever they attend the Convocation, they be provided special robes according to their status, as may be decided by the Vice-Chancellor in individual cases, and like other authorities / officers of the University, they may attend the Convocation with their academic robes on.

CHAPTER XX

# CLASSIFICATION, EMOLUMENTS, QUALIFICATIONS AND OTHER TERMS AND CONDITIONS OF SERVICE OF THE TEACHERS AND OTHER ACADEMIC STAFF OF THE UNIVERSITY

[ Section 27(1)(n) read with Statute 24 ]

**Short Title, Extent and Commencement:**

1. These are called the conditions of Service of Teachers and other Academic Staff of Pondicherry University.

   a) These ordinances shall apply to all teachers of the University as defined in Section 2(r) of Pondicherry University Act of 13th July 1985.

   b) These ordinances shall also apply to academic staff of this University.
   Explanation: The term academic Staff unless contrary to the context, shall include every employee of the University who is required to take part in teaching and/or research in University Departments, Centres, Schools and other institutions maintained or affiliated to the University .

   c) These ordinances shall be deemed to have come into force on the 24th day of December 1998 or such other earlier dates in relation any specific provisions the UGC or the Government of India may prescribe.

   Provided that the section relating to scales of pay and allowances shall be deemed to have come into effect on such dates as the Government of India have notified or shall notify in relation to such items.

   Provided further that nothing in these ordinances shall be deemed to adversely affect any condition of service of any teacher already in service as provided for by paragraph (5) of the model contract (Annexure IV).

2. Pay Scales:

   (a) The pay scales of different categories of teachers shall be determined by the Government of India (See Annexure-I) from time to time.

   (b) Pay Scales of academic staff of the Department of Adult and Continuing Education, Women's Studies, Academic Staff Colleges, USIC and other constituent units should be equivalent to those of

the teachers at corresponding levels and they should have same designations and channel of promotion provided they have equivalent qualifications.

3. Recruitment and Qualifications:

(a) All appointments to teaching posts shall be either by direct recruitment on the basis of merit through all India advertisement, as recommended by duly constituted Selection Committee under Statute 19 or under Statute 20 (1) or by promotion as provided herein **or by deputation** from Central / State Universities / Academic or Research Institutions. In case of deputation, the term of appointments shall be two years extendable by another term of two years.

Provided that a representative of the SC/ST, Women and physically handicapped persons shall be included in the Selection Committee whenever persons from any of these categories appear for interview.

(b) The minimum qualification for the post of Lecturers, Readers, Professors and other equivalent posts in Library, Physical Education, USIC shall be those prescribed by UGC/GOI from time to time (and as listed in Annexure II) and every order or clarification issued by UGC/GOI in this regard shall be deemed to be part of these ordinances as the case may be and shall take effect from the date prescribed in such order.

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4. Incentives for Research Degrees:

(a) Four and Two increments shall be admissible to those with Ph.D. and M.Phil. Degrees, respectively, at the time of appointment as lecturers. For the purpose of this clause, D. Litt., and D.Sc., shall be considered equivalent to Ph.d. and M.Litt., equivalent to M.Phil.

(b) Those teachers who are appointed with M.Phil and acquire Ph.D. degree within two years of appointment shall be granted one increment.

(c) A lecturer with Ph.D. shall be eligible for two advance increments when promoted Reader or a Selection Grade Lecturer.

(d) A teacher shall be eligible for two increments as and when (s) he acquires a Ph.D Degree in service career.

Provided that teachers appointed after 1.1.1996 shall be eligible to receive these incentives.

5. Career Advancement

(a) Lecturers shall be eligible to move to the Senior Scale as and when they complete four years if they have a Ph.d. Degree or five years if

they have M.Phil., or six years if they have no research degree as above.

(b) Lecturers in Senior scale shall be eligible for moving into the selection grade or as Readers on completion of five years service in the senior scale.

(c) Lecturers in Senior scale without Ph.D. will not be eligible to be promoted as Readers but will be eligible to become Lecturers (Selection Grade)

(d) A Reader on completion of eight years of service in the scale of 12000-420-18300 shall be eligible for promotion to the post of Professor.

(e) The Selection Committee for promotion to the Professor's post shall be the same as prescribed in Statute 19 for Professor's post and for the promotion to the post of Reader / Lecturer (Selection Grade) there shall be a Committee consisting of the Vice-Chancellor as there shall be a Committee consisting of the Vice-Chancellor as Chairman, the Dean of the concerned School, if present the Head of the concerned Department and not less than two subject experts appointed by the Executive Council from a panel of experts approved by the Academic Council.

(f) A lecturer eligible as per sub-Clause (a) above will be placed in Senior Scale if (s)he has (i) participated in one orientation course and one refresher course of approved duration or engaged in comparable continuing education programme specified or approved by UGC and (ii) consistently satisfactory performance appraisal reports. Provided that those lecturers with Ph.D. shall be exempt from the requirement of undergoing the refresher course.

(g) A lecturer in Senior Scale who does not have a Ph.D or equivalent published work but meets all other criteria specified in Annexure II for the post of Reader and who has a good record of teaching and preferably, contributed to the corporate life of the University such as extension activity, examination work or activities of similar nature shall on recommendations of the Selection committee constituted under sub-clause (e) supra for the post of Reader be placed in the Selection Grade. Provided that he/she shall be eligible to offer himself / herself for fresh assessments to place them in the designation of Reader as and when he/she fulfills scholastic requirements and if found fit, may be re-designated as Reader.

(h) A Lecturer in Senior Scale eligible for promotion to the post of Reader under sub-Section (b) above may be promoted on the recommendation of a duly constituted Selection Committee indicated in sub-clause (e), if(s)he has (i) made some mark in the areas of scholarship and research as evidenced, for example by self

Indiscipline

assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities; (ii) has attended two refresher courses/summer institutes of approved duration or engaged in appropriate continuing education programmes of comparable quality as may be specified or approved by UGC and (iii) possesses consistently good performance appraisal reports.

(i) A Reader eligible for promotion to Professor's post may be promoted on recommendation of selection committee constituted under sub-clause (e) supra, if (s)he has appeared before the committee with some of the following viz., (i) Self appraisal reports (mandatory), (ii) Research contributions or other publications, (iii) evidence of Seminars/ Conferences attended; (iv) contributions to teaching/academic environment or institutional corporate life; (v) extension and field outreach activities.

**Explanation:** Every Reader appearing for the interview under this sub section should send in advance along with the application for promotion the best three contribution as s(he) may define in triplicate for communication to the experts on the Selection committee for review.

(j) The requirement of participation in continuing education programmes as approved by the UGC and consistently satisfactory performance appraisal reports shall be mandatory requirements for Career Advancement to Senior Scale and Selection Grade Lecturers / Readers.

Provided however that where the requirement of this subsection have not been met in so far as continuing education programmes are concerned the promotions may be granted subject to the condition that the individual shall comply with the requirements before the end of the year 2000.

**Explanation I:** This requirement for promotion from Lecturer to Lecturer (Senior Scale) shall be one orientation course for all and an additional refresher course for those who do not have a Ph.D. Degree.

**Explanation II:** The requirement for promotion from Lecturer (Senior Scale) to Reader / Lecturer (SG) shall be two refresher courses after becoming a Lecturer (Senior Scale).

**Explanation III**: Senior teachers such as Readers and Selection Grade Lecturers may opt to attend two Seminars / Conferences in their special subjects and present papers as one aspect of their promotion to the next grade or attend refresher courses to be offered by ASCs for this level.

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A Lecturer or Lecturer (Senior Scale) lacking the required number of years in the specified grade but having more than the required number of years of service for promotional eligibility for the next cadre when calculated from the entry grade may be promoted to the next grade after adjusting the total number of years.

6. Counting of past service

(a) Previous service without any break as a lecturer or Equivalent rendered in a University, College, national laboratory or other scientific / research organization for eg. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as UGC Research Scientist shall be counted for placement in the next higher grade subject to the condition that (i) such service was rendered in a post whose time scale was equivalent to that of lecturer; (ii) the qualifications for that post was not less than that prescribed for lecturers qualifications for that post was not less than that prescribed for lecturers by UGC; (iii) the candidate's application was routed through proper channel; (iv) the candidate possessed the minimum qualifications prescribed by the UGC; (v) the post was filled in accordance with the procedure prescribed by UGC in that regard and (vi) the appointment was not ad hoc or in a leave vacancy of less than one year duration;
Provided that ad hoc service may be taken into account if such ad hoc service was for a period of more than one year and the incumbent was appointed on the recommendation of a duly constituted Selection Committee and the incumbent was selected to permanent post without any break in service in continuation of ad hoc service.

7. Probation and Confirmation:

(a) Every teacher shall be appointed on probation for a period of 12 months which may be extended by the Executive Council by a further period of upto 12 months provided that the total period of probation shall in no case exceed twenty four months.

Provided that the case of each teacher shall be placed before the Executive Council at least 40 days prior to the date on which his probation period would end and the teacher shall be informed of the decision of the EC not later than 30 days prior to the expiration of the period of probation.

(b) A teacher appointed by invitation under Statute 20(1) shall be deemed to have been confirmed with effect from the date (s)he joins duty.

(c) Where a teacher appointed on probation is found, during the period of probation, not suitable for holding that post or has not completed

the period of probation whether extended or not, satisfactorily, the EC may (i) if the appointment is by promotion, revert the incumbent to the previous post held by him; and (ii) if the appointment is by direct recruitment, terminate the teacher's services under the University without notice.

8. Increment: Every teacher shall be entitled to draw his increment in his scale of pay unless it is withheld or postponed by a resolution of the Executive Council on a reference by the Vice-Chancellor and the teacher has been provided with an adequate opportunity of making his representation as to why such an action should not be taken.

9. Leave: Every teacher shall be eligible for leave as stated in annexure-III to these ordinances.

10. Retirement: All teachers shall retire at the end of the month in which they complete the age of sixty five years.

    Provided that the University may permit the teacher to continue to serve after Retirement as aforesaid till the end of the academic year to ensure that the teaching work is not dislocated.

11. Re-employment of retired persons as teachers and part-time teachers: Notwithstanding the Provisions of Clause (10) above, the University may engage any person who has superannuated on contract to serve the University in teaching and other academic activities subject to such guidelines as the UGC may from time to time issue in this regard and that pay shall be fixed according to the Government of India instructions on the pay fixation of pensioners.

    Provided however that no person who has attained the age of seventy years be appointed under this clause.

    Age of retirement of Registrars, Librarians, Physical Education Personnel, Controller of Examinations, Finance Officers and other such University employees who are being treated at par with the teachers and whose age of superannuation was 60 years would be 62 years. No re-employment facility is recommended for the Registrars, Librarians and Directors of Physical Education.

12. Duties of the Teacher:

    (a) No teacher shall without previous sanction of the EC engage directly or indirectly in any employment, trade or business to which any emolument or honorarium or other pecuniary benefit is attached. Provided nothing in this shall apply to any work undertaken in connection with examination of academic bodies or literary or scientific work or publication or radio talk or extension

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lectures or other academic work undertaken with permission of the Vice-Chancellor.

(b) Every teacher shall be bound to act in conformity with the Statutes, Ordinances, Regulations and rules of the University for the time being in force as well as a code of professional ethics as may be formulated by the University.

13. Resignation:

(a) Every permanent teacher may resign his position after giving three months' notice in writing to the University or three months' salary in lieu of the notice.
(b) Every temporary teacher may resign his/her post after giving one months notice in writing to the University or one months' salary in lieu of the notice.
Provided that the Executive Council may waive the notice period.

14. Contract: Every teacher shall be appointed on a written contract the form of which in Annexure-IV of these ordinances and one copy shall be lodged with the Registrar, provided that nothing in this clause shall limit the EC from entering into a special Contract providing greater benefits to the teacher.

15. Part-time teachers may be appointed by the University when exceptional circumstances require such appointments provided that qualification, emoluments prescribed for full-time teachers shall apply to such part-time teachers and when they are appointed on a permanent basis they shall also be eligible to Career Advancement Scheme.

16. Variation in terms and conditions of service: Every teacher of the University shall be bound by the Statutes, Ordinances and regulations for the time being in force in the University.

Provided that no change in terms and conditions of service of a teacher shall be made after his/her appointment, in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave salary and removal from service etc., so as to adversely affect him/her, but this does not in any way restrain the University from incorporating the rules and regulations in the Statutes / Ordinances of the University based on the communication from the Govt. of India / UGC from time to time.

17. The reservation in recruitments to teaching posts shall be made as per reservation policy of UGC / Government of India as communicated by UGC from time to time.

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ANNEXURE-I

SCALE OF PAY OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITY AND COLLEGES.

| **Sl. No.** | **Category** *University and College Teachers* | **Existing Scale of Pay** | **Revised Scale of Pay** |
|---|---|---|---|
| 1 | Lecturers | 2200-75-2800-100-4000 | 8000-275-13500 |
| 2 | Lecturers (Sr. Scale) | 3000-100-3500-125-5000 | 10000-325-15200 |
| 3 | Lecturers (Selection Grade) / Reader | 3700-125-4950-150-5700 | 12000-420-18300 |
| 4 | Professor | 4500-150-5700-200-7300 | 16400-450-20900-500-22400 |
| 5 | Principals of Colleges | (i) 3700-125-4950-150-5700 (Minimum to be fixed at Rs.12840/-) | 12000-420-18300 |
| | | (ii)4500-150-5700-200-7300 (Minimum to be fixed at Rs. 17300/-) | 16400-450-20900-500-22400 |
| 6 | Pro-Vice-Chancellor | 5900-200-7300 | 18400-500-22400 |
| 7 | Vice-Chancellor | 7600(Fixed) | 25000(Fixed) |
| 8 | For Universities Registrar / Librarian / Director of Phy. Edn. | 4500-150-5700-200-7300 | 16400-450-20900-500-22400 |
| 9 | Dy. Registrar / Dy. Librarian / Dy. Director of Phy. Edn. | 3700-125-4950-150-5700 | 12000-420-18300 |

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| | | | |
|---|---|---|---|
| 10 | Asst. Librarian/ Asst. Documentation Officer (Sr. Scale) / Asst. Director of Phy. Edn. | 3000-100-3500-125-5000 | 10000-325-15200 |
| 11 | Asst Registrar/Asst. Librarian / Asst. Documentation Officer / Asst. Director of Phy. Edn. | 2200-75-2800-100-4000 | 8000-275-13500 |
| 12 | For Colleges College Librarian (Sl. Grade) / Director of Phy. Edn. (Sl. Grade) | 3700-125-4950-150-5700 | 12000-420-18300 |
| 13 | College Librarian (Sr.Scale) / Director of Phy. Edn. (Sr.Scale) | 3000-100-3500 | 10000-325-15200 |
| 14 | College Librarian / Director of Physical Education | 2200-75-2800-100-4000 | 8000-275-13500 |
| 15 | Demonstrator / Tutors | 1740-60-2700-EB-75-3000 | 5500-175-9000 |

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ANNEXURE – II

**Minimum qualifications for the post of Professors, Principals, Readers and Lecturers in subjects other than Fine Arts, Engineering & Technology, Directors, Deputy Directors, Assistant Directors of Physical Education and Librarian, Deputy Librarian and Assistant Librarian in Universities or Colleges for appointment of persons through open advertisement and for their Career Advancement.**

1.0.0. Direct Recruitment

1.1.0 Humanities, Social Sciences, Sciences, Commerce, Education, Physical Education, Foreign Languages and Law.

1.1.1. 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.

1.1.2. Reader

Good academic record with a doctoral degree or an 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 & 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 some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

1.1.3. Lecturer

Good academic record with 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 & F at the Master's degree level, in the relevant subject from an Indian University, or, an equivalent degree from a foreign University.

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Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by UGC.

Provided that any relaxation in the prescribed qualifications can only be made by the University Grants Commission in a particular subject in which NET is not being conducted or enough number of candidates are not available with NET qualifications for a specified period only. (This relaxation, if allowed would be given based on justification and would apply to affected Universities for particular subject for specified period. No individual application would be entertained).

1.2.0. Journalism and Mass Communication

1.2.1 Professor

Essential

An eminent scholar with published work of high Quality actively engaged in research with ten years of experience in post graduate teaching and/or research at the University/national level institution including experience of guiding research at doctoral level in Communication/Journalism.

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1.2.2 Reader

Essential

1. Ph.D. Degree in Communication / Mass Communication / Journalism from an Indian University or an equivalent degree from a foreign University.

   OR

   Published work of doctoral standard or media production work of excellence.

2. Good academic record with at least 55% marks (or an Equivalent grade) at Master's level in the subject.

3. Eight years experience of teaching and/or research including upto three years for research degree as having made a mark in the area of scholarship as evidenced by quality of publications or contribution to education innovation, design of new courses and curricula.

OR

11 years full-time work experience in any area of Mass Communication (News paper accredited with ABC, National News Agencies, radio or television, film media, reputed advertising agencies, Public Relation Officers of the Government, Public Sector Undertakings and established industrial and Commercial Houses).

1.2.3 Lecturer

Good academic record with at least 55% marks (or an equivalent grade) at Master's degree level or an equivalent qualification from an Indian or foreign University/institution in Communication/Mass Communication/Journalism. Candidates, besides fulfilling the above qualification, should have cleared the eligibility test for lecturers conducted by UGC or similar test accredited by UGC.

Desirable

1. Ph.D degree in Communication / Mass Communications / Journalism from an Indian University or an equivalent degree from a foreign University.

2. Two years full time teaching/research/experience in any area of Mass Communication (News Paper accredited with ABC National News Agencies, radio, television, film media, reputed advertising Agencies, Public Relation Officers of the Government, Public Sector Undertaking and Industrial and Commercial Houses).

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1.3.0. Social Work

1.3.1. Professor

An eminent scholar with published work of high Quality actively engaged in research with ten years experience in post-graduate teaching and/or research at the University/national level institution including experience of guiding research at doctoral level in Social work.

OR

15 years of experience in field practice, with professional publication, which show evidence of conceptualizing the field practice, and are a contribution to the development of knowledge in the area of field experience, or in consultation/documentation and experience in training and/or field instruction.

1.3.2. Reader

Good academic record with a doctoral degree or equivalent published work. Evidence of being actively engaged in (1) research or (2) innovation in teaching method or (3) production of teaching materials. Possess at least, 55% marks or an equivalent grade at Master's degree level. About eight years experience of teaching and/or research provided that at least five of these years were as Lecturers or in an equivalent position.

OR

10 years of experience in field practice and professional publication based on work experience, and experience in training and/or field instruction. Experience in consultation and documentation.

1.3.3. Lecturer

Good academic record with at least 55% of the marks (or an equivalent grade) at Master's degree level or equivalent qualification from an Indian or Foreign University. Candidates, besides fulfilling the above qualification should have cleared National Eligibility test for Lecturers (NET) conducted by UGC or similar test accredited by UGC.

1.4.0 Music

1.4.1. Lecturer

Good academic record with at least 55% of the marks, or an equivalent grade of B in the 7 point scale with grades O, A, B, C, D, E & F at the Master's degree level, in the relevant subject or an equivalent degree from an Indian / Foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

OR

A traditional or a professional artist with a highly commendable professional achievement in the concerned subject.

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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 | 0.00 - 0.49 | 00-24 |

**Note:** "NET/SLET shall remain the minimum eligibility condition for recruitment of lecturers in Universities/ Colleges / Institutions.

Provided, however that the candidates, who have been awarded Ph.D. degree strictly in accordance with "University Grants Commission (minimum standards and procedure for award of Ph.D. Degree), Regulation 2008, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET for recruitment of lecturers in Universities/ Colleges/Institutions".

2.0.0. Career Advancement Scheme

2.1.0. Minimum length of service of 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.

2.1.2 For movement into grades of Reader and above, the Minimum eligibility criteria would be Ph.D. Those without Ph.D can go upto the level of Lecturer (Selection Grade).

2.1.3 A Reader in the scale of pay of 12000-420-18300 with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.

2.2.0 Lecturer (Senior Scale)

A Lecturer will be eligible for placement in a Senior Scale through a procedure of selection, if she/he 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.

2.3.0 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 fulfill 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 such as examination work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is 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.

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2.4.0 Reader (Promotion)

2.4.1 A Lecturer in the Senior Scale will be eligible for promotion to the post of Reader if she/he has:

(i) Completed 5 years of service in the Senior Scale
(ii) Obtained a Ph.D degree or has equivalent published work,
(iii) Made some 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, design of new courses and curricular 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.

2.4.2 Promotion to the post of Reader will be through a process of selection by the Selection Committee to be set up under the Statutes/Ordinances of the University or other similar Committees set up by the appointing authorities.

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2.5.0 Professor (Promotion)

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotion may be made from the post of Reader to that of Professor after 8 years of service as Reader in the scale of pay of Rs. 12000-420-18300.

2.6.0 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) Research contributions/books/articles published.
(c) Any other academic contributions.

The best three written contributions of the teacher as defined by her/him may be sent in advance to the experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application.

(d) A list of Seminars/Conferences attended.

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

(f) Extension and field outreach activities.

2.7.0 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) and also for the post of Readers.

Wherever the requirement of orientation/refresher courses has remained incomplete, the promotions, would not be held up but these must be completed by the year 2000.
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 as one aspect of their promotion/selection to higher level or attend refresher courses to be offered by ASCs for this level.

2.8.0 In the case of lecturer and lecturer (Senior Scale), if the number of years required as feeder cadres are less than those stipulated in this notification, 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 were much more than those envisaged under this notification.

3.0.0. Selection Committees recommended by the UGC.

3.1.0 For the post of University Lecturer
At the University level, all selections must be done within the system with the Vice-Chancellor as the Head of the Selection Committee.

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1. The Vice-Chancellor to be the Chairperson of the Selection Committee.

2. Three experts in the concerned subject to be invited on the basis of the list recommended by the Vice-Chancellor and approved by the Executive Council.

3. Dean of the concerned Faculty/Head/Chairperson of the Department.

4. An academician nominated by the Visitor

The quorum should be four, out of which at least two outside subjects experts must be present.

3.2.0 <u>For the post of Reader</u>

The process of selection should involve inviting the bio data and reprints of three major publications of the candidate before interview and getting them assessed by the same three external experts, who are to be invited to interview the candidate. The Selection Committee should have the following composition:-

1. Vice-Chancellor to be the Chairperson of the Selection Committee.
2. An Academician who is the nominee of the visitor.
3. Three experts in the concerned subject/field, out of the list recommended by the Vice-Chancellor and proved by the Executive Council
4. Dean of the Faculty.
5. Head/Chairperson of the Department

Atleast four members, including two outside experts, must constitute the quorum.

3.3.0 <u>For the post of Professor</u>

The process of selection should involve inviting the bio data and reprints of three major publications of which one could be a book or research report, before the interview, and getting them assessed by the same three external experts who are to be invited for the interview. The assessment report must be placed before the Selection Committee. The composition of the Selection Committee for the post of a Professor will be the same as proposed for the post of Reader. It may be ensured that the process of selection in every case is transparent and credible. In the case of posts of Readers and Professors in Colleges, besides the Chairperson of Governing Body, the Principal of the College, and the Head of the Department, there will be two University representatives, one of whom will be the

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Dean of College or equivalent position in the University, who will substitute the visitor's nominee and the Vice-Chancellor should be substituted by the Vice-Chancellor's nominee.

Note:

1. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.
2. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.d. degree holders who have passed their Master's degree prior to 19th September, 1991.
3. B in the 7 point scale with letter grade O,A,B,C,D,E,& F shall be regarded as equivalent of 55% wherever the grading system is followed.
4. "NET/SLET shall remain the minimum eligibility condition for recruitment of lecturers in Universities/ Colleges / Institutions.

   Provided, however that the candidates, who have been awarded Ph.D. degree strictly in accordance with "University Grants Commission (minimum standards and procedure for award of Ph.D. Degree), Regulation 2008, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET for recruitment of lecturers in Universities/ Colleges/Institutions".

5. The minimum requirement of 55% shall not be insisted upon for Principals, Professors, Readers, Librarians, Deputy Librarians, Directors of Physical Education and Deputy Director of Physical Education, for the existing incumbents who are already in the university system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Lecturers, Assistant Registrars, Assistant Librarians and Assistant Directors of Physical Education. A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Lecturer may be provided to the candidates who have cleared the JRF examination conducted by the UGC/CSIR only, prior to 1989, when the minimum marks required to appear for JRF exam were 50%.

   About eight years experience of teaching and/or research provided that at least five of these years as Lecturers or in an equivalent position. 10 years of experience in field practice and professional publication based on work experience, and experience in training and / or field instruction. Experience in consultation and documentation.

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3.4.0 For the post of Principal

1. Chairperson of the Governing Board
2. One member of the Governing Board to be nominated by the Chairperson.
3. Two Vice-Chancellor's nominees, out of whom one should be an expert in the concerned subject.
4. These experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of the Professor (to be nominated by the Governing Board) out of a panel of experts approved by the Vice-Chancellor.

At least four members, including two experts, should constitute the quorum.

The process of selection should involve the following:

a) Assessment of aptitude for teaching and research.
b) Ability to communicate clearly and effectively.
c) Ability to analyse and discuss.
d) Optional: Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a class room situation/lecture, wherever possible.

3.5.1 University: Assistant Director of Physical Education and Sports/College DPEs (Lecturer Scale)

(i) Master's degree in Physical Education (two years course) or Master's degree in Sports or an equivalent degree with at least 5% of the marks or its equivalent grade of B in the UGC 7 point scale plus a consistently good academic record.
(ii) Record of having represented the University/college at the Inter University / Inter-Collegiate Competitions or the State in national championships.
(iii) Passed the physical fitness test.
(iv) Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.

3.5.2 University: Assistant DPEs/College DPEs (Senior-scale)

(i) Should have completed six years of service as University Assistant DPEs/College DPEs with a benefit of two years for Ph.D and one year for M.Phil. Degree holders.
(ii) Passed the physical fitness test
(iii) Consistently good appraisal reports.
(iv) Should have attended at least one orientation and one refresher course of about three to four weeks duration each

with proper and well-defined evaluation procedure (exemption from one refresher course is granted to Ph.D degree holders)

3.5.3 University: Assistant DPEs/College DPEs (Selection-grade)

(i) Completed five years of service as University DPEs/College DPEs in the senior-scale.
(ii) Has attended at least two refresher courses of about three-four weeks duration with proper and well defined evaluation procedure after placement in the scale of Rs. 3000-5000.
(iii) Shown evidence of having produced good teams/athletes and of having organised and conducted coaching camps of at least two weeks duration.
(iv) Passed the physical fitness test.
(v) Consistently good appraisal reports.

3.5.4 University Deputy DPEs/College DPEs (Reader's Scale)

(i) Ph.D in Physical Education. Candidates from outside the University system, in addition, shall also possess at least 55% of the marks or an equivalent grade of B in the UGC 7 point scale at the Master's Degree level.
(ii) Five years experience as University Assistant DPEs/College DPEs with a benefit of two years and one more year for Ph.D and M.Phil Degree holders.
(iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
(iv) Evidence of having produced good performance teams/athletes for competition like State/National/inter-university/combined university, etc.
(v) Passed the physical fitness test
(vi) Consistently good appraisal reports.

3.5.5 University DPEs

(i) Ph.D in physical education
(ii) Experience of at least ten years as University Deputy DPE or fifteen years as University Assistant DPEs/College DPE (Selection Grade).
(iii) Participation in at least two national / international seminars / conferences.
(iv) Consistently good appraisal reports
(v) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
(vi) Evidence of having produced good performance teams / athletes for competitions like State / national / inter-university / combined university, etc.

3.6.0 Minimum Qualifications for direct recruitment to the post of Librarian, Dy. Librarian and Asst. Librarian.

3.6.1 Librarian (University)

i. Master's degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record
ii. At least thirteen years as a Deputy Librarian in a University library or Eighteen years experience as a College Librarian.
iii. Evidence of innovative library service and organization of published work.

Desirable:

M.Phil/Ph.D. Degree in library science / information science / documentation / archives and manuscript – keeping.

3.6.2 Deputy Librarian

i. Master's degree in library science / information science / documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
ii. Five years experience as an Assistant University Librarian / College Librarian
iii. Evidence of innovative library service, published work and professional commitment, computerisation of library;

Desirable

M.Phil/Ph.D degree in library science / information science/documentation / archives and Manuscript-keeping, computerisation of library.

3.6.3 For the posts of Assistant University Librarian / College Librarian / Documentation Officer.

Minimum Qualifications

(i) Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC.

(ii) Master's degree in library science/ information science / documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record, computerisation of library.

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**3.7.0 Emoluments and Terms and Conditions of Service of Directors** (Ordinance made under Statutes 3(1), (2) & (3) of Statutes of the University)

The University shall have the following Directors.

*Directors Statute 3(1) (2) (3)*

(1) (i) Director of Studies Educational Innovation and Rural Reconstruction

(ii) Director of Culture and Cultural Relations

(iii) Director of Physical Education Sports, National Service and Students Welfare.

*Qualification*

(2) A Director shall be an eminent scholar with published work of high quality actively engaged in research. Ten years experience in the cadre of Professor with a Ph.D. degree and experience of having guided research at Doctoral level.
The appointee must have a minimum period of 3 years of service after appointment.

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*Emoluments*

(3) The post of Director will be in the Pay Scale of Rs. 18,400-500-22,400 plus usual allowances as per the UGC norms.

*Terms and Conditions*

(4) The appointment to the post of Director will be made on contract basis for a period of 5 years on the recommendations of the Selection Committee as provided in the Act. The constitution of Selection Committee is as under:

(i) Vice-Chancellor (Chairman)

(ii) A nominee of Visitor

(iii) One external member of the Executive Council to be nominated by it

(iv) Three experts.

(5) The incumbent shall be eligible for reappointment.

Provided that he/she shall retire from the services of the University on the day he/she completes the age of 65 years.

*Leave and other benefits*

(6) If a University teaching staff is appointed as Director he/she shall continue to be governed by the general leave rules and Retiral benefits of the University.

(7) In case, any person is appointed to the post of Director from outside, he/she shall for the purpose of Leave and other Retrial benefits,

shall be governed by the leave and retirement benefits as applicable to staff on contract basis.

(8) He shall be a whole time officer. He shall perform the duties and functions as mentioned in the relevant Statutes subject to the general supervision of the Academic Council. The Director shall have such powers and perform such functions in his field as may be assigned to him by the Academic Council and the Vice-Chancellor.

(9) In the absence of the Vice-Chancellor, senior-most Director shall carry out the duties of the Vice-Chancellor.

Note: This ordinance would be applicable to all the three Directors

**3.8.0 Emoluments and Conditions of service of Dean, College Development Council**

[ Section 27 (1) (p) of the Act ]

(1) The Dean shall be a whole-time salaried officer of the University.

(2) The educational qualification and other requirements for the post of Dean shall be as follows:

Essential:

(i) An eminent scholar or educational Administrator with published work of high order.

(ii) About 10 years of experience in teaching and / or research with a Ph.D. Degree

Desirable

At least five years of Administrative experience in Professor's cadre in University system with a good track record.

(3) The Dean shall have the Scale of pay of Rs.37400-67000 + AGP Rs.10000 plus usual allowances as per the UGC norms.

(4) The appointment to the post of Dean shall be on tenure basis initially for a period of 3 years extendable upto 6 years including reappointment subject to the age limit of 65 years. The constitution of the Selection Committee shall be as per UGC norms.

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(5) The Dean shall:

(a) be responsible for the general supervision and monitoring of the affiliated colleges / institutions and coordinate in that regard.

(b) be responsible for ensuring compliance of relevant provisions of the Act, Statues and Ordinances of the university and implement university policy in affiliation matters.

(c) make periodical visits and conduct inspection of the colleges for ensuring maintenance of standards of university education and proper development of the colleges.

(d) review and report on the functioning of the colleges.

(e) ensure compliance of various affiliation conditions and fulfillment of requirements.

(f) advise the university on all matters relating to development of academic and physical facilities, student amenities etc.

(g) be in contact with the colleges and advise in their functional / development activities.

(h) maintain regular statistics and updated profile of the colleges.

(i) the Dean will exercise such other powers and perform such other functions and duties as may be prescribed by the Ordinances or assigned by the Executive Council or by the Vice-Chancellor or as may be incidental or conducive to the discharge of the above responsibilities.

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ANNEXURE - III

**(A) LEAVE ADMISSIBLE TO PERMANENT TEACHERS:**

(a) The following kinds of leave would be admissible to permanent teachers –

i) Leave treated as duty, viz;
Casual leave;
Special casual leave; and
Duty leave

ii) Leave earned by duty, viz;
Earned leave;
Half pay leave; and
Commuted leave

iii) Leave not earned by duty, viz;
Extraordinary leave; and
Leave not due

iv) Leave not debited to leave account –
(a) Leave for academic pursuits, viz;
Study leave; and
Sabbatical leave / Academic leave
(b) Leave on grounds of health, viz;
Maternity leave
Special Disability leave
Quarantine leave

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The Executive Council may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

2. Casual leave

(i) Total casual leave granted to a teacher shall not exceed eight days in an academic year.

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

3. Special casual leave

(i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher.

(ii) To conduct examination of a University / Public Service Commission / Board of Examination of other similar bodies / institution; and

(iii) To inspect academic institutions attached to a statutory board, etc.

NOTE:

(i) In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

(ii) In addition, special casual leave to the extent mentioned below may also be granted;

(a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and

(b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.

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

4. Duty Leave

(i) Duty leave may be granted for:

(a) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;

(b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university and accepted by the Vice-Chancellor;

(c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;

(d) Participating in a delegation or working on a Committee appointed by the government of India, State Government, the University Grants Commission, a sister University or any other academic body, and

(e) For performing any other duty for the University.

(ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;

(iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and

(iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

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5. Earned leave

i. Earned leave admissible to a teacher shall be

a) 1/30th of actual service including vacation; plus
b) 1/3rd of the period, if any, during which he /she is required to perform duty, during vacation.

NOTE: For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

ii. Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days. Earned leave exceeding 120 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note-1: When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note-2: In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

(iii) (a) where a teacher retires on attaining the normal age prescribed for retirement, he will be paid cash equivalent of leave salary for E.L. if any at the credit of the teacher on the date of his retirement subject to the maximum of 240 days.

(b) The cash equivalent under Clause (a) shall be calculated as follows and shall be payable in one lumpsum as a one time settlement. No house rent allowance or city compensatory allowance shall be payable.

$$\text{Cash Equivalent} = \frac{\text{Pay admissible on the date of retirement plus Dearness Allowance}}{30} \times \text{No. of days of Unutilized E.L. at credit on the date of retirement subject to a maximum of 240 days.}$$

6. Half-pay Leave

i. The half-pay leave account of every faculty member shall be credited with half pay-leave in advance, in two instalments of ten days each on the first day of January and July of every calendar year.

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

b. The credit for the half year in which a faculty member is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month upto the date of retirement or resignation.

c. When a faculty member is removed or dismissed from service or dies while in service credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month upto the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.

d. Where a period of absence or suspension of a faculty member has been treated as 'dies non' in a half year, the credit to be afforded to his half pay leave at the commencement of next half year, shall be reduced by one eighteen of the period of 'dies-non' subject to a maximum of ten days.

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

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

Provided that in the case of faculty member not a permanent employee or Quasi permanent employee, no half-pay leave shall be granted unless the authority competent to grant leave has reasons to believe that the faculty member will return to duty on its expiry except in the case of faculty member who has been declared completely and permanently incapacitated for further service by a medical authority.

NOTE:

A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

7. Commuted Leave

Commuted Leave, not exceeding half the amount of the half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

(i) Commuted leave during the entire service shall be limited to a maximum of 240 days;

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

(iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

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

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

8. Extra-ordinary leave

(i) A permanent teacher may be granted extraordinary leave when:

(a) No other leave is admissible; or

(b) No other leave is admissible and the teacher applied in writing for the grant of extraordinary leave.

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

(ii) The Executive Council may grant on the request from the institution concerned and on application of the teacher, extraordinary leave to hold an appointment or a fellowship under a Government, a University, a Research Institute or other similar important institution, if in the opinion of Executive Council, such leave does not prejudice the interest of the University. This leave can be allowed only to a teacher who has been confirmed in the post held by him and has served the University for a period of at least two years. The application for such leave shall be sent through the Dean of School concerned and the later shall give his recommendations taken into account the strength of teaching staff of the particular subject. Except in very special cases at no time more than 20% of the strength of teachers on rolls of a Centre shall be allowed to be absent from the Centre on extraordinary leave, study leave and / or sabbatical leave. However the relaxation may be given at the discretion of the Vice-Chancellor on the merits of the case. In case of his failure to return to duty immediately at the

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

(iii) The Executive Council may also grant, at its discretion, extraordinary leave to a permanent teacher who has been selected for a teaching or research assignment in a University, a Research institute or other similar important institution provided he has served the University for a period of at least two years and the application had been sent through and forwarded by the University. The leave in such cases shall not exceed a maximum period of two years. In the case of faculty members who are appointed/elected/nominated as Vice-Chancellor/Director/Member of Legislative Assembly/Member of Parliament, etc, where the tenure is for five years, the EOL can be granted upto 5 years. This benefit will be extended only once in the entire service of the faculty. Notwithstanding any other leave which may be due to a teacher, the entire period for which the teacher holds the appointment outside the University shall be without pay. The period so spent shall count for seniority. The period shall count for pensionary / Contributory Provident Fund benefits provided the leave-salary, pensionary contributory provident fund contributions are paid by the teacher or the foreign employer. If the teacher does not resume his duties in the University at the end of the period of extra-ordinary leave granted to him, he shall be treated as having resigned the post held by him in the University.

(iv) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall count for increment in the following cases.

(a) Leave taken on the basis of medical certificates

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

(c) Leave taken for pursuing higher studies; and

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

(v) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave)shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

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

9. Leave Not Due

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

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

(iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided further that the Executive Council may, in any other exceptional case, waive for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

10. Study Leave

(i) Study leave may be granted after a minimum of 3 years continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education. The paid period of study leave should be for a maximum period of 3 years at a time, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive / Syndicate may, in the special circumstances of a case, waive the condition of five years service being continuous.
Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned, provided, (a) the person is a teacher on the date of the application and (b) there is no break in service.

(ii) Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the department and Academic advisers committee. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.

(iii) A teacher who has availed himself/ herself of study leave, would not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.

(iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.

(v) No teacher who has been granted study leave be permitted to alter substantially the course of study or the program of research without the permission of the Executive Council/Syndicate. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.

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(vi) (a) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay upto two years extendable by one year at the discretion of the University.

(vii) The amount of Scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship / fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

(viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

(ix) A teacher granted study leave shall on his/her return and rejoining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

(x) Study leave shall count as service for pension / contributory provident fund, provided the teacher joins the University on the expiry of his/her study leave.

(xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 6 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(xii) A teacher availing himself / herself of study leave shall undertake that he /she shall serve the University for a continuous period of at least three years to be calculated from the date of his / her resuming duty after expiry of the study leave.

(xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond (as in annexure – VI) in favor of the University, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xii) and (xiv) below and give security of immovable property to the satisfaction of the Finance Officer / Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with sub-clause (xiv) above.

(xiv) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. These reports shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

11. Sabbatical Leave/Academic Leave

(i) Permanent, whole-time teachers of the University who have completed seven years of service as Lecturer (Selection Grade)/Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuits solely for the object of increasing their proficiency and usefulness to the University and high education system. This leave shall not be granted to a teacher who has less then one year of service in the University to retire.

(ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

(iii) A teacher who has availed himself of study leave shall be eligible for sabbatical leave only after expiry of 5 years.

(iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

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

(vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the University on the expiry of his/her leave.

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NOTE I: The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.

NOTE II: On return from leave, the teacher shall report to the University the nature of studies, search or other work undertaken during the period of leave.

12. Maternity Leave

(i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

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

13. Paternity Leave

Paternity Leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the same is limited is upto two children.

14. Adoption Leave

Adoption Leave may be provided as per the rules of the Central Government.

15. Special Disability Leave

(a) Special Disability Leave for injury intentionally inflicted-

(i) Special Disability Leave may be granted to a teacher who is disabled by injury intentionally inflicted or caused in, or in consequence of the due performance of his official duties or in consequence of his official position.

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

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

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

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

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

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

(vii) Leave salary during such leave shall-

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

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

(b) Special Disability Leave for accidental injury -

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

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The grant of special disability leave in such cases shall be subject to the further conditions.

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

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

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

16. Vacation

i) Vacation may be taken in combination with any kind of leave except casual and special casual leave provided that vacation shall not be both prefixed and suffixed to leave.

ii) Except in special circumstances vacation and earned leave taken together shall not extend beyond one semester.

iii) When a vacation falls between periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.

iv) For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher will however, be entitled only to half of such pay if he/she has given notice of resignation and the period of such expires during vacation or within one month from the last day thereof.

**(B) TEACHERS RE-EMPLOYED AFTER RETIREMENT**

17. In the case of a teacher re-employed after retirement the provisions of these ordinances shall apply as if he/she had entered service for the first time on the date of his/her re-employment. Re-employed pensioners who are treated as new entrants in the matter of leave may also be granted leave under sub-clause 11 of the clause 21 below, subject to the condition that they will not be entitled to draw their pensions during the terminal leave if the pension was held in abeyance during the period of re-employment.

**(C) TEMPORARY TEACHERS**

18. Temporary teachers shall be governed by the provisions of part (A) of these Ordinances subject to the following conditions and exceptions.

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1) Earned Leave:

a) A temporary teacher shall be entitled to earned leave as a permanent teacher as follows:

i) 1/30th of the period of actual service including vacation plus;

ii) 1/3rd of the period, if any, during which he is required to perform duty during vacation.

2) Half Pay Leave:

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

3) Commuted Leave:

Temporary teachers shall not be entitled to commute any portion of the half pay leave.

4) Extraordinary Leave:

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

(a) Three months at a time;

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

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

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

(ii) When a temporary teacher fails to resume duty the expiry of the maximum period of extraordinary leave granted to him/her or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extraordinary leave granted exceeds the limit upto which he/she could have been granted such leave under (i) above, he/she shall unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his/her appointment and shall accordingly cease to be in the University employment.

5) Leave not due, study leave and sabbatical leave:

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

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6) Vacation:

i) A teacher who is appointed as a temporary measure shall be entitled to pay for the following summer vacation only if he joined duty within two months of the beginning of the academic year and has worked continuously and satisfactorily from the date of joining upto the last working day of the session.

ii) In other cases, the vacation salary may be paid to the teacher, if the temporary appointment continues for a part or whole of the next academic year and the teacher joins on the opening day and has also served on the last working day before the vacation.

**(D) TEACHERS APPOINTED ON CONTRACT**

19. Teachers appointed on contract will be granted leave in accordance with the terms of the contract.

**(E) HONORARY AND PART – TIME TEACHERS**

20. Honorary and part-time teachers of the University shall be entitled to leave on the same terms as are applicable to whole-time temporary teachers of the University.

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**(F) GENERAL**

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

21. (1) Leave how earned:- Leave is earned by duty only. The period spent in foreign service counts as duty if contribution towards leave salary is paid for such period.

(2) Right to leave:-

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

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

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

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

(b) Where a teacher does not resume duty after remaining on leave for a continuous period of five years or where a teacher after the expiry of his leave remains absent from duty otherwise than on foreign service or on account of suspension, for any period which together with the period of leave

granted to him/her exceeds five years, he/she shall unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, be removed from service after following the prescribed procedure.

(4) Application for leave:- Leave should always be applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.

Note: Faculty member should not leave station till the order sanctioning leave has been issued.

(5) Commencement and termination of leave:-

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

(b) Sundays and other recognized holidays may be prefixed and/or suffixed to leave with the permission of the authority competent to sanction the leave. Vacation may be combined with leave subject to the provisions of Ordinances 5 and 8.

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

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

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

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

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

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

(8) Rejoining duty on return from leave on medical grounds:-
No teacher who has been granted leave (other than casual leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.

(9) Employment during leave:-

A teacher on leave shall not, without the written permission of the University, engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached; but this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission,Board of Education or similar Bodies / Institutions or to any literary work of publication or radio or extension lectures or with the permission of the Vice-Chancellor, or any other academic work. The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such restrictions as the Executive Council may prescribe.

(10) Absence without leave or overstayal of leave:-

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

(11) Leave to a teacher whose services are no longer needed:

(i) If a teacher resigns his/her post, he/she may not normally be granted either prior or subsequent to his resignation any leave. In cases, however, where the resignations for reasons of health or for other reasons beyond his control, earned leave at his/her credit, but not exceeding 120 days, may be granted to him at the discretion of the Vice-Chancellor. In other cases of resignation half the amount of earned leave at his/her credit but not exceeding 60 days may be allowed at the discretion of the Vice-Chancellor.

(ii) In cases, in which a prescribed period of notice is required to be given, the leave will be so granted as to cover as far as possible the period of notice required to be given.

(iii) No terminal leave shall, however, be admissible in a case of dismissal or removal from service.

(iv) Leave at the credit of teachers who die in harness:- In case a teacher dies in harness, the cash equivalent of the leave salary that the deceased teacher would have got, had he gone on earned leave, but for death, due and admissible on the date immediately following the date of death subject to a maximum of leave salary for 180 days shall be paid to his/her family. Further such cash equivalent shall not be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.

Note 1: The above provision is applicable in case of re-employed pensioners also. However, in their case no deduction on account of pension equivalent of DCR gratuity need be made from the cash equivalent in respect of the leave earned during re-employment which has to be calculated on the basis of pay drawn by him during the period of re-employment which has to be calculated on the basis of pay drawn by him/her during the period of re-employment (exclusive of pension and pension equivalent or other retirement benefits).

Note 2: In the case of teachers governed by the contributory provident fund rules no deduction need be made out to cash equivalent of leave salary on account of University contribution of C.P. Fund.

(12) Conversion of one kind of leave to another:-

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

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

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(13) Increment during leave:-

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

(14) Leave year:- for the purpose of these ordinances, unless otherwise specified the terms 'year' shall mean an academic year running from the commencement of the academic session to the end of the academic session.

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

22. The authorities specified in column (2) of the table below, are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the Executive Council. Before sanctioning the leave, the sanctioning authority shall ensure that leave asked for is admissible and is at the credit of the teacher concerned.

ANNEXURE - III

| KIND OF LEAVE | SANCTIONING AUTHORITY | EXTENT OF POWER |
|---|---|---|
| **1. Casual/Special Casual Leave to** | | |
| a. Deans of Schools | Vice-Chancellor | Full |
| b. Head of Centres / Departments | Deans of Schools<br><br>Vice-Chancellor | 4 days per semester<br><br>More than 4 days per semester |
| c. Other Teachers | Heads<br><br>Deans | 4 days per semester<br><br>Full |

| **2. Duty Leave to** | | |
|---|---|---|
| a. Deans of Schools | Vice-Chancellor | Full |
| b. Other Teachers | Dean with a copy to Vice-Chancellor<br><br>Vice-Chancellor | Upto 5 days per academic year<br><br>Full |

| **3. Earned Leave/Half pay Leave/Commuted Leave and Maternity Leave to** | | |
|---|---|---|
| a. Deans of Schools | Vice-Chancellor | Full |
| b. Heads of the Departments/Centres | Deans<br><br>Vice-Chancellor | Upto 10 days<br><br>Full |
| c. Other Teachers | Heads<br><br>Deans<br><br>Vice-Chancellor | Upto 5 days<br><br>Upto 10 days<br><br>Full |

| **4. Extra-Ordinary Leave** | | |
|---|---|---|
| a. Deans of Schools | Vice-Chancellor | Upto 90 days |
| b. Other Teachers | Vice-Chancellor<br><br>Executive Council | Upto 90 days<br><br>Above 90 days |

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***(iii) Leave Salary:***

23. (1) A teacher granted casual leave or special casual leave is not treated as absent from duty and his pay not intermitted. During duty leave, study leave and sabbatical leave, a teacher will draw under the provisions of Ordinance 4, 10 and 11 respectively.

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

(3) A teacher on commuted leave is entitled to leave salary equal to the amount admissible under sub-clause 23(1).

(4) A teacher on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-clause 23(1).

(5) A teacher on extraordinary leave shall not be entitled to any leave salary.

(6) A teacher on special disability leave is entitled to leave salary as admissible under Ordinance 15.

(7) A teacher on maternity leave and quarantine leave is entitled to draw pay at the time of proceeding on leave.

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

(9) When such teacher is re-employed during such leave, the leave salary shall be restricted to the amount of leave salary admissible while on half pay leave and further reduced by the amount of pension and pension equivalent of their retirement benefits.

Provided that it shall be open to the University teacher not to avail himself/herself of the above but to avail of full pension.

(10) If during such re-employment he/she is granted leave earned by him/her during period of re-employment, the leave salary shall be based on the pay drawn by him/her exclusive of the pension and pension equivalent of other retirement benefits.

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

24. The Vice-Chancellor may make rules under these provisions prescribing the procedure to be followed in:-

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

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

(iii) the payment of leave salary;

(iv) the maintenance of records of service; and

(v) the maintenance of leave accounts.

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ANNEXURE IV

FORM OF WRITTEN CONTRACT

Memorandum of Agreement made this the ……day of …….. Two thousand ……and …….between Dr./Shri/Smt/Miss ……. (hereinafter called the 'Teacher') of the first part and the Pondicherry University being a body corporate constituted under Pondicherry University Act, 1985 (No. 53 of 1985) (hereinafter called the University) of the second part. It is hereby agreed as follows:

1 That the University hereby appoints Dr./Shri/Smt/Miss …… ….. to be a member of teaching staff in the Department of …… …… of the University with effect from the date the said Dr./Shri/Smt/Miss…… ……. takes charge of the duties of his/her post and the said Dr./Shri/Smt/Miss …….hereby accepts the engagement and undertakes to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the said Act, the Statutes and Ordinances framed thereunder, for the time being in force, whether the same relate to organization of instruction or teaching, or research 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.

(a) The teacher shall be on probation for a period of 12 months which may be extended by a further period of 12 months. The total period of probation shall in no case exceed twenty four months.

(b) The case of each teacher shall be placed before the Executive Council for confirmation at least 40 days prior to the date on which his/her probation period would end and the teacher shall be informed of the decision of the Executive Council not later than 30 days prior to the expiration of the period of probation.

(c) If the University is satisfied with the suitability of the teacher for confirmation he/she shall be confirmed in the post to which he/she was appointed at the end of the period of his/her probation.

(d) Where a teacher appointed on probation is found, during the period of probation, not suitable for holding that post or has not completed the period of probation whether extended or not, satisfactorily, the Executive Council may (i) if the appointment is by promotion, revert the incumbent to previous post held by him; and (ii) if the appointment is by direct recruitment, terminate the teacher's services under the University without notice.

3 That the said Dr./Shri/Smt/Miss ……shall be a whole-time teacher of the University 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 the age of sixty two years.

4 That the University shall pay Dr./Shri/Smt/Miss …….. during the continuance of his/her engagement hereunder as remuneration for his/her service a salary of Rs……. per mensem, raising by annual increment of Rs……. to a maximum salary of Rs. …….. per mensem.

Provided that whenever there is any change in the nature of the appointment or the emoluments of the teacher, particulars of the change shall be recorded in the Schedule annexed hereto, under the signature of both the 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/her written representation.

5 That the said teacher agrees to be bound by the Statutes, Ordinances, Regulations and Rules for the time being in force in the University, provided that no change in the terms and conditions of service of the teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave, leave salary and removal from service so as to adversely affect him/her.

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6 That the teacher shall devote his/her whole time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly in any trade or business whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached but this prohibition shall not apply to work undertaken in connection with the examination of Universities or learned bodies or Public Service Commission, or to any literary work or publication or radio talk or extension lectures, or, with the permission of the Vice-Chancellor, to any other academic work.

7 It is further agreed that this engagement shall not be liable to be determined by the University except on the grounds specified and in accordance with the procedure laid down in Clauses (1), (2), (3), (4), (5) and (6) of Statute 26 (reproduced below):

(1) Where there is an allegation of misconduct against a teacher or a member of the academic staff, the Vice-Chancellor may, if he thinks fit by order in writing, place the teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:

Provided that the Executive Council may, if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher or the member of the academic staff, revoke that order.

(2) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive Council shall be entitled to remove a teacher or a member of the academic staff on the ground of misconduct.

(3) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher or a member of the academic staff except for good cause and after giving three months notice in writing or on payment of three months salary in lieu of notice.

(4) No teacher or a member of the academic staff shall be removed under clause (2) or under clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(5) The removal of a teacher or a member of the academic staff shall require a two-thirds majority of the members of the Executive Council present and voting.

(6) The removal of a teacher or a member of the academic staff shall take effect from the date on which the order of removal is made:

(7) Provided that where a teacher or a member of the academic staff is under suspension at the time of removal, the removal shall take effect on the date on which he was placed under suspension.

(8) Any dispute arising out of this contract shall be settled in accordance with the provisions of Clause (2), Section 31 (reproduced below):

"Any dispute arising out of a contract between the University and any employee shall, at the request of the employee, be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the employee concerned and an umpire appointed by the Visitor. The decision of the Tribunal shall be final, and no suit shall lie in any civil court in respect of the matters decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the Arbitration Act 1940".

(9) The teacher may, at any time, terminate his/her engagement by giving the Executive Council three months' notice in writing, provided that the Executive Council may waive the requirement of notice at its discretion.

(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.

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In witness whereof the parties hereto affix to their hands and seal.

Signature:

Designation:

In the presence of

1. Signature
Designation

2. Signature
Designation

Signed and sealed on behalf of the University under the authority of the Executive Council by

Signature

Designation

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In the presence of

1. Signature
Designation

2. Signature
Designation

SCHEDULE

Name of teacher in full ……..

Address ……..

Designation …….

Salary Rs. ……..

Note: The changes in grade, salary or designation should be briefly described.

| Change of designation | Date of approval of E.C. | Date from which change takes effect | Signature of teacher | Signature of Officer of the University |
|---|---|---|---|---|

ANNEXURE – V

**Form of contract for short-term appointment of Teachers**

Memorandum of Agreement made this the …… day of ……. two thousand and ……between ……(hereinafter called the 'Teacher') of the first part, and the Pondicherry University being a body corporate constituted under the Pondicherry University Act, 1985 (No. 53 of 1985) (hereinafter called the 'University') of the second part.

It is hereby agreed as follows:

1. That the University hereby appoints …… to be a member of the teaching staff of the University with effect from the ……and the said ……hereby accepts the engagement and undertakes to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the said Act, Statutes and Ordinances framed thereunder, for the time being in force, whether the same relate to organization of instruction, or teaching or research 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 said …… shall be a whole time teacher of the University and unless the contract is terminated by the Executive Council or by the teacher before the expiry of the term of his appointment for which he is appointed or is terminated as hereinafter provided, shall continue in the service of the University for the period of his appointment as aforesaid.

3. That the University shall pay ……during the continuance of his/her services a salary of Rs…….. plus usual allowances per mensem, raising by annual increments of Rs…… to a maximum salary of Rs. ……..per mensem:

Provided 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/her written representation.

4. That the said teacher agrees to be bound by the Statutes, Ordinances, Regulations and Rules for the time being in force in the University, provided that no change in the terms and conditions of service of teacher shall be made after his/her appointment in regard to designation, scale of pay, increment and provident fund so as to adversely affect him/her.

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5. That the teacher shall devote his/her whole time to the service of the University and shall not, without the written permission of the University, engage directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached but this prohibition shall not apply to work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions, or to any literary work or publication or radio talk or extension lectures, or, with the permission of the Vice-Chancellor, to any other academic work.

6. It is further agreed that his/her engagement shall not be liable to be determined before the expiry of the aforesaid period of appointment by the University except on the grounds specified and in accordance with the procedure laid down in Clauses (1), (2), (3), (4), (5) and (6) of Statute 26 (reproduced below):

(1) Where there is an allegation of misconduct against a teacher or a member of the academic staff, the Vice-Chancellor may, if he thinks fit, by order in writing, place the teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:

Provided that the Executive Council may if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher or a member of the academic staff, revoke such order.

(2) Notwithstanding anything contained in the terms of his/her contract of service or of his appointment, the Executive Council shall be entitled to remove a teacher or a member of the academic staff on the ground of misconduct.

(3) Save of aforesaid, the Executive Council shall not be entitled to remove a teacher or a member of the academic staff except for good cause and after giving three months' notice in writing or on payment of three months' salary in *lieu* of notice.

(4) No teacher or a member of the academic staff shall be removed under clause (2) or under clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(5) The removal of a teacher or a member of the academic staff shall require a two third majority of the members of the Executive Council present and voting.

(6) The removal of a teacher or a member of the academic staff shall take effect from the date on which the order of removal is made:

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Provided that where a teacher or a member of the academic staff is under suspension at the time of his removal, the removal shall take effect from the date on which he was placed under suspension.

7. Any dispute arising out of this contract shall be settled in accordance with the provisions of Clause (2), Section 31 (reproduced below):

"Any dispute arising out of a contract between the University and any employee shall, at the request the employee, be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the employee concerned and an umpire appointed by the Visitor. The decision of the Tribunal shall be final, and no suit shall lie in any civil court in respect of the matters decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the Arbitration Act, 1940."

8. The teacher may, at any time, terminate his/her engagement by giving the Executive Council three months' notice in writing, provided that the Executive Council may waive the requirement of notice at its discretion.

9. On the termination of this engagement, from whatever cause, the teacher shall deliver upto the University all books, apparatus, records and such other articles belonging to the university as may be due from him/her.

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In Witness whereof the parties hereto affix their hands and seal.

Signature :

Designation :

In the presence of

1. Signature
Designation

2. Signature
Designation

Signed and sealed on behalf of the University under the authority of the Executive Council by

Signature
Designation

Signature
Designation

In the presence of

1. Signature
Designation

2. Signature
Designation

ANNEXURE VI

**Bond to be executed by the faculty members when granted study leave**

This agreement made on this day of two thousand and between the Pondicherry University being a body corporate constituted under the Pondicherry University Act, 1985 (No. 53 of 1985) (hereinafter called the 'University' of the one part) and

(i)

resident of

(hereinafter called the 'Obliger' of the Second part):

and

(ii)

resident of ; and

(iii)

resident of

[hereinafter called (ii) and (iii) jointly the sureties of the third part]:

Whereas the Obliger is employed in the Pondicherry University in the _____

And whereas the Obliger has applied for study leave for the following purpose:

And whereas the University has agreed to grant study leave on the condition that after the completion of studies, the obliger will rejoin the University and serve the University for a minimum period of_____years. The Obliger has agreed to this condition and the sureties have also assured the University that the Obliger will perform these obligations faithfully.

1. That the obliger undertakes that after completion of studies as aforesaid, shall rejoin the University and shall serve under the University for a minimum period of_____years.

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

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

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

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

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

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

In witness whereof the parties have set their hands hereto in presence of witness:

| | | |
|---|---|---|
| Witness | No. 1 Signature | Signature |
| | ---------- | ---------- |
| | (Name ) | Obliger |
| | No.2, Signature | |
| | ---------- | |
| | (Name ) | |
| Witness | No. 1 Signature | Signature |
| | ---------- | ---------- |
| | (Name ) | (Surety No: 1) |
| | No.2, Signature | |
| | ---------- | |
| | (Name ) | |
| Witness | No. 1 Signature | Signature |
| | ---------- | ---------- |
| | (Name ) | (Surety No: 2) |
| | No.2, Signature | |
| | ---------- | |
| | (Name ) | |
| Witness | No. 1 Signature | Officer of the University |
| | ---------- | |
| | (Name ) | |
| | No.2, Signature | |
| | ---------- | |
| | (Name ) | |

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CHAPTER - XXI

## PROCEDURE FOR ESTABLISHING ADDITIONAL CAMPUSES, SPECIAL CENTRES, SPECIALISED LABORATORIES OR OTHER UNITS FOR RESEARCH AND INSTRUCTION

[ Sections 5(13) and 27(k) ]

1. The University shall establish such campuses, special centres, specialized laboratories or other units for research and instructions from time to time as and when in the opinion of the University, necessary for the furtherance of its objects.

2. The decision regarding the establishment of such campuses, centres, etc. enumerates in para (1) above shall be taken by the Executive Council in consultation with the Academic Council.

3. Necessary regulations shall be framed prior to the establishment of such campuses, centres etc.

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CHAPTER - XXII

## ESTABLISHMENT OF INTER UNIVERSITY COLLABORATION AND RESEARCH CELL AND GUIDELINES FOR ESTABLISHING MEMORANDUM OF UNDERSTANDING BETWEEN THE UNIVERSITY AND OTHER INSTITUTION OF REPUTE.

[Section 27( l )]

Purpose:

Pondicherry University is one of the Central Universities established during 1985 by an Act of Parliament. The University presently offers a large number of courses leading to award of Under Graduate Degrees, Five year Integrated Masters, Two year Master Degrees and Research Degrees. The growing number of human resource, intellectual faculties and research teams of the University and other respected Institutions in India and Abroad frequently lead into the establishment of MoUs, and linkages. In order to strengthen the collaborative activities of the University and the respective partner Institutions, Pondicherry University intends to establish a separate Cell named as "Inter-University Collaboration and Research Cell" (IUCRC) to provide guidelines and avenues to the stakeholders for an effective implementation of the proposed schemes. This Cell is a nodal body for all departments of the University and partner Institutions to propose schemes of study programmes, research linkage and all of types of Cultural exchanges.

Title : This Cell is named as "Inter-University Collaboration and Research Cell" and is one of the constituent bodies of Pondicherry University.

Objectives of the Cell:

The Cell shall have the following major objectives:

1. To popularize the academic and research activities of Pondicherry University to other Institutions of repute, every year, through its Newsletter, Brochures, exhibitions and official demos.
2. To identify the collaborating Institutions and invite them for arranging Linkages with the departments of the University, for specified purposes.
3. To organize signing of MoUs with mutually agreeable terms and conditions.
4. To arrange to nominate the respective faculty-in-charge of each collaborative activity and monitor the progress.
5. To organize Joint Programmes on Campus and other Institutions on selected Academic areas and conduct frontier lectures, dual degree programmes and twinning programmes as per regulations and to offer Study India programmes.

6. To maintain Linkages with industries and other Human Resource Development (HRD) agencies, Government departments and overseas agencies for implementing new schemes and obtaining sponsorships, scholarships, Research Fellowships and Cultural Exchange facilities

Academic Exchange Advisory Committee (AEAC):

This Committee is an advisory body to propose action plans, implement MoU based activities and explore new avenues of Collaboration.

The Cell shall have the following members under the name of Academic Exchange Advisory Committee:

| | |
|---|---|
| 1. Vice Chancellor | -Chairman |
| 2. Director (SEI&RR) | -Member |
| 3. Director (C & CR) | -Member |
| 4. Director (Physical Education, Sports, National Service, and Student Welfare) | -Member |
| 5. All Deans of Schools | -Members |
| 6. Registrar | -Member |
| 7. Dean, Students Welfare | -Member |
| 8. Dean, College Development Council | -Member |
| 9. Director, DDE | -Member |
| 10. Director, Academic Staff College | Member |
| 11. Finance Officer | -Member |
| 12. Law Officer | -Member |
| 13.Co-Ordinator-IUCRC | -as Member Convenor |

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This Committee shall meet at least twice in an year to hold ordinary meetings and extraordinary meetings to consider special cases of MoUs.

The Academic Exchange Advisory Committee (AEAC) shall have the authority to evaluate, scrutinize and recommend the proposals of institutions of repute for conducting collaborative programmes and for establishing linkages. It shall constitute sub committees to look into the progress, review of existing MoUs and renewal of expiring MoUs, in association with the Law Officer of the University.

Organization:

The IUCRC shall have the following organizational set up:

| | | |
|---|---|---|
| 1. Co-ordinator | - | IUCRC |
| 2. Assistant Registrar / SO | - | 1 |
| 3. Computer Operator | - | 1 |
| 4. Attendant / Helper | - | 1 |

Co-ordinator:

There shall be a Co-ordinator of IUCRC on fulltime basis of the University at Professor cadre redeployed from the existing faculty of the University or an industry with enough experience in arranging collaborative activities at National / International level. In case of non-availability of suitable candidates, the University may select the co-ordinator on contract basis for a period of 2 years extendable upto one more year.

Administrative Staff:

The cell shall have the minimum number of administrative staff as presented above. These staff shall be deputed from the University administration as per availability and shall be recruited on contract basis through a selection committee constituted as per University's norms.

Functions and Responsibilities:

The cell as per the recommendations of the AEAC, shall carry out all the necessary functions required to smoothly conduct the collaborative programmes not only in the University but also in the partner Institutions. The Cell shall maintain all records of the stakeholders, resource persons, students, scholars and partner Institutions and the reports of the schemes in progress. The Cell shall maintain proper co-ordination among the Institutions and ensure timely completion of the MoU related activities. The cell shall, based on the review, make arrangements to renew the MoUs. The cell shall carry out the following for effective implementation of the MoUs.

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1. Administrative Arrangements:
The centre shall follow the administrative procedures of the University in relation to all its functions by obtaining proper appropriates and sanction from the authorities.

2. Cultural Exchange :
The centre shall conduct programmes of relevance to the participating institutions and conduct meetings, participate in exhibitions in India and abroad for obtaining new collaborations and linkages.

3. Financial Arrangements :
The centre shall have a budget for its operational expenses provided from the University.

4. IPR Related Issues :
The centre shall take all necessary steps to maintain Intellectual Property Rights, Patent Rights, Copyrights and other human capital related issues in the MOUs.

5. Legal Issues for Continuative or Termination :
The centre shall take all steps to maintain the co-ordination among the stakeholders for avoiding legal complications and include such items in the MOU.

## GUIDELINES FOR THE PREPARATION OF MEMORANDUM OF UNDERSTANDING WITH OTHER UNIVERSITIES AND INSTITUTIONS

Article 1

Pondicherry University and academic institution of higher learning in India or abroad agree to broaden and deepen their mutual co-operation and pedagogical relations in the interest of contributing to the development of research/higher education in the fields of humanities, languages, science, social sciences, management or any other discipline as of mutual interest. The two institutions will endeavour to establish relationships within the areas of scholarly activities through exchanges of faculty/research scholars/students or any other personnel that both institutions deem fit.

The specific objective of the collaborative endeavour is to develop research and training programmes beneficial to both the institutions. Co-operation among others shall be for the purposes of (i) curriculum development (ii) seminars (iii) workshops (iv) training programmes (v) teaching programmes (vi) projects (vii) summer schools, and (viii) research collaboration, to effectively implement the post-graduate study programmes, doctoral and advanced research programmes.

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These are to be achieved by way of:

(a) joint research activities on a mutual and reciprocal basis,
(b) exchange of teachers,
(c) exchange of M.Phil. and Ph.D. research scholars, post-graduate students, etc., and
(d) exchange of information and publication on the successful completion of the research project(s).

Article 2

To implement the programmes mentioned above, each institution shall form an advisory committee with a co-ordinator, who shall be responsible for effective implementation of the MOU.

Article 3

Pondicherry University shall appoint a senior faculty member as the Co-ordinator not holding any other position. This person shall be appointed for a period of three years by way of rotation.

Article 4

Co-ordinators of the Programme for each MOU shall work in close co-ordination with the Collaboration Cell (PCR Cell in the Registrar's Secretariat). The Vice-Chancellor shall be the Chairman for all Co-ordination Committee of MOUs.

Article 5

The concerned Co-ordinator of every MOU should submit a periodical progress report, at-least once in a year

Article 6
The undertaking of each MOU is subject to the approval by the Academic Council and the Executive Council.

Article 7
The period of the MOU shall be for three years from the date of signing of the memorandum. On completion of the three year period, the memorandum may be renewed by mutual consent. Either institution reserves the right to terminate the agreement at that stage.

Article 8
The faculty/scholars/students/researchers and any other personnel are eligible to participate in the exchange programme under MOU.

Article 9
In case of multiple invitations available to any department, based on the decisions made in the faculty meeting, HOD shall forward, through proper channel, a priority list to the coordinator who shall, in turn, place it before the V.C. for decision as to who should be deputed.

Article 10
While entering into MOU, Pondicherry University shall follow guidelines issued by UGC/MHRD, Govt. of India from time to time.

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Article 11
Those, from abroad, who visit Pondicherry University under the MOU will be paid per diem of Rs.750/- for faculty from abroad, Rs.250/- for Indian faculty and Rs.500/- for students and research scholars from abroad by Pondicherry University and free accommodation in the University guest house/transit hostel/foreign student hostel, etc. This amount shall be reviewed from time to time as and when required.

Article 12
In addition to meeting travel expense of those going to other Universities under the MOU, Pondicherry University shall also pay the salary of the teachers(s) and other personnel in full for the duration of the visit.

Article 13
The local hospitality of the visitors from Pondicherry University shall be borne by the host University in the form of free accommodation and reasonable maintenance allowance.

Article 14
The teachers and other personnel from Pondicherry University, proposing to visit the institution mentioned in the MOU, may be given duty leave for a period up to 30 days for the visit. If the visit is made during the summer vacation of Pondicherry University, duty leave including the period spent on summer vacation may be granted for a period up to 60 days. Leave taken in excess of the summer vacation, not exceeding 30 days, shall be treated as duty leave.

Article 15
Dual doctoral degree programmes and joint supervisorship may be permitted. Such programmes shall be mentioned in the MOU.

Article 16
Any publication resulting from the visit should duly be acknowledged.

Article 17
The course of study which the exchange students have to undergo will be determined by the department to which the students will be attached/ admitted. The credits obtained by the students can be transferred to their parent University at the end of their visit.

Article 18
The host University will accommodate the students of the other university in their regular/foreign student's hostel free of charge and pay a scholarship to the exchange students to meet their maintenance and living expenditure.

Article 19
The students under exchange programme shall not pay any fees to the host University. However, they shall be given an identity card, and they will have access to all student facilities like library, recreation clubs, film clubs, and such other facilities enjoyed by regular students of the host University.

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Article 20
The exchange students must be covered by an adequate insurance premium before their arrival in the host University and the premium shall be borne by the students.

Article 21
The cost of international travel of the student will be the concern of the parent University. However, the host University will make arrangements for to and fro travel from the nearest airport to the University campus. The same shall be repeated on their return home.

Article 22
For the duration of exchange, the students shall pay their normal fees and other charges to their parent University and not to the host institutions.

Article 23
The results obtained in the course of joint research programme shall be jointly registered for patent or for commercial purposes. If one party abandons any claim or fails to give a reply within a period of 90 (ninety) days, the other party will be entitled to register under its own name.

CHAPTER - XXIII

## PROCEDURE FOR RECOGNITION OF RESEARCH INSTITUTION /CENTRE/ LABORATORY OF MAJOR INSTITUTIONS, EXISTING AFFILIATED COLLEGE FOR OFFERING DOCTORAL (PH.D) PROGRAMMES UNDER PONDICHERRY UNIVERSITY

[ Section 5 (8) of the Act ]

Research Institutions / Centre / Laboratory of Major Institutions or existing affiliated colleges proposing to offer Doctoral programme under Pondicherry University may apply in the prescribed format by 1st October of the previous academic year for which recognition of the Doctoral Programme is sought.

The institutions which are located outside the jurisdiction of the University may be recognized only if the University has signed MOU with that institution for research collaboration.

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The essential requirement for institutions proposing to offer Doctoral (Ph.D) programmes are as follows:

1. An established Centre / Institute / Lab with atleast 5 years in the field of Research can apply for recognition in the prescribed proforma.

2. The institute should have faculty scientist / researchers with qualification as prescribed in the Ph.D regulations of Pondicherry University. Such personnel intending to guide Ph.D Scholars under Pondicherry University should have their guideship duly approved by Pondicherry University

3. The Centres / Institutes / Labs should comply with all Governmental safety and security standards.

4. Facility for accommodating research scholars to do research.

5. Well equipped library for facilitating research.

6. Equipments that may be needed to facilitate research.

7. Guarantee of financial input by the management of the research institute for updating the research facilities like books journal and lab equipment etc.

8. Undertaking signed by authorized person of the management before Notary public to abide by the rules and regulation of the university for conduct of the Ph.D programmes.

In the event of non compliance of any requirement of recognition it would be left to the university alone to decide on the withdrawal of recognition or any other action as decided by the University. (In case of withdrawal of recognition, the interest of Research Scholars already registered with the University will be protected by appropriate arrangement)

9. Payment of prescribed amount towards recognition fund.

The duly complete application / proposal received from the Institutions would be scrutinized by the Committee constituted for this purpose.

The recommendations of the Committee for Inspection or otherwise shall be conveyed to the Institution.

The institution may be inspected by a Committee of experts to be nominated by the Vice-Chancellor, which will include Dean, College Development Council or his nominee as a Member / Chairman. The Institution may be required to pay Inspection fund as prescribed below:

Rs. 15,000/- + TA/DA & Honorarium for Committee members

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The observations / deficiencies if any requiring compliance by the institutions may be communicated to the institution concerned alongwith the conditions of the University for recognition and payment of recognition fund.

The recognition fund payable is as follows:

Recognition fund (initial) Ph.D upto 5 courses for 5 years : Rs 20,000/-

Fund for continuation of recognition upto 5 courses for 5 years : Rs. 20,000/-

Fund for additional course : Rs. 5,000/- per course

The validity of the recognition would be initially for five years and Institutions would be required to renew the recognition by 7th January of the academic year in which the validity of recognition expires.

The renewal request should be accompanied by the updated faculty and infrastructural details based on which Inspection would be made for further renewal of recognition for five years each time.

**Proforma – I**

**PONDICHERRY UNIVERSITY**

**PUDUCHERRY 605 014**

**Application form for recognition of Research Institution/Centre/Laboratory of Major Institution or Existing affiliated colleges for offering Doctoral (Ph.D) programme under Pondicherry University**

**1. Institution**

(a) Name and postal address of the Institution **:**

Tel: Email:

Fax: Web:

(b) Whether Govt. / Quasi Govt. / Autonomous **:**

(c) Year of establishment of the Institution. **:**

**2. Head of the Institution (Director, Dean, Principal etc.)**

(a) Designation **:**

(b) Tel: Email:

Fax: Mob:

(c) Residential address with telephone number **:**

**3. Disciplines applied for recognition** **:**

**4. Name and designation of legally authorized representative for communication (authorization letter to be enclosed), if other than Head of Institution** **:**

**5 Number of Faculty / Research officer / Scientist** **:**
(Please attach full details as per proforma given in Appendix-I)

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| | | | |
|---|---|---|---|
| **6** | **Major Thrust Areas / Divisions of Research** | **:** | |
| **7** | **Highlight of major contributions in the field for which recognition is sought.**<br>(Please write a page note and attach separately) | **:** | |
| **8** | **Infrastructure facilities available** | : | |
| (a) | Major Equipments<br>(Specify names and functional status - attach separate sheet, if required) | **:** | |
| (b) | Does the Institution have a library, if so its number of books | **:** | |
| (c) | Number of Scientific / Technical Journals subscribed (Print / Online) Please provide a list. | **:** | |
| (d) | Any other information to justify the recognition of Institution / Laboratory for Research & Ph.D work | **:** | |

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**(COLUMN 9 IS TO BE FILLED BY PRIVATE INSTITUTIONS ONLY)**

| | | | |
|---|---|---|---|
| **9** | a) Whether the institution is recognized by Central / State Government as a Teaching / Research Institute (If yes, enclose copy of order) | **:** | **Yes / No** |
| | b) Whether required permission obtained from the concerned Govt./ Dept. for Ph.D programme. (if yes, enclose copy of order). | **:** | **Yes / No** |
| | c) State whether the Institution is being managed by a Registered Trust / Society. (Please attach copies of registration and bye laws of the Trust / Society alongwith name & address of Managing Committee) | **:** | |
| | d) Funding<br>(Please give a brief write up on the source of funding and proof of financial stability of the Institution in a separate sheet. Also attach copies of audited accounts for the last three years.) | **:** | |
| | i) Details of fee proposed to be charged from the Scholars per year | **:** | |

**10** This is to certify that the information given above is factual as on date given below. Each page has been initialed by the authorized person of the Institution. Any change in the information given above at a later date shall be informed to the University immediately.

Signature

(Head of the Institution)

Office seal

Date:

Place:

**Note:** Last date for receipt of application 1st October of the academic year previous to academic year for which recognition is sought. Applications are to be addressed to the Registrar, Pondicherry University.

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**Appendix – I**
**(For Faculty / Research officer / Scientist)**

1. **Name :**
2. **Qualification :**
3. **Designation :**
4. **Specialisation :**

**Proforma – II**

**PONDICHERRY UNIVERSITY**
**PUDUCHERRY**

**FOR RECOGNITION AS A SUPERVISOR FOR PH.D PROGRAMME**
**(Separate form for each person)**

1. **Name :**

2. **Age and Date of birth**

3. **University / Institution where working at present :**

4. **Designation :**

5. **Academic Qualification**

| Level | Subject | Year of passing | Name of the Institution |
|---|---|---|---|
| Degree : | | | |
| PG : | | | |
| Ph.D. : | | | |
| Post Doctoral (if any) : | | | |

**(Supporting documents should be enclosed)**

6. **Field of Specialisation :**

7. **Teaching experience :**
   **(Attach full details separately)**

8. **Research experience :**

   **a) No. of candidates awarded M.Phil / Ph.D, (under your guidance)**

| | No. of candidates | Year | Field / Subject |
|---|---|---|---|
| i. M.Phil | | | |
| ii. Ph.D | | | |

9. **Research publications :**

| Title | Name of the Journal | Year of publication |
|---|---|---|

**(minimum three best should be mentioned but the full list to be enclosed) ```**

10. **Signature :**

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## DOCUMENTS TO BE ENCLOSED ALONG WITH THE FORM FOR RECOGNITION AS SUPERVISOR FOR GUIDING PHD SCHOLARS

1. Full Academic Vitae

2. List of total publications during past 5 years.

3. Three best Research papers in peer reviewed journals (after Ph.D).

4. The exact contribution of the candidate in the above said research papers, if papers are written by more than one author.

5. Facilities available within the organization to carry out research which can also be utilized by other personnel engaged in research from outside the organization.

6. Recommendation of HOD and Dean / Director indicating that the faculty member can do independent research and guide students with the available facilities in the institution.

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**Note**: The application for recognition as a Supervisor for Ph.D. Programme is to be forwarded to the Controller of Examination, Pondicherry University for further processing.

## APPENDIX – I

**Inspection Committee fund, affiliation fund, endowment etc.**

**Inspection Committee Fund (Local Inspection Committee)**

| | | |
|---|---|---|
| First Visit | : | Rs. 15,000/- + TA/DA & Honorarium @ Rs. 2,000/- per college inspection per Committee member |
| Second Visit | : | Rs. 15,000/- + TA/DA & Honorarium @ Rs. 2,000/- per college inspection per Committee member |
| | | Assistance charge of Rs.500/- per college inspection for the non teaching officers / non teaching staff who are assisting the inspection committee |

**Late Fund :**

| | | |
|---|---|---|
| Upto 15 days | : | Rs. 25,000/- |
| Upto 30 days | : | Rs. 50,000/- |

Beyond 30 days Rs. 50,000/- + Rs. 2,000/- per day for a period of one month till closure.

| | |
|---|---|
| 1.i.a) **Affiliation fund (initial: 1st year) Arts & Science (UG)** | :Rs. 50,000 upto 5 courses (initial strength 40) |
| b) **Affiliation fund for further courses Arts & Science (UG)** | : Rs. 15,000/- per course |
| c) **Affiliation fund for additional strength Arts & Science (UG)** | : Rs. 5,000/- (50 or part thereof and in multiples thereof) |
| ii.a) **Affiliation fund (initial: I year) Arts & Science (PG)** | : Rs. 75,000/- 10-15 students |
| b) **Affiliation fund for further courses Arts & Science (PG)** | : Rs. 25,000/- per course |
| c) **Affiliation fund for additional strength Arts & Science (PG)** | : Rs. 5,000/- (10 or part thereof and in multiples thereof) |

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| | |
|---|---|
| 2.(i) a) **Affiliation fund (initial) I year** | :Medical (UG: upto 100 seats)<br>:Rs. 7,50,000/- |
| b) **Affiliation fund for additional strength Medical (UG)** | : Rs. 1,00,000/- (for units or part thereof and in multiples thereof) |
| (i)ii a) **Affiliation fund (initial I year) Medical (PG)/Dental (PG) including super specialty in units of 4** | : Rs. 5,00,000/- |
| (i)ii b) **Affiliation fund for additional strength Medical (PG)/Dental (PG) including super specialty in units of 4** | : Rs. 1,00,000/- (for units of 4 or part thereof and in multiples thereof) |
| (ii) a) **Affiliation fund (initial I year) for Engineering/ Dental (UG) maximum 3 courses of 60 Students.** | : Rs. 3,00,000/- |
| (ii) b) **Affiliation fund for further courses for Engineering/Dental (UG)** | : Rs. 50,000/- |
| (ii) c) **Affiliation fund for additional strength for Engineering / Dental (UG) (for additional 60 or part thereof and in multiples thereof)** | : Rs. 1,00,000/- |
| (ii)i.a) **Affiliation fund ([initial] I year) Engineering (PG) per course with 25 students** | : Rs. 1,50,000/- |
| (ii)i.b) **Affiliation fund for additional strength for Engineering (PG) (from 25-50 students and in Multiples thereof)** | : Rs. 50,000/- |
| (iii)a) **Affiliation fund (initial I year) Law (UG) for a unit of 80 students** | : Rs. 1,00,000/- |
| (iii)b) **Affiliation fund for additional strength for Law (UG) from 81-120 students and in multiples thereof** | : Rs. 50,000/- |
| (iii)i a) **Affiliation fund (initial I year) Law PG per course for a unit of 10 students** | : Rs. 1,50,000/- |
| (iii)i b) **Affiliation fund for additional strength for Law (PG) from 11-20 students and in multiples thereof** | : Rs. 50,000/- |
| (iii)ii a) **Affiliation fund (initial I year) B.Ed/B.Ed (integrated) 100 students per courses** | : Rs. 5,00,000/- |

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| | |
|---|---|
| (iii)ii b) **Affiliation fund for additional strength for B.Ed/B.Ed (integrated) from 101-160 students and in multiples thereof** | : Rs. 1,00,000/- |
| (iii)iii a) **Affiliation fund (initial I year) M.Ed course for 30 Students** | : Rs. 7,50,000/- |
| (iii)iii b) **Affiliation fund for additional strength for M.Ed Course from 31-50 students and in multiples thereof** | : Rs. 2,50,000/- |
| (iii)iv a) **Affiliation fund (initial I year) Veterinary/Agriculture (UG) for 60 Students** | :Rs. 3,00,000/- |
| (iii)iv b) **Affiliation fund for additional strength for Veterinary/Agriculture (UG) from 61-90 students and in multiples thereof** | : Rs. 1,00,000/- |
| (iii)v a) **Affiliation fund (initial I year) Paramedical B.Pharm/BPT., B.Sc. (Nursing) etc. course per unit of 100 students** | :Rs. 3,00,000/- |
| (iii)v b) **Affiliation fund for additional strength for Paramedical B.Pharm/BPT., B.Sc. (Nursing) etc. from 101-160 and in multiples thereof** | :Rs. 1,00,000/- |
| (iii)vi a) **Affiliation fund (initial I year) for other PG Professional courses MCA/MBA/M. Pharm/MVSc/M.Sc.(Agri) etc. upto 60 seats** | :Rs. 2,50,000/- |
| (iii)vi b) **Affiliation fund for additional strength for other PG Professional courses MCA/MBA/M. Pharm/ MVSc/M.Sc.(Agri) etc.from 61-120 and in multiples thereof** | :Rs. 1,00,000/- |
| (iii)vii a) **Affiliation fund (initial I year) M.Phil upto 5 courses with 10 seats per course** | : Rs. 2,50,000/- |
| (iii)vii b) **Affiliation fund per course for additional strength for M.Phil for 10-15 and in multiples of 5 thereof** | : Rs. 5,000/- |
| (iii)viii a) **Affiliation fund (initial I year) Ph.D. upto 5 courses** | : Rs. 2,50,000/- |

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## Affiliation fund for continuation of Provisional Affiliation per course

| | |
|---|---|
| 3.I. Arts & Science: (UG) | : Rs. 10,000/- |
| I (ii) Law (UG) for a unit of 80 students | : Rs. 10,000/- |
| I (iii) a. Arts & Science PG (per course) | : Rs. 10,000/- |
| b. Medical (UG) (per course) | : Rs. 1,50,000/- (for 100 seats for more seats upto 50, or part thereof Rs. 75,000/- and in multiples thereof) |
| c. Medical (PG)/Dental (PG) including super specialty in units of four | : Rs. 50,000/- Rs. 25,000/- for 4 more or part thereof and in multiples thereof. |
| d. Engineering/Dental (UG) Maximum: 3 courses @ 60 students per course | : Rs. 50,000/- |
| For each additional 60 students or part thereof: per course | : Rs. 10,000/- |
| e. Engineering (PG) per course with 25 students | : Rs. 25,000/- |
| f. Law PG: Per course for a unit of 10 students | : Rs. 10,000/- |
| g. B.Ed./B.Ed(Integrated) upto 100 students per course | : Rs. 50,000/- |
| h. M.Ed. per 30 students | : Rs. 50,000/- |
| i. Veterinary /Agriculture (UG) for 60 students | : Rs. 60,000/- |
| j. Paramedical: B.Pharm/BPT/B.Sc. Nursing etc. per course per unit of 100 students. | : Rs. 75,000/- |
| k. Other PG Professional courses MCA/MBA/M.Pharm/MVSc/M.Sc(Agri) etc. upto 60 seats | : Rs. 20,000/- |
| l. M.Phil upto five Additional course Rs. 5,000/- per course | : Rs. 20,000/- |
| m. Ph.D. upto five course Additional course Rs. 5,000/- per course | : Rs. 20,000/- |

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## 3.II Affiliation fund for each new course in subsequent years

| | |
|---|---|
| (i) Arts & Science (per course) (under graduate) | Rs. 20,000/- |
| (ii) | |
| a) Medical (under graduate) | -NIL- |
| b) Engineering / Dental (under graduate) Maximum of 3 courses @ 60 students per course | Rs.1,00,000/- |
| For more than 60 students or part thereof per course | Rs.50,000/- |
| c) Law (under graduate) | N.A. |
| d) B.Ed/B.Ed (Integrated) | N.A. |
| e) Verterinary/Agriculture (undergraduate) | N.A. |
| f) Para Medical B.Pharm/BPT/B.Sc(Nursing) etc., per course per Unit of 100 students | Rs.50,000/- |
| (iii) | |
| (a) Arts & Science (PG) 10 to 15 students | Rs.50,000/- |
| (b) M.Phil upto 10 seats per programme | Rs.20,000/- |
| (c) Ph.D per programme | Rs.5,000/- |
| (a) i) Medical P.G./Dental P.G. including Super specialty courses in units of 4 | Rs. 2,00,000/- |
| ii) For 4 more or part thereof | Rs. 1,00,000/- |
| (b) Engineering (PG) per course with 25 students | Rs. 1,00,000/- |
| (c) Law (PG) per course for a unit of 10 students | Rs. 25,000/- |
| (d) M.Ed per 30 students | N.A. |
| Other PG Professional Courses MCA/MBA/M.Pharm/MVSc/M.Sc(Agri) etc., upto 60 seats | Rs. 80,000/- |

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## 4. Permanent Affiliation Fund/ Norms for the Colleges

| | Permanent affiliation fund | Permanent affiliation fund upto 5 years<br><br>Rs. | Permanent affiliation fund for each additional course<br>Rs. |
|---|---|---|---|
| (i) | Arts & Science (UG) (for 5 courses)<br>Arts & Science (PG) (for 5 courses)<br>10 – 15 students | 1,00,000/- | 20,000/- |
| (ii) | Medical (UG) upto 100 seats | 15,00,000/- (for 100 students)<br>7,50,000/- for additional 50 or part thereof | As indicated in previous column |
| (iii)(a) | Medical (PG)/ Dental PG<br>Including super specialty in units of 4 per course | 4,00,000/- | 4,00,000/- |
| (b) | Additional 4 students or part thereof | 2,00,000/- | 2,00,000/- |
| (iv) | Engineering/Dental (UG)<br>Maximum 3 courses @ 60 students per course<br>For 60 more or part thereof | 2,00,000/-<br>1,00,000/- | 2,00,000/-<br>1,00,000/- |
| (v) | Engineering PG per course with 25 students | 2,00,000/- | 2,00,000/- |
| (vi) | Law (UG) for a Unit of 80 students per course | 1,00,000/- | 1,00,000/- |
| (vii) | Law (PG) for a Unit of 10 students per course | 1,00,000/- | 1,00,000/- |
| (viii) | B.Ed/B.Ed (Int) upto 100 students per course | 5,00,000/- | 5,00,000/- |
| (ix) | M.Ed (per 30 students) | 5,00,000/- | 5,00,000/- |
| (x) | Veterinary/Agriculture UG for 60 Students per course | 6,00,000/- | 6,00,000/- |
| (xi) | Paramedical: BPharm/BPT, B.Sc (Nursing) etc. per course per unit of 100 students | 5,00,000/- | 1,00,000 |
| (xii) | Other PG Professional courses<br>MCA/MBA/MPharm/MVSc/M.Sc.(Agri) etc. upto 60 seats per course | 80,000/- | 50,000/- |
| (xiii) | M.Phil/Ph.D. upto 10 seats for 5 courses | 80,000/- | 50,000/- |
| (xiv) | Ph.D. for 5 courses | 80,000/- | 50,000/- |

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### NORMS FOR GRANT OF PERMANENT AFFILIATION

i. Three consecutive batches of students should have passed out in the concerned discipline for which permanent affiliation is sought.

ii. The institution should show evidence for unencumbered own land and building as per the prescribed affiliation norms at the time of grant of affiliation. The legal opinion from the Government pleader for the ownership of the land should also be produced.

iii. The institution should have appointed (at least 80%)teachers on a regular basis in the concerned discipline and paid as per the pay scales prescribed by the Government/statutory organizations. Such teachers should possess the qualification prescribed by the UGC/respective statutory organization. The records of the same should be maintained.

iv. The institution should have fulfilled all the conditions and followed all the rules and regulations prescribed by the University for the grant of affiliation.

v. If there are any incidents of violations of conditions prescribed for the grant of affiliation noticed by the University, then, the University reserves the right to suspend the affiliation of the Institution for a prescribed period which would be decided by the committee, based on the nature of violation.

vi. The Institution should not collect either directly or through any of its associated trust etc., any capitation fee or donation from any of its students or employees except the fee and other charges prescribed by the University/ Government.

vii. The Management of an unaided college shall have its accounts audited at the end of each financial year by a registered chartered accountant. A copy of the annual accounts shall be made available alongwith the audit report to the University for inspection within six months from the closure of the financial year.

viii. Admission should be made in accordance with the guidelines issued by the University/Government from time to time.

ix. The University reserves the right to inspect the Institution at any time for continuance of affiliation.

x. The Institution should maintain all the registers and records and statistical data required to be maintained under University regulations/rules and should be made available as and when required by the University.

xi. The institution should submit its application for grant of permanent affiliation in the prescribed format available in the website **www.pondiuni.edu.in** on or before 1st October of the preceding academic year.

xii. Any change affecting the college's permanent affiliation status either in terms of faculty position or infrastructure facilities brought to the notice of the University would automatically lead to disqualification.

xiii. All dues to the University should have been promptly paid by the college seeking permanent affiliation.

xiv. There should not be any persistent defects in the college for three years prior to the request for permanent affiliation.

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**Note:** (i) The grant of permanent affiliation will be subject to review once in five years and the fund may be paid accordingly once in five years

(ii) The minimum requirement of availability of regular teachers may be decided by the inspection committee, taking into account long term contract / adhoc appointments, particularly in the Government colleges.

**Existing provision for endowment and land for new colleges / courses**

**Endowment:** The details of Endowments to be created to open new College or by Colleges seeking to start new course shall be as given below:

**Endowment:** Fifty percent of the endowment should be shown in the form of fixed deposit invested in nationalized bank or scheduled bank in the joint names of the Registrar, Pondicherry University and the Management of College and the balance Fifty percent may be shown by the Management of the College in the form of property. This should be in the form of unencumbered assets fetching annual income. Both the income, i.e., annual interest from the fixed deposit and the annual income from the unencumbered assets should be spent only for the maintenance of the College.

**Endowment required for further courses:** (the endowment may be paid in instalments, two instalments for under graduate courses and four installments for post-graduate courses, if such requests are received from the Management).

**Definition of Assets:** Unencumbered Properties, College Buildings, Staff Quarters, Hostels, Agricultural lands

| **Endowment / Deposits for starting New Colleges** | | | | |
|---|---|---|---|---|
| (i) | Arts/Humanities/Social Sciences | Rs. | 25,00,000 | (50% in Cash & & 50% in property) |
| (ii) | Medical | Rs. | 1,00,00,000 | (50% in Cash & & 50% in property) |
| (iii) | Engineering | Rs. | 75,00,000 | (50% in Cash & & 50% in property) |
| (iv) | Dental, etc. | Rs. | 75,00,000 | (50% in Cash & & 50% in property) |
| (v) | Education | Rs. | 25,00,000 | (50% in Cash & & 50% in property) |
| (vi) | Physical Education | Rs. | 15,00,000 | (50% in Cash & & 50% in property) |
| (vii) | Veterinary | Rs. | 50,00,000 | (50% in Cash & & 50% in property) |
| (viii) | Agriculture | Rs. | 30,00,000 | (50% in Cash & & 50% in property) |
| (ix) | Hotel Management | Rs. | 30,00,000 | (50% in Cash & & 50% in property) |
| (x) | Sciences | Rs. | 30,00,000 | (50% in Cash & & 50% in property) |
| (xi) | Paramedical | Rs. | 30,00,000 | (50% in Cash & & 50% in property) |
| (xii) | Management | Rs. | 50,00,000 | (50% in Cash & & 50% in property) |

Note: The terms of creation of endowment and utilization of income / interest remain unchanged. Only the respective amount has been changed.

| Endowment Required for additional Courses in existing Colleges | | |
|---|---|---|
| i) | **Arts, Humanities & Sciences** | **Rs.** |
| | B.A. – any main subject | 1,00,000 |
| | B.Sc. – any main subject | 3,00,000 |
| | B.Com. – Degree Course | 2,50,000 |
| | M.A. – any subject | 2,50,000 |
| | M.Sc. – any subject | 5,00,000 |
| | M.Com. – Degree Course | 2,50,000 |
| ii) | **Medical**<br>Post Graduate Degree/Diploma/Super Specialty Course | 25,00,000 |
| iii) | **Engineering, Management, MCA/MBA/equivalent** | |
| | (i) For each branch of Under Graduate Level | 5,00,000 |
| | (ii) For each branch of Post Graduate Level | 7,50,000 |
| iv) | **Dental, Pharmacy, Nursing, Law, etc.** | 10,00,000 |
| v) | **Education**<br>M.Ed., | 5,00,000 |
| vi) | **Physical Education**<br>M.P.Ed | 5,00,000 |

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**Note: The terms of creation of endowment and utilization of interest remain unchanged only the respective amount has been changed.**

Note: For Home Science (at under-graduate) each branch shall be treated as separate course for purpose of endowment. The requirement of endowment for starting courses by established Colleges may be exempted provided they show adequate income for running the new courses.

"Established College" shall mean a college satisfying the following norms:-

(a) A College having been established for the past 25 years.
(b) A College having a minimum student strength of 1,000.
(c) A College having a minimum of 10 departments (Under-graduate and Post-graduate)
(d) A College having assets worth Rs. 20 lakhs.

**Land requirement for starting various Colleges/Institutions:**

College of Arts, Humanities and Sciences (including colleges offering three year catering and hotel management courses):

Suitable single plot of land measuring not less than five (5) acres owned and possessed by the applicant or possessed by way of 99 years lease for construction of the college.

**Medical College:**

Suitable single plot of land measuring not less than 25 acres owned and possessed by the applicant or is possessed by way of 99 years lease for the construction of the college.

**Dental College**

Suitable single plot of land measuring not less than 10 acres owned and possessed by the applicant or possessed by way of 99 years lease for the construction of the college.

**Paramedical College:**

Suitable single plot of land measuring not less than 5 acres owned and possessed by the applicant or possessed by way of 99 years lease for the construction of the college.

**Engineering College:**

A new engineering institution located in non-metro location will have a land of about 20 acres at its disposal and 10 acres in the case of institution located in a metro location before starting.

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**Teachers' College:**

A total of land measuring not less than 5 acres owned and possessed by the applicant or possessed by way of 99 ways lease for the construction of the college.

**Law College:**

A total of land measuring not less than 10 acres owned and possessed by the applicant or possessed by way of 99 years lease for the construction of the college.

**Physical Education College**

A total of land measuring not less than 10 acres owned and possessed by the applicant or possessed by way of 99 years lease for the construction of the college.

The Vice-Chancellor is authorized to make changes in the land requirements wherever necessary as per the requirements specified by the Statutory Bodies concerned.

## APPENDIX - II

## SCHEDULE OF FEES FOR VARIOUS EXAMINATIONS AND FOR OTHER VARIOUS GENERAL PURPOSES

Examination fee for various examinations under the faculty of Arts, Science, Engineering, Law, Teaching, Medicine, Certificate and Diploma courses conducted by the Pondicherry University.

**(A) Arts and Science courses**

1. B.A., B.Sc., and B.Com., Degree Courses
(Semester and Non-Semester system)

| | | Rs. |
|---|---|---|
| Each written paper | : | 35 |
| Each practical- 3 Hours | : | 50 |
| -do - - 6 Hours | : | 100 |
| Project Work | : | 100 |

2. M.A., M.Sc., M.Com., and M.C.A. Degree Courses

| | | |
|---|---|---|
| Each written paper | : | 70 |
| Each practical | : | 90 |
| Dissertation / Project | : | 150 |
| M.Sc., Chemistry -Comprehensive Viva-Voce | : | 150 : |

**(B) Engineering courses**

1. B.Tech

| | | |
|---|---|---|
| Each written paper | : | 80 |
| Each practical | : | 100 |
| Project work | : | 100 |

2. M.Tech

| | | |
|---|---|---|
| Each written paper | : | 175 |
| Each practical | : | 200 |
| Project work | : | 300 |

**(C) Law courses :**

1. LL.B. (Non-Semester)

| | | |
|---|---|---|
| Each written paper | : | 35 |

2. Pre-law (Five Year Course)

| | | |
|---|---|---|
| Each written paper | : | 35 |

3. LL.M. (Non-Semester and Semester)

| | | |
|---|---|---|
| Each written paper | : | 140 |
| Dissertation | : | 175 |

| | | |
|---|---|---|
| 4. Post Graduate Diploma in French Law | : | |
| Each written paper | : | 60 |

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(D) **Fine Arts**

| | | |
|---|---|---|
| B.P.A/B.F.A. | | |
| Each written paper | : | 35 |
| Each Practical - 3 hours | : | 55 |
| - do - - 6 hours and more | : | 110 |
| Project | : | 150 |

(E) **Computer Courses**

| | | |
|---|---|---|
| 1. M.C.A. | | |
| Each written paper | : | 150 |
| Each practical | : | 175 |
| Project/Dissertation | : | 300 |
| 2. D.C.A | | |
| Each written paper | : | 80 |
| Each practical | : | 100 |
| Project/Work | : | 150 |

(F) **Teaching courses**

| | | |
|---|---|---|
| 1.B.Ed. (Non-Semester) | | |
| Each written Paper | : | 120 |
| Each Practical | : | 175 |
| 2. M.Ed. (Non-Semester) | | |
| Each written paper | : | 140 |
| Each practical | : | 275 |
| Project/Dissertation | : | 300 |
| 3. M.P.Ed./M.P.Ed (Summer) | | |
| Each written paper | : | 90 |
| Each practical | : | 125 |
| Project/Dissertation | : | 175 |

(G) **Medical Courses**

| | | |
|---|---|---|
| 1. D.M./M.Ch. (Higher specialities) | : | 3000 |
| 2. M.D./M.S. | | |
| Each paper | : | 700 |
| Dissertation | : | 700 |

3. M.Sc. in the faculty of Medicine (for Science graduates)

| | | |
|---|---|---|
| Preliminary whole Examination | : | 750 |
| Preliminary each Paper | : | 400 |
| Final | : | 750 |

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4. Diploma examinations

| | | |
|---|---|---|
| D.G.O., D.C.H., D.V., D.D., D.T.C.D., D.A., D.O., D.Ortho, D.C.P., Diploma in Physical, Medical, Diploma in Leprosy and Diploma in Diabetology D.M.R.D., D.M.R.T., D.L.O. | Part I<br>Part II | |
| D.P.M. | Part I<br>Part II | 500 |
| D.P.H. | Part I<br>Part II | |

5. M.B.B.S. each paper : 180

6. B.M.R.Sc. each paper : 100

7. B.D.S -each paper : 180

8. B.V.Sc & A.H. -each paper : 180

9. B.Sc. (Nursing) - each paper : 125

10.B.P.T. - each paper : 125
- Project Work : 150

11.P.G. Diploma in Medical Entomology
Each paper : 90
Each practical : 90
Dissertation/Project/Thesis : 125

(H) **M.B.A.**
Each written paper : 90
Project/Dissertation & Viva : 300

(I) **Research Courses**
M.Phil
Each written paper : 175
Dissertation : 300

(J) **Certificate & Diploma Examinations**
1. Certificate in Language Examinations
Each written paper : 50
2. Diploma in Language Examinations
Each written paper/practical : 50

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12. B.Sc. ( Medical Laboratory Technology)

| | | |
|---|---|---|
| Each paper | : | 45 |
| Each practical | : | 45 |

13. M.Sc. (Medical Entomology)

| | | |
|---|---|---|
| Each written paper | : | 90 |
| Each practical | : | 90 |
| Dissertation/Project/Thesis | : | 175 |

14. B.Pharm.

| | | |
|---|---|---|
| Each Paper | : | 180 |

(K) **Fees for Matriculation, Diploma Courses etc.,**

1 For registration as a candidate for a University Courses of studies conducted in a College or in a University Department or any other institution recognized by the University for presenting/preparing a candidate to an examination or a Research Degree of the University-

| | | |
|---|---|---|
| (i) For Under-graduate Courses | : | 40 |
| (ii) For Post-graduate Courses | : | 60 |
| 2. Matriculation Fee for UG/PG Courses | : | 18 |
| 3. Extract from the Return of Matriculates ( Age extract) | : | 50 |
| 4. For registration as a candidate for the M.Litt. or Ph.D. Degree | | |
| Full-Time/Part-Time Internal | : | 375 |
| Part-Time External | : | 900 |
| 5. For registration for the Degree of M.D., M.S., D.M., M.Ch., Post-graduate Diplomas in Medicine and Surgery and Dentistry | : | 500 |
| 6. Research fee for Ph.D | | |
| - For Humanities (Full-Time & Part-Time Internal) | : | 1000 per annum |
| - For Sciences (Full-Time & Part-Time Internal) | : | 1200 per annum |
| - For Part-Time External Candidates (Humanities & Sciences) | : | 1200 per annum |
| Valuation of Thesis (Synopsis Fee) | | |
| - Other than Medical | : | 500 |
| - Medical | : | 500 |

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7. Submission of Thesis

| | | |
|---|---|---|
| - Ph.D. | : | 950 |
| - D.Litt. & D.Sc. | : | 2500 |

8. Extension of time to submit Ph.D Thesis will be granted on payment of penalty fees as follows :

| | | |
|---|---|---|
| a) Submission of Ph.D Thesis within 6 months after the lapse of stipulated period with a penalty fee of | : | 250 |
| b) Submission of Ph.D Thesis within 12 months after the lapse of stipulated period with a penalty fee of | : | 500 |
| c) Submission of Ph.D Thesis within 18 months after the lapse of stipulated period with a penalty fee of | : | 750 |
| d) Submission of Ph.D Thesis within 24 months after the lapse of stipulated period with a penalty fee of | : | 1000 |
| e) In the case of candidates already registered for the Ph.D. Thesis beyond 24 months after the lapse of stipulated period with a penalty fee of | : | 1000 |
| - Beyond 36 months | : | 3000 |

9. Penalty fee for late submission of Thesis & Dissertation for students & scholars of M.Phil. & M.Ed., Degree : 275

10. Submission of Ph.D. Thesis beyond six months allowed after the submission of synopsis -

| | | |
|---|---|---|
| (a) Delay by six months after submission of synopsis | : | 180 |
| (b) Delay by another six months | : | 275 |
| (c) Delay by one year | : | 275 |
| (d) After one year, the candidate will have to re-register | | |
| - Re-registration Fee | : | 500 |

11. For Registration as a candidate for the M.Phil Degree Course : 175

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12. For undergoing the M.Phil Degree Course (Full Time and Part Time)

| | | |
|---|---|---|
| - For Humanities | : | 1800 per annum |
| - For Sciences (including Lab Fees) | : | 1800 per annum |

(L) **Other Fees**

| | | | |
|---|---|---|---|
| 1. | (i) Condonation fee for Attendance | : | 120 |
| | (ii) Application for Exemption from candidates after private study (non-collegiate for all Exams. viz., B.A.,B.Sc.,B.Com., M.A., M.Sc., M.Com) | | |
| | (a) For Under-graduate | : | 180 |
| | (b) For Post-graduate | : | 180 |
| | (iii) For considering application for recognition of Higher Secondary examination conducted by the Government of Tamil Nadu, Andhra or other State Government or pre-degree examination of Calicut University | : | 75 |
| | (iv) For considering application for recognition of Higher Secondary Examination or a similar examination or any other examination conducted by other accredited, statutory agencies / University in India for admission to a course of study in this University | : | 180 |
| | (v) For considering application for recognition of an examination conducted by Universities or other accredited bodies outside India for admission to a course of study in this University | : | 450 |

2. Combination of Attendance and Break of Study

(a) For Arts and Science Courses -

| | | |
|---|---|---|
| (i) For considering application for combination of attendance earned by a candidate in two different colleges affiliated to this University during the middle of a course | : | 180 |
| (ii) For considering application for combination of attendance earned by a candidate in a college affiliated to some other University in India and joining further studies in this University during the middle of the course | : | 500 |
| (iii) For considering application for combination of attendance earned by a candidate in a day college affiliated to this University and joining further studies in Evening College during the middle of the Course and vice versa | : | 300 |

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(iv) Condonation in break of studies in Arts and Science Courses and for permission for rejoining : 300

(b) For Professional Courses

(i) For considering application for combination of attendance earned by a candidate in two different colleges (not within the same city ) affiliated to this University : 600

(ii)For considering application for transfer of a candidate from college affiliated to some other University in India and joining further studies in this University : 1500

(iii) For considering application for transfer of a candidate from a Day College affiliated to this University and joining further studies in Evening College and vice versa (for Law course for which Evening Colleges are functioning) : 600

(iv) For considering application for transfer of a candidate from a college affiliated to some other University outside India and joining further studies in this University : 2500

(v) Condonation in break of studies in professional courses and for permission for rejoining : 750

3. Miscellaneous Fees

| | | | |
|---|---|---|---|
| 1. | Fee for effecting change of names of Candidates in the Records of the University and in Certificate/ Diplomas | : | 75 |
| 2. | For endorsing in the University Records in regard to the change in the date of birth whether due to clerical errors or otherwise | : | 75 |
| 3. | For obtaining a duplicate Diploma or Certificate | : | 250 |
| 4. | For obtaining a Provisional Certificate | : | 80 |
| 4.A. | Duplicate Provisional Certificate | : | 160 |
| 5. | For obtaining a Migration Certificate | : | 75 |
| 6. | For obtaining duplicate Migration Certificate | : | 80 |
| 7. | For issuing statement of Marks Each Examination, Each Appearance | : | 15 |

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| | | | |
|---|---|---|---|
| 8. | For issue of duplicate statement of Marks for all the University Exams | : | 50 |
| 9. | Search Fee for each previous year for issue of Duplicate Mark Statement Upto 4 years | : | 30 |
| | 4 to 10 years | : | 60 |
| | 10 to 15 years | : | 100 |
| 10. | Consolidated Statement of Marks | : | 150 |
| 11. | For checking the addition of the marks in each paper of a candidate for any University Exam. (for each paper) - Re - Totalling | : | 75 |
| 12. | For issue of Rank Certificate | : | 40 |
| 13. | Issue of Certificate indicating last date of Exam. | : | 90 |
| 14. | Cost of Application Form | : | 10 |
| 15. | For considering application for undergoing a course of study in a language under an approved private teacher if the language is not offered in the college concerned | : | 180 |
| 16. | Recognising Qualification of Professional Exams, such as AMIE as equivalent to our Degree Course in Professional subject | : | 250 |
| 17. | Revaluation Fees per paper | | |
| | Non-Professional | : | 200 |
| | Professional | : | 300 |
| 17.A | Late submission of filled in application form beyond the prescribed date | : | 50 |
| 18. | Pass Certificate Fee | : | 100 |
| 19. | Transcript Fee | | |
| | One copy | : | 200 |
| | Every additional copy | : | 25 |
| 20. | Fee for issue of Degree in a Convocation conducted by the University | | |
| | (i) Ph.D - In person | | |
| | Indian Students | : | 250 |
| | Foreign Students | : | 100 US Dollars |
| | (ii) Ph.D -In absentia | : | 300 |
| | (iii) P.G. Degrees - In person | | |
| | Indian Students | : | 125 |
| | Foreign Students | : | 75 US Dollars |

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| | | | |
|---|---|---|---|
| (iv) P.G. Degrees - In absentia | : | 225 | |
| (v) Professional Degrees (B.Tech., M.B.B.S., B.Ed., B.D.S., B.V.Sc., B.P.T., M.Ed., M.Phil.) | | | |
| In person | : | 200 | |
| In absentia | : | 300 | |
| (vi) All other Degrees | | | |
| In person | : | 125 | |
| In absentia | : | 175 | |
| In the case of candidates who have qualified for the Degree prior to that year Convocation, they have to pay an additional fee of Rs.40/- per year. | : | 40 | |

21. Laboratory fees for University Departments (applicable to those students/subjects where laboratory is used)

| | | | |
|---|---|---|---|
| -Ph.D. | : | 400 | per annum |
| -M.Phil. | : | 200 | per semester |
| -M.A./M.Sc./M.Com./MIM./MPES. | : | 100 | per semester |

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## APPENDIX - III

**Schedule of various examinations, probable dates of such examinations, publication of results, etc.**

| **B.Sc. (MLT)** | I Semester/ I year | II Semester/ Arrears Examination |
|---|---|---|
| 1) Last date for the receipt of 1st year examination application | 1st October | 15th February |
| 2) Last date for the receipt of attendance certificate from Colleges | 20th November | 10th April |
| 3) Probable date of commencement of examination | 1st December | 20th April |
| 4) Probable date of publication of results | 1st week of January | 3rd week of June |

| **B.M.R.Sc.** | | |
|---|---|---|
| 1) Last date for the receipt of 1st year examination application | 1st October | 15th February |
| 2) Last date for the receipt of attendance certificate from colleges | 20th November | 20th April |
| 3) Probable date of commencement of examination | 1st December | 1st May |
| 4) Probable date of publication of results | 1st week of January | 3rd week of June |

| **I Year M.B.B.S.** | | |
|---|---|---|
| 1) Last date for the receipt of 1st year examination application | 1st October | 1st February |
| 2) Last date for the receipt of attendance certificate from colleges | 20th November | 5th April |
| 3) Probable date of commencement of examination | 15th April | 1st December |
| 4) Probable date of publication of results | Last week of May | Last week of January |

| **M.D./M.S.** (Non-Semester) | I Semester/ I year | II Semester/ Arrears Examination |
|---|---|---|
| 1) Last date for the receipt of 1st year examination application | 10th January | 1st September |
| 2) Last date for the receipt of attendance certificate from colleges | 5th March | 20th September |
| 3) Probable date of commencement of examination | 15th March | 1st October |
| 4) Probable date of publication of results | 3rd week of May | 2nd week of December |

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**MEDICAL POST - GRADUATE DIPLOMAS**
**(Non-Semester)**

| | | |
|---|---|---|
| 1) Last date for the receipt of 1st year examination application | 10th August | 20th January |
| 2) Last date for the receipt of attendance certificate from colleges | 20th March | 5th October |
| 3) Probable date of commencement of examination | 1st April | 15th October |
| 4) Probable date of publication of results | Last week of May | Last week of December |

**M.Sc. BIO-CHEMISTRY**
**(Non-Semester)**

| | | |
|---|---|---|
| 1) Last date for the receipt of 1st year examination application | 1st September | 15th February |
| 2) Last date for the receipt of attendance certificate from colleges | 5th April | |
| 3) Probable date of commencement of examination | 15th April | 1st October (Supplementary) |
| 4) Probable date of publication of results | 1st week of June | Last week of November |

**B.TECH.**

| | | |
|---|---|---|
| 1) Last date for the receipt of 1st year examination application | 1st October | 1st March |
| 2) Last date for the receipt of attendance certificate from colleges | 1st December | 1st May |
| 3) Probable date of commencement of examination | 10th December | 11th May |
| 4) Probable date of publication of results | 1st week of February | 3rd week of June |

| | I Semester/ I year | II Semester/ Arrears Examination |
|---|---|---|
| **M.C.A and D.C.A** | | |
| 1) Last date for the receipt of 1st year examination application | 1st October | 1st March |
| 2) Last date for the receipt of attendance certificate from colleges | 1st December | 1st May |
| 3) Probable date of commencement of examination | 10th December | 11th May |
| 4) Probable date of publication of results | 1st week of February | 3rd week of June |

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**I YEAR PRE-LAW**

| | | |
|---|---|---|
| 1) Last date for the receipt of 1st year examination application | 1st October | 1st March |
| 2) Last date for the receipt of attendance certificate from colleges | 5th December | 5th May |
| 3) Probable date of commencement of examination | 15th December | 15th May |
| 4) Probable date of publication of results | 1st week of February | 3rd week of June |

**I YEAR BGL**

| | | |
|---|---|---|
| 1) Last date for the receipt of 1st year examination application | 1st October | 1st March |
| 2) Last date for the receipt of attendance certificate from colleges | 5th December | 5th May |
| 3) Probable date of commencement of examination | 15th December | 15th May |
| 4) Probable date of publication of results | 1st week of February | 3rd week of June |

**M.L. (Non-Semester)**

| | |
|---|---|
| 1) Last date for the receipt of 1st year examination application | 25th March |
| 2) Last date for the receipt of attendance certificate from colleges | 25th May |
| 3) Probable date of commencement of examination | 5th June |
| 4) Probable date of publication of results | 2nd week of July |

| | I Semester/ I year | II Semester/ Arrears Examination |
|---|---|---|
| **B.A., B.Sc./B.Com (Non - Semester)** | | |
| 1) Last date for the receipt of 1st year examination application | 10th January | 5th July |
| 2) Last date for the receipt of attendance certificate from colleges | 25th March | |
| 3) Probable date of commencement of examination | 5th April | 15th September (Supplementary) |
| 4) Probable date of publication of results | 2nd week of June | Last week of October |

**M.A., M.Sc.,M.Com. (Non - Semester)**

| | | |
|---|---|---|
| 1) Last date for the receipt of 1st year examination application | 20th January | 10th July |
| 2) Last date for the receipt of attendance certificate from colleges | 1st April | |
| 3) Probable date of commencement of examination | 10th April | 20th September (Supplementary) |
| 4) Probable date of publication of results | 2nd week of June | Last week of October |

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**B.Ed (Non - Semester)**

| | | | |
|---|---|---|---|
| 1) | Last date for the receipt of 1st year examination application | 10th January | 5th July |
| 2) | Last date for the receipt of attendance certificate from colleges | 25th March | |
| 3) | Probable date of commencement of examination | 5th April | 15th September (Supplementary) |
| 4) | Probable date of publication of results | 2nd week of June | Last week of October |

**M.Phil. (Non - Semester)**

| | | |
|---|---|---|
| 1) | Last date for the receipt of 1st year examination application | 1st October |
| 2) | Last date for the receipt of attendance certificate from colleges | 5th December |
| 3) | Probable date of commencement of examination | 15th December |
| 4) | Probable date of publication of results | Last week of February |

**Note : 1.** Examination for the M.B.A (Semester ) course offered by the School of Management, Pondicherry University; for the Certificate/Diploma/Higher Diploma course in French offered by JIPMER will be conducted internally.

**Note : 2.** Dates in respect of the final examination for the M.Sc. Medical Entomology (Trimester) offered by the V.C.R.C. will be notified by the Institute.

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## APPENDIX-IV

## FEES FOR VALUATION AND PAPER SETTING, SCALE OF REMUNERATION AND OTHER ALLOWANCES FOR EXAMINATION PURPOSES AND PRACTICALS

### I. QUESTION - PAPER SETTING:

| Sl.No. | Category | Rates per paper |
|---|---|---|
| (1) | (2) | (3) |
| | | Rs. |
| 1. | UG(Arts,Science, Commerce, Professional, Law, Engineering) | 125/- |
| 2. | All Certificates & Diplomas except Medical | 100/- |
| 3. | All PG Course | 175/- |
| 4. | Medical Courses -UG -MBBS | 175/- |
| 5. | Medical Courses - PG - MD/MS/MCh/PG Dip. | 200/- |
| 6. | M.Phil/Pre-Ph.D | 175/- |
| 7. | Tamil Translation | 50/- |
| 8. | B.Sc(MLT). BMRSc, BPT | 125/- |
| 9. | B.Sc (Nursing) | 150/- |
| 10. | BDS/BVSc | 175/- |
| 11. | Proof-Reading | 15/- |
| 12. | Chairman Fee including incidental charges for Board Meeting, i.e., | 150/- |
| | For Chairman Fee | 100/- |
| | For Incidental Charges | 50/- |
| 13. | Scheme of Valuation | 75/- |

### II. VALUATION OF ANSWER SCRIPTS - THEORY

| Sl.No. | Name of the Courses | Rates per paper |
|---|---|---|
| (1) | (2) | (3) |
| | | Rs. |
| 1. | UG Courses (Non-Professional & Professional) including BMRSC,B.Sc.(MLT) | 6.50/- |
| 2. | PG Courses (Arts,Science,Commerce) including M.Sc.(Bio-Chemistry), M.Sc. (Medical Entomology) | 9/- |
| 3. | M.Phil/Pre-Ph.D | 9/- |

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| | | |
|---|---|---|
| 4. | Certificate Courses | 5/- |
| 5. | MBBS/BDS/BSc.(Nursing)/BPT/BVSc/B.Pharm. | 20/- (divided by No. of Examiners) |
| 6. | MD/MS/MCh/DM/PG Dip. | 60/- (divided by No. of Examiners) |
| 7. | Chairman's Fee for Valuation (All UG,PG,Arts & Science and Professional Courses) | 100/- |
| 8. | Convenor's Fee for Result-Passing Board- Medical Courses | 100/- |

**III. CONDUCT OF WRITTEN EXAMINATIONS - REMUNERATION**

| Sl.No | Category | Rates |
|---|---|---|
| 1 | Chief Superintendent /Observer | Rs.75/- per session |
| 2 | Additional Chief Superintendent | Rs.70/- (only one in excess of 250 students) |
| 3 | Assistant Superintendent | Rs.50/- per session (one for every 25 candidates) |
| 4 | Clerical Assistant | Rs.25/- per 100 candidates or part there of Minimum Rs25/- Maximum Rs.175/- |
| 5 | Servant/Peon | Rs.18/- per session (for every 50 candidates or part thereof) |
| 6 | Waterman No.of Watermen | Rs.15/- per session (one for every 300 candidates or part thereof) |
| | 1 - | 300 Students |
| | 2 - | 301 to 400 |
| | 3 - | 401 to 600 |
| | 4 - | 601 to above |
| 7 | General Arrangements (including Preliminary arrangements and arrangements during the Exam) | Rs.20/- (per 100 candidates or part thereof calculated on the largest No. of candidates who sat on any one session of the Examinations) |
| 8 | Charges for sewing Cloth-Covers for despatch of answer books only | Rs.1.75 per bag |

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| | | |
|---|---|---|
| 9 | Central Valuation | |
| | Camp Officer | Rs.135/- |
| | Camp Superintendent | Rs.115/- |
| | Clerical Assistant | Rs.100/- |
| | Group 'D' Staff | Rs. 30/- |

**IV. B.A/B.Sc/B.Sc(MLT) - PRACTICAL**

| Sl.No | Category | Revised Rates |
|---|---|---|
| 1. | Prescribing work : | For one batch only -Rs.75/-*<br>For more than one batch Rs.60/-*<br>*(divided by No.of Examiners engaged both Main & Ancillary) |
| 2. | Preparation | Rs.2/- per candidate per Examiner (Registered Candidates) |
| 3. | Evaluation | Rs.6.50/- per candidate per Examiner |
| 4. | Records Major only | Rs.2/- per Record per Examiner |
| 5. | Practical UG Viva-Voce | Rs.2/- per candidate |

**V. M.A/M.Sc.PRACTICALS:**

| Sl.No | Category | Revised Rates |
|---|---|---|
| 1. | Prescribing Work | For one batch only -Rs.75/-*<br>For more than one batch Rs.60/-*<br>*(divided by No. of Examiners engaged) |
| 2. | Preparation | Rs.2.50/- per candidate per Examiner (Registered Candidates) |
| 3. | Evaluation | Rs.9/- per candidate per Examiner |
| 4. | PG Viva | Rs.4/- per candidate per Examiner |
| 5. | Record | Rs.9/- per record per Examiner |

**VI. B.A/B.Sc. PRACTICALS**

| Sl.No | Category | No. of Person Admissible | Revised Rates |
|---|---|---|---|
| 1. | Skilled Assistant | 1 | Rs.6/- per candidate for number registered ( a minimum of Rs.60/- per session) |

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| | | | |
|---|---|---|---|
| 2. | Asst.Superintendent/ Hall Superintendent | 2 | Rs.50/- per session |
| 3. | Attender-Others | 3 | Rs.18/- per session |
| | -Chemistry | 4 | |
| 4. | Mechanic for Physics/ Electrician for CSE | 1 | Rs.18/- per session |
| 5. | Waterman | 1 | Rs.15/- per session |
| 6. | Gas Superintendent (for Chemistry only) | 1 | Rs.18/- per session |
| 7. | Sweeper | 1 | Rs.15/- per session |

**VII. M.Sc. PRACTICALS:**

| Sl.No | Category | No. of Persons | Rates |
|---|---|---|---|
| 1. | Skilled Assistant<br>a) Physics, Chemistry, Geology and Computer Science | 2 | Rs.6/- per candidate<br>(a minimum of Rs.75/- per session for each skilled Assistant) |
| | b) Botany, Zoology Geography and Home Science | 2 | Rs.6/- per candidate<br>(a minimum of Rs.75/- per session for each skilled Assistant) |
| 2. | Asst.Superintendent/ Hall Superintendent | 2 | Rs.50/- per session |
| 3. | Attender-Others | 3 | Rs.18/- per session |
| | -Chemistry | 4 | |
| 4. | -Mechanic | 1 | Rs.18/- per session |
| 5. | Waterman | 1 | Rs.15/- per session |
| 6. | Sweeper | 1 | Rs.15/- per session |
| 7. | Gas Superintendent | 1 | Rs.18/- per session |

CONDUCT OF PRACTICALS

| Sl.No | Category | Rates |
|---|---|---|
| **VIII.** | **UG PRACTICALS** | |
| 1. | B.Sc.(Botany & Zoology) Purchase of Specimen | Rs. 6/- per candidate per Practical |

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| | | |
|---|---|---|
| 2. | B.Sc (Chemistry)<br>Cost of Chemicals including fuel for making gas | Rs.8/- per candidate per Practical |

**IX. PG PRACTICALS**

| Sl.No | Category | Rates |
|---|---|---|
| 1. | M.Sc.(Botany & Zoology)<br>Purchase of Specimen | Rs.10/- per candidate per Practical |
| 2. | M.Sc. (Chemistry)<br>Cost of Chemicals | Rs.10/- per candidate per Practical |
| 3. | B.Ed Practical | Rs.150/- per day per Examiner |
| | Scribe Remuneration for Blind Candidate | Rs.25/- per session |
| | BFA/BPA<br>Practicals - Music | Rs.3/- per candidate per Examiner |

**X. MEDICAL COURSES - PRACTICAL / CLINICAL/ORAL -REMUNERATION FOR EXAMINERS**

| Sl.No | Category | | Rates |
|---|---|---|---|
| 1 | UG-MBBS/BDS/BPT/B.Sc (Nursing) B.Pharm/BVSc. | | |
| | - PRACTICAL | - | Rs. 12/- per candidate |
| | -ORAL | - | Rs. 7/- per candidate |
| | MINIMUM | - | Rs.200/- for each day of Examination which includes PRACTICAL & ORAL |
| 2 | PG-M.D./M.S/MCh./D.M./PG Dip. | | |
| | - PRACTICAL | - | Rs. 40/- per candidate per examiner |
| | -ORAL | - | Rs.10/-per candidate per examiner |
| | MINIMUM | - | Rs.200/- for each day of Examination which includes PRACTICAL & ORAL |

3. General Minimum: For all the UG/PG Medical Courses, General Minimum of Rs.200/- for an Examiner if he is involved in only one part of the Examinations whether THEORY or PRACTICAL.

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## XI. MEDICAL COURSES PRACTICAL EXAMINATIONS

MBBS - I Year to Final Year
BDS/B.Sc(Nursing)/BPT/B.Sc.(MLT)/BVSc & AH
M.D./M.S/M.Ch. - Skilled Persons

| Sl.No | Category | No. of Persons admissible | Rates |
|---|---|---|---|
| 1. | Chief Supervisor | 1 | Rs.60/- per day |
| 2. | Skilled Assistant | 1 | Rs.40/- per day |
| 3. | Asst. Supdt./Hall Supdt. (Practical -1, Oral -1) | 2 | Rs.40/- per day |
| 4. | Nurse | 1 | Rs.20/- per day |
| 5. | Technician | 1 | Rs.20/- per day |
| 6. | Senior Attender | 1 | Rs.20/- per day |
| 7. | Junior Attender | 1 | Rs.10/- per day |
| 8. | Coolie | 1 | Rs.10/- per day |
| 9. | Patient | | Rs.10/- per day |
| 9(a). | No.of Patients eligible per candidate | 4 | Patients for MBBS |
| | | 8 | Patients for MD/MS |
| 10. | Diet Charges | 1 | Rs.15/- per patient per day |
| 11. | Waterman | 1 | Rs.10/- per day |
| 12. | Sweeper | 1 | Rs.10/- per day |
| 13. | Gas Man (for Bio-Chemistry) | 1 | Rs.20/- per day |
| 14. | Clerical Remuneration for Written Examinations: | | |
| | (i) I,II MBBS | | Rs.25/- per day |
| | (ii) Final MBBS | | Rs.75/- per day |

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## XII. B.TECH ENGINEERING (BOTH NON-ENGINEERING & ENGINEERING SUBJECTS) - PRACTICALS

| Sl.No | Category | Rates |
|---|---|---|
| 1. | Prescribing Work | For one batch only -Rs.75/-* For more than one batch Rs.60/-* *(divided by No. of Examiners engaged) |
| 2. | Preparation | Rs.2/- per candidate per Examiner (Registered Candidates) |
| 3. | Evaluation | Rs.6.50/- per candidate per Examiner (Actually examined) |
| 4. | Record | Rs.5/- per record per Examiner |
| 5. | Project Evaluation | Rs.12/- per project |
| 6. | Project Viva | Rs.2/- per candidate |

**XIII. ENGINEERING COURSES - SKILLED PERSONS - B.TECH/DCA/MCA/ M.TECH.**

| Sl.No | Category | No. of Persons | Rates |
|---|---|---|---|
| 1. | Skilled Assistant | 1 | Rs.6/- per candidate ( a minimum of Rs.60/- per session) |
| 2. | Hall.Superintendent/ Asst.Superintendent | 1 | Rs.35/- per session Rs.30/- per session |
| 3. | Store Superintendent | 1 | Rs.20/- per session |
| 4. | Attender | 1 | Rs.10/- per session |
| 5. | Mechanic | 1 | Rs.18/- per session |
| 6. | Electrician | 1 | Rs.18/- per session |
| 7. | Waterman | 1 | Rs.10/- per session |
| 8. | Cleaner | 1 | Rs.6/- per session |

**XIV. THESIS AND DISSERTATION VALUATION RATES:**

| Sl.No | Category | Rates |
|---|---|---|
| 1. | MA/MSc/MCom/PGDCA/MCA/MBA/MIM | Rs. 40/- per examiner per thesis |
| 2. | M.Phil/M.Ed/LL.M/M.E/M.TECH/MPED | Rs. 75/- per examiner per thesis |
| 3. | M.Sc. (Medical Entomology) & M.Sc.( Medical Bio-Chemistry) | Rs. 125/- (for external examiner only) |
| 4. | UG Courses : B.A/B.C.S., etc., | Rs. 8/- per project |
| 5. | B.Tech/B.L/B.Ed./B.V.Sc & other Professional Courses (Project & Viva) | |
| | - Project | Rs. 12/- |
| | - Viva | Rs. 2/- |
| 6. | Ph.D | Rs. 400/- per examiner 75 US Dollars (for Foreign Examiners) |
| 7. | Medical Diploma | Rs.125/- per thesis |
| 8. | M.D./M.S./M.Ch./D.M | Rs.100/- per Examiner |

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## XV. THESIS VIVA-VOCE- REMUNERATION

| Sl.No | Category | Rates |
|---|---|---|
| 1. | UG Courses:B.Com/B.Tech/B.C.S., etc., | Rs.2/- per candidate<br>Per examiner |
| 2. | PG Courses | Rs.4/- per candidate<br>per examiner |
| 3. | M.Phil | Rs.4/- per candidate per examiner |
| 4. | Ph.D | Rs.175/- (for External examiner)<br>Rs. 175/- (for guide who is not an adjudicator of the Thesis)<br>Rs.100/-(for Co-guide for Viva) |

## XVI. MINIMUM REMUNERATION PAYABLE TO EXAMINERS THEORY & PRACTICAL /VIVA -VOCE

| Sl.No | Category | Rates |
|---|---|---|
| 1. | All UG Courses | Rs.50/- |
| 2. | All PG Courses | Rs.60/- |
| 3. | M.Phil/Pre-Ph.D. | Rs.75/- |
| 4. | M.Tech/M.L./M.P.Ed/M.Ed/P G Diploma in Law | Rs.150/- |

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## XVII. TRAVELLING ALLOWANCE PAYABLE TO THE EXAMINERS:

| Sl.No | Category | Rates |
|---|---|---|
| 1. | T.A. for Central Valuation/Board Meeting /Viva-Voce/Practical/Squad Members. | 1 1/4 times of First Class Railway Fare each way |

## XVIII. TRANSPORT

| | | |
|---|---|---|
| 1. | Taxi/own car use for conducting Practicals for Medical Courses only | Rs.3.80 per k.m.<br>(Mileage rate per k.m. as approved by Govt. of India from time to time.) |

## XIX. DAILY ALLOWANCE

| Sl.No | Category | Rates |
|---|---|---|
| 1. | Daily Allowances payable to the Examiners for Central Valuation/ Practicals/Squad Members, etc., | Local Conveyance Allowance -Rs.75/- per day<br>DA(for local examiners) - Rs.75/- per day<br>DA (for External Examiners) - Rs120/- per day |

## XX. WORKING LUNCH

| | | |
|---|---|---|
| 1. | Working Lunch provided for Examiners Central Valuation on duty days | Rs.10/- per Examiner per day |

## XXI. REFRESHMENT

| | | |
|---|---|---|
| 1. | Refreshment provided to the Examiners during Central Valuation | Rs.9/- per Examiner per day |

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